

# City of Beverly Hills

## Fiscal Year 2005/2006 Budget



**Linda J. Briskman**  
Mayor

**Stephen P. Webb**  
Vice Mayor

**Jimmy Delshad**  
Councilmember

**Barry Brucker**  
Councilmember

**Frank M. Fenton**  
Councilmember

**Eliot Finkel**  
City Treasurer

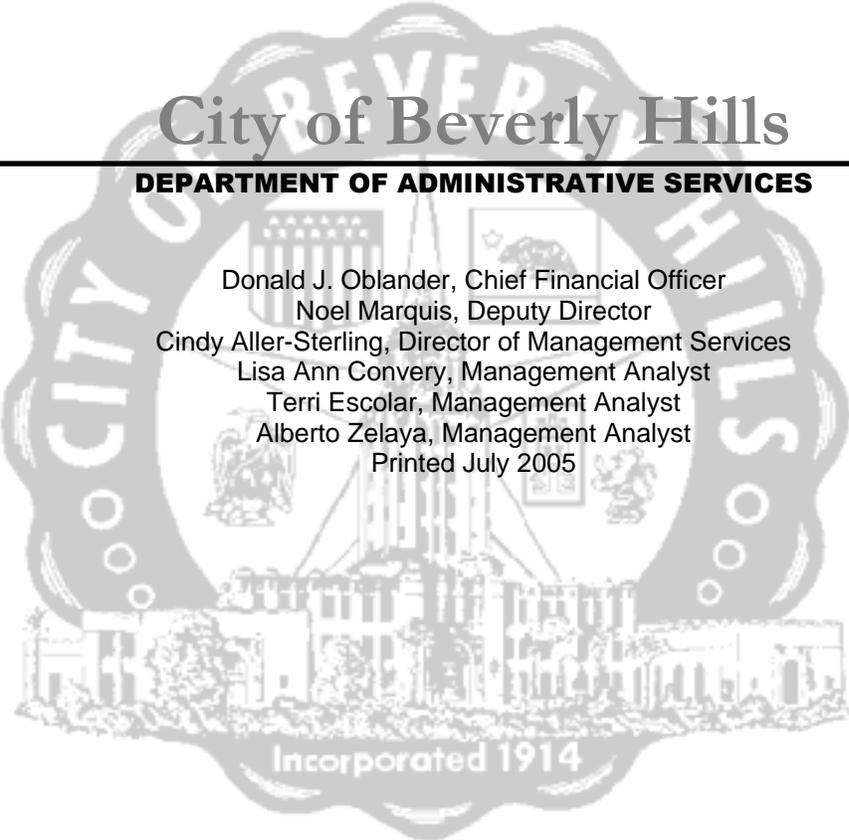
**Roderick J. Wood**  
City Manager

**Donald J. Oblander**  
Chief Financial Officer

## Profile of Beverly Hills

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, has an estimated 2003 population of 34,052. 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 through a world renowned business community to charming family bungalows and apartments, 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 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 all of the major talent agencies. In the retail field, Beverly Hills has enjoyed remarkable reinvestment in all geographical and market areas.



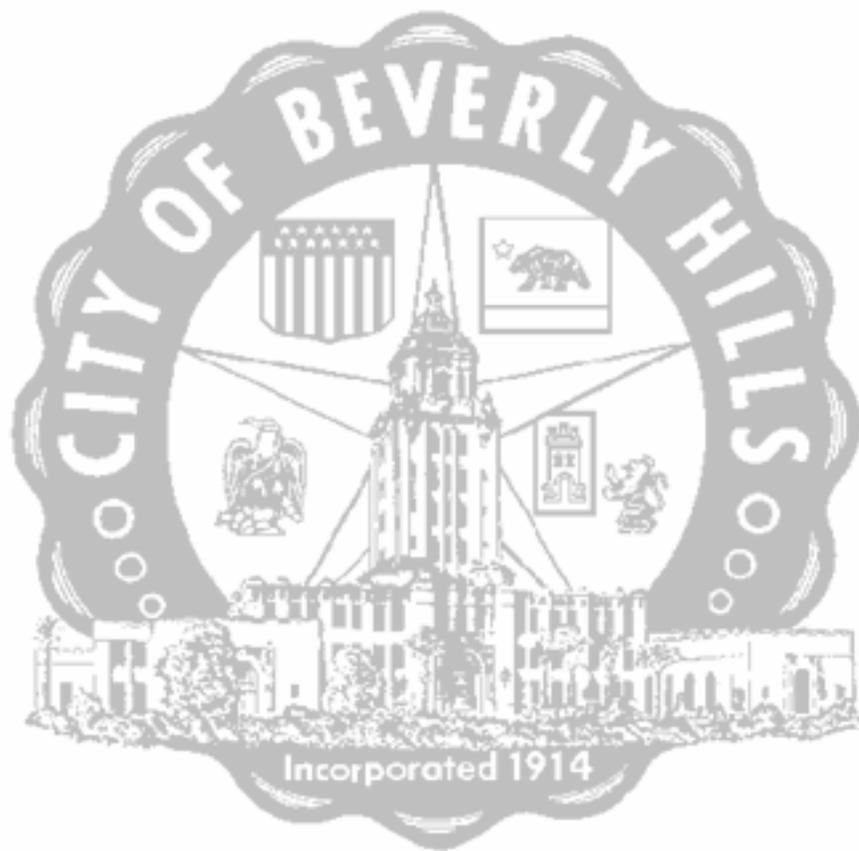
# City of Beverly Hills

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June 16, 2005

Honorable Mayor, Councilmembers and Citizens of Beverly Hills:

The City has experienced for the past few years a structural change in its revenues and expenses. This has resulted in expenses rising faster than revenues. This structural impact on the budget is projected to continue for the foreseeable future. The City has experienced a fundamental shift in its ability to continue to expand its retail market share due to increased competition in the market and the loss of exclusivity in its stores. There has been significant competition in hotel rooms constructed outside the City, which is expected to continue, and without new hotels being built in Beverly Hills, this revenue source will become more constrained. The office space demands in Beverly Hills have been shifting from entertainment based and general business based uses to medical uses, which pay appreciably less in business taxes. These factors are critical to the community as approximately 80% of the City's revenues are derived from business activity. Without adequate growth in this business revenue base, service levels in all areas of service, including Police, Fire and Schools, will continuously decline unless the voters approve increases to the baseline residential taxes.

The impact of these revenue limitations are compounded by the substantial cost increases in materials and labor. Construction costs, because of world wide construction activities and limited raw materials, have pressed the costs of construction up nearly 40% in the past 24 months. Energy costs continue to rise dramatically and they are not expected to have any major reductions in the next few years. This is because of international supply and competition issues and refinery limitation within the U.S. and California in particular. The cost of labor continues to rise and it is expected to continue for the next 10 to 15 years because of the appreciably smaller post baby boom population base. This impact will be most felt in the skilled labor, professional and management areas of employment, which is the predominant element of the City's labor force. The effects of this smaller labor pool on government are compounded with the reduced trend within Generation X to work in the public sector.

This is not a new issue to the City. The impact of the structural changes in the Revenue and Expenses, as well as the economic recession, was recognized in the 2003/04 budget with the reduction of approximately \$2 million in General Fund expenses. This was followed through within the 2004/05 budget year with an additional \$1.4 million reduction in General Fund expenses. The long term implications of this structural change are addressed in the 2005/06 budget with projections extended out five years. The need to start addressing the deferred maintenance and capital facilities was recognized a number of years ago with transfers from the General Fund to capital which was at \$2 million in the 2004/05 Budget.

The positive aspect of the structural nature of the budget shortfall is that it is structural and that it is not a result of the seriously declining revenue base from the loss of a major industry or from a large increase in residential population, which are much more difficult to address. This should mean that once we address the structural aspects of the budget, it should be restored to reasonable stability in years ahead. There are always the risk of natural and other disasters, severe economic downturns, rampant inflation and new mandates from the state or federal government on cities that can impact that stability. Currently we do not foresee dramatic changes in these areas over the next five years and are financially prepared to respond to a moderate natural disaster or moderate economic downturn. Further, in our case, the total budget shortfall in relation to the base size of the budget is far more manageable than in most cities.

There are no truly desirable solutions for dealing with the \$10 million budget shortfall in the 2005/06 budget. A single year \$10 million reduction in expenses would be a notable impact on the service levels to which our citizens are accustomed. A single year reduction would preclude the opportunities to explore alternative service delivery systems or evaluate equipment and technology options that could increase productivity to maintain service levels while reducing expenditures. Such a large single year reduction

## Letter of Transmittal

would require formal layoffs of employees, and the predictable morale and productivity problems that would cause and would likely extend for several years. The legal constraints to analyze and process fee increases and/or increase taxes make it impossible to deal fully with the revenue side of the equation in 2005/06. To disregard the deferred maintenance and capital needs of the city would severely compound the costs of correcting the problems in years out. Given these fiscal realities, a logical approach would be to continue on the "glide path" initiated in the 2003/04 Budget. This glide path in reductions is proposed to be extended over the next three years or until the \$10 million total annual transfer of General Funds to Capital is achieved.

A question that invariably arises is, that if we have such a major budget shortfall, why don't we just correspondingly cut costs as would occur in private business. A fundamental difference between government and the private sector is that when revenues fall from a loss of business for whatever reasons, the private sector can cut costs because it doesn't have customers making demands on services or production. In the case of government, regardless of the revenue circumstances we don't lose any customers, our citizens still live here and still have needs. This requires a different strategy to assure that essential services are provided regardless of revenues and that reductions in services are balanced and equitable.

I recommend a three year time frame to bring the revenues, expenses and capital needs into balance. If we evaluate our finances on a five year basis as recommended, we should reach fiscal equilibrium by the end of the proposed five year budget plan. My general recommendations are to increase fees and fund transfers by approximately \$2.5 million over the next 12 months; make the remaining \$8 million transfer to capital needs by 2006/07; and reduce expenses by \$5 million annually at the end of the three year time frame. The \$5 million in expenditure reductions would occur primarily from reducing staff through attrition and transfers. (There is no proposal to reduce the number of sworn police or firefighters.) This would leave the budget a cumulative total of \$3 to \$7 million short over the three year period to balance the budget. The actual total amount of shortfall will depend on exactly how much and when new revenues and transfers occur to the General Fund and how quickly positions become vacant to reduce expenses. I want to give you a reasonable range of the costs. I would recommend that the city use its Reserves to close this cumulative \$3 to \$7 million funding gap. The ability effectively to manage substantive changes in revenues or expenditures is one of the primary reasons for maintaining healthy reserves. The reserves would be set up as a form of loan to be repaid from the fund balances and from capital trust funds in the fourth and fifth years of the five year budget period. If revenues exceed estimates, as they often do as a result of using conservative estimates, the added revenue would reduce the impact on the Reserves. At the end of the five year budget plan, the future fund balances are recommended to be used for meeting unfunded liabilities, retiring debt and address any new capital needs.

I would recommend that the City Council commit to the revenue/ expenditure goals. I would further recommend that the specific revenues and the specific positions and services to be eliminated through attrition not be determined immediately. I would recommend that the City Council authorize the City Manager to develop and implement a full Budget Reduction Plan with options during the first quarter of 2005/06. This will allow staff more time to analyze options and work with stakeholder groups to develop other possible options. I have not recommended a general tax increase for the 2005/06 Budget because a tax measure must go on the ballot at a regular election, which would be March 2007. If the City Council decided to place a tax increase on the March 2007 election, it would reduce the requirements for budget reductions or fee increases by whatever amount was approved by the voters. Until there is certainty in a tax increase, fiscal prudence warrants adoption of a balanced budget plan that assumes no tax increase.

The 2005/06 budget would be reviewed quarterly with the City Council to assure its goals are being met. The overall five year strategy to correct the structural budget issues would be reviewed annually as part of the annual budget process to assure the overall strategy performs as planned and adjustments are made as appropriate.

Please advise if additional analysis is desired.

Roderick J. Wood

# City of Beverly Hills

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## Summary of the Budget and Accounting Structure



## SUMMARY OF THE BUDGET AND ACCOUNTING STRUCTURE OF THE CITY

Cities use “fund accounting” to record their financial transactions. Beverly Hills uses several different types of funds, such as:

- General 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.
- Infrastructure Funds** Primarily a subset of the General Fund used to recognize and fund long-term capital or property expenditures (primarily roadways, sidewalks and other infrastructure items) for assets which belong to the General Fund.
- Special Revenue Funds** Restricted funds with dedicated funding sources, such as:  
**Park & Recreation Tax Fund** -- fees from new development. May be used only 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.  
**Fine Art Fund** -- fees from new development. May be used only to provide public art and art related exhibitions.
- Enterprise Funds** Restricted funds, largely from user fees, dedicated to specific “cost center” functions, such as:  
**Water Enterprise Fund**  
**Wastewater Enterprise Fund**  
**Stormwater Enterprise Fund**  
**Solid Waste Fund**  
**Parking Enterprise Fund**
- Internal Service Funds** These are funds established to provide centralized support for internal operations. Revenues come from charges to the various departments or enterprise funds. Internal Service Funds include:  
**Capital Assets (Vehicle and Facilities Maintenance) Fund**  
**Information Technology Fund**  
**Cable Television Fund**  
**Litigation & Liability Fund**  
**Policy, Administrative & Legal Fund**  
**Reprographics Fund**  
**Workers Compensation Fund**

Summary of the Budget and Accounting Structure of the City

**SUMMARY BY FUND CATEGORY - BUDGETED REVENUES AND EXPENDITURES**

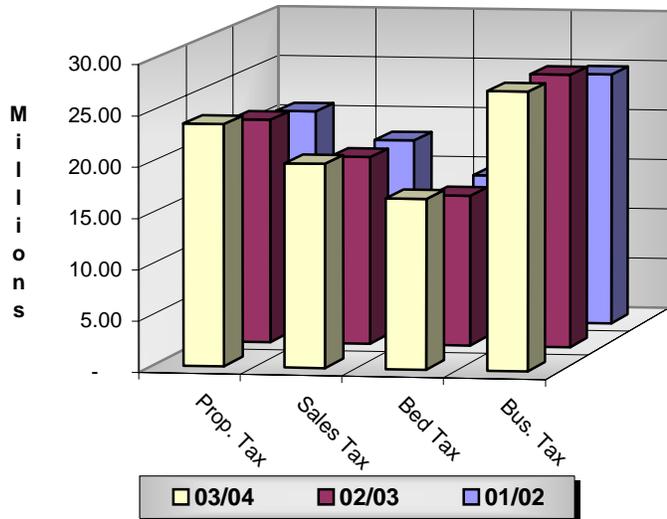
	General Fund	Infrastructure Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds
<b>Revenues</b>					
Taxes	95,794,318	-	4,569,629	-	-
Subventions & Grants	1,130,058	-	2,769,231	-	-
Licenses and Permits	10,608,890	-	-	-	-
Fines and Penalties	5,639,741	-	-	-	-
Use of Money	6,699,750	155,047	803,977	8,176,494	1,088,630
Charges for Service	7,652,198	-	93,000	42,878,068	59,181,073
Miscellaneous	1,564,598	-	-	989,351	59,570
Transfers In	6,000	1,707,691	1,500	-	2,434,558
<b>Total Revenues</b>	<b>129,095,553</b>	<b>1,862,738</b>	<b>8,237,337</b>	<b>52,043,913</b>	<b>62,763,831</b>

<b>Expenditures</b>					
Salary and Benefits	68,935,682	-	224,066	7,549,313	12,422,176
Materials & Supplies	2,831,265	-	645	662,395	1,471,416
Contractual Services	9,915,535	-	1,443,435	18,449,454	13,229,225
Capital Outlay	151,463	-	7,019,550	-	-
Capital Projects	-	3,105,498	-	63,882,500	34,157,400
Internal Service Charges	25,132,874	-	68,692	11,737,474	8,714,178
Claims	-	-	-	-	3,454,000
Depreciation	-	2,190,400	-	9,028,394	8,572,420
Debt Service	-	1,790,822	-	12,016,741	11,669,848
Miscellaneous Charges	18,613,771	5,150	-	186,985	798,475
Transfers Out	-	-	1,006,000	-	-
<b>Total Expenditures</b>	<b>125,580,590</b>	<b>7,091,870</b>	<b>9,762,388</b>	<b>123,513,256</b>	<b>94,489,138</b>

**GENERAL FUND REVENUE PROJECTIONS**

General Fund revenues for Fiscal Year (FY) 2005/2006 are conservatively projected, as a result of current economic trends, to total \$129.1 million compared to projected revenues of \$125.95 million for Fiscal Year 2004/2005, representing an increase year-over-year of 2.4%. Shown in the accompanying graph are the City's four largest tax revenues (for the 3 most recently completed fiscal years); Property, Sales, Transient Occupancy (often referred to as a Bed Tax) and Business Tax.

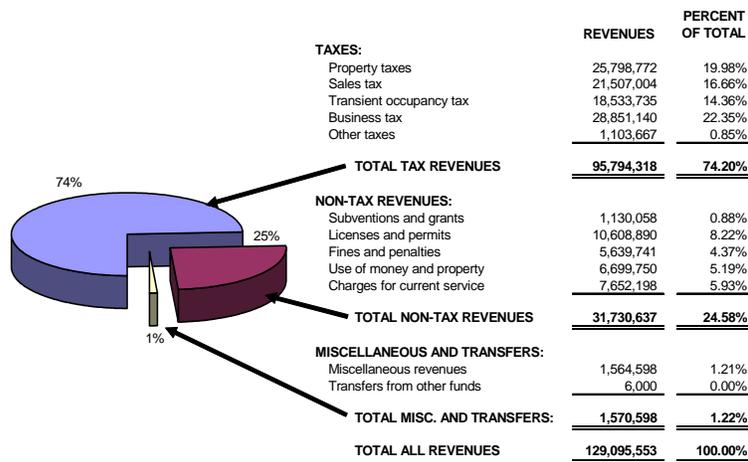
Most people are surprised to learn that the City's biggest tax generator is Business Tax, generating roughly \$28.15 million for Fiscal



## Summary of the Budget and Accounting Structure of the City

year 2004/2005. More than half of this comes from property rental income. The City implemented this tax on the eve of Prop. 13's passage, recognizing the windfall gain that high income property was about to receive. Because the tax on income property is often passed along to tenants, we are frequently told that this tax is "unfriendly" to Beverly Hills businesses. Our counterargument is that we have no utility tax, no parking tax, no mall charges, and no assessment fees. In any case, the Business Tax carried us through the slow years of the 1990's. For Fiscal Year 2005/2006 we are budgeting a slight increase from our current projection to a conservative \$28.85 million.

Sales Tax continues to improve since the downturn resulting from the impacts of 9-11 and the general economic climate with current projections at \$21.01 million. Budget for Fiscal Year 2005/2006 is a little on the conservative side at \$21.5 million.



This chart shows the relationship between the various General Fund revenue sources.

Property Tax continues to show the strength of the California real estate market. We should keep in mind that in past economic cycles property tax was slower to respond to the downward trend and even slower to recover. We have been hurt both by declining property values (with lowering assessments) and by State "takeaways" of Property Tax in the past. For the Fiscal Year 2005/2006 Budget we expect Property Tax Revenues of about 25.8 million, an increase of about a \$600 thousand over our projected Fiscal Year 2004/2005 revenue. We have excellent prospects for increases in the next few years. Even with all this encouraging news, the City is quick to

point out that all of our Property Tax does not even pay for the operations of the Police Department alone (\$41.8 million). In a post-Prop. 13 world, Property Tax does not even remotely cover the costs of non-fee based services.

The City's Transient Occupancy Tax (hotel bed tax) were the most severely impacted of all our revenues by the 9-11 tragedy, the SARS epidemic in the Pacific Rim and war in the gulf. We project \$18.5 million in Fiscal Year 2005/2006, actually above our Fiscal Year 2000/2001 high of \$17.8 million. Occupancy at the major hotels is up considerable and appears to be at the post 9-11 levels. We are fortunate to have such stellar hotel operators in Beverly Hills, and benefit from the City's reputation as a safe, pleasant environment even in this tough economic climate.

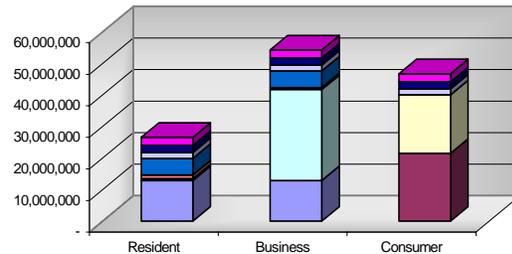
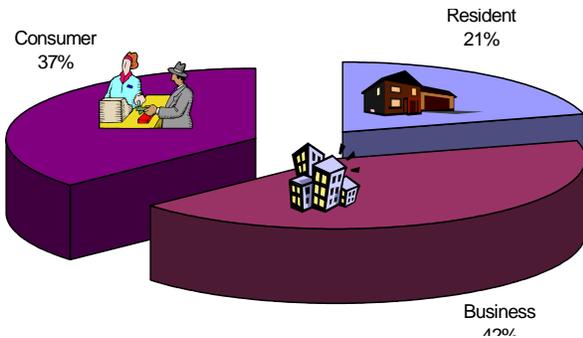
Revenue from Fines & Penalties (mostly parking fines) is substantial (approximately \$5.6 million), but it tends to grow only slightly. We do not look at this area as a future revenue enhancement source. For the most part, the City issues parking tickets to keep parking spaces open for businesses (in commercial areas) or for resident parking (in residential areas). We are aggressive, but we issue fewer tickets, at slightly lower fine levels, than Culver City, Los Angeles, Santa Monica and West Hollywood.

Many years ago, when the City first established the Parking Enterprise Fund, the revenues from parking meters were contributed to this new fund to assure its successful initiation. Now that the Parking Enterprise Fund is close to build out of its surface parking lots and has adequate funds from retail space rental and parking income, a decision was made to transfer the parking meter operation back to the General Fund in Fiscal Year 2003/2004. For that reason we see a relatively large revenue increase of about \$2.5 million in the category Charges for Services. Licenses & Permits, especially in the Building, Planning and Engineering Departments, are budgeted substantially higher due to the pending Montage Hotel project and significant commercial projects in development.

## Summary of the Budget and Accounting Structure of the City

One question that always arises when we discuss General Fund revenues is “How much of the City’s General Fund Revenues are contributed by local businesses?” When analyzing the City’s General Fund revenues we divide the revenue contributors into three categories; 1). Residents; 2) Businesses; and, 3) Consumers. The Charts and spreadsheet show this relationship both graphically and numerically and illustrate that business and its consumers generate about 79% of the City’s General Fund Revenues.

	Resident	Business	Consumer	Total
<b>TAXES:</b>				
Property taxes	12,899,386	12,899,386	-	25,798,772
Sales tax	-	-	21,507,004	21,507,004
Transient occupancy tax	-	-	18,533,735	18,533,735
Business tax	-	28,851,140	-	28,851,140
Other taxes	551,834	551,834	-	1,103,667
<b>TOTAL TAX REVENUES</b>	<b>13,451,220</b>	<b>42,302,360</b>	<b>40,040,739</b>	<b>95,794,318</b>
<b>NON-TAX REVENUES:</b>				
Subventions and grants	1,130,058	-	-	1,130,058
Licenses and permits	5,304,445	5,304,445	-	10,608,890
Fines and penalties	1,879,726	1,879,726	1,880,290	5,639,741
Use of money and property	2,233,027	2,233,697	2,233,027	6,699,750
Charges for current service	2,551,243	2,550,478	2,550,478	7,652,198
<b>TOTAL NON-TAX REVENUES</b>	<b>13,098,498</b>	<b>11,968,345</b>	<b>6,663,794</b>	<b>31,730,637</b>
<b>Grand Taxes and Non-Taxes</b>	<b>26,549,718</b>	<b>54,270,704</b>	<b>46,704,533</b>	<b>127,524,955</b>

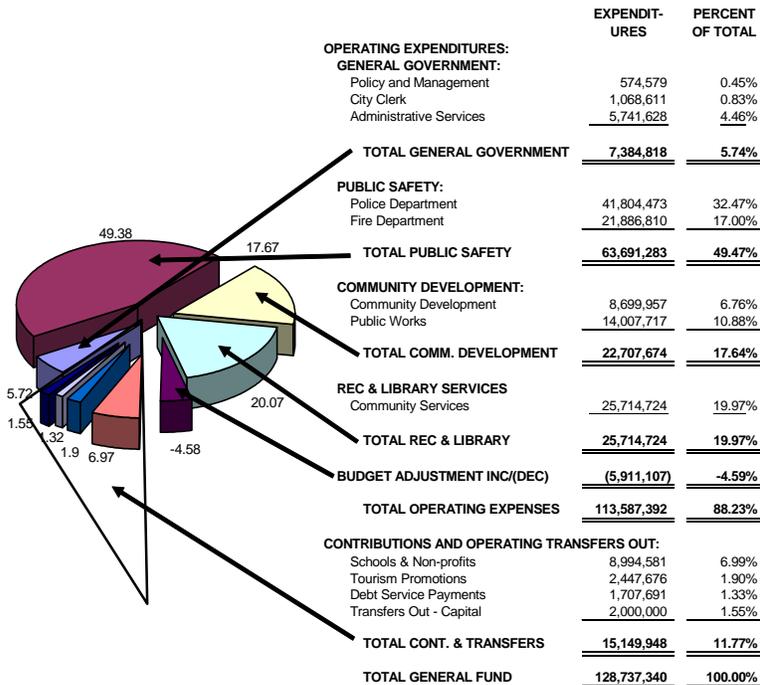


Revenue Source	Resident	Business	Consumer
Property taxes	12,899,386	12,899,386	0
Sales tax	0	0	21,507,004
Transient occupancy tax	0	0	18,533,735
Business tax	0	28,851,140	0
Other taxes	551,834	551,834	0
Subventions and grants	1,130,058	0	0
Licenses and permits	5,304,445	5,304,445	0
Fines and penalties	1,879,726	1,879,726	1,880,290
Use of money and property	2,233,027	2,233,697	2,233,027
Charges for current service	2,551,243	2,550,478	2,550,478

## GENERAL FUND EXPENDITURE PROJECTIONS

General Fund *Expenditures* fall into several major categories: Departmental Expenses, BHUSD Support and Community Group Support, Tourism Promotion and Debt Service. Within Departmental Expenses the City includes about \$8 million a year for maintenance of our infrastructure as facilities user charges.

Departmental Expenses have either grown or contracted in recent years depending on our revenue situation. Obviously, personnel costs make up a big part of this category. In the early 1990’s, we had to reduce costs in these budgets due to the economic downturn. During those years, we had to do layoffs and a few service reductions (alley and sidewalk maintenance, turf mowing, public information programs, etc.). When the workload picked up and the economy improved, we added some staff --



This chart shows the relationship between the various General Fund expenditure categories.

## Summary of the Budget and Accounting Structure of the City

mostly in development-related departments and in the Library and Recreation & Parks. The current economic circumstances will require the City to once again review service and staffing levels.

Support for the Beverly Hills Unified School District has grown over the years from less than \$2 million to more than \$6.6 million per year during Fiscal Year 2004/2005. For Fiscal Year 2005/2006 an increase of \$1.3 million (to \$7.9 million) and growth at a CPI factor each year thereafter is expected.

Community Group Support has grown somewhat in recent years, but not dramatically. For the most part, the School District has received any extra discretionary funds. The City also contributes to a number of health, social service and cultural arts groups, including the Maple Counseling Center, the Westside Foodbank, People Assisting the Homeless, LA Free Clinic, the Beverly Hills Symphony, the Beverly Hills Theater Guild, and others. We also allocate as much of our federal Community Development Block Grant funds to social service programs as we are allowed by law. We have funded handyman programs, peer counseling, family counseling, etc., for seniors or other income eligible households.

In the area of Tourism Promotion, the City will provide \$330,000 to the Visitors Bureau, plus \$50,000 each to the Chamber of Commerce's Retail Council. In addition, the City continues to allocate 2% of our 14% Transient Occupancy Tax for tourism/visitor advertising and promotion. In Fiscal Year 2005/2006, the 2% equates to roughly \$2.45 million as compared to \$2.34 million for Fiscal Year 2004/2005.

Debt Service costs increased dramatically in the late 1980's due to the Civic Center project. They will remain fairly constant (roughly 10% of General Fund) for the next few years. After that, the percentage starts to decline very gradually until the debt is retired in roughly 30 years. Beverly Hills bonds and securities continue to be rated well by the financial markets.

The final component of the General Fund is the unallocated **Fund Reserve**. As recently as Fiscal Year 1994/1995 we had essentially no Fund Reserve. Ideally, a city our size should have a reserve of between 25%-50% of annual operating budget. Most cities do not achieve this. We have, however, accumulated a Fund Reserve of \$45 million over the last several years. Some of this reserve has been attained through one-time credits from CALPERS (from surplus retirement funding). The rest was saved through better-than-expected operating results both in revenues and expenditures. More immediately critical, however, is our need to bolster the City's Capital Improvement Fund.

## CAPITAL PROJECTS

The City's major challenge is to find money to complete all of our high priority capital projects. Having reviewed each of the projects in our 5-year capital program, the City Council now faces the task of prioritizing and/or making decisions to seek additional funding for important projects.

Almost all of the funding in the Capital Assets Funds comes from user charges to General Fund departments.

## SPECIAL REVENUE FUNDS

The Park & Recreation Tax Fund collects revenue from new development projects. In the mid-1980's, the City used to collect up to \$5 million in a single year. Over the 1990's, we have averaged only \$1 million per year. As a result, the balance in this fund is now

## Listing of CIP Projects for FY 2005/2006

INFRASTRUCTURE FUND 06	2005/2006
STREET RESURFACING 0195	-
INSTALL TRAFFIC SIGNALS 0367	190,000
PAVEMENT MASTER PLAN 0554	55,000
STREET LIGHT MASTER PLAN, LIGHTING & CONDUIT 0629	2,310,498
ANNUAL MAINTENANCE 0633	550,000
SANTA MONICA BLVD STATE ABATEMENT 0889 - Funding Source - \$4.4m from State for abatement up to \$2m from MTA for Santa Monica bus lane project and signalization.	-
COMMUNITY CHOICE AGGREGATION - ELECTRICITY 0891	-
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>	<b><u>3,105,498</u></b>
CONTAMINATION CLEANUP 0571	530,000
FIRE DEPARTMENT FACILITY MAINT & IMPROVEMENTS 0585	257,250
POLICE DEPARTMENT FACILITY MAINT & IMPROVEMENTS 0610	83,400
GENERAL LAND ACQUISITION 0647	8,700,000
IMPROVEMENT OF CITY GATEWAYS 0701	-
REPAINT CITY BUILDINGS 0713	-
CONSTRUCT OPERATIONS SERVICE CENTER 0797	9,168,000
MISCELLANEOUS SMALL CONSTRUCTION PROJECTS 0823	446,250
LEVEL A PRINT/GRAPHICS BUILD-OUT 0831	415,000
SCHEDULED MAINTENANCE OF LIBRARY FACILITY 0838	-
CITY HALL MASTER PROJECT 0851	1,917,500
CIVIC CENTER PLAZA IMPROVEMENT 0852	1,890,000
BUSINESS PARK AREA EIR AND TRAFFIC MITIGATION 0862	250,000
SCHEDULED VEHICLE REPLACEMENT	1,500,000
<b>TOTAL MAINTENANCE SERVICES FUND</b>	<b><u>25,157,400</u></b>

## Summary of the Budget and Accounting Structure of the City

very low. If we do have a surge in new development, one silver lining will be collection of more taxes in this fund.

The Fine Art Fund also collects fees (not taxes) from new development -- in this case commercial development. The fees are used, upon recommendation of the Fine Art Commission, to acquire public art for the City. When the owner of a new project chooses not to install their own equal-value artwork, the City collects an amount equal to 1% of the permit valuation. We have recently increased the fee potential by removing a \$100,000 cap per project. We are also talking about applying the fee to substantial remodels (not just new development).

### **ENTERPRISE FUNDS**

Our Enterprise Funds are in good condition. Some are healthier than others, but all of them have positive fund balances. We require user fee rate increases from time to time, but we are generally pleased with the condition of the Enterprise Funds.

The Water Enterprise Fund is strong, but we have much left to do in capital upgrades. We have completed construction of three new water wells and a water treatment plant that will produce approximately 25% of the City's water needs. We have much more work to do in the upgrading of water mains and reservoirs. Starting with the current fiscal year, a new rate structure was developed to 1. encourage conservation by higher usage residential customers; 2. establish a single rate range for all commercial, industrial and municipal customers; and, 3. provide an overall increase in water enterprise revenues of 6%.

The Wastewater Fund has benefited by the extraordinary multi-agency Hyperion effort. Through hard-fought renegotiation of our Hyperion Sewage Treatment contract with Los Angeles, we estimate that the City saved more than \$10 million in charges for capital costs. In the early 1990's, we were in a costly legal battle over these disputed costs. Today, we have signed a new contract that gives Beverly Hills (and other contracting agencies) a much lower cost structure than had been assumed in previous projections. A rate increase of 10% for all residential, commercial, industrial and municipal customers was implemented for the current year.

Solid Waste Fund is our biggest challenge because there are several unknowns on the horizon. We do not have control of the landfills we use, and State-mandated waste flow reductions deadlines are imminent. We franchised out our commercial solid waste service because of the unknowns and the risks of competing with major private sector providers. Rates immediately went up among the private haulers. By providing the residential service directly, we hope to avoid this fate for residential solid waste collection. We still feel we serve the Beverly Hills community best by providing this service as a sole source provider. Among other benefits, this avoids having multiple companies collecting each week in our residential alleys. For the current fiscal year, rates for residential customers were increased by 12%. For commercial service, the rate structure was modified to better align customer charges with cost of service and provides an overall increase in revenue by 5.5%. Rate changes vary based on the size and type of container and number of times per week service is provided.

For the Parking Enterprise Fund staff will be making recommendations over the next several weeks to the City Council on how to more effectively use our parking resources, including recommendations for eliminating the free parking program through use of validation programs. These new programs should reduce misuse of this valuable City resource.

Summary of the Budget and Accounting Structure of the City

**SUMMARY OF ENTERPRISE FUNDS BUDGETED REVENUES AND EXPENDITURES**

	<b>Water Enterprise Fund</b>	<b>Waste- water Enterprise Fund</b>	<b>Solid Waste Enterprise Fund</b>	<b>Storm- water Enterprise Fund</b>	<b>Parking Enterprise Fund</b>
Projected Revenues:					
Service Charges	17,565,656	6,392,867	12,230,471	1,759,994	4,929,080
Interest Earnings	407,291	193,506	92,243	67,682	200,000
Lease of Property	794,318	-	-	-	6,421,454
Miscellaneous	<u>27,058</u>	<u>750,000</u>	<u>174,787</u>	<u>-</u>	<u>37,506</u>
Operating Revenues	<u>18,794,323</u>	<u>7,336,373</u>	<u>12,497,501</u>	<u>1,827,676</u>	<u>11,588,040</u>
Projected Expenses:					
Personnel Services	2,121,822	705,837	1,514,439	1,455,856	1,751,359
Materials and Supplies	408,253	45,473	120,520	65,048	23,101
Contractual Services					
BH Operations	1,778,349	312,510	434,261	161,666	1,045,400
Outside Service Provider	8,202,347	1,421,606	4,968,936	124,379	-
Internal Services	3,100,651	1,397,100	3,300,000	510,121	3,429,602
Depreciation/Amrtzn	3,554,413	1,133,898	1,000	190,000	4,149,083
Debt Service Interest	2,959,301	899,721	310,758	-	2,476,435
Other Misc.	<u>100,650</u>	<u>5,000</u>	<u>74,335</u>	<u>5,000</u>	<u>2,000</u>
Operating Expense	<u>22,225,786</u>	<u>5,921,145</u>	<u>10,724,249</u>	<u>2,512,070</u>	<u>12,876,980</u>
Net from Operations	(3,431,463)	1,415,228	1,773,252	(684,394)	(1,288,940)
Plus Capital & Unrestricted	20,751,043	7,372,446	3,931,275	3,612,491	2,395,025
Plus Bond or Other Financing	19,000,000	-	-	-	36,000,000
Plus Depreciation	<u>3,554,413</u>	<u>1,133,898</u>	<u>1,000</u>	<u>190,000</u>	<u>4,149,083</u>
Cash Available	39,873,993	9,921,572	5,705,527	3,118,097	41,255,168
Capital Projects					
Capital Projects	25,435,000	2,290,000	507,500	100,000	35,550,000
Debt Service Principal	<u>974,221</u>	<u>800,000</u>	<u>494,134</u>	<u>-</u>	<u>3,102,172</u>
Cash available for OM & CIP	<u>13,464,772</u>	<u>6,831,572</u>	<u>4,703,893</u>	<u>3,018,097</u>	<u>2,602,997</u>

## Summary of the Budget and Accounting Structure of the City

### INTERNAL SERVICE FUNDS

Our Internal Service Funds are all very healthy. The primary Internal Service Funds include:

- Capital Assets Fund (Building & Vehicle Maintenance Fund)
- Information Technology Fund
- Liability Self-Insurance Fund
- Policy, Administrative & Legal Fund
- Reprographics Fund
- Workers Compensation Self-Insurance Fund
- Cable Television Fund

The Capital Assets Fund represents one of the busiest activity areas in the City, responsible for all of the City's equipment and facility maintenance and replacement. This staff unit manages every City building construction/rehab effort, of which there are always many. This is also one of the areas which offer us the most potential savings from cost efficiency analysis.

The Information Technology Fund has been one of our fastest growing budget areas, reflecting our need to upgrade operations for the future. With much help from the Technology Committee, we have been building our internal network and adding vital user functions, such as the Computer Aided Dispatch/Records Management System and Geographic Information System. CAD/RMS is a Public Safety system that will mesh with upgrades to our internal radio, TV, telephone, satellite, and communications equipment. The GIS software will allow us to perform remarkable new functions, including crime analysis, risk management analysis, civil engineering design, water system control, infrastructure inventory, satellite-based planning for hillsides, etc. It is one of the most powerful changes I have seen in my years in local government management. We are also built out new facility space for the IT staff.

The Litigation/Liability Fund is actually a self-insurance fund. Over the last ten years, our annual cost to defend claims and lawsuits has probably doubled. As such, we spend much more time studying our trends and trying to manage our risk. While many claims are legitimate, it is an unfortunate fact of life that governments, and especially Beverly Hills, are targets for claims. Our primary risks tend to involve vehicle accidents, trip/falls, street design, street trees, and sewer backups. We have very few claims of employee misbehavior or negligence.

The Policy, Administrative & Legal Fund is a newly created Internal Service Fund for Fiscal Year 2005/06. This fund includes the departments of Policy & Management, Administrative Services, and Legal (City Attorney's Office). These departments provide services to all City departments, similar to the other Internal Service Funds. In order to fully capture the costs for the newly implemented program budget, the cost of these services were incorporated into an Internal Service Fund and then spread to the various City departments.

The Reprographics Fund provides in-house printing, photo copiers and metered postage. The cost of labor, printing and supplies are tabulated and charged to user departments. The funds derived from such charges are used to maintain operations of the fund.

Our Workers Compensation Fund is also a self-insurance fund. We have far lower Workers Comp claims than in the average city.

The Cable Television Fund accounts for production services for the weekly City Council Formal Meetings and Study Sessions, video production support services for City departments and administration of the City's three cable television channels (Channel 35, 10 and 3).

Summary of the Budget and Accounting Structure of the City

**SUMMARY OF INTERNAL SERVICE FUND BUDGETED REVENUES AND EXPENDITURES**

	Capital Assets Fund	Information Technology Fund	Print Shop	Cable TV	Policy, Admin & Legal	Self- Insurance Funds
Revenues:						
Fund Charges	25,545,516	7,199,929	1,523,902	602,844	16,792,652	7,516,230
Use of Money or Property	688,630	-	-	400,000	-	-
Miscellaneous	44,202	-	-	-	15,368	-
IT Loan Repayment	19,558	-	-	-	-	-
Other Resources	415,000	-	-	-	-	-
Other Resources	<u>2,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>28,712,906</u>	<u>7,199,929</u>	<u>1,523,902</u>	<u>1,002,844</u>	<u>16,808,020</u>	<u>7,516,230</u>
Operating Expenses:						
Personnel services	2,668,465	1,370,725	596,975	415,621	7,081,322	289,068
Materials and supplies	1,044,546	128,380	113,960	55,787	127,891	852
Contractual services	2,622,628	1,390,221	412,711	152,421	4,963,419	3,687,825
Internal services	2,971,444	730,572	387,187	367,919	4,104,668	152,388
Claims	-	-	-	-	-	3,454,000
Depreciation	5,608,870	2,937,000	2,020	24,530	-	-
Loan repayment	-	424,779	-	-	-	-
Debt Service Interest	5,425,876	-	-	-	-	-
Other Miscellaneous	<u>283,025</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>515,450</u>	<u>-</u>
Operating Expenses	<u>20,624,854</u>	<u>6,981,677</u>	<u>1,512,853</u>	<u>1,016,278</u>	<u>16,792,750</u>	<u>7,584,133</u>
Net from operations	8,088,052	218,252	11,049	(13,434)	15,270	(67,903)
Plus Beginning Cash	31,109,424	11,631,227	1,120,570	2,657,735	-	12,620,059
Plus Bond or Other Financing	21,000,000	-	-	-	-	-
Plus Loan Principal Repay	1,165,000	-	-	-	-	-
Plus Depreciation	<u>5,608,870</u>	<u>2,937,000</u>	<u>2,020</u>	<u>24,530</u>	<u>-</u>	<u>-</u>
Cash Available	66,971,346	14,786,479	1,133,639	2,668,831	15,270	12,552,156
Capital Outlay & Projects	25,157,400	8,800,000	-	-	-	200,000
Debt Service Principal	4,654,193	1,165,000	-	-	-	-
Transfer Out	<u>30,463,095</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Cash	<u>6,696,658</u>	<u>4,821,479</u>	<u>1,133,639</u>	<u>2,668,831</u>	<u>15,270</u>	<u>12,352,156</u>



# City of Beverly Hills

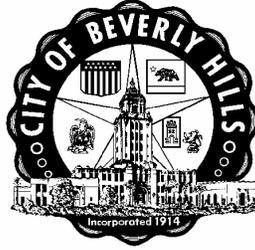
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## Agenda Report and Adopted Resolutions





## AGENDA REPORT

**Meeting Date:** June 21, 2005  
**Item Number:** E-4  
**To:** Honorable Mayor & City Council  
**From:** Noel Marquis  
**Subject:** **RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS APPROVING THE OPERATING BUDGET FOR THE 2005/2006 FISCAL YEAR AND APPROPRIATING FUNDS THEREFOR; AND,**  
**RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS APPROVING THE CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE 2005/2006 FISCAL YEAR AND APPROPRIATING FUNDS THEREFOR; AND,**  
**RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2005/2006; AND,**  
**RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS ADOPTING THE FINANCIAL POLICIES FOR FISCAL YEAR 2005/2006**

**Attachments:** 1. Resolutions (4)  
2. Exhibits

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### **RECOMMENDATION**

It is recommended that the City Council adopt the resolutions approving the operating budget, capital improvement program budget, Annual Appropriations Limit and financial policies for Fiscal Year 2005/2006, and appropriate funds for Fiscal Year 2005/2006 in the amount of \$400,308,723.

## **INTRODUCTION**

### **Annual Appropriations Limit**

Article XIII B of the California Constitution, commonly known as the Gann Initiative, specifies that appropriations from the proceeds of taxes received by governmental entities may increase annually as follows: 1) by the calendar year change in City or County population, and 2) by the fiscal year change in California per capita personal income, or the change in non-residential assessed valuation in Beverly Hills.

The legislation also provides cities with the opportunity to annually choose the calculation factors which maximize or result in the highest appropriations limit. For example, to reflect the highest appropriations limit possible, a city could select the change in city population and per capita personal income one year, and select the change in county population and non-residential assessed valuation the following year.

The City Council is required to adopt the adjustment factors used by recorded vote.

The City's appropriations subject to limit for the base year 1978/79 were \$30,633,158, as calculated on Schedule A attached to the accompanying resolution.

Using information provided by the State's Department of Finance on the change in California per capita personal income with change in Los Angeles County population, the City's appropriations limit for the Fiscal Year 2005/2006 is \$148,710,099 (see Schedule B). This represents the upper limit on expenditures from proceeds of taxes, as defined in the legislation.

As shown on Schedule C, the City is projected to continue to be below the appropriations limit margin through Fiscal Year 2005/2006 by approximately \$46.8 million. This would allow substantial flexibility to increase expenditure of tax-derived revenues, should such revenue increases occur, without the necessity of an election to adjust the Gann limitation.

### **Financial Policies**

Financial policies should be adopted by the City Council annually and 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. Adherence to adopted financial policies promotes sound financial management, which can lead to improvement in bond ratings, a lower cost of capital and a minimum of unexpected impacts upon taxpayers and users of public services.

Operating and Capital Budgets

In accordance with the Government Code, the City Council is required to approve the appropriation of public funds to provide necessary services to the community. Approval is requested for Fiscal Year (FY) 2005/2006 appropriations not to exceed \$400,308,723 as follows:

	<u>Operating</u>	<u>Capital Improvement Projects</u>
<b>General Fund</b>	\$ 128,737,340	\$ -
<b>Capital Improvement Fund</b>	2,195,550	3,105,498
<b>Enterprise Funds</b>		
Water Enterprise	23,200,007	25,435,000
Wastewater Enterprise	6,721,145	2,290,000
Solid Waste Enterprise	11,218,383	507,500
Stormwater Enterprise	2,512,070	100,000
Parking Enterprise	15,979,151	35,550,000
<b>Enterprise Fund Total</b>	<b>\$ 59,630,756</b>	<b>\$ 63,882,500</b>
<b>Internal Service Funds</b>		
Capital Assets Fund	\$ 53,279,047	\$ 27,620,495
Information Technology	8,146,677	8,800,000
Reprographics	1,512,853	-
Cable TV	1,016,278	-
Policy Administration & Legal	16,792,750	-
Liability Insurance	3,916,627	200,000
Workers' Compensation	3,667,506	-
Unemployment Insurance	42,282	-
<b>Internal Service Fund Total</b>	<b>\$ 88,374,020</b>	<b>\$ 36,620,495</b>
<b>Special Revenue/Other Funds</b>		
Proposition A Local Transit	\$ 31,117	\$ -
Proposition C Local Transit	394,221	-
HCDCA Grant Funding	283,990	-
State Gas Tax Fund	6,000	1,025,000
In Lieu Parking	1,000,000	-
Fine Art Fund	-	-
Park & Recreation Facilities	7,000,000	5,994,550
Inmate Welfare Fund	645	-
Law Enforcement Grant	236,219	-
1998 Lease Revenue	1,766,075	-
1998 General Long Term Debt	24,747	-
<b>Total Special Revenue/Other Funds</b>	<b>\$ 10,743,014</b>	<b>\$ 7,019,550</b>
<b>Total All Funds</b>	<b>\$ 289,680,680</b>	<b>\$ 110,628,043</b>

**DISCUSSION**

The City's operating and capital improvement program costs are budgeted among several funds. Funds are used in governmental accounting to represent and relate the purpose of expenditures to the revenue collected for specific activities.

The City's major funds include the General Fund (for most day-to-day operations), Enterprise Funds (for parking, water and waste disposal activities), Internal Service Funds (for vehicle and facilities maintenance, information technology, reprographic services, policy administration and legal, cable television, liability insurance, unemployment insurance, and workers compensation), and Special Revenue/Other Funds (for miscellaneous grants and special revenue sources which have separate accounting requirements).

Operations within Enterprise Funds generally raise revenue beyond the direct cost of providing the service and, in turn, operate as a business. As such, revenues generated by departments within Enterprise Funds are returned to the fund as reserves for future year (generally, capital) projects. Departments within Internal Service Funds provide services to other City departments, and any costs are completely allocated among City departments. City services and operations which do not generate revenue as a business or recover their costs through allocations are included under the General Fund.

The City prepares annually a five-year projection of its capital improvement requirements. The Capital Improvement Program (CIP) budget is adopted as a preliminary spending plan, identifying priorities and likely timing of expenditures. Review of potential future project costs also allows the City to choose between competing priorities.

Adoption of a CIP budget allows the City to anticipate further needs for capital funds. This, in turn, allows investigation and discussion of alternate sources of funding for such projects. Such early awareness of pending needs allows the City to better balance its limited funds between longer-term (capital) and short-term (operation) needs, reducing the potential for surprises.

**FISCAL IMPACT**

**General Fund**

Approval is requested for FY 2005/2006 **appropriations** not to exceed \$128,737,340 in the General Fund for the purpose of carrying on the business of the City as follows:

Operations	\$ 113,587,392
Community Support & Tourism	11,442,257
Transfers Out - Capital	2,000,000
Debt Service Payments	<u>1,707,691</u>
<b>Total</b>	<b>\$ 128,737,340</b>

Fiscal Year 2005/2006 **revenues** in support of General Fund expenditures are projected as follows:

TAXES	
Property taxes	\$ 25,798,772
Sales tax	21,507,004
Transient occupancy tax	18,533,735
Business tax	28,851,140
Other taxes	1,103,667
Subventions and grants	1,130,058
Licenses and permits	10,608,890
Fines and penalties	5,639,741
Use of money and property	6,699,750
Charges for current service	7,652,198
Miscellaneous revenues	1,564,598
Transfers from other funds	<u>6,000</u>
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 129,095,553</b>

#### Other Funds

Appropriations for FY 2005/2006 are requested in the amount not to exceed \$271,571,383 in various other Funds for the purpose of carrying on business and capital improvement programs of the City as follows:

Capital Improvement Fund	\$ 5,301,048
Enterprise Funds	123,513,256
Internal Service Funds	124,994,515
Special Revenue/Other Funds	<u>17,762,564</u>
<b>Total</b>	<b>\$ 271,571,383</b>

Adoption of the Capital Improvement Program does not imply approval of individual projects. Each individual project will be brought forward for formal City Council review and approval prior to the award of any bids in excess of \$50,000.

Noel Marquis  
Finance Approval

Noel Marquis  
Approved By

RESOLUTION NO. 05-R-11883

RESOLUTION OF THE COUNCIL OF THE CITY OF  
BEVERLY HILLS APPROVING THE OPERATING BUDGET  
FOR THE 2005/2006 FISCAL YEAR AND  
APPROPRIATING FUNDS THEREFOR

The Council of the City of Beverly Hills does resolve  
as follows:

**Section 1.** That certain document entitled "2005/2006 Budget", a copy of which is on file in the office of the City Clerk, which may hereafter be amended by the Council, is hereby approved as the operating budget for the City of Beverly Hills for the Fiscal Year 2005/2006.

**Section 2.** Appropriations in the amount not to exceed \$128,737,740 are authorized in the General Fund for the purpose of carrying on the business of the City for General Government, Public Safety, Public Service and Culture and Recreation, debt service payments, and transfers to other funds.

**Section 3.** Appropriations in the amount not to exceed \$160,943,340 are authorized in the various other funds for the purpose of carrying on the business of the City.

**Section 4.** The City Manager or his designee may transfer appropriations within the adopted budget. A quarterly

report shall be made to the Council describing each transfer and the reason therefor.

**Section 5.** Pursuant to the provisions of Section 37208 of the Government Code, the Council, from time to time, by motion or resolution, may ratify 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 therefor.

**Section 6.** The City Clerk shall certify to the adoption of this resolution and shall cause this resolution and her certification, together with proof of publication, to be entered in the Book of Resolutions of the Council of this City.

**Adopted:** June 21, 2005

  
\_\_\_\_\_  
**LINDA J. BRISKMAN**  
Mayor of the City of  
Beverly Hills, California

**ATTEST:**

  
\_\_\_\_\_  
for **BYRON ROPE**  
Acting City Clerk (SEAL)

Approved as to form:

Approved as to content:

*for*  
  
\_\_\_\_\_  
**LAURENCE S. WIENER**  
City Attorney

  
\_\_\_\_\_  
**RODERICK J. WOOD**  
City Manager

  
\_\_\_\_\_  
**NOEL MARQUIS**  
Acting Chief Financial Officer

RESOLUTION NO. 05-R-11884

**RESOLUTION OF THE COUNCIL OF THE CITY OF  
BEVERLY HILLS APPROVING THE CAPITAL  
IMPROVEMENT PROGRAM BUDGET FOR THE 2005/2006  
FISCAL YEAR AND APPROPRIATING FUNDS THEREFOR**

The Council of the City of Beverly Hills does resolve  
as follows:

**Section 1.** That certain document entitled "Capital Improvement Program 2005/2006 Through 2009/20010", a copy of which is on file in the office of the City Clerk, which may hereafter be amended by the Council, is hereby approved as the Capital Improvement Program budget for the City of Beverly Hills for the Fiscal Year 2005/2006.

**Section 2.** Appropriations in the amount not to exceed \$110,628,043 are authorized in the City's various funds that have capital programs for the purpose of carrying on the capital improvement projects of the City.

**Section 3.** The City Manager or his designee may transfer appropriations within the adopted budget. A quarterly report shall be made to the Council describing each transfer and the reason therefor.

**Section 4.** Pursuant to the provisions of Section 37208 of the Government Code, the Council, from time to time, by motion

or resolution, may ratify 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 therefor.

**Section 7.** The City Clerk shall certify to the adoption of this resolution and shall cause this resolution and her certification, together with proof of publication, to be entered in the Book of Resolutions of the Council of this City.

**Adopted:** June 21, 2005

  
\_\_\_\_\_  
**LINDA J. BRISKMAN**  
Mayor of the City of  
Beverly Hills, California

**ATTEST:**

  
\_\_\_\_\_  
for **BYRON POPE** (SEAL)  
Acting City Clerk

Approved as to form:

Approved as to content:

*Laurence S. Wiener*

LAURENCE S. WIENER  
City Attorney

*Roderick J. Wood*

RODERICK J. WOOD  
City Manager

*Noel Marquis*

NOEL MARQUIS  
Acting Chief Financial Officer

*sm*

RESOLUTION NO. 05-R-11885

RESOLUTION OF THE COUNCIL OF THE CITY OF  
BEVERLY HILLS ADOPTING THE ANNUAL  
APPROPRIATIONS LIMIT FOR THE FISCAL YEAR  
2005/2006

**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 2005/2006 is calculated by adjusting the base year appropriations for changes in the cost-of-living and population; and

**WHEREAS**, cost-of-living is defined as either the change in California per capita personal income or the change in non-residential assessed valuation; and

**WHEREAS**, population is defined as either the change in City or County population; 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 annual adjustment factors for Fiscal Year 2005/2006 shall be the California per capita personal income change over the prior year and 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 2005/2006 for the City of Beverly Hills shall be \$148,710,099.

**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 her certification to be entered in the Book of Resolutions of the Council of this City.

**ADOPTED:** June 21, 2005

  
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**LINDA J. BRISKMAN**  
Mayor of the City of  
Beverly Hills, California

ATTEST:

*for* *Fatty Oaden* (SEAL)  
BYRON POPE  
Acting City Clerk

Approved as to form:

*for* *Laurence S. Wiener*  
LAURENCE S. WIENER  
City Attorney

Approved as to content:

*Roderick J. Wood*  
RODERICK J. WOOD  
City Manager

*Noel Marquis*  
NOEL MARQUIS  
Acting Chief Financial Officer

**CITY OF BEVERLY HILLS  
APPROPRIATIONS SUBJECT TO LIMIT  
BASE YEAR 1978-1979**

FUND NO.	1978-1979 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

78-79 JV 215

78-79 JV 1225

REFERENCE:

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

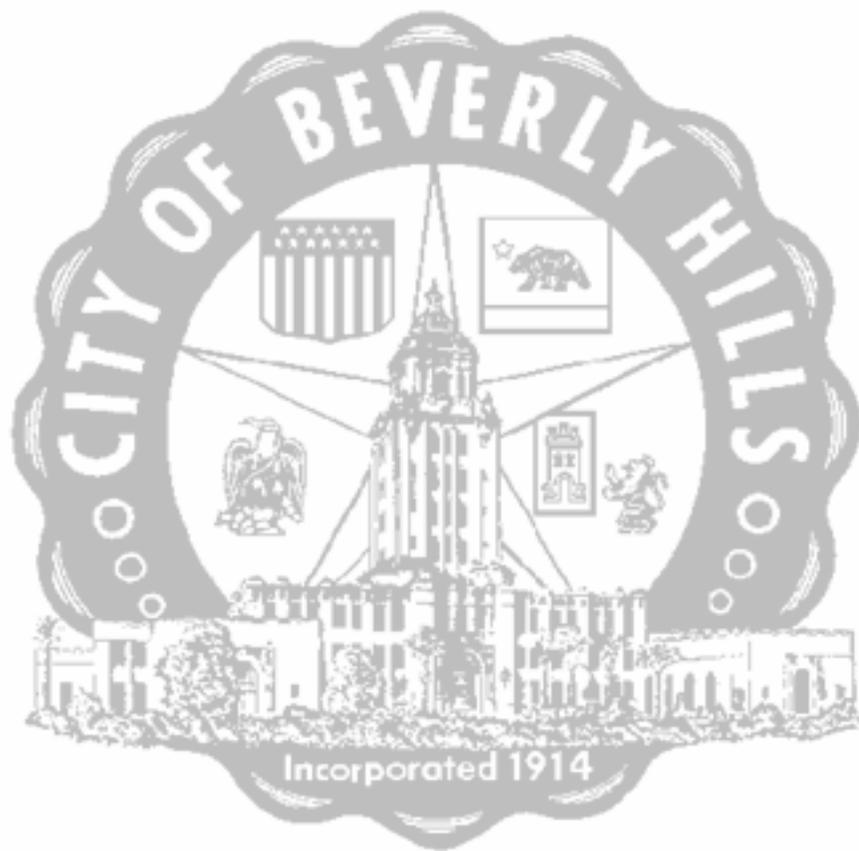
**SCHEDULE B**

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
		<b>Adjustment for Refuse Charges</b>		<b>\$ (2,000,000)</b>
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
<b>2005/2006 APPROPRIATIONS LIMIT</b>				<b>\$ 148,710,099</b>

**CITY OF BEVERLY HILLS  
ARTICLE XIII B APPROPRIATIONS LIMIT**

SCHEDULE C

TYPE OF TAXES	FY 2004/2005 PROJECTED	FY 2005/2006 PROPOSED BUDGET	FY 2006/2007 PROJECTED
<b>GENERAL FUND</b>			
Property Taxes	\$ 25,176,335	\$ 25,798,772	\$ 25,670,499
Sales Tax	\$ 21,018,990	\$ 21,507,004	\$ 20,593,723
Transient Occupancy Tax	\$ 19,615,117	\$ 18,533,735	\$ 18,119,679
Business License Tax	\$ 28,152,707	\$ 28,851,140	\$ 28,764,885
Other Taxes	\$ 1,898,870	\$ 1,103,667	\$ 932,820
Subventions/Grants	\$ 1,256,694	\$ 1,130,058	\$ 1,105,180
Interest Earnings	\$ 783,140	\$ 798,803	\$ 830,755
 Total General Fund Taxes	 <u>\$ 97,901,854</u>	 <u>\$ 97,723,179</u>	 <u>\$ 96,017,540</u>
 <b>OTHER FUND TAXES</b>			
Park & Rec Construction Tax	\$ 2,538,429	\$ 3,844,629	\$ 1,384,968
Park & Rec Tax Interest Earnings	\$ 262,689	\$ 281,246	\$ 162,891
 Total Other Funds Taxes	 <u>\$ 2,801,119</u>	 <u>\$ 4,125,875</u>	 <u>\$ 1,547,859</u>
 TAXES SUBJECT TO LIMIT	 \$ 100,702,973	 \$ 101,849,054	 \$ 97,565,399
GANN LIMIT PER SCHEDULE B (FUTURE +4.5%)	<u>\$ 140,282,824.72</u>	<u>\$ 148,710,099.38</u>	<u>\$ 155,402,053.85</u>
 <b>(SHORT LIMIT)/OVER LIMIT</b>	 <u>\$ (39,579,852)</u>	 <u>\$ (46,861,046)</u>	 <u>\$ (57,836,654)</u>



# City of Beverly Hills

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## General Fund Adopted Budget



# THE GENERAL FUND

## ECONOMIC CONDITION AND OUTLOOK

The City Council adopted a conservative budget for Fiscal Year 2004/2005 that recognized negative impacts on revenues and its own ongoing requirement for adequate financial reserves. The budget reflected the continuing decline in the national economy and the stock markets, the impact of 9/11 on both tourism and business travel nationally and locally, and the impact of the State of California budget deficit and the resulting significant reductions in subventions and other local government reimbursements.

Once again California cities and counties feel the impact of the State of California's inability to balance its budget. The very same entities that have over the past three decades been forced through legislative action to do more with less and become more entrepreneurial just to continue offering the same level of service to their citizens, now must bail out a State government that has failed time and again to take any responsible action whatsoever. The State's failure to reach consensus on how to deal with the economic realities of the new millennium left cities and counties waiting for the other shoe to drop as California legislatures failed to come to grips with the enormity of their problem and the economic future of the State.

The proposed General Fund budget for Fiscal Year 2005/2006 includes the following assumptions:

- An increase in capital contributions of \$2 million to a total of \$8 million in Fiscal Year 2005/2006 increasing to \$10 million next and thereafter.
- Increases to operating budgets due to PERS contributions.
- Increases to operating budgets due to health benefit and workers' compensation premiums.
- A provision for salary increases.
- Over \$3 million in expenditure cuts due to elimination of positions and reductions in operating division.

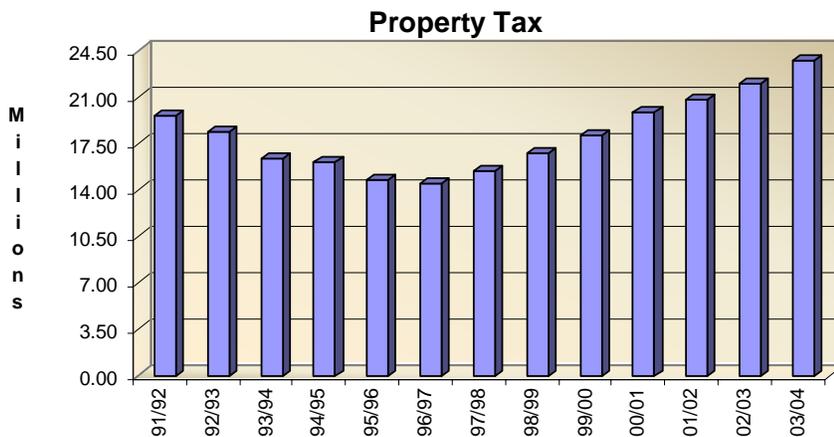
Beverly Hills is stronger financially than at any time in our past. We are better prepared to weather future economic downturns and continue to provide the levels of service required to maintain our world-class reputation. We have learned to be more entrepreneurial and less dependent on tax revenues, and we have built substantial reserves that allow us to expand our economic horizons when opportunities present themselves.

## REVENUES

The four major sources of General Fund revenue include Property Tax, Sales Tax, Business Tax and Transient Occupancy Tax (TOT).

There is a common misconception that property tax pays for a majority of residential services. In fact, the property tax in a post-proposition 13 world does not even pay for the City's Police Department services – let alone Fire, Ambulance, Streets, Parks, Library, Recreation or other direct services. Property tax is an important revenue source, but provides only 19.9% of General Fund revenues.

## The General Fund

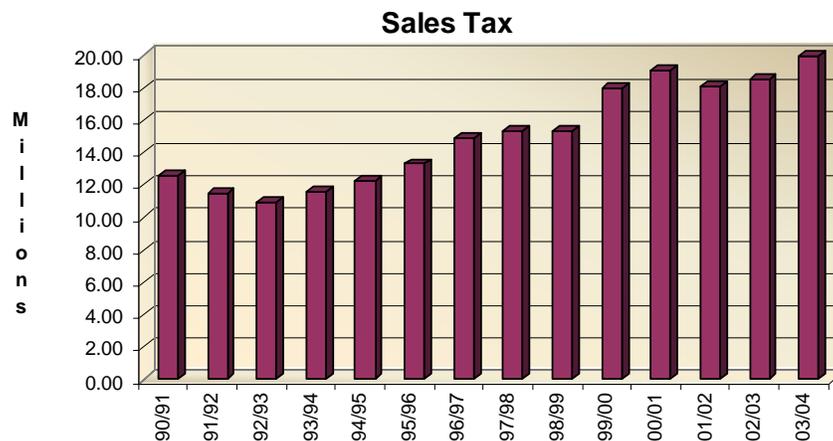


The graph to the left illustrates how property tax revenues respond to economic conditions. In Fiscal Year 1991/92 the State and nation entered into a period of economic downturn. But as the chart illustrates, property taxes did not respond to this economic trend as rapidly as other tax based revenues. The downturn, which began in Fiscal Year 1992/93 and continued through Fiscal Year 1996/97, was the

result of three factors; 1) the general economic conditions, 2) State takeaways of property tax revenues, and 3) the reductions of California's real estate values and reassessment of property valuations by the Los Angeles County Assessor. Projections for Fiscal Year 2004/05 place property tax revenues at \$25.2 million and \$25.8 million (a 2.4% increase) for Fiscal Year 2005/06.

Because property tax revenues can take as long as two years to respond to changes in economic conditions, they help the City adjust to economic downturns by lessening the immediacy of revenue loss.

Sales tax revenue responds much faster to changing economic conditions than does property tax. As the accompanying chart shows, sales tax revenue responded almost immediately to the economic downturn of the early 1990's and the terrorist events of September 2001. From Fiscal Year 1990/91 through Fiscal Year 1992/93 sales tax revenue



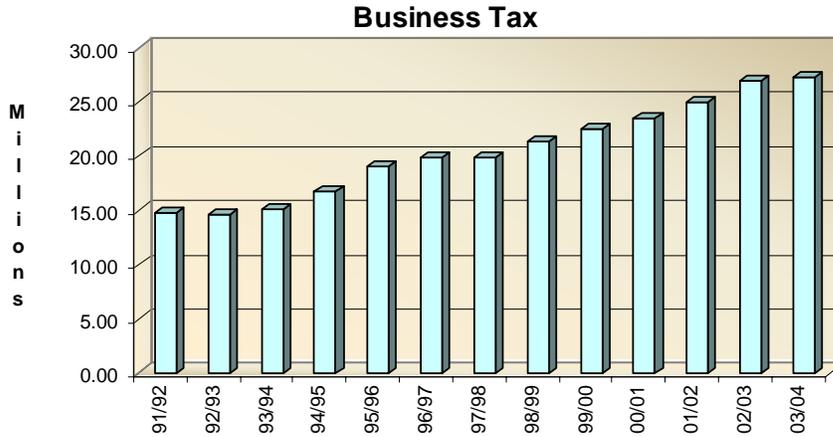
declined at the rate of about 6.3% in each of the years. In Fiscal Year 1993/94 sales tax revenues began responding to local economic improvements and continued that growth until September of 2001. We began seeing a rebound from that event of Fiscal Year 2002/03.

Sales tax revenues are projected to reach \$21 million for Fiscal Year 2004/05 and \$21.5 million (2.3% increase) for budget year 2005/06.

Business tax is paid by all local businesses. The tax rate varies depending on the type of business. Most Beverly Hills businesses pay Business Tax based on their gross receipts, which is a measure of the amount of business they do in the City. (Corporate offices, professionals and some service businesses pay the tax based on their number of employees.) Business tax, being based on all business activity in

## The General Fund

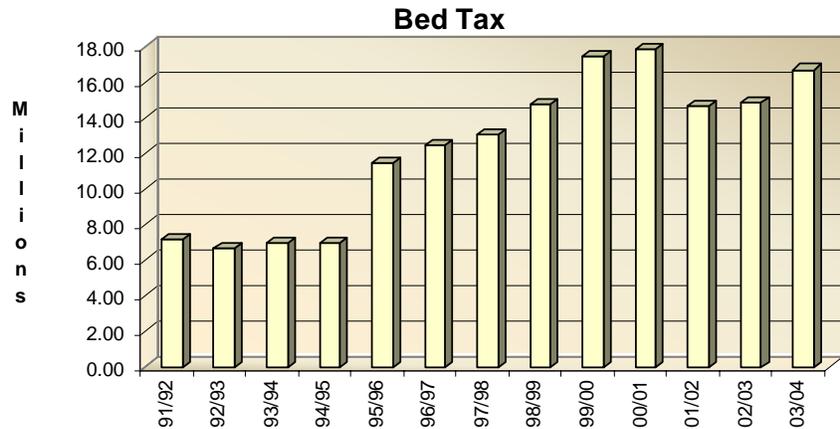
the City rather than just retail sales, is much broader based than sales taxes and as such may be a better indicator of overall economic activity in the City.



As the chart illustrates, business taxes have been a barometer of the economic climate in Beverly Hills, responding rapidly to the changing economic climate. Recognizing that significant portions of business tax revenues are based on gross receipts, we can see how downward trends in the economy impact City revenues. Vacant office and retail space - which reflect revenue from real

estate rentals - and a reduction in retail sales negatively impacted business tax revenues. In Fiscal Year 1993/94, the City began to experience an upward swing in the economy as commercial vacancies were reduced and new businesses entered the City. Some portion of the improvement since Fiscal Year 1992/93 reflects a more aggressive tax audit program by the City. Business tax revenue is estimated at \$28.85 million, a 2.5% increase over the Fiscal Year 2004/05 revenue projection.

In the accompanying transient occupancy tax (bed tax) chart the variations beginning in Fiscal Year 1992/93 are due to hotel closures and tax rate changes. Two world class hotels, The Beverly Hills Hotel and the L'Ermitage were closed for refurbishment in Fiscal Year 1992/93. The Beverly Hills Hotel had its reopening in June of Fiscal Year 1994/95. The L'Ermitage had its grand opening in June, 1998.

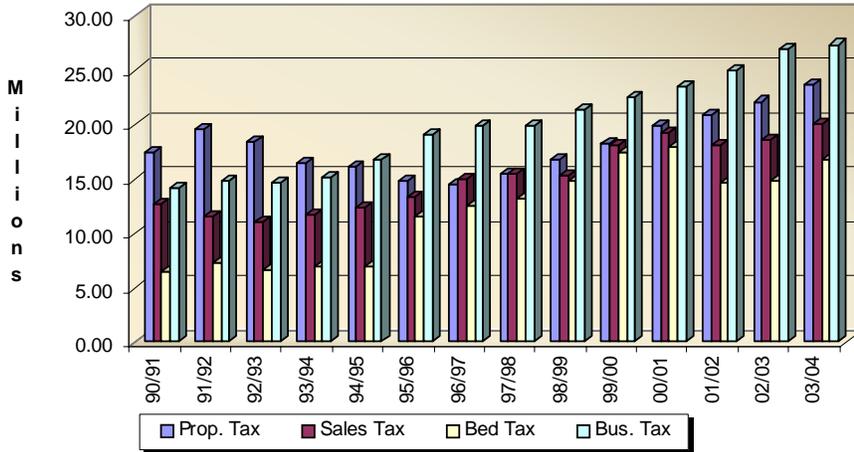


In Fiscal Year 1991/92, the City raised the transient occupancy tax rate from 11% to 12% to improve revenues and remain consistent with surrounding communities. In February 1994, the City Council, at the urging of the Chamber of Commerce and the City's hotel operators, voted to increase the transient occupancy tax rate from 12% to 14% to fund local advertising/promotion campaigns. From that point until the terrorist activities of September 2001, transient occupancy taxes experienced steady growth. From \$17.8 million in revenues in Fiscal Year 2000/01 transient occupancy taxes fell about 18% to \$14.6 million in Fiscal Year 2001/02 and rebounded only slightly to \$14.8 million in Fiscal Year 2002/03. Revenue expectations for FY 2004/05 are projected to fully recover and even exceed our best year (Fiscal Year 2000/01, slightly under \$18 million) at about \$19.61 million. For Fiscal Year 2005/06 we are being extremely conservative and projecting revenues at \$18.5 million, higher than Fiscal Year 2003/04 but lower than Fiscal Year 2004/05 projections.

## The General Fund

By reviewing the charts one can see the effect of the economy on the City's revenues and how that impacts our ability to provide services. When necessary, the City acted promptly in reducing costs to match reductions in activity. Concurrently, the City moved, in concert with the Chamber of Commerce and the business community, to promote and enhance the City's economic climate.

**Total Tax Revenues**  
Shown Individually



In this chart, we see that business and sales taxes responded almost immediately to the downturn of the economy. The slower response of property taxes provided some time for the City to respond to economic conditions in an educated and reasoned manner. As the graph shows, the City was able to control the process and avoid costly service cuts that could have further worsened the situation.

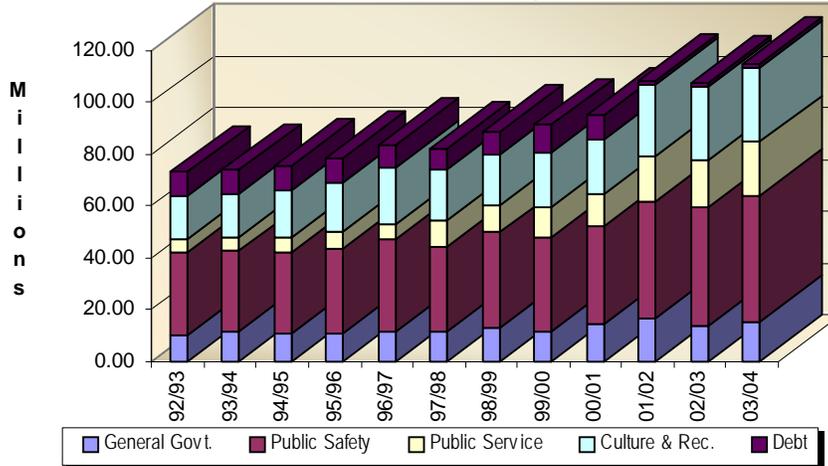
The charts further illustrate that when property taxes caught up with the economic cycle and started falling, the City had, through actions described earlier, made improvements that increased business, transient occupancy and sales taxes.

## EXPENDITURES

The combined efforts of business and government to stabilize tax revenues in recent years were just one part of the story. In addition, the City implemented cost reduction measures to control operating expenses. To the greatest extent possible, the service levels have been maintained and even enhanced in certain areas.

This chart examines the City's expenditures over the past several years and illustrates how the cost control measures implemented were able to keep expenses within available resources.

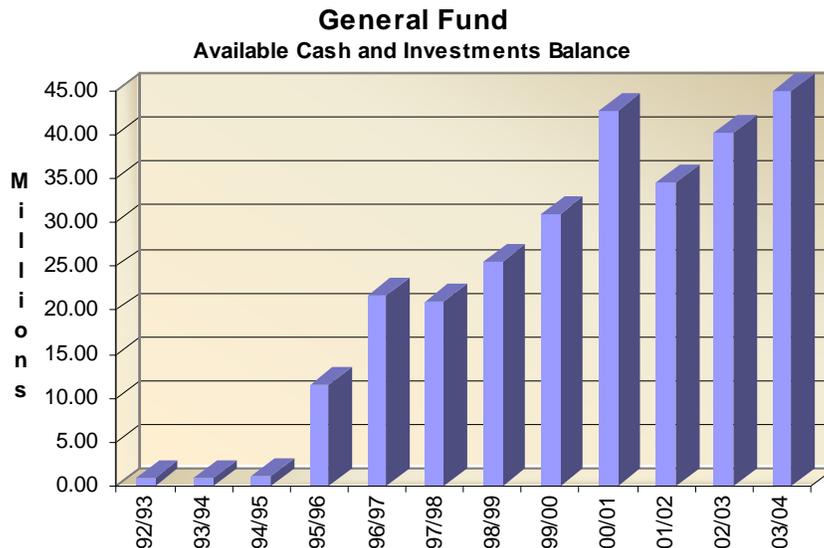
**Governmental Operating Expenses**  
Shown Cumulatively



**NOTE:** A point of clarification for readers of this letter. The foregoing revenue graphs do not represent total City revenues for the periods evaluated. As noted, they represent only the City's four largest General Fund tax revenue sources. The graph representing expenditures is for the categories shown for the City's General Fund, Special Revenue Funds and Debt Service Funds. These graphs are intended to show the trends that developed over the economic period discussed. They are not intended to show available resources or compare them to uses.

## The General Fund

### AVAILABLE CASH BALANCE



Perhaps the best measure of the City's effectiveness in weathering the recent economic downturn and building sustained growth for the future is its ability to build fund reserves. As a rule of thumb, a city should maintain sufficient cash reserves to weather the worst potential emergency scenarios. The goal for cities is to attempt to keep a reserve equal to one-quarter to one-half of an annual General Fund expenditure budget. In the accompanying chart the change in the City's General Fund cash

position is presented. As this chart demonstrates, the actions taken by the City have effectively improved revenues, controlled expenditures and allowed us to increase our reserves for future needs. From this base, the City has confidently moved into the 21<sup>st</sup> century.

The reduction in cash and investment balances in Fiscal Year 2001/02 is the result of a loan the General Fund made to the Parking Enterprise fund for the development of the Beverly/Canon parking and retail complex. The loan, in the amount of about \$21 million, will be repaid from the proceeds of the parking and retail space rental revenues at market rates over the next 20 years. In addition, the General Fund also benefits from the increased sales, business and property taxes from the business activity of the project.

### THE FISCAL YEAR 2005/2006 BUDGET

Shown on the next two pages (Pages 6 and 7) is the Adopted budget for the General Fund for Fiscal Year 2005/06. Included within this presentation are the actual results of operation for Fiscal Years 2001/02 through 2003/04, the original budget for Fiscal Year 2004/05, staff's estimate of actual operations for Fiscal Year 2004/05 and the difference between the original budget and staff's estimates. Also shown are estimates of the next four budget years subsequent to Fiscal Year 2005/06.

In Fiscal Year 2004/05, several of the departments were consolidated, thereby reducing the number of departments. These consolidations included Human Services with Administrative Services; Building & Safety with Community Development; the Library with Community Services; and Engineering and Transportation with Public Works. For this reason, there is no separate budget amount itemized for several of the departments noted above.

Also, starting in Fiscal Year 2005/06, a new Internal Service Fund was created called Policy, Administrative and Legal. The fund includes the departments of Policy & Management, Administrative Services, and Legal Services. Because these departments provide services to all other City departments, the budgets for these departments were consolidated into one fund and then spread to the various departments. Therefore, these department's budgets are no longer included as a line item on the General Fund spread sheet.

Pages 8 and 9 show graphically the components of the General Fund's revenues and expenditures as Adopted for the Fiscal Year 2005/06 budget.

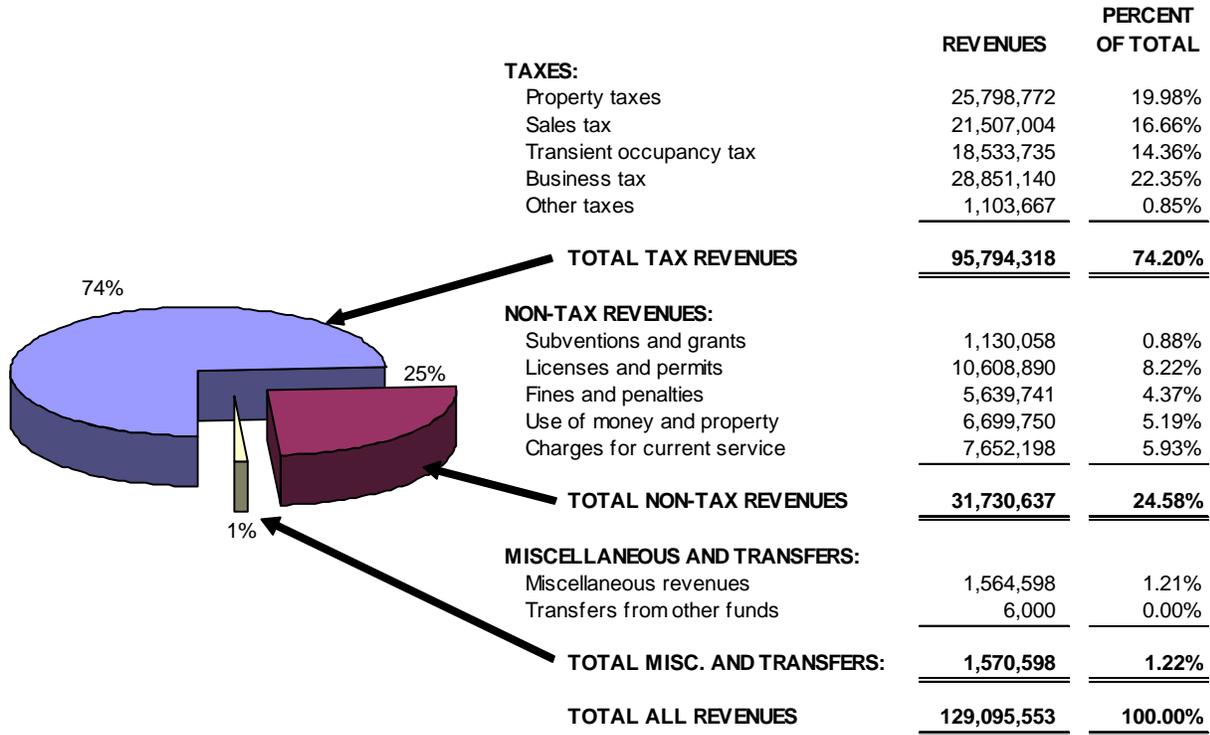
## The General Fund

	HISTORICAL			BUDGET	PROJECTED	BETTER	ADOPTED
	2001/2002	2002/2003	2003/2004	2004/2005	2004/2005	(WORSE)	2005/2006
<b>OPERATING REVENUES</b>							
TAXES							
Property taxes	20,845,212	22,055,172	23,687,873	24,448,094	25,176,335	728,241	25,798,772
Sales tax	18,070,898	18,496,094	19,945,850	19,944,826	21,018,990	1,074,164	21,507,004
Transient occupancy tax	14,648,226	14,799,776	16,683,673	17,764,391	19,615,117	1,850,726	18,533,735
Business tax	24,976,171	26,925,080	27,303,220	28,200,868	28,152,707	(48,161)	28,851,140
Other taxes	614,716	689,003	1,099,237	932,820	1,898,870	966,050	1,103,667
Subventions and grants	2,590,658	3,059,631	2,551,561	1,105,180	1,256,694	151,514	1,130,058
Licenses and permits	5,443,584	6,364,895	8,131,835	7,489,379	7,375,689	(113,690)	10,608,890
Fines and penalties	5,012,130	4,731,482	4,508,502	5,320,104	4,957,138	(362,966)	5,639,741
Use of money and property	12,312,618	7,036,456	4,125,966	6,031,675	4,423,221	(1,608,454)	6,699,750
Charges for current service	8,477,614	8,739,672	11,561,558	12,309,648	12,501,145	191,497	7,652,198
Miscellaneous revenues	2,409,204	2,686,069	2,603,609	2,403,943	1,162,289	(1,241,654)	1,564,598
<b>TOTAL OPERATING REVENUES</b>	<b>115,401,032</b>	<b>115,583,328</b>	<b>122,202,883</b>	<b>125,950,928</b>	<b>127,538,196</b>	<b>1,587,268</b>	<b>129,089,553</b>
<b>OPERATING TRANSFERS IN</b>							
Transfers from other funds	-	6,000	320,139	6,000	6,000	(0)	6,000
Carry over for encumbrances	1,268,788	1,029,677	981,013	-	535,046	535,046	-
<b>TOTAL REVENUES</b>	<b>116,669,820</b>	<b>116,619,005</b>	<b>123,504,035</b>	<b>125,956,928</b>	<b>128,079,243</b>	<b>2,122,315</b>	<b>129,095,553</b>
<b>OPERATING EXPENDITURES</b>							
<b>GENERAL GOVERNMENT</b>							
Policy and Management	3,346,208	3,081,844	3,577,522	4,408,060	4,342,405	65,655	567,231
Human Services	1,622,964	1,578,929	1,564,760	-	-	-	-
Legal Services (RWG)	1,771,729	1,838,820	1,833,479	2,091,194	1,592,200	498,994	-
Litigation/Other Legal Fees	245,980	260,438	231,473	469,053	274,414	194,639	-
City Clerk	696,798	778,617	778,018	1,007,233	1,040,389	(33,156)	1,068,611
Administrative Services	4,007,540	4,434,578	4,492,691	6,945,512	6,549,681	395,831	5,741,628
Liability Insurance	2,383,193	-	-	-	-	-	-
Non-Department Expenses	2,721,046	1,953,962	2,689,909	3,949,259	3,906,420	42,839	-
<b>PUBLIC SAFETY</b>							
Police Department	29,193,752	30,108,879	32,317,786	34,901,182	35,302,349	(401,167)	41,804,473
Fire Department	15,816,853	15,373,684	16,639,637	18,572,664	18,572,664	0	22,020,557
<b>COMMUNITY DEVELOPMENT</b>							
Community Development	2,472,489	2,642,536	2,607,462	7,136,227	6,467,402	668,825	8,478,943
Building and Safety	2,899,048	3,760,111	4,076,716	-	-	-	-
Engineering & Transportation	2,970,601	3,269,829	3,208,553	5,597,576	4,827,459	770,117	-
Economic Development	925,630	1,100,872	1,034,947	-	-	-	-
Public Works	8,259,860	7,903,814	9,657,528	7,256,013	7,098,268	157,745	13,988,379
<b>REC &amp; LIBRARY SERVICES</b>							
Community Services	19,124,779	19,711,692	20,120,923	21,496,669	21,968,921	(472,252)	25,547,048
Library	8,130,793	8,358,838	8,280,745	-	-	-	-
<b>BUDGET ADJUSTMENT inc/(dec)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3,400,000)</b>	<b>-</b>	<b>(3,400,000)</b>	<b>(5,629,478)</b>
<b>OPERATING EXPENDITURES</b>	<b>106,589,263</b>	<b>106,157,443</b>	<b>113,112,150</b>	<b>110,430,642</b>	<b>111,942,573</b>	<b>(1,511,931)</b>	<b>113,587,392</b>
<b>CONTRIBUTIONS AND OPERATING TRANSFERS</b>							
Schools & Non-profits	8,347,256	8,327,128	7,605,940	7,662,700	7,987,335	(324,635)	8,994,581
Tourism Promotions	1,386,042	1,672,651	1,894,546	2,337,770	1,911,471	426,299	2,447,676
Debt Service Payments	1,701,850	1,789,719	1,809,972	1,766,075	1,800,446	(34,371)	1,707,691
Transfers Out - Capital	-	-	-	3,000,000	3,000,000	-	2,000,000
<b>TOTAL EXPENDITURES</b>	<b>118,024,411</b>	<b>117,946,941</b>	<b>124,422,607</b>	<b>125,197,187</b>	<b>126,641,825</b>	<b>(1,444,638)</b>	<b>128,737,340</b>
<b>NET INCOME (REV-EXP)</b>	<b>(1,354,591)</b>	<b>(1,327,936)</b>	<b>(918,572)</b>	<b>759,741</b>	<b>1,437,418</b>	<b>677,677</b>	<b>358,213</b>
PLUS - BEGINNING CASH	42,802,050	34,599,039	40,228,200	44,960,621	44,960,621	-	51,798,038
PLUS - BALANCE SHEET ADJUSTMENTS	(5,818,743)	7,938,110	6,203,991	-	5,400,000	5,400,000	-
LESS - TRANSFERS TO CIP	-	-	-	-	-	-	-
LESS - RESERVE FOR ENCUMBRANCES	1,029,677	981,013	552,998	-	-	-	-
<b>AVAILABLE CASH</b>	<b>34,599,039</b>	<b>40,228,200</b>	<b>44,960,621</b>	<b>45,720,362</b>	<b>51,798,038</b>	<b>6,077,677</b>	<b>52,156,251</b>

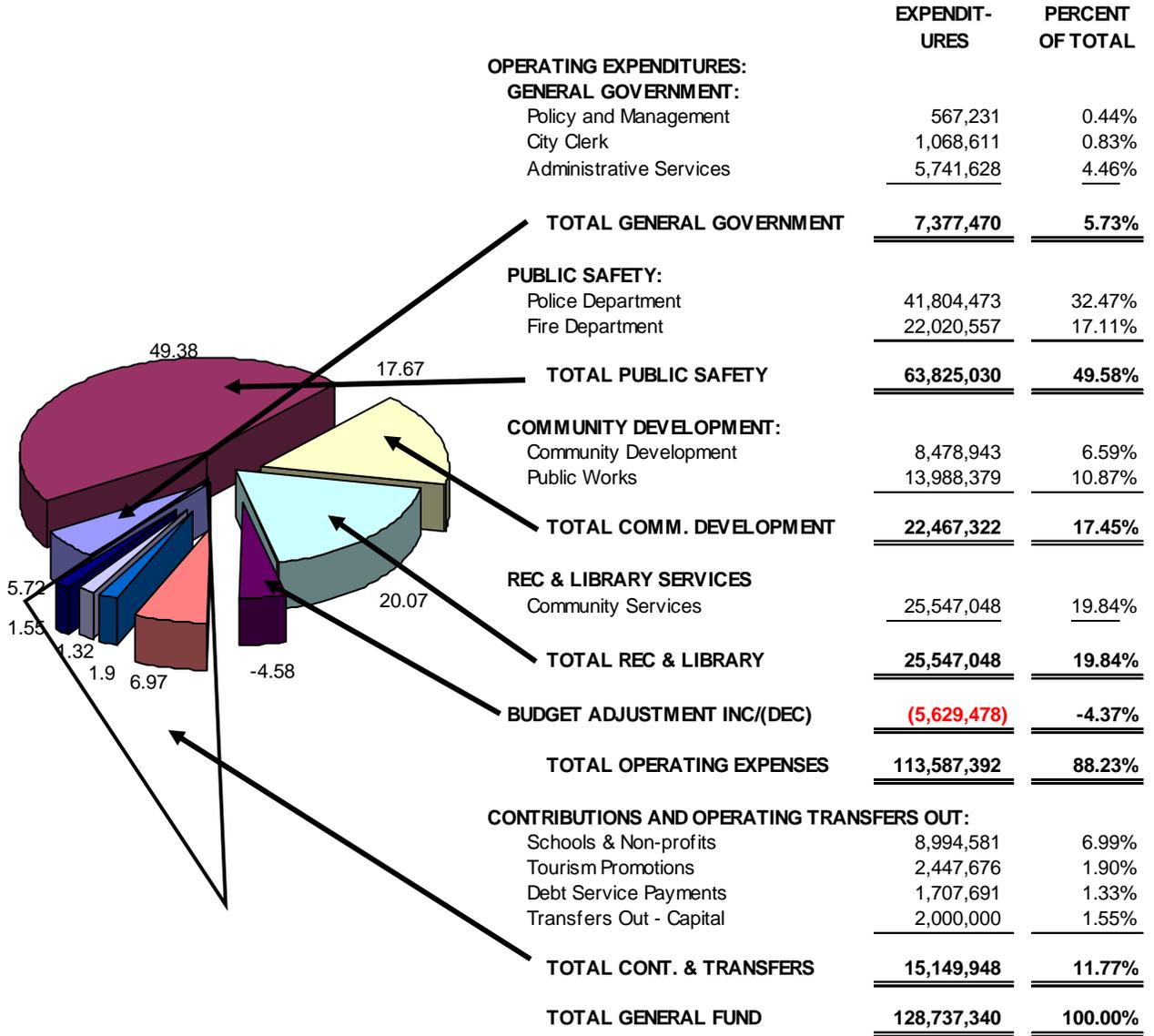
## The General Fund

	ADOPTED	PROJECTED				FIVE YEAR
	2005/2006	2nd Year	3rd Year	4th Year	5th Year	TOTAL
<b>OPERATING REVENUES</b>						
<b>TAXES</b>						
Property taxes	25,798,772	27,088,711	27,630,485	28,183,095	28,946,756	137,647,818
Sales tax	21,507,004	22,187,144	23,574,630	24,517,615	25,598,320	117,384,713
Transient occupancy tax	18,533,735	18,904,410	19,660,586	20,447,010	22,264,890	99,810,630
Business tax	28,851,140	29,428,163	30,605,289	31,829,501	33,252,681	153,966,774
Other taxes	1,103,667	1,103,667	1,103,667	1,103,667	1,103,667	5,518,335
Subventions and grants	1,130,058	1,130,058	3,130,058	3,130,058	3,130,058	11,650,290
Licenses and permits	10,608,890	11,858,890	10,833,246	11,266,575	11,717,238	56,284,839
Fines and penalties	5,639,741	5,639,741	5,865,331	6,099,944	6,343,942	29,588,698
Use of money and property	6,699,750	6,699,750	6,699,750	6,699,750	6,699,750	33,498,750
Charges for current service	7,652,198	7,652,198	7,881,764	8,118,217	8,361,763	39,666,140
Miscellaneous revenues	1,564,598	1,564,598	1,611,536	1,659,882	1,709,678	8,110,292
<b>TOTAL OPERATING REVENUES</b>	<b>129,089,553</b>	<b>133,257,329</b>	<b>138,596,341</b>	<b>143,055,313</b>	<b>149,128,744</b>	<b>693,127,280</b>
<b>OPERATING TRANSFERS IN</b>						
Transfers from other funds	6,000	6,000	6,000	6,000	6,000	30,000
Carry over for encumbrances	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>129,095,553</b>	<b>133,263,329</b>	<b>138,602,341</b>	<b>143,061,313</b>	<b>149,134,744</b>	<b>693,157,280</b>
<b>OPERATING EXPENDITURES</b>						
<b>GENERAL GOVERNMENT</b>						
Policy and Management	567,231	773,063	798,200	824,159	850,967	3,813,621
Human Services	-	-	-	-	-	-
Legal Services (RWG)	-	-	-	-	-	-
Litigation/Other Legal Fees	-	-	-	-	-	-
City Clerk	1,068,611	1,222,153	1,211,668	1,300,969	1,293,052	6,096,452
Administrative Services	5,741,628	5,879,023	6,056,829	6,240,020	6,428,759	30,346,258
Liability Insurance	-	-	-	-	-	-
Non-Department Expenses	-	-	-	-	-	-
<b>PUBLIC SAFETY</b>						
Police Department	41,804,473	42,973,606	44,410,567	45,895,808	47,430,959	222,515,412
Fire Department	22,020,557	23,138,533	23,910,331	24,708,001	25,532,413	119,309,835
<b>TRANSPORTATION</b>						
Community Development	8,478,943	8,450,247	8,728,131	9,015,204	9,311,772	43,984,297
Building and Safety	-	-	-	-	-	-
Community Services	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
Public Works	13,988,379	13,013,975	13,433,947	13,867,553	14,315,237	68,619,091
<b>REC &amp; LIBRARY SERVICES</b>						
Community Services	25,547,048	25,630,131	26,453,670	27,303,828	28,181,469	133,116,146
Library	-	-	-	-	-	-
<b>BUDGET ADJUSTMENT inc/(dec)</b>	<b>(5,629,478)</b>	<b>(4,205,196)</b>	<b>(3,758,754)</b>	<b>(3,871,516)</b>	<b>(3,987,662)</b>	<b>(21,452,606)</b>
<b>OPERATING EXPENDITURES</b>	<b>113,587,392</b>	<b>116,875,535</b>	<b>121,244,590</b>	<b>125,284,024</b>	<b>129,356,966</b>	<b>606,348,506</b>
<b>CONTRIBUTIONS AND OPERATING TRANSFERS</b>						
Schools & Non-profits	8,994,581	8,129,358	8,373,239	8,624,436	8,883,169	43,004,784
Tourism Promotions	2,447,676	2,500,630	2,608,655	2,721,001	2,980,699	13,258,661
Debt Service Payments	1,707,691	1,707,691	1,707,691	1,707,691	1,707,691	8,538,455
Transfers Out - Capital	2,000,000	4,000,000	4,000,000	4,000,000	4,000,000	18,000,000
<b>TOTAL EXPENDITURES</b>	<b>128,737,340</b>	<b>133,213,214</b>	<b>137,934,175</b>	<b>142,337,153</b>	<b>146,928,525</b>	<b>689,150,407</b>
<b>NET INCOME (REV-EXP)</b>	<b>358,213</b>	<b>50,115</b>	<b>668,166</b>	<b>724,160</b>	<b>2,206,219</b>	<b>4,006,873</b>
PLUS - BEGINNING CASH	51,798,038	52,156,251	52,206,366	52,874,533	53,598,693	51,798,038
PLUS - BALANCE SHEET ADJUSTMENTS	-	-	-	-	-	-
LESS - TRANSFERS TO CIP	-	-	-	-	-	-
LESS - RESERVE FOR ENCUMBRANCES	-	-	-	-	-	-
<b>AVAILABLE CASH</b>	<b>52,156,251</b>	<b>52,206,366</b>	<b>52,874,533</b>	<b>53,598,693</b>	<b>55,804,912</b>	<b>55,804,912</b>

The General Fund  
**CITY OF BEVERLY HILLS**  
**GENERAL FUND**  
**COMPONENTS OF REVENUE**  
**Adopted Budget – Fiscal Year 2005/2006**



The General Fund  
**CITY OF BEVERLY HILLS**  
**GENERAL FUND**  
**COMPONENTS OF GENERAL FUND EXPENDITURES**  
**Adopted Budget – Fiscal Year 2005/2006**

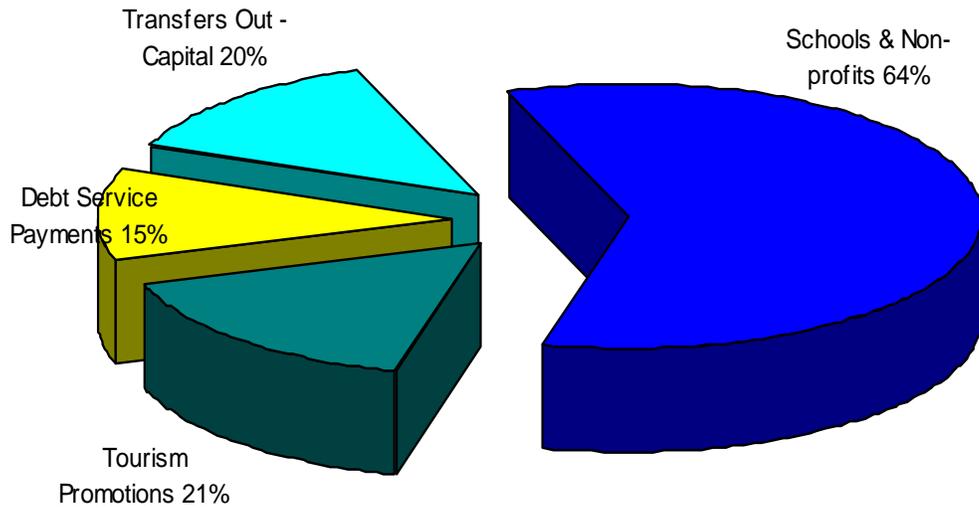




# City of Beverly Hills

## COMPONENTS OF CONTRIBUTIONS AND DEBT SERVICE

This section illustrates each of the components that comprise the City's Contributions and Transfers Out. Included is a chart detailing the City's contributions to the Beverly Hills Unified School District and local charitable organizations over the last 5 years. In addition, a comprehensive 5 year debt schedule for General Fund debt service payments is provided on Pages 6 - 7.



### CONTRIBUTIONS AND OPERATING TRANSFERS OUT:

	Budget	Percent
Schools & Non-profits	8,994,581	6.99%
Tourism Promotions	2,447,676	1.90%
Debt Service Payments	1,707,691	1.33%
Debt Service Payments	<u>2,000,000</u>	<u>1.55%</u>
<b>TOTAL CONT. &amp; TRANSFERS</b>	<b>15,149,948</b>	<b>11.77%</b>

# City of Beverly Hills

## COMMUNITY ASSISTANCE FUNDING

Expenditure	Actual Fiscal Year 2001/2002	Actual Fiscal Year 2002/2003	Actual Fiscal Year 2003/2004	BUDGET Fiscal Year 2004/2005	REQUESTED Fiscal Year 2005/2006
<b>Education:</b>					
School District	6,600,000	6,600,000	6,600,000	6,600,000	7,900,000
Crossing Guards	213,756	157,196	130,000	130,000	146,221
Education Foundation	1,959	1,447	5,000	5,000	5,000
<b>Total Education:</b>	<u>6,815,715</u>	<u>6,758,643</u>	<u>6,735,000</u>	<u>6,735,000</u>	<u>8,051,221</u>
<b>Economic Development</b>					
Visitors Bureau	676,106	795,000	-	-	-
Economic Development	50,000	50,000	350,000	330,000	339,000
Retail Council	50,000	50,000	50,000	50,000	50,000
Holiday Programs	165,000	100,000	100,000	100,000	100,000
Total Economic Development:	<u>941,106</u>	<u>995,000</u>	<u>500,000</u>	<u>480,000</u>	<u>489,000</u>
<b>Community Social Services:</b>					
Allied Legal Services	-	-	20,000	20,000	-
All Saints Homeless Ministry	-	-	1,200	1,200	1,200
Beverly Hills Active Adults	8,000	8,000	8,000	8,000	8,000
Community Sports Center	100,000	100,000	-	-	-
LA Free Clinic	35,000	35,000	40,000	40,000	40,000
Maple Counseling Center	150,000	150,000	165,000	165,000	165,000
Meals on Wheels	1,959	2,000	2,000	2,000	-
Mount Calvary Lutheran	4,235	4,235	-	-	-
Now Ruz	-	-	-	-	-
P.A.T.H.	35,000	35,000	40,000	40,000	40,000
Westside Food Bank	60,000	60,000	60,000	60,000	61,800
NAACP Act So	-	-	-	5,000	-
<b>Replacing CDBG Community</b>					
Alternative Living for the Aging	23,600	23,600	12,000	12,000	12,360
Jewish Family Service	-	-	-	-	45,000
Maple Counseling Center	28,000	28,000	28,000	28,000	28,000
<b>Total Comm. Social Services:</b>	<u>445,794</u>	<u>445,835</u>	<u>376,200</u>	<u>381,200</u>	<u>401,360</u>
<b>Arts and Culture:</b>					
Beverly Hills Community Theatre	-	-	4,000	4,000	6,000
Beverly Hills Symphony	25,000	25,000	25,000	25,000	35,000
Beverly Hills Theater Guild	17,500	17,500	17,500	17,500	12,000
<b>Total Arts and Culture:</b>	<u>42,500</u>	<u>42,500</u>	<u>46,500</u>	<u>46,500</u>	<u>53,000</u>
<b>Total Community Assistance</b>	<u>8,245,115</u>	<u>8,241,978</u>	<u>7,657,700</u>	<u>7,642,700</u>	<u>8,994,581</u>

# City of Beverly Hills

## TOURISM PROMOTION

	Actual Fiscal Year 2001/2002	Actual Fiscal Year 2002/2003	Actual Fiscal Year 2003/2004	BUDGET Fiscal Year 2004/2005	ADOPTED Fiscal Year 2005/2006
Beginning Available	\$ <u>243,390</u>	\$ <u>786,869</u>	\$ <u>1,255,753</u>	\$ <u>1,545,547</u>	\$ <u>1,285,248</u>
Current Revenue					
2% TOT Revenue	\$ 2,092,604	\$ 2,114,254	\$ 2,383,382	\$ 2,337,770	\$ 2,447,676
Community Support					
Holiday Decorations	<u>165,000</u>	<u>165,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Total Available	\$ <u>2,500,994</u>	\$ <u>3,066,122</u>	\$ <u>3,739,135</u>	\$ <u>3,983,317</u>	\$ <u>3,832,924</u>
Current Expenditures					
Promotion/Advertising	\$ 35,097	\$ -	\$ 15,456	\$ -	\$ -
Beverly Hills Marketing Committee	-	330,000	563,330	-	-
CVB	737,162	714,333	127,347	1,802,363	1,856,234
Internet/Fulfillment	-	-	-	-	-
Holiday Decorations	307,381	252,056	323,640	350,000	382,153
Community Ice Rink	139,420	124,891	-	-	-
Other Holiday Elements	100,000	-	215,300	166,600	-
Parade of Lights	-	-	-	-	-
Visitors Bureau	-	-	750,000	-	-
Economic Development	300,000	300,000	-	-	-
Walk of Style	-	89,090	140,515	379,106	309,289
Arts and Edibles	15,264	-	-	-	-
Millennium Event	-	-	-	-	-
Art & Culture	79,800	-	58,000	-	-
Total Expenditures	\$ <u>1,714,125</u>	\$ <u>1,810,369</u>	\$ <u>2,193,588</u>	\$ <u>2,698,069</u>	\$ <u>2,547,676</u>
Ending Available	\$ <u>786,869</u>	\$ <u>1,255,753</u>	\$ <u>1,545,547</u>	\$ <u>1,285,248</u>	\$ <u>1,285,248</u>



# City of Beverly Hills

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## Capital Project Fund Adopted Budget



# Capital Projects Funding

The City, like all entities, must provide for the maintenance and preservation of its physical assets. This task is complicated by the fact that the City is many different entities serving the needs of different service users. The City is a government, a utility provider, and a specialized service provider.

Consequently, the City has several different types of capital projects funds or funding sources. Capital projects related to enterprise or internal service funds are accounted for within the specific fund they benefit. (See the section titled “Enterprise Funds” for information related to specific Enterprise Fund capital projects.) Capital projects benefiting general governmental activities are accounted for within Capital Projects Funds, discussed within this section, or Special Revenue Funds, discussed in the next section.

## INFRASTRUCTURE FUND

One of the most difficult tasks in managing the financial resources of the City is balancing the use of current assets against the need to build projects that will last far into the future. In other words, is it fair to ask citizens to give up a service today to pay for a project that will be used by others far into the future? Conversely, is it fair to mortgage future generations to pay for current services?

To address these questions, the City separates current operating expenses for governmental operations from long-term capital needs by using separate funds. For current operations, the City uses the General Fund, shown in the prior section, and a Capital Projects Fund, discussed and presented in this section. While the General Fund has specific revenue sources through the receipt of taxes, fees and pass through funds received from state and federal agencies, the Capital Projects Fund is dependent upon contributions from the General Fund and other financing mechanisms.

Each year, through the budget process, the City Council decides how much of current revenues to transfer to the Capital Projects Fund in support of current capital needs. This is a difficult decision, for each dollar transferred in support of capital projects means one less dollar to pay for current services while each decision to put off a capital expenditure can cost hundreds more through further deterioration of infrastructure.

To balance this service versus capital need, the City Council has set the following policy direction for staff’s use when proposing capital projects and their financing sources;

- Current and ongoing maintenance type capital expenditures, such as street and sidewalk repair, should be paid for with current revenues, and
- Capital Projects that will provide long-term use, such as a new building or facility, should be paid for as the benefit of the buildings or facilities use is received.

## Infrastructure Fund

	Current Trends						
						Difference	
	Actual Fiscal Year 01/02	Actual Fiscal Year 02/03	Actual Fiscal Year 03/04	Budgeted Fiscal Year 04/05	Projected Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Adopted Fiscal Year 05/06
Projected Revenues:							
Financing To Be Provided	-	-	-	-	-	-	-
Interest Earned	848,575	530,545	168,437	1,072,295	349,714	(722,581)	155,047
Recoverable Expenses	-	-	-	-	-	-	-
Transfers In	1,695,642	1,766,075	1,766,075	1,707,691	1,707,691	-	1,707,691
Miscellaneous Revenues	-	-	8,686,829	-	-	-	-
FEMA Grant	-	-	-	-	-	-	-
<b>Net from Operations</b>	<u>2,544,217</u>	<u>2,296,620</u>	<u>10,621,341</u>	<u>2,779,986</u>	<u>2,057,405</u>	<u>(722,581)</u>	<u>1,862,738</u>
Operating Expenses:							
Depreciation	1,847,214	2,039,809	2,267,526	2,095,000	2,119,751	(24,751)	2,190,400
Debt Service Interest/Amortization	1,766,075	1,766,075	1,766,075	1,790,822	1,790,822	-	1,790,822
Miscellaneous	3,850	4,350	19,447	8,899	51,180	(42,281)	5,150
<b>Operating Expenses</b>	<u>3,617,139</u>	<u>3,810,234</u>	<u>4,053,048</u>	<u>3,894,721</u>	<u>3,961,753</u>	<u>(67,032)</u>	<u>3,986,372</u>
<b>Net from operations</b>	<u>(1,072,922)</u>	<u>(1,513,614)</u>	6,568,293	<u>(1,114,735)</u>	<u>(1,904,347)</u>	<u>(655,549)</u>	<u>(2,123,634)</u>
Plus Beginning Cash	35,065,767	29,458,061	21,445,906	20,135,533	20,135,533	-	3,100,936
Plus Depreciation	1,847,214	2,039,809	2,267,526	2,095,000	2,119,751	(24,751)	2,190,400
<b>Cash Available</b>	<u>35,840,059</u>	<u>29,984,256</u>	<u>30,281,725</u>	<u>21,115,798</u>	<u>20,350,936</u>	<u>(680,300)</u>	<u>3,167,702</u>
Capital Projects	7,753,607	4,135,622	11,417,532	18,462,993	17,250,000	1,212,993	3,105,498
Debt Service Principal	-	-	-	-	-	-	-
Transfers Out	2,679,059	452,137	452,137	-	-	-	-
Balance Sheet Adj. inc/(dec)	4,050,669	(3,950,591)	1,723,476	-	-	-	-
<b>Cash available for OM &amp; CIP</b>	<u>29,458,061</u>	<u>21,445,906</u>	<u>20,135,533</u>	<u>2,652,805</u>	<u>3,100,936</u>	<u>(440,910)</u>	<u>62,204</u>
Restricted (Debt Reserve)	3,472,105	3,508,418	3,420,877	3,382,276	3,382,276	-	3,382,276
Restricted (Capital Projects)	29,458,061	21,445,906	20,135,533	2,652,805	3,100,936	448,131	62,204
Unrestricted Cash	-	-	-	-	-	-	-
<b>TOTAL</b>	<u>32,930,166</u>	<u>24,954,324</u>	<u>23,556,410</u>	<u>6,035,081</u>	<u>6,483,212</u>	<u>448,131</u>	<u>3,444,480</u>

	2005/2006	2006/2007	2007/2008
STREET RESURFACING 0195	-	250,000	500,000
INSTALL TRAFFIC SIGNALS 0367	190,000	250,000	1,160,000
PAVEMENT MASTER PLAN 0554	55,000	-	61,000
STREET LIGHT MASTER PLAN, LIGHTING & CONDUIT 0629	2,310,498	-	-
ANNUAL MAINTENANCE 0633	550,000	550,000	550,000
SANTA MONICA BLVD STATE ABATEMENT 0889 - Funding Source - \$4.4m from State for abatement up to \$2m from MTA for Santa Monica bus lane project and signalization.	-	1,353,460	-
COMMUNITY CHOICE AGGREGATION - ELECTRICITY 0891	-	-	-
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>	<u>3,105,498</u>	<u>2,403,460</u>	<u>2,271,000</u>

## Infrastructure Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
Projected Revenues:						
Financing To Be Provided	-	-	-	-	-	-
Interest Earned	155,047	3,110	-	-	2,301	160,458
Recoverable Expenses	-	-	-	-	-	-
Transfers In	1,707,691	3,707,691	3,707,691	3,707,691	3,707,691	16,538,455
Miscellaneous Revenues	-	-	-	-	-	-
FEMA Grant	-	-	-	-	-	-
<b>Net from Operations</b>	<u>1,862,738</u>	<u>3,710,801</u>	<u>3,707,691</u>	<u>3,707,691</u>	<u>3,709,992</u>	<u>16,698,913</u>
Operating Expenses:						
Depreciation	2,190,400	2,190,400	2,190,400	2,190,400	2,190,400	10,952,000
Debt Service Interest	1,790,822	1,790,822	1,790,822	1,790,822	1,790,822	8,954,110
Miscellaneous	5,150	5,150	5,150	5,150	5,150	25,750
<b>Operating Expenses</b>	<u>3,986,372</u>	<u>3,986,372</u>	<u>3,986,372</u>	<u>3,986,372</u>	<u>3,986,372</u>	<u>19,931,860</u>
<b>Net from operations</b>	<b>(2,123,634)</b>	<b>(275,571)</b>	<b>(278,681)</b>	<b>(278,681)</b>	<b>(276,380)</b>	<b>(3,232,947)</b>
Plus Beginning Cash	3,100,936	62,204	(426,427)	(785,708)	46,011	3,100,936
Plus Depreciation	2,190,400	2,190,400	2,190,400	2,190,400	2,190,400	10,952,000
<b>Cash Available</b>	<u>3,167,702</u>	<u>1,977,033</u>	<u>1,485,292</u>	<u>1,126,011</u>	<u>1,960,031</u>	<u>10,819,989</u>
Capital Projects	3,105,498	2,403,460	2,271,000	1,080,000	1,564,000	10,423,958
Debt Service Principal	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Balance Sheet Adj. inc/(dec)	-	-	-	-	-	-
<b>Cash available for OM &amp; CIP</b>	<u>62,204</u>	<u>(426,427)</u>	<u>(785,708)</u>	<u>46,011</u>	<u>396,031</u>	<u>396,031</u>
Restricted (Debt Reserve)	3,382,276	3,382,276	3,382,276	3,382,276	3,382,276	3,382,276
Restricted (Capital Projects)	62,204	(426,427)	(785,708)	46,011	396,031	396,031
Unrestricted Cash	-	-	-	-	-	-
<b>TOTAL</b>	<u>3,444,480</u>	<u>2,955,849</u>	<u>2,596,568</u>	<u>3,428,287</u>	<u>3,778,307</u>	<u>3,778,307</u>

2008/2009	2009/2010	TOTAL	
250,000	250,000	1,250,000	STREET RESURFACING 0195
280,000	580,000	2,460,000	INSTALL TRAFFIC SIGNALS 0367
-	12,000	128,000	PAVEMENT MASTER PLAN 0554
-	-	2,310,498	STREET LIGHT MASTER PLAN, LIGHTING & CONDUIT 0629
550,000	550,000	2,750,000	ANNUAL MAINTENANCE 0633
-	-	1,353,460	SANTA MONICA BLVD STATE ABATEMENT 0889 - Funding Source - \$4.4m from State for abatement up to \$2m from MTA for Santa Monica bus lane project and signalization.
-	172,000	172,000	COMMUNITY CHOICE AGGREGATION - ELECTRICITY 0891
<u>1,080,000</u>	<u>1,564,000</u>	<u>10,423,958</u>	<b>TOTAL CAPITAL IMPROVEMENT FUND</b>



# City of Beverly Hills

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## Special Revenue Funds Adopted Budget



## **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

### **Streets and Highways State Gas Tax Fund**

This fund accounts for gas tax revenues and their restricted uses as specified by the California Streets and Highways Code. The City has used these funds primarily for street resurfacing.

### **Parks and Recreation Facilities Fund**

Created by Council action, this fund accounts for construction assessments to be used for acquisition and development of parks and recreational facilities as authorized by the State Quimby Act.

### **Housing and Community Development Fund**

Created by a reimbursable contract between the City and the County of Los Angeles under the provision of the Housing and Community Development Act, this fund accounts for certain expenditures to meet the housing and public service needs of the City's low and moderate income households.

### **Proposition A Local Transit Assistance Fund**

The State electorate approved a one-half cent sales tax to be used for local transit purposes. This fund accounts for the receipt of this tax and its restricted uses. These monies presently are used to provide a "free ride" mini-bus service in the City's central business district, a senior citizen bus shuttle, and bus pass and taxi coupons programs for the elderly.

### **Proposition C Local Transit Assistance Fund**

Similar to Proposition A (see above), this fund is also funded by a voter-approved one-half cent sales tax. Scope of use of funds is wider than Proposition A and includes, in addition to transit services, efforts to reduce traffic congestion, improve air quality, improve the condition of streets and freeways, and reduce foreign oil dependence.

### **In-Lieu Parking District Fund**

Created by action of the City Council, this fund accounts for fees received in-lieu of providing certain parking areas within the district by certain commercial users. Such funds received are to be used exclusively for the purpose of acquiring, developing, operating and maintaining off-street parking facilities to serve the In-Lieu Parking District.

### **Fine Art Fund**

Created by action of the City Council, this fund accounts for payments received in-lieu of providing fine art ornamentation in the construction or reconstruction of commercial structures. The payments received are to be used solely for the acquisition, improvement and maintenance of fine art ornamentation in applicable structures as determined by the Fine Art Commission.

### **Law Enforcement Grant**

As designated by the California State Legislature, the Police Department qualifies for several single-purpose grant programs and is the beneficiary of state and federal grant programs and state and federal seized asset programs. Such funds are used to augment the budget of the Police Department and cannot supplant operational expenditures.

## Streets and Highways State Gas Tax Fund

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year			Fiscal Year	
	01/02	02/03	03/04	04/05	04/05		05/06
<b>Capital Projects Funds</b>							
Projected Revenues:							
Intergovernmental	662,250	797,647	651,306	627,000	552,371	(74,629)	627,000
Interest Earned	372,470	183,109	15,587	257,309	70,452	(186,857)	257,309
Transfers In	-	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-	-
Net from Operations	1,034,720	980,756	666,893	884,309	622,823	(261,486)	884,309
Plus Beginning Cash	6,965,396	4,987,025	3,754,178	2,214,091	2,214,091	-	280,915
Total Cash Available	<u>8,000,116</u>	<u>5,967,781</u>	<u>4,421,071</u>	<u>3,098,400</u>	<u>2,836,915</u>	<u>(261,486)</u>	<u>1,165,224</u>
Projected Capital Expenditures:							
Capital Outlay & Projects	2,720,507	2,320,413	1,461,339	2,550,000	2,550,000	-	1,025,000
Transfers Out	350,597	305,461	195,608	6,000	6,000	-	6,000
Total Capital Expenditures	3,071,104	2,625,874	1,656,947	2,556,000	2,556,000	-	1,031,000
Balance Sheet Adj. inc/(dec)	58,013	412,271	(550,032)	-	-	-	-
Ending Cash Equivalent	<u>4,987,025</u>	<u>3,754,178</u>	<u>2,214,091</u>	<u>542,400</u>	<u>280,915</u>	<u>(261,486)</u>	<u>134,224</u>

### Capital Projects

	2005/2006	2006/2007	2007/2008
STREET RESURFACING 0195	1,000,000	750,000	500,000
PAVEMENT MASTER PLAN 0554	25,000	-	25,000
<b>TOTAL STREETS AND HIGHWAYS STATE GAS TAX FUND</b>	<u>1,025,000</u>	<u>750,000</u>	<u>525,000</u>

## Streets and Highways State Gas Tax Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
<b>Capital Projects Funds</b>						
Projected Revenues:						
Intergovernmental	627,000	645,810	665,184	685,140	705,694	3,328,828
Interest Earned	257,309	6,711	1,537	8,323	5,196	279,077
Transfers In	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
Net from Operations	884,309	652,521	666,722	693,463	710,890	3,607,905
Plus Beginning Cash	280,915	134,224	30,745	166,466	103,929	280,915
Total Cash Available	<u>1,165,224</u>	<u>786,745</u>	<u>697,466</u>	<u>859,929</u>	<u>814,820</u>	<u>3,888,820</u>
Projected Capital Expenditures:						
Capital Outlay & Projects	1,025,000	750,000	525,000	750,000	831,000	3,881,000
Transfers Out	6,000	6,000	6,000	6,000	6,000	30,000
Total Capital Expenditures	1,031,000	756,000	531,000	756,000	837,000	3,911,000
Balance Sheet Adj. inc/(dec)	-	-	-	-	-	-
Ending Cash Equivalent	<u>134,224</u>	<u>30,745</u>	<u>166,466</u>	<u>103,929</u>	<u>(22,180)</u>	<u>(22,180)</u>
<b>2008/2009</b>	<b>2009/2010</b>	<b>TOTAL</b>				
750,000	750,000	3,750,000				
-	81,000	131,000				
<u>750,000</u>	<u>831,000</u>	<u>3,881,000</u>				
<b>TOTAL STREETS AND HIGHWAYS STATE GAS TAX FUND</b>						

STREET RESURFACING 0195  
PAVEMENT MASTER PLAN 0554

Parks and Recreation Facilities Tax Fund

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year				
	01/02	02/03	03/04	04/05	04/05	Better/ (Worse)	05/06
<b>Capital Projects Funds</b>							
Projected Revenues:							
Construction Tax	1,618,541	1,781,598	3,456,102	1,344,629	2,538,429	1,193,800	3,844,629
LA County Bond Grant Fund	-	-	375,004	-	-	-	-
Interest Earned	523,567	299,246	33,333	281,246	262,689	(18,557)	281,246
T-Lot Loan Interest Repay	-	-	-	-	-	-	-
Transfers In	-	20,000	-	-	-	-	-
Miscellaneous Revenues	25,000	17,500	-	-	-	-	-
Net from operations	2,167,109	2,118,344	3,864,439	1,625,875	2,801,119	1,175,244	4,125,875
Plus Beginning Cash	10,301,386	8,247,501	7,825,243	9,956,383	9,956,383	-	11,722,545
T-Lot Loan Principal Repay	-	-	-	-	-	-	-
<b>Total Cash Available</b>	<b>12,468,494</b>	<b>10,365,845</b>	<b>11,689,682</b>	<b>11,582,258</b>	<b>12,757,502</b>	<b>1,175,244</b>	<b>15,848,420</b>
Projected Capital Expenditures:							
Capital Outlay & Projects	-	-	341,367	745,000	1,034,956	(289,956)	5,994,550
Loan to Parking Ent - T-lot	-	-	-	-	-	-	7,000,000
Transfers Out	3,802,982	1,496,968	675,606	-	-	-	-
<b>Total Capital Expenditures</b>	<b>3,802,982</b>	<b>1,496,968</b>	<b>1,016,973</b>	<b>745,000</b>	<b>1,034,956</b>	<b>(289,956)</b>	<b>12,994,550</b>
Balance Sheet Adj. inc/(dec)	(418,012)	(1,043,634)	(716,326)	-	-	-	-
<b>Ending Cash Equivalent</b>	<b>8,247,501</b>	<b>7,825,243</b>	<b>9,956,383</b>	<b>10,837,258</b>	<b>11,722,545</b>	<b>885,287</b>	<b>2,853,870</b>

Capital Projects

	2005/2006	2006/2007	2007/2008
REPLACE STREET TREES 0089	675,000	675,000	675,000
RENOVATION OF PARK BUILDINGS 0315	1,091,300	772,250	1,394,125
GREY STONE MANSION AND PARK PROJECTS 0442	110,000	-	-
TENNIS COURTS AND SITE ENHANCEMENTS 0483	68,250	105,000	-
GENERAL LAND ACQUISITION 0647	2,000,000	-	-
LIBRARY AUDITORIUM RENOVATIONS 0678	50,000	-	-
COMMUNITY RECREATION CENTER 0881	2,000,000	-	-
<b>TOTAL PARKS &amp; RECREATION FACILITIES TAX FUND</b>	<b>5,994,550</b>	<b>1,552,250</b>	<b>2,069,125</b>

Parks and Recreation Facilities Tax Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
<b>Capital Projects Funds</b>						
Projected Revenues:						
Construction Tax	3,844,629	1,959,968	2,018,767	2,079,330	2,141,710	12,044,404
LA County Bond Grant Fund	-	-	-	-	-	-
Interest Earned	281,246	142,694	170,214	176,207	191,193	961,554
T-Lot Loan Interest Repay	-	-	-	357,305	347,592	704,896
Transfers In	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
Net from operations	4,125,875	2,102,661	2,188,981	2,612,842	2,680,495	13,710,854
Plus Beginning Cash	11,722,545	2,853,870	3,404,282	3,524,138	3,823,865	11,722,545
T-Lot Loan Principal Repay	-	-	-	161,886	171,599	333,486
Cash Available	<u>15,848,420</u>	<u>4,956,532</u>	<u>5,593,263</u>	<u>6,298,865</u>	<u>6,675,959</u>	<u>25,766,884</u>
Projected Capital Expenditures:						
Capital Outlay & Projects	5,994,550	1,552,250	2,069,125	2,475,000	2,643,750	14,734,675
Loan to Parking Ent - T-lot	7,000,000	-	-	-	-	7,000,000
Transfers Out	-	-	-	-	-	-
Total Capital Expenditures	12,994,550	1,552,250	2,069,125	2,475,000	2,643,750	21,734,675
Balance Sheet Adj. inc/(dec)	-	-	-	-	-	-
Ending Cash Equivalent	<u>2,853,870</u>	<u>3,404,282</u>	<u>3,524,138</u>	<u>3,823,865</u>	<u>4,032,209</u>	<u>4,032,209</u>

2008/2009	2009/2010	TOTAL	
675,000	675,000	3,375,000	REPLACE STREET TREES 0089
1,125,000	75,000	4,457,675	RENOVATION OF PARK BUILDINGS 0315
675,000	1,893,750	2,678,750	GREYSTONE MANSION AND PARK PROJECTS 0442
-	-	173,250	TENNIS COURTS AND SITE ENHANCEMENTS 0483
-	-	2,000,000	GENERAL LAND ACQUISITION 0647
-	-	50,000	LIBRARY AUDITORIUM RENOVATIONS 0678
-	-	2,000,000	COMMUNITY RECREATION CENTER 0881
<u>2,475,000</u>	<u>2,643,750</u>	<u>14,734,675</u>	<b>TOTAL PARKS &amp; RECREATION FACILITIES TAX FUND</b>

Special Revenue Funds (continued)

**HCDA GRANT FUND**

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year				
01/02	02/03	03/04	04/05	04/05	(Worse)	05/06	
Revenues:							
Grant Receipts	243,941	271,184	302,091	362,986	283,977	(79,009)	268,597
Interest	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>243,941</b>	<b>271,184</b>	<b>302,091</b>	<b>362,986</b>	<b>283,977</b>	<b>(79,009)</b>	<b>268,597</b>
Operating Expenses:							
Personnel services	9,595	21,236	2,643	13,700	13,700	-	5,605
Materials and supplies	1,286	1,194	413	3,203	3,203	-	-
Contractual services	229,962	248,753	299,035	267,074	267,074	-	278,385
Internal services	3,152	-	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>243,995</b>	<b>271,184</b>	<b>302,090</b>	<b>283,977</b>	<b>283,977</b>	<b>-</b>	<b>283,990</b>
Net from operations	(54)	-	1	79,009	-	(79,009)	(15,393)
Plus Beginning Cash	-	-	-	-	-	-	-
Cash Available	(54)	-	1	79,009	-	(79,009)	(15,393)
General ledger adjustment	54	-	(1)	-	-	-	-
<b>Ending Cash</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>79,009</b>	<b>-</b>	<b>(79,009)</b>	<b>(15,393)</b>

Special Revenue Funds (continued)

**PROPOSITION A TRANSPORTATION FUNDS**

	Historical			Current Trends			Adopted Fiscal Year 05/06
	Actual	Actual	Actual	Budgeted	Projected	Difference	
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	
Revenues:							
Transportation Grants	483,523	511,831	508,144	537,284	548,482	11,198	537,284
Interest	75,442	58,705	7,515	35,077	48,867	13,790	35,076
Purchased PALTA Funds	-	-	-	-	-	-	-
User Charges	62,676	62,774	55,389	78,000	70,646	(7,354)	78,000
Miscellaneous	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>621,641</b>	<b>633,310</b>	<b>571,049</b>	<b>650,361</b>	<b>667,995</b>	<b>17,634</b>	<b>650,360</b>
Operating Expenses:							
Personnel services	-	-	-	-	-	-	57,610
Contractual services	317,541	520,070	486,509	728,519	728,519	-	681,020
Internal services	-	-	-	-	-	-	31,117
<b>Operating Expenses</b>	<b>317,541</b>	<b>520,070</b>	<b>486,509</b>	<b>728,519</b>	<b>728,519</b>	<b>-</b>	<b>769,747</b>
Net from operations	304,100	113,240	84,540	(78,158)	(60,524)	17,634	(119,387)
Plus Beginning Cash	1,231,552	1,517,537	1,646,179	1,778,944	1,778,944	-	1,718,420
Cash Available	1,535,652	1,630,777	1,730,718	1,700,786	1,718,420	17,634	1,599,033
General ledger adjustment	(18,115)	15,402	48,226	-	-	-	-
<b>Ending Cash</b>	<b>1,517,537</b>	<b>1,646,179</b>	<b>1,778,944</b>	<b>1,700,786</b>	<b>1,718,420</b>	<b>17,634</b>	<b>1,599,033</b>

Special Revenue Funds (continued)

**PROPOSITION C TRANSPORTATION FUNDS**

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Fiscal Year 05/06
Revenues:							
Transportation Grants	335,936	380,200	402,473	395,295	418,409	23,114	395,295
Interest	34,341	25,057	3,203	15,852	20,942	5,090	15,852
User Charges	17,280	16,376	12,559	23,000	13,448	(9,552)	13,500
Miscellaneous	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>387,557</b>	<b>421,632</b>	<b>418,234</b>	<b>434,147</b>	<b>452,799</b>	<b>18,652</b>	<b>424,647</b>
Operating Expenses:							
Personnel services	-	-	-	-	-	-	52,016
Contractual services	262,445	376,157	409,226	408,807	357,631	51,176	394,221
Internal services	-	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>262,445</b>	<b>376,157</b>	<b>409,226</b>	<b>408,807</b>	<b>357,631</b>	<b>-</b>	<b>446,237</b>
Net from operations	125,112	45,475	9,008	25,340	95,168	69,828	(21,590)
Plus Beginning Cash	563,142	649,317	694,045	751,838	751,838	-	847,006
Cash Available	688,254	694,793	703,053	777,178	847,006	69,828	825,416
General ledger adjustment	(38,937)	(748)	48,785	-	-	-	-
<b>Ending Cash</b>	<b>649,317</b>	<b>694,045</b>	<b>751,838</b>	<b>777,178</b>	<b>847,006</b>	<b>69,828</b>	<b>825,416</b>

Special Revenue Funds (continued)

**IN-LIEU PARKING FUND**

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Fiscal Year 05/06
Revenues:							
Parking In-Lieu Tax	239,101	578,477	377,384	675,000	68,623	(606,377)	675,000
Interest	222,541	175,987	218	94,747	9,557	(85,190)	94,747
Miscellaneous	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
Total Revenues	<u>461,642</u>	<u>754,464</u>	<u>377,603</u>	<u>769,747</u>	<u>78,180</u>	<u>(691,567)</u>	<u>769,747</u>
Operating Expenses:							
Transfers Out	-	5,183,807	-	-	-	-	1,000,000
Operating Expenses	<u>-</u>	<u>5,183,807</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>
Net from operations	461,642	(4,429,343)	377,603	769,747	78,180	(691,567)	(230,253)
Plus Beginning Cash	<u>3,927,837</u>	<u>4,398,685</u>	<u>-</u>	<u>374,796</u>	<u>374,796</u>	<u>-</u>	<u>452,976</u>
Cash Available	4,389,478	(30,659)	377,603	1,144,543	452,976	(691,567)	222,723
General ledger adjustment	<u>9,206</u>	<u>30,659</u>	<u>(2,806)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Cash	<u>4,398,685</u>	<u>-</u>	<u>374,796</u>	<u>1,144,543</u>	<u>452,976</u>	<u>(691,567)</u>	<u>222,723</u>

Special Revenue Funds (continued)

**FINE ART FUND**

	Historical			Current Trends			Adopted Fiscal Year 05/06
	Actual	Actual	Actual	Budgeted	Projected	Difference	
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	
Revenues:							
Fine Arts In-Lieu Tax	86,795	142,800	77,500	50,000	144,162	94,162	50,000
Interest	30,190	20,004	12,241	5,000	22,900	17,900	5,000
Fine Arts In-Lieu Deposits	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	<u>116,985</u>	<u>162,804</u>	<u>89,741</u>	<u>55,000</u>	<u>167,062</u>	<u>112,062</u>	<u>55,000</u>
Fine Arts Purchases	<u>220,083</u>	<u>11,363</u>	<u>245,000</u>	<u>100,000</u>	<u>245,000</u>	<u>(145,000)</u>	<u>-</u>
Total Purchases	<u>165,000</u>	<u>165,000</u>	<u>165,000</u>	<u>100,000</u>	<u>245,000</u>	<u>(145,000)</u>	<u>-</u>
Net from operations	(48,015)	(2,196)	(75,259)	(45,000)	(77,938)	(32,938)	55,000
Plus Beginning Cash	<u>378,023</u>	<u>472,216</u>	<u>623,250</u>	<u>860,810</u>	<u>860,810</u>	<u>-</u>	<u>782,873</u>
Cash Available	330,008	470,020	547,991	815,810	782,873	(32,938)	837,873
General ledger adjustment	<u>142,208</u>	<u>153,230</u>	<u>312,820</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Cash	<u>472,216</u>	<u>623,250</u>	<u>860,810</u>	<u>815,810</u>	<u>782,873</u>	<u>(32,938)</u>	<u>837,873</u>

Special Revenue Funds (continued)

**LAW ENFORCEMENT GRANT**

	Historical			Current Trends			Adopted Fiscal Year 05/06
	Actual	Actual	Actual	Budgeted	Projected	Difference	
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	
Revenues:							
Intergovernmental	211,225	182,721	225,958	201,437	229,674	28,237	266,055
Interest	20,853	12,350	1,194	20,000	4,981	(15,019)	20,000
Miscellaneous	-	-	-	-	-	-	-
Transfers In	4,840	3,644	34,371	-	2,378	2,378	-
<b>Total Revenues</b>	<b>236,918</b>	<b>198,716</b>	<b>261,523</b>	<b>221,437</b>	<b>237,033</b>	<b>15,596</b>	<b>286,055</b>
Operating Expenses:							
Personnel services	80,751	103,699	239,724	97,155	91,522	5,633	108,835
Materials and supplies	112,260	-	-	-	-	-	-
Contractual services	-	17,851	5,580	87,194	-	87,194	89,809
Capital Outlay	26,970	-	120,000	-	224,950	(224,950)	-
Internal services	7,165	87,259	17,519	12,365	12,365	-	37,575
Miscellaneous	4,945	528	-	-	-	-	-
Transfers Out	25,934	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>258,025</b>	<b>209,337</b>	<b>382,823</b>	<b>196,714</b>	<b>328,837</b>	<b>87,194</b>	<b>236,219</b>
Net from operations	(21,107)	(10,621)	(121,300)	24,723	(91,804)	(116,527)	49,836
Plus Beginning Cash	384,486	344,331	337,264	122,235	122,235	-	30,431
Cash Available	363,379	333,710	215,964	146,958	30,431	(116,527)	80,267
General ledger adjustment	(19,048)	3,555	(93,729)	-	-	-	-
<b>Ending Cash</b>	<b>344,331</b>	<b>337,264</b>	<b>122,235</b>	<b>146,958</b>	<b>30,431</b>	<b>(116,527)</b>	<b>80,267</b>



# City of Beverly Hills

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## Enterprise Funds Adopted Budget



## **ENTERPRISE FUNDS**

Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the City Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the City Council has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

### **Water Enterprise Fund**

Funded by revenues from water service charges, this fund accounts for all financial aspects related to the City's water operations. The City obtains its water from the Metropolitan Water District of Southern California and local ground water (through a desalination plant which became operational in FY 02/03) and distributes it throughout the City and portions of the City of West Hollywood.

### **Wastewater Enterprise Fund**

Created by ordinance of the City Council, this fund accounts for the acquisition, operation and maintenance of facilities for the collection and disposal of wastewater. Support is derived from user charges as established by action of the City Council. The City is a contracting agency with the City of Los Angeles Hyperion treatment plant for treatment and disposal of transported wastewater.

### **Solid Waste Enterprise Fund**

This fund was initially established by action of the City Council for the purpose of creating an independent accounting entity for the acquisition, operation and maintenance of facilities for the collection and disposal of solid waste generated by commercial users. During the year ended June 30, 1992, residential refuse operations were consolidated into this fund. Financial support of this fund is derived from user charges as established by action of the City Council.

### **Stormwater Enterprise Fund**

In response to the Federal mandated program to "clean up the Bay," the City Council authorized the creation of this fund to account for activities to meet certain standards for street sweeping, storm drain maintenance and other environmental quality programs. Cost of this program is recovered through a Stormwater charge.

### **Parking Enterprise Fund**

The City's self-supporting parking operations are accounted for in this fund. This includes the acquisition of parking facilities and the payments for any debt issued pertaining to such acquisition. Enterprise income includes parking fees charged to the public, lease payments from retail facilities located in the parking structures and revenues collected from parking meters.

## Water Enterprise Fund

	Current Trend						
	Historical			Difference			
	Actual	Actual	Actual	Budget	Projected	Bud/Pjt	Adopted
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Better/ (Worse)	Fiscal Year 05/06
Projected Revenues:							
Service Charges	15,074,379	15,222,455	16,030,257	16,115,281	15,378,189	(737,092)	17,565,656
Interest Earnings	1,703,856	1,125,541	176,116	1,282,909	418,910	(863,999)	407,291
Lease of Property	47,860	48,907	50,194	48,740	49,448	708	48,740
Rent - New Facility	-	45,563	745,578	745,578	745,579	1	745,578
Miscellaneous	53,464	152,282	787,550	27,058	322,339	295,281	27,058
<b>Operating Revenues</b>	<b>16,879,559</b>	<b>16,594,748</b>	<b>17,789,695</b>	<b>18,219,566</b>	<b>16,914,465</b>	<b>(1,305,101)</b>	<b>18,794,323</b>
Projected Expenses:							
Personnel Services	1,802,461	1,865,440	2,168,043	2,077,374	2,449,500	(372,126)	2,054,233
Materials and Supplies	227,064	211,227	362,034	408,254	614,883	(206,629)	408,253
Rent - New Facility	-	-	944,070	943,770	-	943,770	-
Contractual Services	210,426	185,409	426,824	838,413	835,481	2,932	1,778,349
Purchased Water	6,333,763	6,416,812	7,642,477	7,963,444	8,031,445	(68,001)	8,202,347
Internal Services	2,373,724	3,317,726	2,662,616	2,542,304	2,542,304	-	3,100,651
Depreciation/Amrtzn	1,562,840	1,764,685	2,763,119	3,054,413	3,054,413	-	3,554,413
Debt Service Interest	846,032	759,116	1,604,220	693,757	693,757	-	668,233
New Debt Service Int	-	-	-	-	-	-	1,045,000
Capitalized Lease Interest	-	-	1,246,068	-	1,246,068	(1,246,068)	1,246,068
Other Misc.	78,808	94,596	158,987	84,526	87,078	(2,552)	100,650
<b>Operating Expense</b>	<b>13,435,117</b>	<b>14,615,011</b>	<b>19,978,458</b>	<b>18,606,255</b>	<b>19,554,929</b>	<b>(948,674)</b>	<b>22,158,197</b>
Net from Operations	3,444,442	1,979,737	(2,188,763)	(386,689)	(2,640,464) <span style="color: green;">▲</span>	(2,253,775)	(3,363,874)
Plus Capital & Unrestricted	28,096,046	27,820,466	27,040,828	23,358,215	23,358,215	-	20,751,043
Plus Bond or Other Financing	-	-	-	-	-	-	19,000,000
Plus Depreciation	1,562,840	1,764,685	2,763,119	3,054,413	3,054,413 <span style="color: green;">▲</span>	-	3,554,413
Cash Available	33,103,327	31,564,888	27,615,184	31,943,273	23,772,164	(2,253,775)	39,941,582
Capital Projects	6,400,226	4,313,931	3,408,166	6,975,000	2,383,015	(4,591,985)	25,435,000
Capital - New Facility	-	-	-	-	-	-	-
Capital Hyperion - Brine	-	-	650,000	-	-	-	-
Debt Service Principal	1,070,389	833,690	833,690	638,106	638,106	-	659,646
New Debt Service Principal	-	-	-	-	-	-	314,575
General Ledger Adjustment	2,187,753	623,561	634,888	-	-	-	-
Cash available for OM & CIP	27,820,466	27,040,828	23,358,215	24,330,167	20,751,043	(3,579,124)	13,532,361
Restricted (Debt Reserve)	1,547,978	1,028,640	1,024,089	1,024,089	1,024,089	-	1,024,089
Restricted (Capital Projects)	-	-	-	-	-	-	-
Unrestricted Cash	27,820,466	27,040,828	23,358,215	24,330,167	20,751,043	(3,579,124)	13,532,361
<b>Total Cash on hand:</b>	<b>29,368,444</b>	<b>28,069,468</b>	<b>24,382,305</b>	<b>25,354,257</b>	<b>21,775,133</b>	<b>(3,579,124)</b>	<b>14,556,451</b>

## Water Enterprise Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
<b>Projected Revenues:</b>						
Service Charges	17,565,656	19,146,565	19,146,565	19,146,565	19,146,565	94,151,916
Interest Earnings	407,291	676,618	410,464	212,322	49,727	1,756,422
Lease of Property	48,740	53,127	53,127	53,127	53,127	261,246
Rent - New Facility	745,578	745,578	745,578	745,578	745,578	3,727,890
Miscellaneous	27,058	29,493	29,493	29,493	29,493	145,031
Operating Revenues	<u>18,794,323</u>	<u>20,651,381</u>	<u>20,385,227</u>	<u>20,187,085</u>	<u>20,024,489</u>	<u>100,042,505</u>
<b>Projected Expenses:</b>						
Personnel Services	2,054,233	2,115,860	2,179,336	2,244,716	2,312,057	10,906,202
Materials and Supplies	408,253	420,501	433,116	446,109	459,492	2,167,471
Rent - New Facility	-	-	-	-	-	-
Contractual Services	1,778,349	1,831,699	1,886,650	1,943,250	2,001,547	9,441,496
Purchased Water	8,202,347	8,448,417	8,701,870	8,962,926	9,231,814	43,547,374
Internal Services	3,100,651	3,193,671	3,289,481	3,388,165	3,489,810	16,461,777
Depreciation/Amrtzn	3,554,413	3,554,413	3,554,413	3,554,413	3,554,413	17,772,065
Debt Service Interest	668,233	668,233	641,847	613,517	587,343	3,179,173
New Debt Service Int	1,045,000	1,029,271	1,012,756	2,095,415	2,060,651	7,243,093
Capitalized Lease Interest	1,246,068	1,246,068	1,246,068	-	-	3,738,204
Other Misc.	100,650	103,670	106,780	109,983	113,282	534,365
Operating Expense	<u>22,158,197</u>	<u>22,611,803</u>	<u>23,052,316</u>	<u>23,358,494</u>	<u>23,810,410</u>	<u>114,991,220</u>
Net from Operations	<b>(3,363,874)</b>	<b>(1,960,422)</b>	<b>(2,667,089)</b>	<b>(3,171,409)</b>	<b>(3,785,921)</b>	<b>(14,948,714)</b>
Plus Capital & Unrestricted	20,751,043	13,532,361	8,209,285	4,246,444	994,531	20,751,043
Plus Bond or Other Financing	19,000,000	-	-	20,000,000	-	39,000,000
Plus Depreciation	<u>3,554,413</u>	<u>3,554,413</u>	<u>3,554,413</u>	<u>3,554,413</u>	<u>3,554,413</u>	<u>17,772,065</u>
Cash Available	39,941,582	15,126,353	9,096,609	24,629,448	763,023	62,574,394
Capital Projects	25,435,000	5,891,000	3,875,000	22,300,000	4,369,250	61,870,250
Capital - New Facility	-	-	-	-	-	-
Capital Hyperion - Brine	-	-	-	-	-	-
Debt Service Principal	659,646	695,764	628,346	639,626	673,564	3,296,946
New Debt Service Principal	314,575	330,304	346,819	695,291	730,056	2,417,045
General Ledger Adjustment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash available for OM & CIP	<u>13,532,361</u>	<u>8,209,285</u>	<u>4,246,444</u>	<u>994,531</u>	<u>(5,009,847)</u>	<u>(5,009,847)</u>
Restricted (Debt Reserve)	1,024,089	1,024,089	1,024,089	1,024,089	1,024,089	1,024,089
Restricted (Capital Projects)	-	-	-	-	-	-
Unrestricted Cash	<u>13,532,361</u>	<u>8,209,285</u>	<u>4,246,444</u>	<u>994,531</u>	<u>(5,009,847)</u>	<u>(5,009,847)</u>
<b>Total Cash on hand:</b>	<u>14,556,451</u>	<u>9,233,374</u>	<u>5,270,533</u>	<u>2,018,620</u>	<u>(3,985,758)</u>	<u>(3,985,758)</u>

## Water Enterprise Fund

### Capital Projects

	2005/2006	2006/2007	2007/2008
REPLACE WATER MAINS AND HYDRANTS 0387	3,200,000	4,650,000	2,390,000
REPLACE COLDWATER CANON RESERVOIR & PARK 0576	19,250,000	-	-
IRRIGATION UPGRADES 0602	210,000	-	-
ANNUAL MAINTENANCE 0633	275,000	275,000	275,000
WATER TREATMENT PLANT BUY OUT 0795	-	-	-
RESERVOIR MAINTENANCE 0796	2,500,000	231,000	1,210,000
WATER TREATMENT PLANT EXHIBITION SPACE 0880	-	735,000	-
<b>TOTAL WATER ENTERPRISE FUND</b>	<u>25,435,000</u>	<u>5,891,000</u>	<u>3,875,000</u>

### Debt Service Coverage

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
Total Debt Service	982,808	998,537	988,666	1,308,808	1,317,399	5,596,218
Rate Covenant	125.00%	125.00%	125.00%	125.00%	125.00%	125.00%
Rvnu Required for DS Cover	1,228,510	1,248,171	1,235,832	1,636,011	1,646,749	6,995,273
Revenue Required for Capital	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total Revenue Requirement	2,228,510	2,248,171	2,235,832	2,636,011	2,646,749	11,995,273
Rvnu Available for Coverage	3,149,840	4,537,563	3,787,995	3,091,936	2,416,486	16,983,821
Calculated Coverage	141.34%	201.83%	169.42%	117.30%	91.30%	141.59%
Additional Revenue Required	NONE	NONE	NONE	NONE	(230,263)	NONE
Rate Increase Required	NONE	NONE	NONE	NONE	1.20%	NONE

## Water Enterprise Fund

2008/2009	2009/2010	TOTAL	
3,900,000	3,309,000	17,449,000	REPLACE WATER MAINS AND HYDRANTS 0387
-	-	19,250,000	REPLACE COLDWATER CANON RESERVOIR & PARK 0576
-	656,250	866,250	IRRIGATION UPGRADES 0602
275,000	275,000	1,375,000	ANNUAL MAINTENANCE 0633
18,000,000	-	18,000,000	WATER TREATMENT PLANT BUYOUT 0795
125,000	129,000	4,195,000	RESERVOIR MAINTENANCE 0796
-	-	735,000	WATER TREATMENT PLANT EXHIBITION SPACE 0880
<u>22,300,000</u>	<u>4,369,250</u>	<u>61,870,250</u>	<b>TOTAL WATER ENTERPRISE FUND</b>

## Wastewater Enterprise Fund

	Historical			Current Trend			
	Actual	Actual	Actual	Budget	Projected	Bud/Pjt	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Better/ Worse)	Fiscal Year
	01/02	02/03	03/04	04/05	04/05	(	05/06
<b>Projected Revenues:</b>							
Service Charges							
Wastewater Sales	5,429,329	5,428,102	5,821,955	6,236,282	5,937,836	(298,446)	6,392,867
Interest Earnings	355,084	236,100	56,564	903,047	125,128	(777,919)	193,506
Miscellaneous	1,101,700	1,100,000	2,050,000	950,000	1,399,999	449,999	750,000
Operating Revenues	<u>6,886,113</u>	<u>6,764,201</u>	<u>7,928,518</u>	<u>8,089,329</u>	<u>7,462,963</u>	<u>(626,366)</u>	<u>7,336,373</u>
<b>Projected Expenses:</b>							
Personnel Services	510,120	524,881	520,771	677,056	590,742	86,314	680,755
Materials and Supplies	36,625	37,267	30,537	45,472	29,446	16,026	45,473
Rent - New Facility	-	5,767	94,377	94,377	94,377	-	94,377
Contractual Services							
BH Operations	99,177	129,751	73,192	309,713	105,911	203,802	312,510
Disposal Operations	1,466,307	1,169,897	1,485,146	1,380,200	1,133,172	247,028	1,421,606
Internal Services	627,512	606,276	672,532	644,002	644,002	-	1,302,723
Depreciation/Amrtztn	911,195	967,822	1,037,039	1,103,263	1,103,263	-	1,133,898
Debt Service Interest	1,039,621	994,209	958,038	930,721	930,721	-	899,720
Other Misc.	33,322	-	-	15,000	15,000	-	5,000
Operating Expense	<u>4,723,880</u>	<u>4,435,871</u>	<u>4,871,632</u>	<u>5,199,804</u>	<u>4,646,634</u>	<u>553,170</u>	<u>5,896,062</u>
Net from Operations	2,162,233	2,328,331	3,056,886	2,889,525	2,816,329	(73,196)	1,440,311
Plus Capital & Unrestricted	-	10,053,086	6,142,638	7,006,308	7,006,308	-	7,372,446
Plus Bond or Other Financing	-	-	-	-	-	-	-
Plus Depreciation	<u>911,195</u>	<u>967,822</u>	<u>1,037,039</u>	<u>1,103,263</u>	<u>1,103,263</u>	<u>-</u>	<u>1,133,898</u>
Cash Available	3,073,428	13,349,239	10,236,563	10,999,096	10,925,899	(73,196)	9,946,655
Capital Projects	666,375	13,732	57,410	1,150,000	379,534	770,466	400,000
Capital - Hyperion	-	-	2,758,131	1,890,000	2,398,920	(508,920)	1,890,000
Debt Service Principal	660,000	700,000	745,000	775,000	775,000	-	800,000
General Ledger Adjustment	<u>8,306,032</u>	<u>(6,492,869)</u>	<u>330,286</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash available for OM & CIP	<u>10,053,086</u>	<u>6,142,638</u>	<u>7,006,308</u>	<u>7,184,096</u>	<u>7,372,446</u>	<u>188,350</u>	<u>6,856,655</u>
Restricted (Debt Reserve)	1,705,721	1,733,564	1,706,647	1,705,721	1,705,721	-	1,705,721
Restricted (Capital Projects)	4,691,770	-	-	-	-	-	-
Unrestricted Cash	<u>5,361,316</u>	<u>6,142,638</u>	<u>7,006,308</u>	<u>7,184,096</u>	<u>7,372,446</u>	<u>188,350</u>	<u>6,856,655</u>
<b>Total Cash on hand:</b>	<u>11,758,807</u>	<u>7,876,202</u>	<u>8,712,955</u>	<u>8,889,817</u>	<u>9,078,167</u>	<u>188,350</u>	<u>8,562,376</u>

## Wastewater Enterprise Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
Projected Revenues:						
Service Charges						
Wastewater Sales	6,392,867	7,032,154	7,383,761	7,752,949	8,140,597	36,702,328
Interest Earnings	193,506	342,833	227,034	244,251	134,989	1,142,613
Miscellaneous	750,000	750,000	750,000	750,000	750,000	3,750,000
Operating Revenues	<u>7,336,373</u>	<u>8,124,986</u>	<u>8,360,796</u>	<u>8,747,201</u>	<u>9,025,586</u>	<u>41,594,942</u>
Projected Expenses:						
Personnel Services	680,755	701,178	722,213	743,879	766,196	3,614,221
Materials and Supplies	45,473	46,837	48,242	49,690	51,180	241,422
Rent - New Facility	94,377	94,377	94,377	94,377	94,377	471,885
Contractual Services						
BH Operations	312,510	321,885	331,542	341,488	351,733	1,659,158
Disposal Operations	1,421,606	2,140,000	1,840,000	1,840,000	1,840,000	9,081,606
Internal Services	1,302,723	1,341,805	1,382,059	1,423,521	1,466,226	6,916,333
Depreciation/Amrtztn	1,133,898	1,167,915	1,202,952	1,239,041	1,276,212	6,020,018
Debt Service Interest	899,720	899,721	867,721	833,486	796,946	4,297,594
Other Misc.	5,000	5,150	5,305	5,464	5,628	26,546
Operating Expense	<u>5,896,062</u>	<u>6,718,868</u>	<u>6,494,411</u>	<u>6,570,945</u>	<u>6,648,498</u>	<u>32,328,784</u>
Net from Operations	1,440,311	1,406,119	1,866,385	2,176,255	2,377,088	9,266,158
Plus Capital & Unrestricted	7,372,446	6,856,655	4,540,688	4,885,025	2,699,777	7,372,446
Plus Bond or Other Financing	-	-	-	-	-	-
Plus Depreciation	<u>1,133,898</u>	<u>1,167,915</u>	<u>1,202,952</u>	<u>1,239,041</u>	<u>1,276,212</u>	<u>6,020,018</u>
Cash Available	9,946,655	9,430,688	7,610,025	8,300,322	6,353,077	22,658,622
Capital Projects	400,000	2,200,000	-	2,840,545	-	5,440,545
Capital - Hyperion	1,890,000	1,890,000	1,890,000	1,890,000	1,890,000	9,450,000
Debt Service Principal	800,000	800,000	835,000	870,000	905,000	4,210,000
General Ledger Adjustment	-	-	-	-	-	-
Cash available for OM & CIP	<u>6,856,655</u>	<u>4,540,688</u>	<u>4,885,025</u>	<u>2,699,777</u>	<u>3,558,077</u>	<u>3,558,077</u>
Restricted (Debt Reserve)	1,705,721	1,705,721	1,705,721	1,705,721	1,705,721	1,705,721
Restricted (Capital Projects)	-	-	-	-	-	-
Unrestricted Cash	<u>6,856,655</u>	<u>4,540,688</u>	<u>4,885,025</u>	<u>2,699,777</u>	<u>3,558,077</u>	<u>3,558,077</u>
<b>Total Cash on hand:</b>	<u>8,562,376</u>	<u>6,246,409</u>	<u>6,590,746</u>	<u>4,405,498</u>	<u>5,263,798</u>	<u>5,263,798</u>

## Wastewater Enterprise Fund

### Capital Projects

	2005/2006	2006/2007	2007/2008
REPAIRS TO SEWER SYSTEM 0066	400,000	2,200,000	-
CAPITAL - HYPERION 0197	<u>1,890,000</u>	<u>1,890,000</u>	<u>1,890,000</u>
<b>TOTAL WASTEWATER ENTERPRISE FUND</b>	<b><u>2,290,000</u></b>	<b><u>4,090,000</u></b>	<b><u>1,890,000</u></b>

### Debt Service Coverage

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
Total Debt Service	1,699,720	1,699,721	1,702,721	1,703,486	1,701,946	8,507,594
Rate Covenant	125.00%	125.00%	125.00%	125.00%	125.00%	125.00%
Rvnu Required for DS Cover	2,124,650	2,124,651	2,128,401	2,129,358	2,127,433	10,634,493
Rvnu Required for Hyperion	1,890,000	1,890,000	1,890,000	1,890,000	1,890,000	9,450,000
Total Revenue Requirement	4,014,650	4,014,651	4,018,401	4,019,358	4,017,433	20,084,493
Rvnu Available for Coverage	3,473,929	3,473,755	3,937,058	4,248,782	4,450,246	19,583,771
Calculated Coverage	86.53%	86.53%	97.98%	105.71%	110.77%	97.51%
Additional Revenue Required	(540,721)	(540,897)	(81,343)	NONE	NONE	(500,722)
Rate Increase Required	8.46%	7.69%	1.10%	NONE	NONE	1.36%

## Wastewater Enterprise Fund

2008/2009	2009/2010	TOTAL	
2,840,545	-	5,440,545	REPAIRS TO SEWER SYSTEM 0066
<u>1,890,000</u>	<u>1,890,000</u>	<u>9,450,000</u>	CAPITAL - HYPERION 0197
<u><u>4,730,545</u></u>	<u><u>1,890,000</u></u>	<u><u>14,890,545</u></u>	<b>TOTAL WASTEWATER ENTERPRISE FUND</b>

## Solid Waste Enterprise Fund

	Current Trend						
						Difference	
	Actual Fiscal Year 01/02	Actual Fiscal Year 02/03	Actual Fiscal Year 03/04	Budget Fiscal Year 04/05	Projected Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Requested Fiscal Year 05/06
Projected Revenues:							
Service Charges							
Comm Refuse Collection	3,399,752	4,468,753	5,328,401	4,057,233	5,058,382	1,001,149	6,359,718
Residential Recycling	4,743,793	4,742,879	5,016,659	5,644,956	5,770,717	125,761	5,870,753
Transfers In	-	-	-	-	-	-	-
Interest	202,654	145,305	27,200	155,122	74,700	(80,422)	92,243
Miscellaneous	68,813	72,592	234,171	184,597	136,902	(47,695)	174,787
Operating Revenues	<u>8,415,012</u>	<u>9,429,530</u>	<u>10,606,431</u>	<u>10,041,908</u>	<u>11,040,701</u>	<u>998,793</u>	<u>12,497,501</u>
Projected Expenses:							
Personnel Services	1,664,862	1,781,941	1,803,914	1,779,931	1,725,480	54,451	1,514,439
Materials and Supplies	35,543	366,179	199,855	120,516	53,383	67,133	120,520
Rent - New Facility	-	11,535	188,754	188,754	188,754	-	188,754
Contractual Services							
BH Operations	500,195	422,262	408,047	437,628	460,775	(23,147)	434,261
Disposal Operations	3,921,355	4,149,801	4,615,991	4,824,210	6,862,299	(2,038,089)	4,968,936
Internal Services	2,121,048	2,355,970	2,481,280	2,319,503	2,319,503	-	2,611,246
Alleyway Damage	-	-	-	-	-	-	500,000
Debt Service General Fund	-	-	-	-	-	-	310,758
Depreciation/Amrtztn	8,861	8,861	7,384	2,500	2,500	-	1,000
Debt Service Interest	-	-	-	-	-	-	-
Other Misc.	133,000	-	-	92,500	90,000	2,500	74,335
Operating Expense	<u>8,384,864</u>	<u>9,096,548</u>	<u>9,705,225</u>	<u>9,765,542</u>	<u>11,702,693</u>	<u>(1,937,151)</u>	<u>10,724,249</u>
Net from Operations	30,148	332,981	901,205	276,366	(661,993)	(938,359)	1,773,252
Plus Beginning Cash	-	3,564,955	3,911,524	4,590,768	4,590,768	-	3,931,275
Plus Depreciation	<u>8,861</u>	<u>8,861</u>	<u>7,384</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>	<u>1,000</u>
Cash Available	39,009	3,906,797	4,820,113	4,869,634	3,931,275	(938,359)	5,705,527
Capital Projects	-	-	-	257,500	-	257,500	507,500
Debt Service Principal GF	-	-	-	-	-	-	494,134
General Ledger Adjustment	<u>3,525,946</u>	<u>4,726</u>	<u>(229,345)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Cash	<u>3,564,955</u>	<u>3,911,524</u>	<u>4,590,768</u>	<u>4,612,134</u>	<u>3,931,275</u>	<u>(680,859)</u>	<u>4,703,893</u>

## Solid Waste Enterprise Fund

	Requested Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
Projected Revenues:						
Service Charges						
Comm Refuse Collection	6,359,718	6,359,718	6,359,718	6,359,718	6,359,718	31,798,590
Residential Recycling	5,870,753	6,105,583	6,349,806	6,349,806	6,349,806	31,025,755
Transfers In	-	-	-	-	-	-
Interest	92,243	235,195	303,504	359,917	403,676	1,394,535
Miscellaneous	174,787	174,787	174,787	174,787	174,787	873,935
Operating Revenues	<u>12,497,501</u>	<u>12,875,283</u>	<u>13,187,815</u>	<u>13,244,228</u>	<u>13,287,988</u>	<u>65,092,815</u>
Projected Expenses:						
Personnel Services	1,514,439	1,559,872	1,606,668	1,654,868	1,704,514	8,040,362
Materials and Supplies	120,520	124,136	127,860	131,695	135,646	639,857
Rent - New Facility	188,754	188,754	188,754	188,754	188,754	943,770
Contractual Services						
BH Operations	434,261	447,289	460,707	474,528	488,764	2,305,549
Disposal Operations	4,968,936	5,118,004	5,271,545	5,429,691	5,592,582	26,380,758
Internal Services	2,611,246	2,689,583	2,770,271	2,853,379	2,938,980	13,863,460
Alleyway Damage	500,000	500,000	500,000	500,000	500,000	2,500,000
Debt Service General Fund	310,758	286,051	260,109	232,870	204,269	1,294,058
Depreciation/Amrtztn	1,000	1,030	1,061	1,093	1,126	5,309
Debt Service Interest	-	-	-	-	-	-
Other Misc.	74,335	76,565	78,862	81,228	83,665	394,655
Operating Expense	<u>10,724,249</u>	<u>10,991,285</u>	<u>11,265,837</u>	<u>11,548,107</u>	<u>11,838,300</u>	<u>56,367,778</u>
Net from Operations	1,773,252	1,883,998	1,921,979	1,696,121	1,449,688	8,725,037
Plus Beginning Cash	3,931,275	4,703,893	6,070,081	7,198,337	8,073,530	3,931,275
Plus Depreciation	1,000	1,030	1,061	1,093	1,126	5,309
Cash Available	5,705,527	6,588,921	7,993,120	8,895,552	9,524,343	12,661,622
Capital Projects	507,500	-	250,000	250,000	250,000	1,257,500
Debt Service Principal GF	494,134	518,841	544,783	572,022	600,623	2,730,401
General Ledger Adjustment	-	-	-	-	-	-
Ending Cash	<u>4,703,893</u>	<u>6,070,081</u>	<u>7,198,337</u>	<u>8,073,530</u>	<u>8,673,720</u>	<u>8,673,720</u>

## Stormwater Enterprise Fund

	Current Trend						
				Difference			
	Actual Fiscal Year 01/02	Actual Fiscal Year 02/03	Actual Fiscal Year 03/04	Adopted Fiscal Year 04/05	Projected Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Adopted Fiscal Year 05/06
Projected Revenues:							
Service Charges							
Stormwater Charges	1,762,776	1,760,311	1,762,746	1,759,993	1,736,744	(23,249)	1,759,994
Transfers In	-	-	-	-	-	-	-
Interest	141,597	114,591	21,946	84,934	53,073	(31,861)	67,682
Miscellaneous	33,568	(4,781)	-	-	-	-	-
Operating Revenues	<u>1,937,941</u>	<u>1,870,122</u>	<u>1,784,692</u>	<u>1,844,927</u>	<u>1,789,816</u>	<u>(55,111)</u>	<u>1,827,676</u>
Projected Expenses:							
Personnel Services	701,210	701,782	866,162	818,470	820,650	(2,180)	1,411,123
Materials and Supplies	8,019	29,924	13,101	65,049	14,901	50,148	65,048
Rent - New Facility	-	5,767	94,377	94,377	94,377	-	94,377
Contractual Services							
BH Operations	190,920	146,113	143,114	165,034	125,895	39,139	161,666
Disposal Operations	500	3,900	16,878	30,001	9,875	20,126	30,002
Internal Services	409,282	557,796	606,798	303,609	303,609	-	510,121
Depreciation/Amrtztn	179,169	182,712	182,712	200,000	200,000	-	190,000
Debt Service Interest	-	-	-	-	-	-	-
Other Misc.	2,900	-	-	5,000	3,336	1,664	5,000
Operating Expense	<u>1,491,999</u>	<u>1,627,993</u>	<u>1,923,142</u>	<u>1,681,540</u>	<u>1,572,642</u>	<u>108,898</u>	<u>2,467,337</u>
Net from Operations	445,942	242,128	(138,450)	163,387	217,174	53,787	(639,661)
Plus Beginning Cash	-	2,788,546	3,258,700	3,295,317	3,295,317	-	3,612,491
Plus Depreciation	179,169	182,712	182,712	200,000	200,000	-	190,000
Cash Available	625,110	3,213,386	3,302,962	3,658,704	3,712,491	53,787	3,162,830
Capital Projects	238,783	9,472	-	100,000	100,000	-	100,000
General Ledger Adjustment	2,402,219	54,786	(7,645)	-	-	-	-
Ending Cash	<u>2,788,546</u>	<u>3,258,700</u>	<u>3,295,317</u>	<u>3,558,704</u>	<u>3,612,491</u>	<u>53,787</u>	<u>3,062,830</u>

### Capital Projects

	2005/2006	2006/2007	2007/2008
REHABILITATE STORM DRAINS 0553	50,000	50,000	50,000
ANNUAL MAINTENANCE 0633	50,000	50,000	50,000
<b>TOTAL STORMWATER ENTERPRISE FUND</b>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>

## Stormwater Enterprise Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
<b>Projected Revenues:</b>						
Service Charges						
Stormwater Charges	1,759,994	1,759,994	1,759,994	1,759,994	1,759,994	8,799,970
Transfers In	-	-	-	-	-	-
Interest	67,682	153,142	126,657	95,476	59,261	502,217
Miscellaneous	-	-	-	-	-	-
Operating Revenues	<u>1,827,676</u>	<u>1,913,136</u>	<u>1,886,651</u>	<u>1,855,470</u>	<u>1,819,255</u>	<u>9,302,187</u>
<b>Projected Expenses:</b>						
Personnel Services	1,411,123	1,453,457	1,497,060	1,541,972	1,588,231	7,491,844
Materials and Supplies	65,048	66,999	69,009	71,080	73,212	345,349
Rent - New Facility	94,377	94,377	94,377	94,377	94,377	471,885
Contractual Services						
BH Operations	161,666	166,516	171,511	176,657	181,957	858,307
Disposal Operations	30,002	30,902	31,829	32,784	33,768	159,285
Internal Services	510,121	525,425	541,187	557,423	574,146	2,708,302
Depreciation/Amrtztn	190,000	195,700	201,571	207,618	213,847	1,008,736
Debt Service Interest	-	-	-	-	-	-
Other Misc.	5,000	5,150	5,305	5,464	5,628	26,546
Operating Expense	<u>2,467,337</u>	<u>2,538,526</u>	<u>2,611,850</u>	<u>2,687,374</u>	<u>2,765,164</u>	<u>13,070,252</u>
Net from Operations	<b>(639,661)</b>	<b>(625,390)</b>	<b>(725,199)</b>	<b>(831,905)</b>	<b>(945,909)</b>	<b>(3,768,065)</b>
Plus Beginning Cash	3,612,491	3,062,830	2,533,140	1,909,511	1,185,225	3,612,491
Plus Depreciation	<u>190,000</u>	<u>195,700</u>	<u>201,571</u>	<u>207,618</u>	<u>213,847</u>	<u>1,008,736</u>
Cash Available	3,162,830	2,633,140	2,009,511	1,285,225	453,162	853,162
Capital Projects	100,000	100,000	100,000	100,000	100,000	500,000
General Ledger Adjustment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Cash	<u>3,062,830</u>	<u>2,533,140</u>	<u>1,909,511</u>	<u>1,185,225</u>	<u>353,162</u>	<u>353,162</u>

2008/2009	2009/2010	TOTAL	
50,000	50,000	250,000	
<u>50,000</u>	<u>50,000</u>	<u>250,000</u>	REHABILITATE STORM DRAINS 0553
			ANNUAL MAINTENANCE 0633
<u>100,000</u>	<u>100,000</u>	<u>500,000</u>	<b>TOTAL STORMWATER ENTERPRISE FUND</b>

## Parking Enterprise Fund

	Current Trend						
	Actual	Actual	Actual	Budget	Projected	Difference	Adopted
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Fiscal Year 05/06
Current Revenues							
Service Charges							
Parking Facilities	3,635,699	3,526,481	4,056,820	5,731,287	3,933,412	(1,797,875)	4,474,918
Meters	2,814,783	2,780,181	414,185	454,162	370,509	(83,653)	454,162
Rent of Property	4,844,951	4,954,481	5,002,231	5,827,346	5,495,211	(332,135)	5,084,455
D-Lot Income	-	-	580,052	1,336,999	1,195,391	(141,608)	1,336,999
Interest Earnings	1,365,211	616,889	70,058	743,641	146,833	(596,808)	200,000
Miscellaneous	112,640	136,768	78,644	37,506	34,365	(3,141)	37,506
Current Revenues	<u>12,773,285</u>	<u>12,014,799</u>	<u>10,201,990</u>	<u>14,130,941</u>	<u>11,175,720</u>	<u>(2,955,221)</u>	<u>11,588,040</u>
New Revenues - T Lot							
Parking Revenues	-	-	-	-	-	-	-
Podium Revenues	-	-	-	-	-	-	-
T Lot Revenues	-	-	-	-	-	-	-
Total Operating Revenues	<u>12,773,285</u>	<u>12,014,799</u>	<u>10,201,990</u>	<u>14,130,941</u>	<u>11,175,720</u>	<u>(2,955,221)</u>	<u>11,588,040</u>
Current Expenses							
Personnel Services	1,858,934	2,050,042	1,803,270	1,918,236	2,055,752	(137,516)	1,751,359
Materials and Supplies	19,036	15,499	24,033	23,100	22,107	993	23,101
Rent - New Facility	-	8,681	141,566	141,566	141,566	-	141,566
Contractual Services	1,414,826	1,565,521	852,044	1,046,287	1,130,036	(83,749)	1,045,400
Internal Services	2,326,189	2,948,456	2,600,578	3,174,190	3,174,190	-	3,288,036
Depreciation/Amrtztn	2,773,931	2,758,716	3,416,193	4,049,083	4,049,083	-	4,149,083
Debt Service General Fund	-	-	871,862	845,858	845,858	-	820,478
Debt Service Interest	2,168,727	1,455,443	1,819,589	1,751,615	1,751,615	-	1,655,957
Other Misc.	9,996	-	-	2,000	2,004	-	2,000
Current Expenses	<u>10,571,640</u>	<u>10,802,357</u>	<u>11,529,134</u>	<u>12,951,935</u>	<u>13,172,211</u>	<u>(220,272)</u>	<u>12,876,980</u>
New Expenses - T-Lot							
Operations & Maintenance	-	-	-	-	-	-	-
Debt Service CA Fund	-	-	-	-	-	-	-
Debt Service Other Fund	-	-	-	-	-	-	-
T-Lot Expense	-	-	-	-	-	-	-
Total Operating Expenses	<u>10,571,640</u>	<u>10,802,357</u>	<u>11,529,134</u>	<u>12,951,935</u>	<u>13,172,211</u>	<u>(220,272)</u>	<u>12,876,980</u>
Net from Operations	2,201,645	1,212,442	(1,327,144)	1,179,006	(1,996,491)	(2,734,948)	(1,288,940)
Plus Beginning Cash	-	16,370,524	13,153,502	7,638,344	7,638,344	-	2,395,025
Plus Loan from General Fund	16,455,250	5,183,807	-	-	-	-	-
Plus Loan from Capital Assets	-	-	-	19,000,000	-	(19,000,000)	28,000,000
Plus Loan from Other Fund	-	-	-	5,000,000	-	(5,000,000)	7,000,000
Plus Transfer from In-Lieu	-	-	-	1,000,000	-	(1,000,000)	1,000,000
Plus Depreciation	<u>2,773,931</u>	<u>2,758,716</u>	<u>3,416,193</u>	<u>4,049,083</u>	<u>4,049,083</u>	<u>-</u>	<u>4,149,083</u>
Cash Available	21,430,826	25,525,489	15,242,551	37,866,433	9,690,936	(27,734,948)	41,255,168
Capital Projects	15,595,868	19,564,803	5,949,681	2,550,000	4,316,684	(1,766,684)	4,350,000
Capital Projects - T Lot	-	-	-	32,700,000	-	32,700,000	33,000,000
Debt Service Principal GF	-	-	454,626	479,630	479,630	-	506,010
Debt Service Principal CA	-	-	-	-	-	-	-
Debt Service Principal Other	-	-	-	-	-	-	-
Debt Service Principal	2,073,206	2,073,206	2,271,703	2,499,597	2,499,597	-	2,596,162
General Ledger Adjustment	<u>12,608,772</u>	<u>9,266,022</u>	<u>1,071,803</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash available for OM & CIP	<u><u>16,370,524</u></u>	<u><u>13,153,502</u></u>	<u><u>7,638,344</u></u>	<u><u>(362,794)</u></u>	<u><u>2,395,025</u></u>	<u><u>2,757,819</u></u>	<u><u>802,997</u></u>

## Parking Enterprise Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
Projected Revenues:						
Service Charges						
Parking Facilities	4,474,918	5,564,416	5,675,705	5,789,219	5,905,003	27,409,261
Meters	454,162	463,245	472,510	481,960	491,600	2,363,477
Rent of Property	5,084,455	5,186,144	5,289,867	5,395,664	5,503,578	26,459,708
D-Lot Income	1,336,999	1,760,000	2,760,000	2,760,000	2,760,000	11,376,999
Interest Earnings	200,000	40,150	77,245	197,974	201,712	717,080
Miscellaneous	37,506	38,256	39,021	39,802	40,598	195,183
Current Revenues	<u>11,588,040</u>	<u>13,052,212</u>	<u>14,314,348</u>	<u>14,664,619</u>	<u>14,902,490</u>	<u>68,521,708</u>
New Revenues - T Lot						
Parking Revenues	-	-	-	1,824,106	2,385,369	4,209,475
Podium Revenues	-	-	-	132,000	135,960	267,960
T Lot Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,956,106</u>	<u>2,521,329</u>	<u>4,477,435</u>
Total Operating Revenues	11,588,040	13,052,212	14,314,348	16,620,725	17,423,819	72,999,143
Current Expenses						
Personnel Services	1,751,359	1,803,900	1,858,017	1,913,757	1,971,170	9,298,203
Materials and Supplies	23,101	23,794	24,508	25,243	26,000	122,646
Rent - New Facility	141,566	141,566	141,566	141,566	141,566	707,830
Contractual Services	1,045,400	1,076,762	1,109,065	1,142,337	1,176,607	5,550,171
Internal Services	3,288,036	3,386,677	3,488,277	3,592,926	3,700,713	17,456,630
Depreciation/Amrtztn	4,149,083	4,273,555	4,401,762	4,533,815	4,669,829	22,028,045
Debt Service General Fund	820,478	792,648	763,286	732,310	699,631	3,808,353
Debt Service Interest	1,655,957	1,555,687	1,451,602	1,369,522	1,273,035	7,305,802
Other Misc.	2,000	77,060	79,372	81,753	84,206	324,390
Current Expenses	<u>12,876,980</u>	<u>13,131,649</u>	<u>13,317,455</u>	<u>13,533,229</u>	<u>13,742,758</u>	<u>66,602,070</u>
New Expenses - T-Lot						
Operations & Maintenance	-	-	-	900,000	927,000	1,827,000
Debt Service CA Fund	-	-	-	2,000,907	1,946,513	3,947,420
Debt Service Other Fund	-	-	-	500,227	486,628	986,855
T-Lot Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,401,134</u>	<u>3,360,141</u>	<u>6,761,275</u>
Total Operating Expenses	12,876,980	13,131,649	13,317,455	16,934,362	17,102,899	73,363,345
Net from Operations	<b>(1,288,940)</b>	<b>(79,437)</b>	996,893	<b>(313,637)</b>	320,920	<b>(364,202)</b>
Plus Beginning Cash	2,395,025	802,997	1,544,899	3,959,477	4,034,235	2,395,025
Plus Loan from General Fund	-	-	-	-	-	-
Plus Loan from Capital Assets	28,000,000	-	-	-	-	28,000,000
Plus Loan from Other Fund	7,000,000	-	-	-	-	7,000,000
Plus Transfer from In-Lieu	1,000,000	-	-	-	-	1,000,000
Plus Depreciation	<u>4,149,083</u>	<u>4,273,555</u>	<u>4,401,762</u>	<u>4,533,815</u>	<u>4,669,829</u>	<u>22,028,045</u>
Cash Available	41,255,168	4,997,115	6,943,554	8,179,655	9,024,984	60,058,869
Capital Projects	4,350,000	200,000	200,000	200,000	200,000	5,150,000
Capital Projects - T Lot	33,000,000	-	-	-	-	33,000,000
Debt Service Principal GF	506,010	533,841	563,202	594,178	626,858	2,824,088
Debt Service Principal CA	-	-	-	906,563	960,957	1,867,519
Debt Service Principal Othe	-	-	-	226,641	240,239	466,880
Debt Service Principal	2,596,162	2,718,376	2,220,875	2,218,039	2,335,256	12,088,707
General Ledger Adjustment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash available for OM & CIP	<u>802,997</u>	<u>1,544,899</u>	<u>3,959,477</u>	<u>4,034,235</u>	<u>4,661,674</u>	<u>4,661,674</u>

## Parking Enterprise Fund

### Capital Projects

	2005/2006	2006/2007	2007/2008
REPAINT CITY BUILDINGS 0713	300,000	200,000	200,000
UPGRADE PARKING REVENUE CONTROL SYSTEM 0785	2,250,000	-	-
DEVELOP D SURFACE PARKING LOT 0846	1,800,000	-	-
DEVELOP T SURFACE PARKING LOT 0849	33,000,000	-	-
<b>TOTAL PARKING ENTERPRISE FUND</b>	<b>37,350,000</b>	<b>200,000</b>	<b>200,000</b>

### Debt Service Coverage

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	Total of Years
Total Debt Service	4,252,118	4,274,062	3,672,477	3,587,561	3,608,291	19,394,509
Rate Covenant	110.00%	110.00%	110.00%	110.00%	110.00%	110.00%
Rvnu Required for DS Cover	4,677,330	4,701,468	4,039,724	3,946,317	3,969,120	21,333,960
Rvnu Available for Coverage	5,336,578	6,542,453	7,613,543	7,767,037	7,802,227	35,061,839
Calculated Coverage	125.50%	153.07%	207.31%	216.50%	216.23%	180.78%
Additional Revenue Required	NONE	NONE	NONE	NONE	NONE	NONE
Rate Increase Required	NONE	NONE	NONE	NONE	NONE	NONE

## Parking Enterprise Fund

2008/2009	2009/2010	TOTAL	
200,000	200,000	1,100,000	REPAINT CITY BUILDINGS 0713
-	-	2,250,000	UPGRADE PARKING REVENUE CONTROL SYSTEM 0785
-	-	1,800,000	DEVELOP D SURFACE PARKING LOT 0846
-	-	33,000,000	DEVELOP T SURFACE PARKING LOT 0849
<u>200,000</u>	<u>200,000</u>	<u>38,150,000</u>	<b>TOTAL PARKING ENTERPRISE FUND</b>



# City of Beverly Hills

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## Internal Service Funds Adopted Budget



## **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City, or to other governments, on a cost-reimbursement basis.

### **Information Technology Internal Service Fund**

This fund was created to properly allocate computer services to user departments. Charges are based on an allocation formula derived from programming time and computer usage.

### **Vehicles and Facilities Maintenance internal Service Fund**

Activities pertaining to the maintenance of City facilities and the acquisition, maintenance and repair of City vehicles and related equipment are accounted for in this fund. The cost of supplies, labor, replacement parts and fuel are continuously allocated and charged to user departments based on a computerized program. The funds derived from such charges are used to maintain operations of this fund.

### **Liability Insurance Internal Service Fund**

The City is self-insured for the first \$1,000,000 of each liability claim. This fund accounts for these self-insured claims and obtains its revenue by charging the responsible departments. The City has contracted with an independent adjuster to monitor liability claims on an individual basis. Liability claims in excess of \$1,000,000 up to \$25 million combined single limit occurrence are covered by insurance.

### **Workers' Compensation Internal Service Fund**

This fund accounts for all activities pertaining to workers' compensation. Each claim is monitored by an independent adjuster and is charged to the responsible department. The City is self-insured below the amount covered by excess insurance carriers (\$350,000 for each claim). Administration of this fund adheres to regulations imposed by the State concerning workers' compensation.

### **Reprographics/Graphics Internal Service Fund**

Activities pertaining to in-house printing, photo copiers and metered postage are accounted for in the Reprographics fund. The cost of labor, printing and supplies are tabulated and charged to user departments. The funds derived from such charges are used to maintain operations of this division. Graphics Services provides City departments with cost effective, high quality, creative graphics and promotional and informational materials that communicate, educate and inform the public about City programs and special projects. The cost of labor and supplies are tabulated and charged to user departments. The funds derived from such charges are used to maintain operations of this division.

### **Cable Television Internal Service Fund**

This fund accounts for production services for the weekly City Council Formal Meetings and Study Sessions, video production support services for City departments and administration of the City's three cable television channels (Channel 35, 10 and 3).

### **Policy, Administrative & Legal Fund**

This fund is newly created for Fiscal Year 2005/06. It includes the departments of Policy & Management, Administrative Services, and Legal (City Attorney's Office). These departments provide services to all departments, similar to the other Internal Service Funds. In order to fully capture the cost for the newly implemented program budget, the cost of these services were incorporated into an Internal Service Fund and then spread to the various City departments.

## Information Technology Group

	Current Trends						
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Fiscal Year 05/06
Revenues:							
Fund Charges	6,438,757	7,118,348	5,519,385	5,981,754	6,088,954	107,200	7,199,929
Interest	-	-	-	-	-	-	-
Miscellaneous	2,836	1,338	303	-	-	-	-
Transfer In	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b><u>6,441,593</u></b>	<b><u>7,119,686</u></b>	<b><u>5,519,688</u></b>	<b><u>5,981,754</u></b>	<b><u>6,088,954</u></b>	<b><u>107,200</u></b>	<b><u>7,199,929</u></b>
Operating Expenses:							
Personnel services	1,485,139	1,448,655	1,398,854	1,454,739	1,688,641	(233,902)	1,329,817
Materials and supplies	72,597	71,650	65,614	128,380	168,483	(40,103)	128,380
Contractual services	1,160,664	1,259,095	1,749,114	1,395,280	1,511,594	(116,314)	1,390,221
Internal services	512,757	276,593	286,849	616,135	616,135	-	730,572
Depreciation	1,408,998	2,336,948	3,164,173	2,253,000	3,164,173	(911,173)	2,937,000
VF Loan Repay Interest	78,047	64,759	30,166	19,558	19,558	-	9,779
Radio Interest Repay	-	-	-	-	-	-	415,000
Other Miscellaneous	-	-	-	-	-	-	-
<b>Operating Expenses</b>	<b><u>4,718,203</u></b>	<b><u>5,457,700</u></b>	<b><u>6,694,771</u></b>	<b><u>5,867,092</u></b>	<b><u>7,168,584</u></b>	<b><u>(1,301,492)</u></b>	<b><u>6,940,769</u></b>
Net from operations	1,723,390	1,661,986	(1,175,083)	114,662	(1,079,629)	(1,194,291)	259,160
Plus Beginning Cash	6,386,705	6,581,309	5,557,811	5,115,904	5,115,904	-	11,631,227
Loan for Radios	-	-	-	-	8,300,000	8,300,000	-
Plus Depreciation	1,408,998	2,336,948	3,164,173	2,253,000	3,164,173	911,173	2,937,000
<b>Cash Available</b>	<b>9,519,093</b>	<b>10,580,243</b>	<b>7,546,901</b>	<b>7,483,566</b>	<b>15,500,448</b>	<b>8,016,882</b>	<b>14,827,387</b>
VF Loan Repay Principal	330,000	330,000	330,000	330,000	330,000	-	330,000
Radio Loan Principal	-	-	-	-	-	-	835,000
Capital Projects	2,973,265	5,219,319	1,762,022	2,650,000	3,539,221	(889,221)	8,800,000
General ledger adjustment	35,481	196,887	(668,975)	-	-	-	-
<b>Ending Cash</b>	<b><u>6,581,309</u></b>	<b><u>5,557,811</u></b>	<b><u>5,115,904</u></b>	<b><u>4,503,566</u></b>	<b><u>11,631,227</u></b>	<b><u>7,127,661</u></b>	<b><u>4,862,387</u></b>

### Capital Projects

	2005/2006	2006/2007	2007/2008
COMPUTER ACQUISITION 0329	1,500,000	1,500,000	1,500,000
SECURITY SYSTEM UPGRADES 0781	350,000	250,000	-
UPGRADE PARKING REVENUE CONTROL SYSTEM 0785	750,000	-	-
TELEPHONE SYSTEM 0856	-	1,500,000	-
RADIO INFRASTRUCTURE 0859	6,200,000	2,100,000	-
MUNICIPAL AREA NETWORK 0883	-	2,500,000	-
<b>TOTAL INFORMATION TECHNOLOGY SERVICES FUND</b>	<b><u>8,800,000</u></b>	<b><u>7,850,000</u></b>	<b><u>1,500,000</u></b>

## Information Technology Group

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	5 Year Total
Revenues:						
Fund Charges	7,199,929	8,548,679	8,805,139	9,069,294	9,341,372	42,964,414
Interest	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-
<b>Total Revenues</b>	<u>7,199,929</u>	<u>8,548,679</u>	<u>8,805,139</u>	<u>9,069,294</u>	<u>9,341,372</u>	<u>42,964,414</u>
Operating Expenses:						
Personnel services	1,329,817	1,369,712	1,410,803	1,453,127	1,496,721	7,060,179
Materials and supplies	128,380	132,231	136,198	140,284	144,493	681,587
Contractual services	1,390,221	1,431,928	1,474,885	1,519,132	1,564,706	7,380,872
Internal services	730,572	752,489	775,064	798,316	822,265	3,878,706
Depreciation	2,937,000	3,025,110	3,115,863	3,209,339	3,305,619	15,592,932
VF Loan Repay Interest	9,779	-	-	-	-	9,779
Radio Interest Repay	415,000	373,250	320,192	264,482	205,986	1,578,909
Other Miscellaneous	-	-	-	-	-	-
<b>Operating Expenses</b>	<u>6,940,769</u>	<u>7,084,720</u>	<u>7,233,006</u>	<u>7,384,680</u>	<u>7,539,790</u>	<u>36,182,964</u>
Net from operations	259,160	1,463,959	1,572,133	1,684,614	1,801,583	6,781,449
Plus Beginning Cash	11,631,227	4,862,387	440,302	2,514,087	4,738,117	11,631,227
Loan for Radios	-	-	-	-	-	-
Plus Depreciation	<u>2,937,000</u>	<u>3,025,110</u>	<u>3,115,863</u>	<u>3,209,339</u>	<u>3,305,619</u>	<u>15,592,932</u>
Cash Available	14,827,387	9,351,457	5,128,299	7,408,040	9,845,319	34,005,608
VF Loan Repay Principal	330,000	-	-	-	-	330,000
Radio Principal Repay	835,000	1,061,154	1,114,212	1,169,923	1,228,419	5,408,709
Capital Projects	8,800,000	7,850,000	1,500,000	1,500,000	1,500,000	21,150,000
General ledger adjustment	-	-	-	-	-	-
<b>Ending Cash</b>	<u>4,862,387</u>	<u>440,302</u>	<u>2,514,087</u>	<u>4,738,117</u>	<u>7,116,900</u>	<u>7,116,900</u>

2008/2009	2009/2010	TOTAL	
1,500,000	1,500,000	7,500,000	COMPUTER ACQUISITION 0329
-	-	600,000	SECURITY SYSTEM UPGRADES 0781
-	-	750,000	UPGRADE PARKING REVENUE CONTROL SYSTEM 0785
-	-	1,500,000	TELEPHONE SYA TEM 0856
-	-	8,300,000	RADIO INFRASTRUCTURE 0859
-	-	2,500,000	Municipal Area Network - extended
<u>1,500,000</u>	<u>1,500,000</u>	<u>21,150,000</u>	TOTAL INFORMATION TECHNOLOGY SERVICES FUND

Information Technology Group

Cable TV

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year				
01/02	02/03	03/04	04/05	04/05	(Worse)	05/06	
Revenues:							
Fund Charges	497,212	572,298	539,035	501,999	501,966	-	602,844
Franchise	433,449	438,780	491,512	400,000	400,000	-	400,000
Miscellaneous	240	-	9,585	-	-	-	-
Transfer In	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>930,901</b>	<b>1,011,078</b>	<b>1,040,132</b>	<b>901,999</b>	<b>901,966</b>	<b>-</b>	<b>1,002,844</b>
Operating Expenses:							
Personnel services	362,367	343,528	376,019	475,804	366,939	108,865	415,621
Materials and supplies	24,739	15,016	11,361	55,787	13,322	42,465	55,787
Contractual services	27,527	14,906	23,300	152,421	10,132	142,289	152,421
Internal services	81,489	96,461	96,578	103,477	103,477	-	367,919
Depreciation	55,637	50,799	48,310	35,300	35,300	-	24,530
Other Miscellaneous	13,038	426	-	-	-	-	-
<b>Operating Expenses</b>	<b>564,796</b>	<b>521,136</b>	<b>555,568</b>	<b>822,789</b>	<b>529,170</b>	<b>293,619</b>	<b>1,016,278</b>
Net from operations	366,105	489,942	484,564	79,210	372,796	293,586	(13,434)
Plus Beginning Cash	958,311	1,319,584	1,743,882	2,249,639	2,249,639	-	2,657,735
Plus Depreciation	55,637	50,799	48,310	35,300	35,300	-	24,530
Cash Available	1,380,053	1,860,325	2,276,756	2,364,149	2,657,735	293,586	2,668,831
Capital Projects	-	-	-	-	-	-	-
General ledger adjustment	(60,468)	(116,443)	(27,117)	-	-	-	-
<b>Ending Cash</b>	<b>1,319,584</b>	<b>1,743,882</b>	<b>2,249,639</b>	<b>2,364,149</b>	<b>2,657,735</b>	<b>293,586</b>	<b>2,668,831</b>

## Information Technology Group

### Reprographics

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year				
	01/02	02/03	03/04	04/05	04/05	Better/ (Worse)	Fiscal Year
							05/06
Revenues:							
Fund Charges	1,011,709	1,118,300	1,155,722	1,187,013	1,187,047	34	1,523,902
Interest	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,011,709</b>	<b>1,118,300</b>	<b>1,155,722</b>	<b>1,187,013</b>	<b>1,187,047</b>	<b>34</b>	<b>1,523,902</b>
Operating Expenses:							
Personnel services	346,548	339,913	337,710	331,391	320,117	11,274	596,975
Materials and supplies	131,644	111,446	104,897	113,960	82,301	31,659	113,960
Contractual services	389,681	385,712	465,981	412,711	543,321	(130,610)	412,711
Internal services	112,597	107,648	106,927	105,309	105,309	-	387,187
Depreciation	5,563	7,150	6,824	3,900	3,900	-	2,020
Other Miscellaneous	-	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>986,034</b>	<b>951,868</b>	<b>1,022,338</b>	<b>967,271</b>	<b>1,054,948</b>	<b>(87,677)</b>	<b>1,512,853</b>
Net from operations	25,676	166,432	133,384	219,742	132,098	(87,644)	11,049
Plus Beginning Cash	656,685	656,685	681,705	984,572	984,572	-	1,120,570
Plus Depreciation	5,563	7,150	6,824	3,900	3,900	-	2,020
Cash Available	687,924	830,266	821,913	1,208,214	1,120,570	(87,644)	1,133,639
Capital Projects	-	-	-	-	-	-	-
General ledger adjustment	(31,239)	(148,562)	162,659	-	-	-	-
<b>Ending Cash</b>	<b>656,685</b>	<b>681,705</b>	<b>984,572</b>	<b>1,208,214</b>	<b>1,120,570</b>	<b>(87,644)</b>	<b>1,133,639</b>

## Capital Assets Internal Service Fund

	Historical			Current Trends			Adopted Fiscal Year 05/06
	Actual Fiscal Year 01/02	Actual Fiscal Year 02/03	Actual Fiscal Year 03/04	Budgeted Fiscal Year 04/05	Projected Fiscal Year 04/05	Difference Bud/Pjt Better/ (Worse)	
<b>Revenues:</b>							
Fund Charges	17,230,083	18,896,026	20,260,424	20,098,959	19,998,923	(100,036)	25,545,517
Interest	1,866,522	1,259,083	284,065	682,069	961,765	279,696	688,630
Miscellaneous	300,517	139,387	2,272,498	44,202	74,902	30,700	44,202
IT Loan Interest Repay	63,482	47,619	30,166	19,558	19,558	-	19,558
Radio Interest Repay	-	-	-	-	-	-	415,000
T-Lot Loan Interest Repay	-	-	-	-	-	-	-
Bond Proceeds/Refunding	-	-	-	-	-	-	-
Grants	408,107	-	653,780	-	-	-	-
Transfers In	-	-	158,035	2,000,000	2,000,000	-	2,000,000
<b>Total Revenues</b>	<b>19,868,711</b>	<b>20,342,115</b>	<b>23,658,968</b>	<b>22,844,788</b>	<b>23,055,148</b>	<b>210,360</b>	<b>28,712,907</b>
<b>Operating Expenses:</b>							
Personnel services	1,782,453	2,026,184	2,236,870	2,452,016	2,553,842	(101,826)	2,752,502
Materials and supplies	656,952	744,596	857,306	975,125	869,682	105,443	1,044,546
Contractual services	3,097,250	2,216,790	2,355,172	2,625,128	2,295,508	329,620	2,622,628
Internal services	574,270	1,857,121	2,017,731	2,180,742	2,180,742	-	2,971,444
Depreciation	5,851,838	6,066,020	6,139,149	5,757,670	5,757,670	-	5,608,870
Debt Service Interest	6,120,870	5,920,471	5,733,616	5,604,768	5,604,768	-	5,425,876
New DS Interest	-	-	-	-	-	-	-
Other Miscellaneous	41,472	31,832	41,028	283,025	355,386	(72,361)	283,024
<b>Operating Expenses</b>	<b>18,125,106</b>	<b>18,863,014</b>	<b>19,380,872</b>	<b>19,878,474</b>	<b>19,617,598</b>	<b>260,876</b>	<b>20,708,890</b>
Net from operations	1,743,605	1,479,102	4,278,096	2,966,314	3,437,550	471,236	8,004,017
Plus Beginning Cash	18,934,198	19,307,476	41,333,150	42,763,216	42,763,216	-	31,109,424
Plus Bond or Other Financing	-	-	-	-	-	-	21,000,000
Plus IT Principal Repay	330,000	330,000	330,000	330,000	330,000	-	330,000
Radio Principal Repay	-	-	-	-	-	-	835,000
T-Lot Principal Repay	-	-	-	-	-	-	-
Plus Depreciation	5,851,838	6,066,020	6,139,149	5,757,670	5,757,670	-	5,608,870
<b>Cash Available</b>	<b>26,859,641</b>	<b>27,182,598</b>	<b>52,080,395</b>	<b>51,817,200</b>	<b>52,288,436</b>	<b>471,236</b>	<b>66,887,311</b>
Capital Outlay & Projects	9,999,106	2,327,504	963,916	16,742,714	8,406,714	8,336,000	25,157,400
Debt Service Principal	3,501,405	1,848,570	4,044,608	4,472,298	4,472,298	-	4,654,193
New DS Principal	-	-	-	-	-	-	-
School District	1,176,870	344,001	-	2,463,095	-	2,463,095	2,379,059
Transfer Out	-	-	-	-	-	-	-
Loan for Radios	-	-	-	-	8,300,000	(8,300,000)	-
Loan for T-Lot Devel.	-	-	-	19,000,000	-	19,000,000	28,000,000
General ledger adjustment	7,125,216	18,670,627	(4,308,655)	-	-	-	-
<b>Cash available for OM &amp; CIP</b>	<b>19,307,476</b>	<b>41,333,150</b>	<b>42,763,216</b>	<b>9,139,094</b>	<b>31,109,424</b>	<b>(10,327,859)</b>	<b>6,696,659</b>
Restricted (Debt Reserve)	10,511,312	-	-	-	-	-	-
Restricted (Capital Projects)	-	10,059,036	10,135,573	-	-	-	-
Unrestricted Cash	19,307,476	31,274,114	32,627,643	9,139,094	31,109,424	21,970,330	6,696,659
<b>TOTAL</b>	<b>29,818,789</b>	<b>41,333,150</b>	<b>42,763,216</b>	<b>9,139,094</b>	<b>31,109,424</b>	<b>21,970,330</b>	<b>6,696,659</b>

## Capital Assets Internal Service Fund

	Adopted Fiscal Year 05/06	Projected Fiscal Year 06/07	Projected Fiscal Year 07/08	Projected Fiscal Year 08/09	Projected Fiscal Year 09/10	5 Year Total
<b>Revenues:</b>						
Fund Charges	25,545,517	26,311,883	27,101,239	27,914,276	28,751,704	135,624,619
Interest	688,630	200,900	47,890	169,366	426,748	1,533,533
Miscellaneous	44,202	45,528	46,894	48,301	49,750	234,674
IT Loan Interest Repay	19,558	-	-	-	-	19,558
Radio Interest Reapy	415,000	373,250	320,192	264,482	205,986	1,578,909
T-Lot Loan Interest Repay	-	-	-	1,857,985	1,857,985	3,715,970
Bond Proceeds/Refunding	-	-	-	-	-	-
FEMA Grant	-	-	-	-	-	-
Transfers In	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
<b>Total Revenues</b>	<u>28,712,907</u>	<u>28,931,560</u>	<u>29,516,215</u>	<u>32,254,409</u>	<u>33,292,173</u>	<u>152,707,264</u>
<b>Operating Expenses:</b>						
Personnel services	2,752,502	2,835,077	2,920,129	3,007,733	3,097,965	14,613,407
Materials and supplies	1,044,546	1,075,882	1,108,159	1,141,404	1,175,646	5,545,637
Contractual services	2,622,628	2,701,307	2,782,346	2,865,816	2,951,791	13,923,888
Internal services	2,971,444	3,060,587	3,152,405	3,246,977	3,344,386	15,775,800
Depreciation	5,608,870	5,777,136	5,950,450	6,128,964	6,312,833	29,778,253
Debt Service Interest	5,425,876	5,425,877	5,229,132	5,036,298	4,807,667	25,924,850
New DS Interest	-	1,155,000	1,137,616	1,119,362	1,100,196	4,512,173
Other Miscellaneous	283,024	291,515	300,260	309,268	318,546	1,502,613
<b>Operating Expenses</b>	<u>20,708,890</u>	<u>22,322,381</u>	<u>22,580,497</u>	<u>22,855,822</u>	<u>23,109,030</u>	<u>111,576,620</u>
Net from operations	8,004,017	6,609,179	6,935,718	9,398,587	10,183,143	41,130,644
Plus Beginning Cash	31,109,424	6,696,659	1,596,322	5,645,519	14,224,946	31,109,424
Plus Bond or Other Financing	21,000,000	-	-	-	-	21,000,000
IT Principal Repay	330,000	-	-	-	-	330,000
Radio Principal Repay	835,000	1,061,154	1,114,212	1,169,923	1,228,419	5,408,709
T-Lot Principal Repay	-	-	-	841,808	892,317	1,734,125
Plus Depreciation	5,608,870	5,777,136	5,950,450	6,128,964	6,312,833	29,778,253
<b>Cash Available</b>	<u>66,887,311</u>	<u>20,144,128</u>	<u>15,596,702</u>	<u>23,184,801</u>	<u>32,841,657</u>	<u>130,491,154</u>
Capital Outlay & Projects	25,157,400	13,545,925	4,765,250	2,860,750	2,348,750	48,678,075
Debt Service Principal	4,654,193	4,654,193	4,820,861	5,715,779	6,037,335	25,882,361
New DS Principa;	-	347,688	365,073	383,326	402,492	1,498,579
School District	2,379,059	-	-	-	-	2,379,059
Transfer Out	-	-	-	-	-	-
Loan for Radios	-	-	-	-	-	-
Loan for T-Lot Devel.	28,000,000	-	-	-	-	28,000,000
General ledger adjustment	-	-	-	-	-	-
<b>Cash available for OM &amp; CIP</b>	<u>6,696,659</u>	<u>1,596,322</u>	<u>5,645,519</u>	<u>14,224,946</u>	<u>24,053,080</u>	<u>24,053,080</u>
Restricted (Debt Reserve)	-	-	-	-	-	-
Restricted (Capital Projects)	-	-	-	-	-	-
Unrestricted Cash	6,696,659	1,596,322	5,645,519	14,224,946	24,053,080	24,053,080
<b>TOTAL</b>	<u>6,696,659</u>	<u>1,596,322</u>	<u>5,645,519</u>	<u>14,224,946</u>	<u>24,053,080</u>	<u>24,053,080</u>

## Capital Assets Internal Service Fund

### Capital Projects

	2005/2006	2006/2007	2007/2008
CONTAMINATION CLEANUP 0571	530,000	-	-
FIRE DEPARTMENT FACILITY MAINT & IMPROVEMENTS 0585	257,250	363,750	252,500
POLICE DEPARTMENT FACILITY MAINT & IMPROVEMENTS 0610	83,400	560,000	2,278,750
GENERAL LAND ACQUISITION 0647	8,700,000	-	-
IMPROVEMENT OF CITY GATEWAYS 0701	-	150,000	150,000
REPAINT CITY BUILDINGS 0713	-	100,000	100,000
CONSTRUCT OPERATIONS SERVICE CENTER 0797	9,168,000	9,168,000	-
MISCELLANEOUS SMALL CONSTRUCTION PROJECTS 0823	446,250	100,000	100,000
LEVEL A PRINT/GRAPHICS BUILD-OUT 0831	415,000	-	-
SCHEDULED MAINTENANCE OF LIBRARY FACILITY 0838	-	16,050	231,750
CITY HALL MASTER PROJECT 0851	1,917,500	838,125	152,250
CIVIC CENTER PLAZA IMPROVEMENT 0852	1,890,000	-	-
BUSINESS PARK AREA EIR AND TRAFFIC MITIGATION 0862	250,000	750,000	-
SCHEDULED VEHICLE REPLACEMENT	1,500,000	1,500,000	1,500,000
<b>TOTAL MAINTENANCE SERVICES FUND</b>	<u>25,157,400</u>	<u>13,545,925</u>	<u>4,765,250</u>

## Capital Assets Internal Service Fund

2008/2009	2009/2010	TOTAL	<b>MAINTENANCE SERVICES FUND 08</b>
-	-	530,000	CONTAMINATION CLEANUP 0571
315,000	-	1,188,500	FIRE DEPARTMENT FACILITY MAINT & IMPROVEMENTS 0585
-	420,000	3,342,150	POLICE DEPARTMENT FACILITY MAINT & IMPROVEMENTS 0610
-	-	8,700,000	GENERAL LAND ACQUISITION 0647
150,000	150,000	600,000	IMPROVEMENT OF CITY GATEWAYS 0701
100,000	100,000	400,000	REPAINT CITY BUILDINGS 0713
-	-	18,336,000	CONSTRUCT OPERATIONS SERVICE CENTER 0797
100,000	100,000	846,250	MISCELLANEOUS SMALL CONSTRUCTION PROJECTS 0823
-	-	415,000	LEVEL A PRINT/GRAPHICS BUILD-OUT 0831
60,000	78,750	386,550	SCHEDULED MAINTENANCE OF LIBRARY FACILITY 0838
635,750	-	3,543,625	CITY HALL MASTER PROJECT 0851
-	-	1,890,000	CIVIC CENTER PLAZA IMPROVEMENT 0852
-	-	1,000,000	BUSINESS PARK REPAIR AND TRAFFIC MITIGATION 0862
1,500,000	1,500,000	7,500,000	SCHEDULED VEHICLE REPLACEMENT
<u>2,860,750</u>	<u>2,348,750</u>	<u>48,678,075</u>	<b>TOTAL MAINTENANCE SERVICES FUND</b>

Policy, Administration & Legal

	Current Trends						
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Fiscal Year 05/06
Revenues:							
Fund Charges	-	-	-	-	-	-	16,492,651
Interest	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	15,368
Transfer In	-	-	-	14,037,982	14,037,982	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,037,982</b>	<b>14,037,982</b>	<b>-</b>	<b>16,508,019</b>
Operating Expenses:							
Personnel services	-	-	-	7,076,648	7,076,648	-	7,042,470
Materials and supplies	-	-	-	106,401	106,401	-	127,891
Contractual services	-	-	-	3,665,028	3,665,028	-	4,663,419
Internal services	-	-	-	2,674,455	2,674,455	-	4,101,805
Depreciation	-	-	-	-	-	-	-
Other Miscellaneous	-	-	-	515,450	515,450	-	515,450
<b>Operating Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,037,982</b>	<b>14,037,982</b>	<b>-</b>	<b>16,451,035</b>
Net from operations	-	-	-	-	-	-	56,984
Plus Beginning Cash	-	-	-	-	-	-	-
Plus Depreciation	-	-	-	-	-	-	-
Cash Available	-	-	-	-	-	-	56,984
Capital Projects	-	-	-	-	-	-	-
General ledger adjustment	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,984</b>

Policy, Administration & Legal

	<b>Adopted Fiscal Year 05/06</b>	<b>Projected Fiscal Year 06/07</b>	<b>Projected Fiscal Year 07/08</b>	<b>Projected Fiscal Year 08/09</b>	<b>Projected Fiscal Year 09/10</b>	<b>5 Year Total</b>
<b>Revenues:</b>						
Fund Charges	16,492,651	16,987,431	17,497,053	18,021,965	18,562,624	87,561,724
Interest	-	-	-	-	-	-
Miscellaneous	15,368	15,829	16,304	16,793	17,297	81,591
Transfer In	-	-	-	-	-	-
<b>Total Revenues</b>	<b><u>16,508,019</u></b>	<b><u>17,003,260</u></b>	<b><u>17,513,357</u></b>	<b><u>18,038,758</u></b>	<b><u>18,579,921</u></b>	<b><u>87,643,315</u></b>
<b>Operating Expenses:</b>						
Personnel services	7,042,470	7,253,744	7,471,356	7,695,497	7,926,362	37,389,430
Materials and supplies	127,891	131,728	135,680	139,750	143,942	678,991
Contractual services	4,663,419	4,803,322	4,947,421	5,095,844	5,248,719	24,758,725
Internal services	4,101,805	4,224,859	4,351,605	4,482,153	4,616,618	21,777,040
Depreciation	-	-	-	-	-	-
Other Miscellaneous	515,450	530,914	546,841	563,246	580,144	2,736,594
<b>Operating Expenses</b>	<b><u>16,451,035</u></b>	<b><u>16,944,566</u></b>	<b><u>17,452,903</u></b>	<b><u>17,976,490</u></b>	<b><u>18,515,785</u></b>	<b><u>87,340,779</u></b>
Net from operations	56,984	58,694	60,454	62,268	64,136	302,536
Plus Beginning Cash	-	56,984	115,678	176,132	238,400	-
Plus Depreciation	-	-	-	-	-	-
<b>Cash Available</b>	<b>56,984</b>	<b>115,678</b>	<b>176,132</b>	<b>238,400</b>	<b>302,536</b>	<b>302,536</b>
Capital Projects	-	-	-	-	-	-
General ledger adjustment	-	-	-	-	-	-
<b>Ending Cash</b>	<b><u>56,984</u></b>	<b><u>115,678</u></b>	<b><u>176,132</u></b>	<b><u>238,400</u></b>	<b><u>302,536</u></b>	<b><u>302,536</u></b>

Self Insurance Internal Service Fund

**LIABILITY SELF-INSURANCE INTERNAL SERVICE FUND**

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year				
	01/02	02/03	03/04	04/05	04/05	(Worse)	05/06
Revenues:							
Fund Charges	2,791,389	3,073,802	3,705,200	3,705,200	3,816,409	111,209	3,889,832
Miscellaneous	-	448	-	-	563,108	563,108	-
Total Revenues	<u>2,791,389</u>	<u>3,074,250</u>	<u>3,705,200</u>	<u>3,705,200</u>	<u>4,379,518</u>	<u>674,318</u>	<u>3,889,832</u>
Operating Expenses:							
Personnel services	-	-	-	-	-	-	140,510
Materials and supplies	-	-	-	-	-	-	-
Contractual services							
Insurance premiums	1,053,068	1,232,427	634,178	1,521,963	1,521,963	-	1,624,561
Contractual services	112,339	193,100	898,624	202,694	202,694	-	279,353
Legal Fees	1,886,146	2,809,800	1,909,023	774,825	774,825	-	1,255,740
Internal services	-	-	-	-	-	-	66,463
Claims	577,665	657,730	392,083	975,000	975,000	-	550,000
Operating Expenses	<u>3,629,218</u>	<u>4,893,057</u>	<u>3,833,908</u>	<u>3,474,482</u>	<u>3,474,482</u>	<u>-</u>	<u>3,916,627</u>
Net from operations	(837,829)	(1,818,806)	(128,709)	230,718	905,036	674,318	(26,795)
Plus Beginning Cash	<u>3,862,733</u>	<u>4,352,750</u>	<u>4,661,741</u>	<u>4,409,722</u>	<u>4,409,722</u>	<u>-</u>	<u>5,314,758</u>
Cash Available	3,024,904	2,533,944	4,533,033	4,640,440	5,314,758	674,318	5,287,963
Capital Projects	11,550	154,369	384,053	200,000	189,256	(10,744)	200,000
Transfers Out	-	-	-	-	-	-	-
General ledger adjustment	1,339,397	2,282,166	260,742	-	-	-	-
Ending Cash	<u>4,352,750</u>	<u>4,661,741</u>	<u>4,409,722</u>	<u>4,640,440</u>	<u>5,314,758</u>	<u>674,318</u>	<u>5,087,963</u>
Outstanding Claims	<u>1,305,985</u>	<u>4,269,637</u>	<u>4,495,563</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Self Insurance Internal Service Fund

**WORKERS' COMPENSATION SELF-INSURANCE INTERNAL SERVICE FUND**

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year	Fiscal Year	Fiscal Year				
01/02	02/03	03/04	04/05	04/05	(Worse)	05/06	
Revenues:							
Fund Charges	1,644,000	2,113,327	2,808,900	2,809,000	3,129,043	320,043	3,626,398
Transfer In	-	-	-	-	-	-	-
Total Revenues	<u>1,644,000</u>	<u>2,113,327</u>	<u>2,808,900</u>	<u>2,809,000</u>	<u>3,129,043</u>	<u>320,043</u>	<u>3,626,398</u>
Operating Expenses:							
Personnel services	-	-	-	-	-	-	148,558
Materials and supplies	-	-	-	-	-	-	852
Contractual services							
Insurance premiums	64,760	-	-	82,648	-	82,648	272,523
Contractual services	174,494	218,584	219,590	179,759	259,574	(79,815)	255,431
Internal services	-	-	-	-	-	-	86,690
Claims	2,931,541	2,824,189	1,656,259	2,460,000	2,338,384	121,616	2,904,000
Mitigation	34,879	-	-	-	-	-	-
Operating Expenses	<u>3,205,674</u>	<u>3,042,773</u>	<u>1,875,849</u>	<u>2,722,407</u>	<u>2,597,958</u>	<u>124,449</u>	<u>3,668,054</u>
Net from operations	(1,561,674)	(929,446)	933,050	86,593	531,086	444,493	(41,656)
Plus Beginning Cash	<u>5,788,000</u>	<u>5,480,558</u>	<u>5,873,348</u>	<u>6,774,216</u>	<u>6,774,216</u>	-	<u>7,305,302</u>
Cash Available	4,226,326	4,551,112	6,806,398	6,860,809	7,305,302	444,493	7,263,646
Transfers Out	-	-	-	-	-	-	-
General ledger adjustment	<u>1,254,232</u>	<u>1,322,236</u>	<u>(32,182)</u>	-	-	-	-
Ending Cash	<u>5,480,558</u>	<u>5,873,348</u>	<u>6,774,216</u>	<u>6,860,809</u>	<u>7,305,302</u>	<u>444,493</u>	<u>7,263,646</u>
Outstanding Claims	<u>3,464,306</u>	<u>6,253,292</u>	<u>6,217,543</u>	-	-	-	-

Self Insurance Internal Service Fund

**EMPLOYEE BENEFITS INTERNAL SERVICE FUND**

	Historical			Current Trends			
	Actual	Actual	Actual	Budgeted	Projected	Difference	Adopted
	Fiscal Year 01/02	Fiscal Year 02/03	Fiscal Year 03/04	Fiscal Year 04/05	Fiscal Year 04/05	Bud/Pjt Better/ (Worse)	Fiscal Year 05/06
Revenues:							
Fund Charges	8,415,836	9,806,157	10,092,392	-	6,844,812	(6,844,812)	-
Transfer In	-	-	-	-	-	-	-
Total Revenues	<u>8,415,836</u>	<u>9,806,157</u>	<u>10,092,392</u>	<u>-</u>	<u>6,844,812</u>	<u>(6,844,812)</u>	<u>-</u>
Operating Expenses:							
Compensated Absences	980,173	1,225,237	875,069	-	-	-	-
Professional Consulting	6,969,126	8,750,660	9,530,894	-	6,844,812	(6,844,812)	-
Miscellaneous	-	640	661	-	-	-	-
Operating Expenses	<u>7,949,300</u>	<u>9,976,537</u>	<u>10,406,624</u>	<u>-</u>	<u>6,844,812</u>	<u>(6,844,812)</u>	<u>-</u>
Net from operations	466,537	(170,380)	(314,232)	-	-	-	-
Plus Beginning Cash	<u>8,804,225</u>	<u>9,523,932</u>	<u>9,953,673</u>	<u>10,091,337</u>	<u>10,091,337</u>	-	<u>10,091,337</u>
Cash Available	9,270,762	9,353,552	9,639,441	10,091,337	10,091,337	-	10,091,337
Transfers Out	-	-	-	-	-	-	-
General ledger adjustment	<u>253,170</u>	<u>600,121</u>	<u>451,896</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Cash	<u>9,523,932</u>	<u>9,953,673</u>	<u>10,091,337</u>	<u>10,091,337</u>	<u>10,091,337</u>	-	<u>10,091,337</u>
Outstanding Claims	<u>-</u>	<u>9,469,238</u>	<u>9,878,445</u>	<u>-</u>	<u>-</u>	-	<u>-</u>







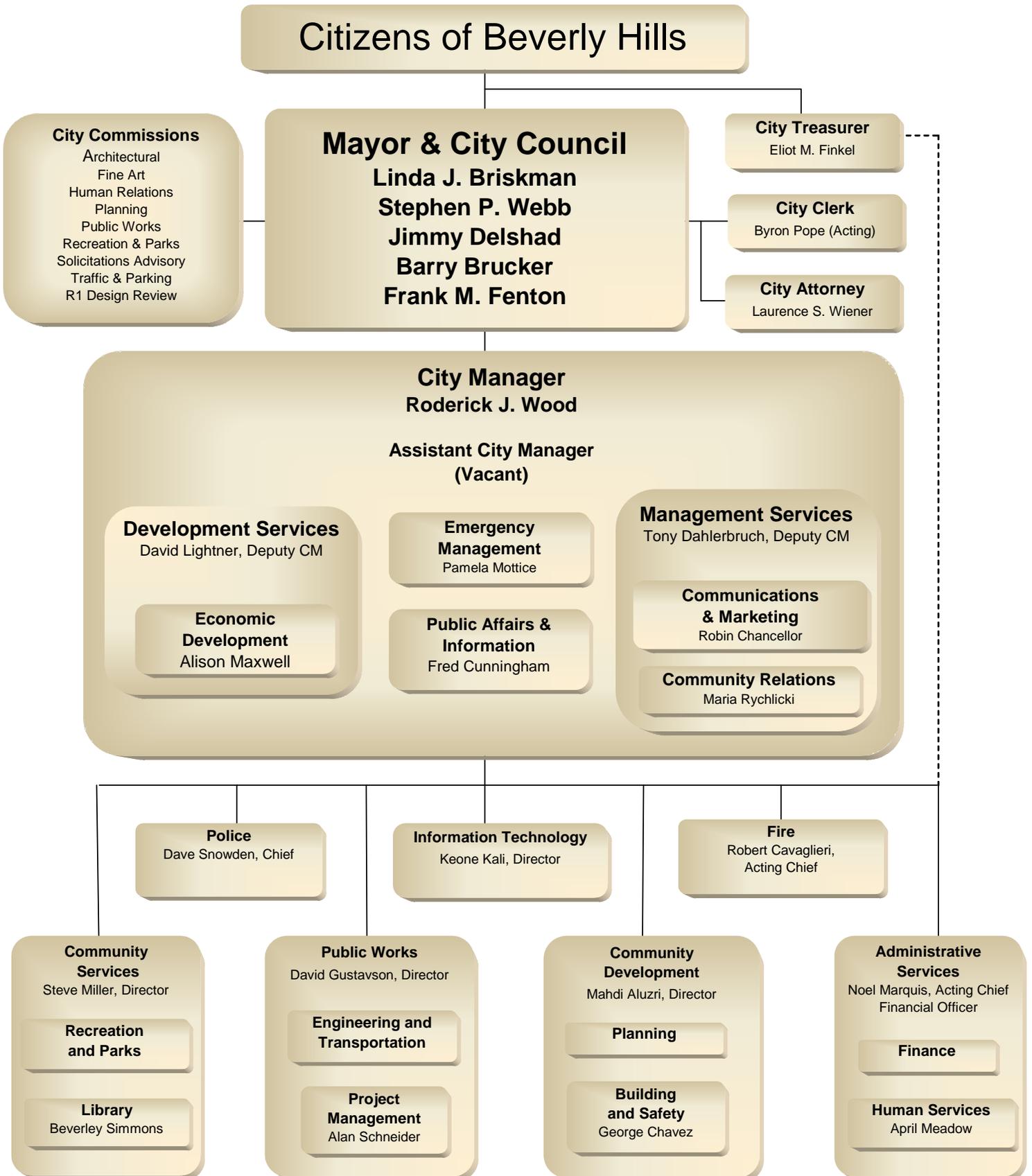
# **PROGRAM BUDGET**

**Adopted June 21, 2005**



# CITY OF BEVERLY HILLS

## Fiscal Year 2005/2006 Organization Chart







**CITY DEPARTMENTS**





**POLICY AND MANAGEMENT DEPARTMENT**

# **POLICY AND MANAGEMENT DEPARTMENT**

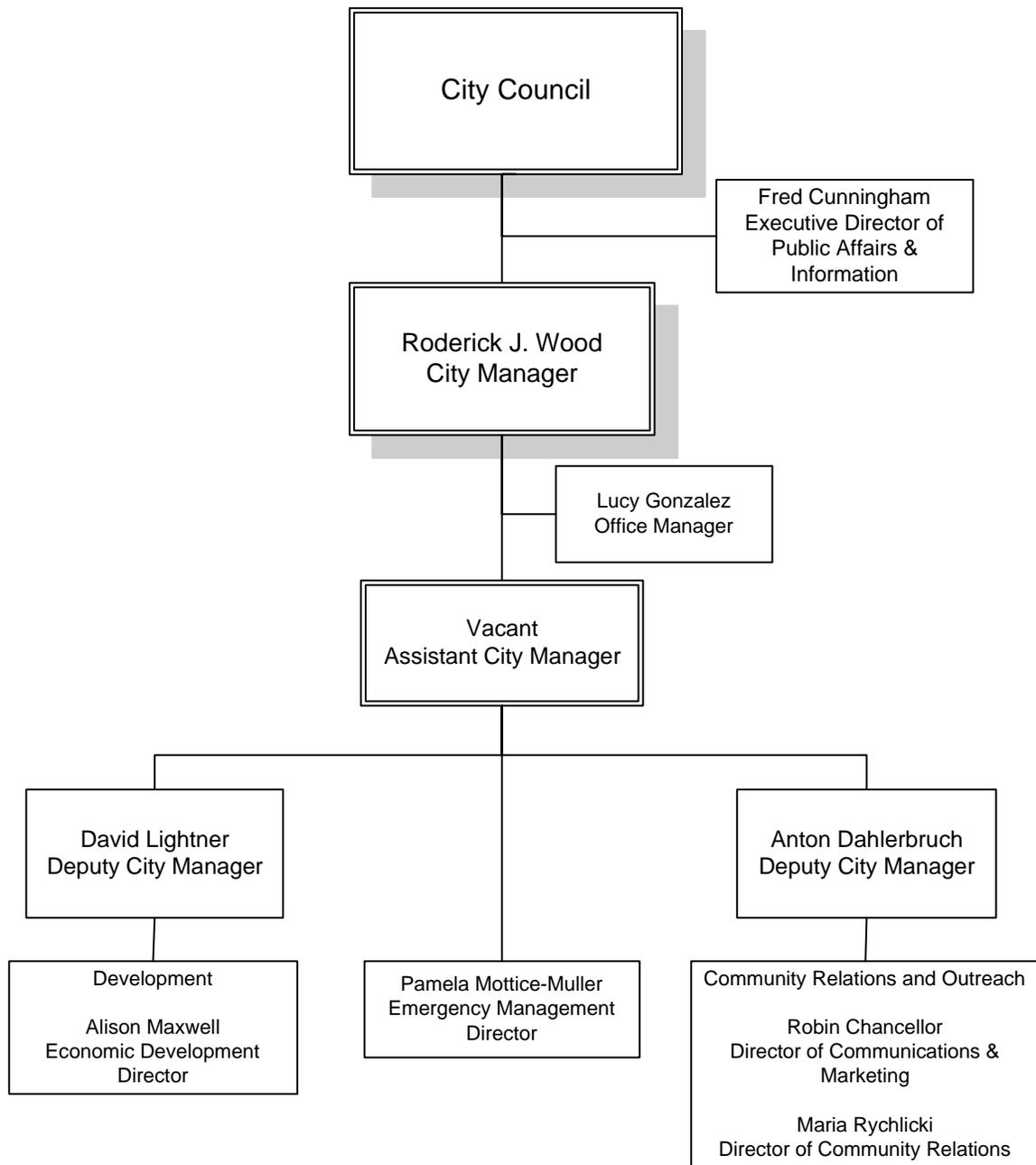
## **DEPARTMENT CHARGE**

Policy and Management provide overall policy direction and support for the implementation of City Council policy. The Department includes the City Council and City Manager's Office. Policy and Management develops, coordinates and implements municipal programs in accordance with City Council policies and promotes efficient and cost-effective operations to meet the short and long-term needs of the community.

## **DEPARTMENT PROGRAMS**

City Council and Administrative Support  
Economic Development  
Emergency Management  
City Marketing and Promotion  
Community Relations

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

<b>Full Time Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
City Council & Administrative Support	13.00	11.25	-15.56%
Economic Development	2.03	2.25	9.78%
Emergency Management	1.23	1.25	1.60%
City Marketing & Promotion	3.12	2.40	-30.00%
Community Relations	2.62	2.85	8.07%
<b>Total Full Time Positions</b>	<b>22.00</b>	<b>20.00</b>	<b>-10.00%</b>

<b>Part Time Regular, Seasonal and Hourly Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
City Council & Administrative Support	1.00	8.50	88.24%
Economic Development	-	-	0.00%
Emergency Management	-	-	0.00%
City Marketing & Promotion	8.50	-	-100.00%
Community Relations	-	-	0.00%
<b>Total Part Time Positions</b>	<b>9.50</b>	<b>8.50</b>	<b>-11.76%</b>

# POLICY & MANAGEMENT

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	4,325,909	0.00%
<b>Total Revenues</b>	0	4,325,909	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	2,429,222	2,333,528	-3.94%
MATERIALS & SUPPLIES	54,049	69,449	28.49%
CONTRACTUAL SVCS	8,231,504	9,637,337	17.08%
CAPITAL OUTLAY	15,450	15,450	0.00%
INTERNAL SVC FUND CHARGES	1,289,861	1,794,686	39.14%
HEAT/LIGHT & POWER	50,674	50,672	-0.00%
<b>Total Expenditures</b>	12,070,760	13,901,122	

## ***POLICY & MANAGEMENT DEPARTMENT***

### **CITY COUNCIL & ADMINISTRATIVE SUPPORT**

#### **Program Description**

The City Council is responsible for establishing policies and direction and allocating City resources. The City Manager's Office is responsible for implementing City Council direction and the Municipal Code, recommending City Council policies, preparation of annual budget and capital improvement program, and oversight of City operations. .

#### **Program Trends**

The City is effectively positioning itself to communicate & work with economic, media, community & legislative interests locally & at the State level to enhance the fiscal stability, vitality, and future of the City. Focus is on short & long range fiscal needs to support innovation, address needed capital improvements, & provide new services.

#### **Program 2005/06 Initiatives**

- Expand upon City Council Policy & Operations Manual and create Commission manual.
- Guide the City Council in priorities exercises for preparation of the FY program budget, 5 year fiscal plan and the allocation of resources.
- Implementation of City's annual workplan and strategies to improve operational efficiency and effectiveness.
- Facilitate City Council team building and community relations for effective governance.

# POLICY & MANAGEMENT

## CITY COUNCIL & ADMIN SUPP POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	11.68
PT Seasonal or Hourly	8.00
Part Time w/Benefits	0.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	2,682,377	0.00%
<b>Total Revenues</b>	0	2,682,377	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,319,114	1,118,503	-15.21%
MATERIALS & SUPPLIES	34,538	50,355	45.80%
CONTRACTUAL SVCS	413,429	345,228	-16.50%
INTERNAL SVC FUND CHARGES	927,692	1,153,512	24.34%
HEAT/LIGHT & POWER	36,446	36,445	-0.00%
<b>Total Expenditures</b>	2,731,219	2,704,043	

## ***POLICY AND MANAGEMENT DEPARTMENT***

### **ECONOMIC DEVELOPMENT**

#### **Program Description**

Provides identification of core business enhancement opportunities, development and implementation of business retention and recruitment programs, enhancement of City owned assets, coordination of economic development activities, promotion of the City as a prime destination for business and pleasure, and facilitation of major development projects.

#### **Program Trends**

The City has initiated development of the last of the municipal surface parking lots into structured parking and community serving uses. As this trend ends its cycle, alternate methods of enhancing the parking supply will need to be identified and implemented. The trend toward more interjurisdictional planning will continue.

#### **Program 2005/06 Initiatives**

- Integrate the functions of new Director of Economic Development and Marketing into City organizations.
- Coordinate completion of development plans for T-Lot/Montage Hotel project.
- Coordinate Industrial Area master planning effort.
- Coordinate evaluation of a validated parking program.

# POLICY & MANAGEMENT

## ECONOMIC DEVELOPMENT

### POLICY, ADMIN, LEGAL

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.49

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	627,875	0.00%
<b>Total Revenues</b>	0	627,875	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	291,287	340,077	16.75%
MATERIALS & SUPPLIES	1,737	2,522	45.19%
CONTRACTUAL SVCS	11,942	102,891	761.59%
INTERNAL SVC FUND CHARGES	28,327	180,353	536.68%
HEAT/LIGHT & POWER	1,113	1,113	0.00%
<b>Total Expenditures</b>	334,406	626,956	

## ***POLICY AND MANAGEMENT DEPARTMENT***

### **OFFICE OF EMERGENCY MANAGEMENT**

#### **Program Description**

Responsible for activities, programs, training and exercises that insure the City prepares for, takes mitigation measures against, and is able to respond and recover before, during and after an emergency or disaster. This includes providing community and employee disaster preparedness training and education programs, promoting City Department readiness and interfacing with community groups, Beverly Hills Unified School District, and local, state and federal agencies.

#### **Program Trends**

Incorporate the National Response Plan and the National Incident Management System as dictated by the State and Federal requirements, into the City's disaster/emergency preparedness, prevention, mitigation, response and recovery program. This includes all emergency management and public safety training, exercising and response plans.

#### **Program 2005/06 Initiatives**

- Relocation of EOC and Facility Security Upgrades: Relocate and upgrade the City's EOC. Oversee the implementation of security upgrades and the development of security enhancements in citywide facilities.
- City Disaster Plan: Update plan to reflect organizational changes and new federal requirements. Submit to State and City Council for approval.
- Citizen Corp: Continue to develop program, incorporating the Medical Reserve Corp and increasing neighborhood preparedness through coordination of all Citizen Corp groups.
- Multi Department Training and Exercises: Complete citywide training and hold citywide disaster exercise.

# POLICY & MANAGEMENT

## EMERGENCY MANAGEMENT

### POLICY, ADMIN, LEGAL

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.42

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	362,395	0.00%
<b>Total Revenues</b>	0	362,395	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	159,300	178,169	11.84%
MATERIALS & SUPPLIES	6,398	10,287	60.78%
CONTRACTUAL SVCS	33,740	47,000	39.30%
CAPITAL OUTLAY	15,450	15,450	0.00%
INTERNAL SVC FUND CHARGES	83,121	107,307	29.10%
HEAT/LIGHT & POWER	3,266	3,265	-0.03%
<b>Total Expenditures</b>	301,275	361,478	

## ***POLICY AND MANAGEMENT DEPARTMENT***

### **CITY MARKETING AND PROMOTION**

#### **Program Description**

Responsible for enhancing the image and visibility of the City on a local, regional, national and international basis. Projects include the production of a quarterly community newsletter and news programs, press releases, media relations, oversight of City website and intranet, licensing of Beverly Hills shield trademark, special event promotion.

#### **Program Trends**

1. Current technologies have raised the bar in communications demanding that comprehensive information "fast forward" to flow quickly, concisely and accurately to its audience.
2. Cross-marketing allows two or more different but complementary products or services to leverage their marketability through joint promotional or advertising programs.

#### **Program 2005/06 Initiatives**

- Development of an Internal/External Communications Plan
- Implementation of a Media Policy
- Preparation of Chapter Two of White Paper
- Development of Tracking System for Marketing Successes

# POLICY & MANAGEMENT

## CITY MARKETING & PROMOTN

### POLICY, ADMIN, LEGAL

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.06

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	653,263	0.00%
<b>Total Revenues</b>	0	653,263	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	326,465	308,287	-5.57%
MATERIALS & SUPPLIES	8,144	3,385	-58.44%
CONTRACTUAL SVCS	90,548	131,331	45.04%
INTERNAL SVC FUND CHARGES	204,379	195,801	-4.20%
HEAT/LIGHT & POWER	8,029	8,029	0.00%
<b>Total Expenditures</b>	637,565	646,833	

## ***POLICY AND MANAGEMENT DEPARTMENT***

### **COMMUNITY RELATIONS**

#### **Program Description**

Builds, fosters and maintains local and subregional relationships and improved communication focusing on provision of needed community and government services. Develops programs, resources and public information outreach anticipating and responding to emerging issues. Supports implementation of Human Relations Commission priorities.

#### **Program Trends**

The number of annual hate crimes/incidents is diminishing.

Shifting demographics include increases in local Persian and Korean communities.

Focus on local rather than national human relations issues.

Increased awareness of impact of state legislation and proactive positions.

#### **Program 2005/06 Initiatives**

- Regional Transportation and Homelessness Advocacy
- Development of multicultural event celebrating the community's diversity.
- Passage of SB 466 and other legislation positively impacting the community.
- Transfer responsibility associated with the animal shelter to the City of Los Angeles and Cultural Center to the Community Services Department.

# POLICY & MANAGEMENT

## COMMUNITY RELATIONS

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.86

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	333,056	388,492	16.64%
MATERIALS & SUPPLIES	3,232	2,900	-10.27%
CONTRACTUAL SVCS	7,681,845	9,010,887	17.30%
INTERNAL SVC FUND CHARGES	46,342	157,713	240.32%
HEAT/LIGHT & POWER	1,820	1,820	0.00%
<b>Total Expenditures</b>	<b>8,066,295</b>	<b>9,561,812</b>	





**CITY ATTORNEY'S OFFICE**

# CITY ATTORNEY'S OFFICE

## DEPARTMENT CHARGE

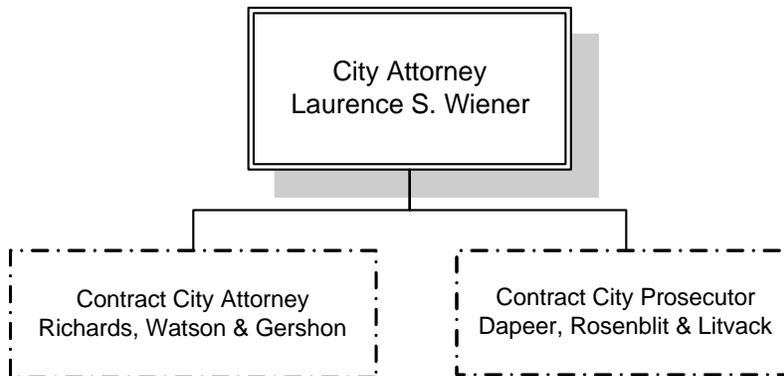
Legal and litigation services are provided to the City through a contract with Richards, Watson & Gershon as City Attorney, and Dapeer, Rosenblit & Litvack as City Prosecutors.

Through the City Attorney and legal staff, this Department serves as the legal advisor to the City Council and all Departments, Boards, Commissions and Officers of the City. The Department is also responsible for both the preparation of legal documents, ordinances, resolutions and the prosecution of violations to the City's Municipal Code.

## DEPARTMENT PROGRAMS

Legal Services - General & Litigation  
Legal - Code Enforcement

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

Full Time Positions	2004/05 Budget	2005/06 Budget	% Change
Legal Services - General & Litigation	-	-	
Legal - Code Enforcement	-	-	
Total Full Time Positions	-	-	

Part Time Regular, Seasonal and Hourly Positions	2004/05 Budget	2005/06 Budget	% Change
Legal Services - General & Litigation	-	-	
Legal - Code Enforcement	-	-	
Total Part Time Positions	-	-	

# CITY ATTORNEY

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	2,891,571	0.00%
<b>Total Revenues</b>	0	2,891,571	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	0	0	0.00%
MATERIALS & SUPPLIES	16,140	20,750	28.56%
CONTRACTUAL SVCS	2,471,835	2,767,225	11.95%
INTERNAL SVC FUND CHARGES	55,140	86,464	56.81%
HEAT/LIGHT & POWER	17,132	17,132	0.00%
<b>Total Expenditures</b>	2,560,247	2,891,571	

## ***CITY ATTORNEY DEPARTMENT***

### **LEGAL SERVICES-GENERAL & LITIGATION**

#### **Program Description**

To provide legal advice and representation to the City Council, officers, employees and various departments in matters of law pertaining to their offices. This includes, but not limited to, preparation and review of agreements, ordinances, resolutions and other legal documents.

To provide legal representation of the City, its officers and employees in all litigation matters initiated against the City or initiated by the City.

#### **Program Trends**

#### **Program 2005/06 Initiatives**

# CITY ATTORNEY

## LEGAL-GENL & LITIGATION POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	2,586,384	0.00%
<b>Total Revenues</b>	0	2,586,384	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	0	0	0.00%
MATERIALS & SUPPLIES	16,140	20,750	28.56%
CONTRACTUAL SVCS	2,002,782	2,467,225	23.19%
INTERNAL SVC FUND CHARGES	44,663	84,532	89.27%
HEAT/LIGHT & POWER	13,877	13,877	0.00%
<b>Total Expenditures</b>	2,077,462	2,586,384	

***CITY ATTORNEY DEPARTMENT***

**LEGAL-CODE ENFORCEMENT**

**Program Description**

To provide legal services to enforce the Beverly Hills Municipal Code.

**Program Trends**

**Program 2005/06 Initiatives**

# CITY ATTORNEY

## LEGAL-CODE ENFORCEMENT POLICY, ADMIN, LEGAL

### Program Staffing

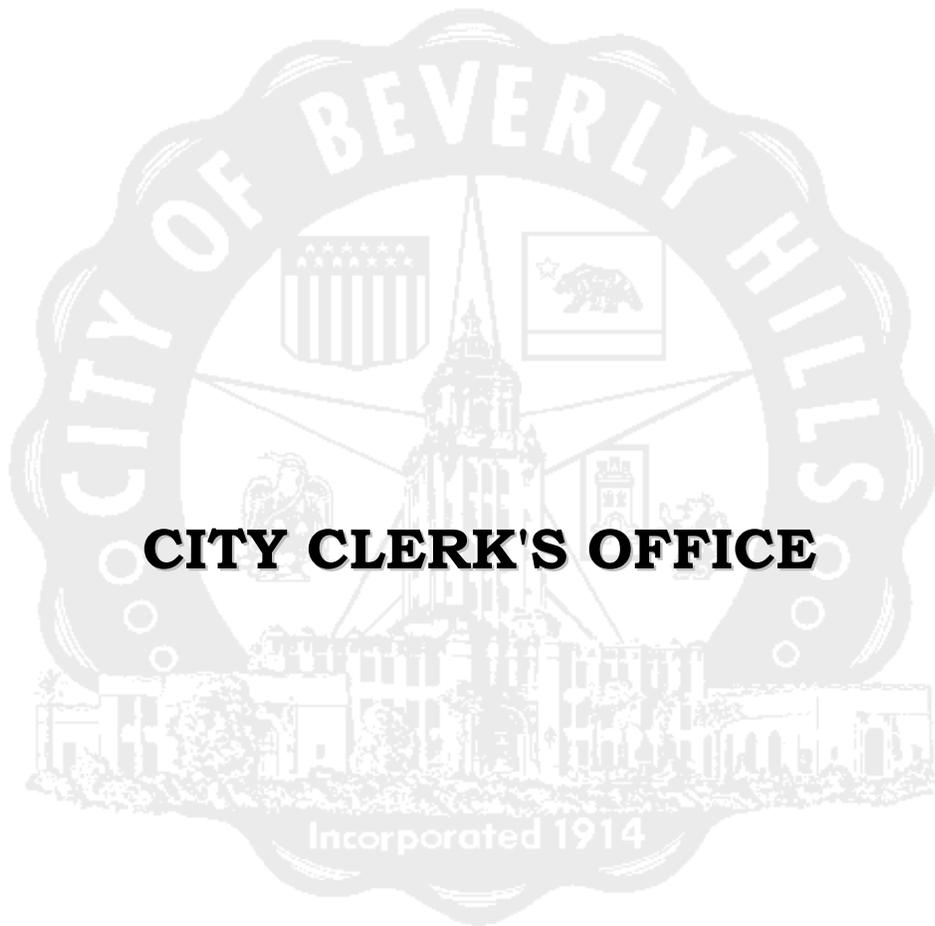
Position Type	Number of Positions

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	305,187	0.00%
<b>Total Revenues</b>	0	305,187	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	0	0	0.00%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	469,053	300,000	-36.04%
INTERNAL SVC FUND CHARGES	10,477	1,932	-81.56%
HEAT/LIGHT & POWER	3,255	3,255	0.00%
<b>Total Expenditures</b>	482,785	305,187	





**CITY CLERK'S OFFICE**

# CITY CLERK'S OFFICE

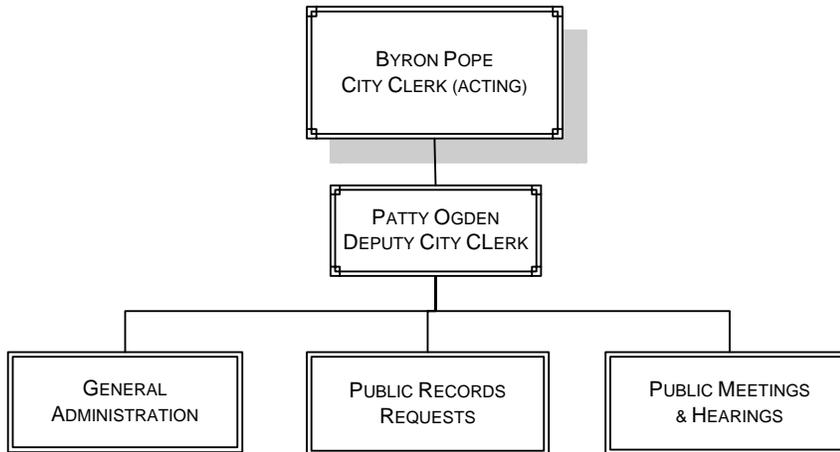
## DEPARTMENT CHARGE

The City Clerk's Office provides support to the Mayor and City Council; service to the community and City departments; conducts all municipal elections, administers the City's Records Program; codifies and maintains the Beverly Hills Municipal Code; maintains custody of the City seal; acts as Filing Officer for all reports under the state's Political Reform Act; and provides a variety of services relating to information and records.

## DEPARTMENT PROGRAMS

General Administration  
Public Meetings & Hearings  
Public Records Requests

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

Full Time Positions	2004/05 Budget	2005/06 Budget	% Change
General Administration	4.80	2.80	-71.43%
Public Meetings & Hearings	2.00	1.80	-11.11%
Public Records Requests	0.20	0.40	50.00%
<b>Total Full Time Positions</b>	<b>7.00</b>	<b>5.00</b>	<b>-40.00%</b>

Part Time Regular, Seasonal and Hourly Positions	2004/05 Budget	2005/06 Budget	% Change
General Administration	1.00	1.00	0.00%
Public Meetings & Hearings	-	-	0.00%
Public Records Requests	-	-	0.00%
<b>Total Part Time Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00%</b>

# CITY CLERK

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
MISCELLANEOUS REVENUES	45,201	11,400	-74.78%
<b>Total Revenues</b>	45,201	11,400	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	587,359	484,160	-17.57%
MATERIALS & SUPPLIES	7,948	7,948	0.00%
CONTRACTUAL SVCS	141,007	73,207	-48.08%
CAPITAL OUTLAY	464	464	0.00%
INTERNAL SVC FUND CHARGES	257,266	489,646	90.33%
HEAT/LIGHT & POWER	13,186	13,186	0.00%
<b>Total Expenditures</b>	1,007,230	1,068,611	

**GENERAL ADMINISTRATION**

**Program Description**

Provides support to the City Council, the community, and City departments. Maintains official records, ordinances, resolutions, contracts, minutes of all proceedings, and other documents for the City. Administers the Commission appointment process; acts as the filing officer for all reports under State Political Reform Act; and, accepts claims and legal process against the City.

**Program Trends**

Increasing numbers of contracts issued are resulting in more automated ticklers for insurance and other requirements. Increases have also been noted in the documentation and feedback required under revised Commission appointment process. Staff has transitioned to the use of document imaging versus hard copy in response to departmental requests for documents.

**Program 2005/06 Initiatives**

- Purchase Campaign Finance and Form 700 Financial Disclosure Statements Software.

# CITY CLERK

## GENERAL ADMINISTRATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.60
PT Seasonal or Hourly	0.50
Part Time w/Benefits	0.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
MISCELLANEOUS REVENUES	32,087	7,400	-76.94%
<b>Total Revenues</b>	32,087	7,400	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	327,395	255,946	-21.82%
MATERIALS & SUPPLIES	7,124	7,124	0.00%
CONTRACTUAL SVCS	141,007	73,207	-48.08%
CAPITAL OUTLAY	464	464	0.00%
INTERNAL SVC FUND CHARGES	158,805	371,579	133.98%
HEAT/LIGHT & POWER	8,140	8,140	0.00%
<b>Total Expenditures</b>	642,935	716,460	

## **CITY CLERK'S OFFICE**

### **PUBLIC MEETINGS & HEARINGS (CITY COUNCIL)**

#### **Program Description**

Preparation of City Council meeting agendas, hearing notices, synopses and minutes. Produces agenda packet material. Fulfills legal processing procedures for resolutions, ordinances, and contracts.

#### **Program Trends**

The demand on staff time increases substantially when City Council Meetings are conducted more frequently than First and Third Tuesdays of each month and when deadlines for submission of agenda material are missed/extended.

Introduction of "e-Packet", a new software application to assist with the production of City Council Meeting agenda packets. Additional user training is still required.

#### **Program 2005/06 Initiatives**

- Provide training to City staff on e-Packet procedures.
- Reinforce deadlines for submission of packet material.
- Improve proofreading of agenda material by submitting departments.

# CITY CLERK

## PUBLIC MEETINGS & HEARINGS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	221,981	185,599	-16.39%
MATERIALS & SUPPLIES	659	659	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	90,748	103,394	13.94%
HEAT/LIGHT & POWER	4,651	4,651	0.00%
<b>Total Expenditures</b>	<b>318,039</b>	<b>294,303</b>	

**PUBLIC RECORD REQUESTS**

**Program Description**

Process written requests for public documents. When requests are more than routine over-the-counter items, they are logged and forwarded to responsible department(s) and City Attorney to review and produce responsive documentation. Follow-up is required to ensure responses are made within legal deadlines.

**Program Trends**

Requests for documents under the California Public Records Act are increasing each year, particularly with the increased accessibility to the City's website and webcasting of Council meetings. Recent legislation requires the City to assist the public in locating records that are responsive to their requests.

**Program 2005/06 Initiatives**

- Conduct a "test-run" of the new Comcate software program as a tool to manage and disseminate requests.

# CITY CLERK

## PUBLIC RECORDS REQUESTS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.40

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
MISCELLANEOUS REVENUES	13,114	4,000	-69.50%
<b>Total Revenues</b>	13,114	4,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	37,983	42,616	12.20%
MATERIALS & SUPPLIES	165	165	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	7,713	14,673	90.24%
HEAT/LIGHT & POWER	395	395	0.00%
<b>Total Expenditures</b>	46,256	57,849	





**ADMINISTRATIVE SERVICES DEPARTMENT**

# **ADMINISTRATIVE SERVICES DEPARTMENT**

## **DEPARTMENT CHARGE**

The Administrative Services includes Finance Administration and Human Services.

Finance Administration is responsible for the management and oversight of the City's budget, purchasing, accounts receivable and payable, investments, business tax collection, audits, business and transient occupancy tax collection, cashiering functions, utility billing and accounting activities, and management of city owned properties.

Human Services includes Personnel and Risk Management. Personnel is responsible for citywide recruitment, salary and benefit administration, labor and employee relations, staff development and training, and employee enrichment programs.

Risk Management is responsible for the purchase of insurance and the administration of the self-insurance programs, claim management for liability and workers' compensation, and the administration of all employee health insurance programs.

## **DEPARTMENT PROGRAMS**

### **Human Services**

Recruitment  
Personnel/Benefits Admin  
Labor Relations  
Training/Organizational Development  
Employee Enrichment/Recognition

### **Risk Management**

Claims Management  
Workers' Compensation Reserve  
Insurance Programs  
Employee Safety  
Liability Claims Reserve

### **Management & Budget**

Budget  
Property Management  
Special Projects

### **General Accounting**

Accounting  
Accounts Payable  
Payroll

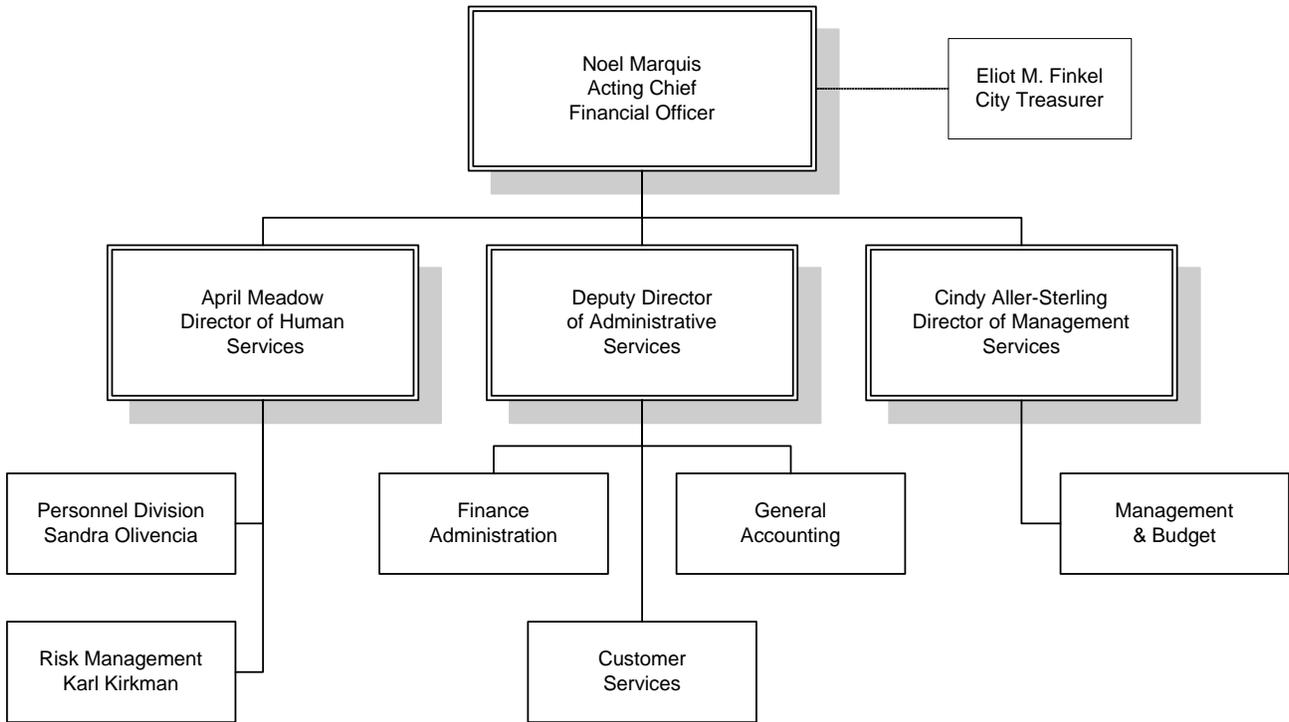
### **Finance Administration**

Administration  
Revenue Administration

### **Customer Service**

General & Utility Billing

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

<b>Full Time Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Human Services	8.50	7.85	-8.28%
Risk Management	3.50	4.05	13.58%
Management & Budget	4.00	4.00	0.00%
General Accounting	10.00	8.00	-25.00%
Finance Administration	9.00	6.50	-38.46%
Customer Services	7.00	6.50	-7.69%
<b>Total Full Time Positions</b>	<b>42.00</b>	<b>36.90</b>	<b>-13.82%</b>

<b>Part Time Regular, Seasonal and Hourly Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Human Services	2.10	1.70	-23.53%
Risk Management	0.90	0.40	-125.00%
Management & Budget	-	-	0.00%
General Accounting	-	1.00	100.00%
Finance Administration	3.00	2.50	-20.00%
Customer Services	2.00	2.50	20.00%
<b>Total Part Time Positions</b>	<b>8.00</b>	<b>8.10</b>	<b>1.23%</b>



# ADMINISTRATIVE SERVICES

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
PROPERTY TAX	24,448,095	25,798,772	5.52%
OTHER TAXES	68,187,534	73,840,175	8.29%
INTERGOVTAL REVENUES	879,418	748,044	-14.94%
LICENSES & PERMITS	571,383	1,071,383	87.51%
USE OF MONEY & PROPERTY	6,323,674	6,580,075	4.05%
SERVICE FEES & CHARGES	4,349,204	0	-100.00%
INTERNAL SVCS FD RECEIPTS	6,943,421	16,905,902	143.48%
MISCELLANEOUS REVENUES	2,176,664	1,368,076	-37.15%
TRANSFERS IN	0	6,000	0.00%
<b>Total Revenues</b>	113,879,393	126,318,427	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	5,492,474	184,164	-96.65%
MATERIALS & SUPPLIES	44,670	45,818	2.57%
CONTRACTUAL SVCS	8,307,291	9,524,037	14.65%
INTERNAL SVC FUND CHARGES	1,608,045	5,577,785	246.87%
OTHER TRANSFERS OR EXPENSES	0	132,128	0.00%
DEBT, DEPRECIATION & CLAIMS	3,640,000	3,954,000	8.63%
HEAT/LIGHT & POWER	59,032	61,230	3.72%
TRANSFERS OUT	15,766,075	11,707,691	-25.74%
<b>Total Expenditures</b>	34,917,587	31,186,853	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **RECRUITMENT**

#### **Program Description**

The recruitment function coordinates testing, interviewing, applicant screening and tracking, candidate selection, references and background checks, employee orientation, retention and succession planning.

#### **Program Trends**

The City will need to develop more creative and aggressive recruitment techniques to attract qualified candidates to the public sector.

There is also a need to manage generational diversity and changes in the workplace as senior staff begin retiring within the next 1-5 years.

#### **Program 2005/06 Initiatives**

- Develop a comprehensive strategy to recruit, retain, and develop the most talented personnel.

# ADMINISTRATIVE SERVICES

## RECRUITMENT POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.85
PT Seasonal or Hourly	1.15

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	540,282	0.00%
<b>Total Revenues</b>	0	540,282	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	162,609	170,480	4.84%
MATERIALS & SUPPLIES	1,499	1,499	0.00%
CONTRACTUAL SVCS	155,561	155,561	0.00%
INTERNAL SVC FUND CHARGES	66,826	209,859	214.04%
HEAT/LIGHT & POWER	2,883	2,883	0.00%
<b>Total Expenditures</b>	389,378	540,282	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **PERSONNEL/BENEFITS ADMINISTRATION**

#### **Program Description**

Human Services administers all employee benefits including medical, dental, vision, life, disability insurance and retirement. The office also has responsibility for compensation matters, performance management programs, job descriptions, employee rules and regulations, and administration of federal statues governing employment law.

#### **Program Trends**

The office needs to implement and apply the best human resource practices that represent the best interest of management and employees.

Human Services needs to serve as a resource to the organization to improve employee relations and promote measures to improve the organizational culture.

#### **Program 2005/06 Initiatives**

- Initiate a workplace diversity awareness training program for the entire organization.
- Develop and implement a results-based employee performance management system.

# ADMINISTRATIVE SERVICES

## PERSONNEL/BENEFITS ADMIN POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.05
PT Seasonal or Hourly	0.45

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	2,723,082	0.00%
<b>Total Revenues</b>	0	2,723,082	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	2,206,996	2,228,547	0.98%
MATERIALS & SUPPLIES	2,934	2,934	0.00%
CONTRACTUAL SVCS	77,716	327,716	321.68%
INTERNAL SVC FUND CHARGES	76,801	160,571	109.07%
HEAT/LIGHT & POWER	3,314	3,314	0.00%
<b>Total Expenditures</b>	2,367,761	2,723,082	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **LABOR RELATIONS**

#### **Program Description**

.....◆  
This program is responsible for contract negotiations and administration with seven City employee groups.

#### **Program Trends**

.....◆  
A high level of integrity needs to be maintained in the City's labor relations efforts by consistent administration of the various Memoranda of Understanding.

#### **Program 2005/06 Initiatives**

- .....◆
- Continue to maintain a constant dialogue with all bargaining groups.
  - Insure that the management of the City is fully knowledgeable of all provisions of the Memoranda of Understanding.
  - Constantly revisit issues with bargaining units to maintain open communication.

# ADMINISTRATIVE SERVICES

## LABOR RELATIONS POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.15

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	265,422	0.00%
<b>Total Revenues</b>	0	265,422	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	139,897	157,820	12.81%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	37,733	37,733	0.00%
INTERNAL SVC FUND CHARGES	57,493	67,389	17.21%
HEAT/LIGHT & POWER	2,480	2,480	0.00%
<b>Total Expenditures</b>	237,603	265,422	

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **TRAINING/ORGANIZATIONAL DEVELOPMENT**

#### **Program Description**

Employee training and organizational development efforts include coaching, team building, education, succession planning, mentoring and leadership programs designed to facilitate and improve communication, performance, and organizational changes to create a positive corporate culture.

#### **Program Trends**

Training and organizational development promotes opportunities, breaks down barriers between departments, management and staff, and allows others to share skills, knowledge and experiences. It is a foundation for building relationships and understandings among all levels of staff, for succession planning and leadership development.

#### **Program 2005/06 Initiatives**

- Based on Training Needs Assessment Survey results, develop a 1-5 year calendar of mandated, promotional and elective training programs.
- Create City-wide baseline training requirements for employees.
- After identifying training to be delivered in 2005/06, research, secure and schedule consultants and/or in-house staff to deliver programs.

# ADMINISTRATIVE SERVICES

## TRAINING/ORGANIZATIONAL DEVELOPMENT POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.40
PT Seasonal or Hourly	0.05

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	561,390	0.00%
<b>Total Revenues</b>	0	561,390	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	143,063	161,177	12.66%
MATERIALS & SUPPLIES	2,426	2,426	0.00%
CONTRACTUAL SVCS	115,574	315,574	173.05%
INTERNAL SVC FUND CHARGES	58,794	79,676	35.52%
HEAT/LIGHT & POWER	2,537	2,537	0.00%
<b>Total Expenditures</b>	322,394	561,390	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **EMPLOYEE ENRICHMENT/RECOGNITION**

#### **Program Description**

Employee enrichment programs include educational, social and community awareness and outreach projects. Employee recognition activities involve programs that help promote employee morale and serve to spotlight employees who make positive contributions to the organization.

#### **Program Trends**

Public acknowledgement and celebration of employee accomplishments and organizational successes help foster on-the-job pride and improve the work environment.

These efforts also help encourage employee suggestions and feedback, and help motivate and inspire the workforce.

#### **Program 2005/06 Initiatives**

- Recognize and promote individuals, work teams and departments for outstanding achievements and accomplishments
- Develop and market services and programs that spotlight, educate, enrich and entertain employees.

# ADMINISTRATIVE SERVICES

## EMPLOYEE ENRICHMENT/RECOG POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.40
PT Seasonal or Hourly	0.05

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	288,786	0.00%
MISCELLANEOUS REVENUES	15,368	15,368	0.00%
<b>Total Revenues</b>	15,368	304,154	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	126,806	141,536	11.62%
MATERIALS & SUPPLIES	21,204	21,204	0.00%
CONTRACTUAL SVCS	44,138	44,138	0.00%
INTERNAL SVC FUND CHARGES	52,113	79,659	52.86%
HEAT/LIGHT & POWER	2,248	2,249	0.04%
<b>Total Expenditures</b>	246,509	288,786	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **CLAIMS MANAGEMENT**

#### **Program Description**

This programs covers the claims management for both workers' compensation and general liability claims, including the costs of outsourced claims management functions.

#### **Program Trends**

Outside service fees have increased over the past two years, especially in workers' compensation.

#### **Program 2005/06 Initiatives**

- Increase the number of liability claims handled in-house in order to reduce time and expenses of outsourced administrator.

# ADMINISTRATIVE SERVICES

## CLAIMS MANAGEMENT POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
PT Seasonal or Hourly	1.40

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	77,772	0.00%
<b>Total Revenues</b>	0	77,772	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	28,783	8,123	-71.78%
MATERIALS & SUPPLIES	1,442	1,442	0.00%
CONTRACTUAL SVCS	17,110	7,711	-54.93%
INTERNAL SVC FUND CHARGES	11,829	59,986	407.11%
HEAT/LIGHT & POWER	510	510	0.00%
<b>Total Expenditures</b>	59,674	77,772	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **WORKERS' COMPENSATION RESERVE**

#### **Program Description**

The City sets aside monies to pay for future costs of existing workers' compensation claims.

#### **Program Trends**

As with most of California, workers' compensation costs have risen dramatically over the past five years.

#### **Program 2005/06 Initiatives**

- Work with the City's claims administrator to develop new approaches to reduce costs, as workers' compensation laws change.
- Perform case management review on all workers' compensation claims where the employee has been off work in excess of six months.

# ADMINISTRATIVE SERVICES

## WORKERS' COMP RESERVE WORKERS' COMPENSATION FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.35
PT Seasonal or Hourly	0.20

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	3,127,629	3,626,398	15.95%
<b>Total Revenues</b>	3,127,629	3,626,398	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	124,112	148,558	19.70%
MATERIALS & SUPPLIES	852	852	0.00%
CONTRACTUAL SVCS	347,700	527,954	51.84%
INTERNAL SVC FUND CHARGES	51,006	84,489	65.65%
DEBT, DEPRECIATION & CLAIMS	2,640,000	2,904,000	10.00%
HEAT/LIGHT & POWER	2,201	2,201	0.00%
TRANSFERS OUT	0	0	0.00%
<b>Total Expenditures</b>	3,165,871	3,668,054	

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **INSURANCE PROGRAMS**

#### **Program Description**

This programs provides protection to the City in the event of a catastrophic loss.

#### **Program Trends**

Insurance premiums have held flat for the past two years, with the exception of workers' compensation.

#### **Program 2005/06 Initiatives**

- Market existing policies at renewal to ensure competitive pricing.
- Work with the City's broker to find workers' compensation coverage, if possible.

# ADMINISTRATIVE SERVICES

## INSURANCE PROGRAMS

### POLICY, ADMIN, LEGAL

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.05

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	29,843	0.00%
<b>Total Revenues</b>	0	29,843	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	18,964	5,581	-70.57%
MATERIALS & SUPPLIES	827	827	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	7,793	23,099	196.41%
HEAT/LIGHT & POWER	336	336	0.00%
<b>Total Expenditures</b>	27,920	29,843	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **EMPLOYEE SAFETY**

#### **Program Description**

This programs provides an oversight to department safety efforts.

#### **Program Trends**

Accident roles in select departments have spiraled upward in the last two years, heavily impacting workers' compensation costs.

#### **Program 2005/06 Initiatives**

- Develop and implement a Modified Duty Plan.
- Develop a written Accident Review Program.
- Reinstigate the City-wide Safety Committee.

# ADMINISTRATIVE SERVICES

## EMPLOYEE SAFETY POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	43,021	0.00%
<b>Total Revenues</b>	0	43,021	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	17,439	1,558	-91.07%
MATERIALS & SUPPLIES	1,792	1,792	0.00%
CONTRACTUAL SVCS	18,500	18,500	0.00%
INTERNAL SVC FUND CHARGES	7,167	20,633	187.89%
HEAT/LIGHT & POWER	309	309	0.00%
<b>Total Expenditures</b>	45,207	42,792	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **LIABILITY CLAIMS RESERVE**

#### **Program Description**

The City reserves funds to pay for future expenditures on third party claims.

#### **Program Trends**

General liability claims have held constant over the last few years; however, programs such as the sidewalk inspection program have been successful in holding down costs.

#### **Program 2005/06 Initiatives**

- Review and respond to all claims within 45 days.
- Continue to monitor existing programs such as the sidewalk inspection program.

# ADMINISTRATIVE SERVICES

## LIABILITY CLAIMS RESERVE LIABILITY CLAIMS RES FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.25
PT Seasonal or Hourly	0.20

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	3,815,792	3,889,832	1.94%
<b>Total Revenues</b>	3,815,792	3,889,832	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	91,515	140,510	53.54%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	2,509,600	3,159,654	25.90%
INTERNAL SVC FUND CHARGES	37,609	64,840	72.41%
DEBT, DEPRECIATION & CLAIMS	500,000	550,000	10.00%
HEAT/LIGHT & POWER	1,623	1,623	0.00%
TRANSFERS OUT	0	0	0.00%
<b>Total Expenditures</b>	3,140,347	3,916,627	

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **BUDGET**

#### **Program Description**

The City's annual budget is based upon a July 1 through June 30 fiscal year. Working with all City departments, the budget staff puts the annual budget together based upon programs and services provided, revenue and expenditure estimates, and projections. Monitor the budget throughout the year and provide reports to the City's decision makers.

#### **Program Trends**

The City's annual budget is being converted to a program based budget for the purpose of providing more detail regarding costs and associated revenues for programs and services performed by each City department. This will allow City decision makers and the public to understand the services they receive and the costs associated with those services.

#### **Program 2005/06 Initiatives**

- Continue with the conversion of the annual operating budget to a program based budget.
- Determine what programs are cross departmental to establish new programs for the following fiscal year.
- Collect data to start comparing ("benchmarking") how some of the City's services compare to similar services provided by other Cities.
- Monitor program budget for issues that may arise during the year and fine tune for following year.

# ADMINISTRATIVE SERVICES

## BUDGET

### POLICY, ADMIN, LEGAL

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.33

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	318,573	0.00%
<b>Total Revenues</b>	0	318,573	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	93,148	151,368	62.50%
MATERIALS & SUPPLIES	0	400	0.00%
CONTRACTUAL SVCS	0	1,750	0.00%
INTERNAL SVC FUND CHARGES	40,153	150,978	276.01%
HEAT/LIGHT & POWER	1,554	1,554	0.00%
<b>Total Expenditures</b>	134,855	306,050	

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **PROPERTY MANAGEMENT**

#### **Program Description**

The City has more than 30 commercial, retail and office tenants occupying more than 238,000 square feet in its facilities. A majority of these tenants are on the ground floor of parking structures in the Business Triangle with the balance in the Industrial Area. Staff in this program are the liaison with the tenants and monitor each lease.

#### **Program Trends**

Revenue received from these tenants help to pay expenses related to the operation of the facilities. Continually evaluate use of City property to make sure it is being used to serve the needs of the community through type of services provided by tenants, revenue generated, and that the City stays competitive in the market place.

#### **Program 2005/06 Initiatives**

- Evaluate hiring a firm to maintain the facilities and respond to tenant's issues. Continue to monitor maintenance and repair of facilities.
- Have various City owned properties appraised to establish a value for the asset.
- Work with the Economic Development staff for possible land acquisitions and trades for economic development purposes.
- Work with tenants whose lease terminates during the fiscal year to either renew the lease or to market the space for a new tenant.

# ADMINISTRATIVE SERVICES

## PROPERTY MANAGEMENT POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.95

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	0	0	0.00%
INTERNAL SVCS FD RECEIPTS	0	363,569	0.00%
<b>Total Revenues</b>	0	363,569	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	97,060	117,102	20.65%
MATERIALS & SUPPLIES	0	300	0.00%
CONTRACTUAL SVCS	0	180,000	0.00%
INTERNAL SVC FUND CHARGES	41,840	61,764	47.62%
HEAT/LIGHT & POWER	1,620	1,620	0.00%
<b>Total Expenditures</b>	140,520	360,786	

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **SPECIAL PROJECTS**

#### **Program Description**

This function reviews, evaluates and makes recommendations related to citywide policy issues that may have a financial impact on the City. Administers special projects as may be assigned by the City Manager's Office or the Chief Financial Officer.

#### **Program Trends**

This is a new function that will evaluate policy issues that may impact more than one department. Consideration of the cost impacts to the budget of any new policies or programs is critical in a time of budget shortfalls. Also assist departments in finding new revenue sources through Grants or other sources.

#### **Program 2005/06 Initiatives**

- Develop Administrative Regulations that establishes internal policy. Examples may include Cellular Telephone Usage, Credit Card Usage, etc.
- Monitor usage and effectiveness of the Grant Locator contract. Review grant application progress for all departments.
- Implementation of a revised Security Alarm Ordinance. Work with the vendors and City departments to implement and monitor a new program.

# ADMINISTRATIVE SERVICES

## SPECIAL PROJECTS POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.73

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	269,474	0.00%
<b>Total Revenues</b>	0	269,474	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	79,123	135,619	71.40%
MATERIALS & SUPPLIES	0	350	0.00%
CONTRACTUAL SVCS	0	2,400	0.00%
INTERNAL SVC FUND CHARGES	34,107	114,627	236.08%
HEAT/LIGHT & POWER	1,320	1,320	0.00%
<b>Total Expenditures</b>	114,550	254,316	

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **ACCOUNTING**

#### **Program Description**

Responsible for the accurate, fair presentation and full disclosure of the City's financial transactions in conformance with the generally accepted accounting principals mandated for a public sector, general law city.

#### **Program Trends**

This program will continue to apply the best and most current Generally Accepted Accounting Practices (GAAP) as outlined by the Governmental Accounting Standards Board (GASB), the Governmental Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

#### **Program 2005/06 Initiatives**

- Fully implement all current Governmental Accounting Standards Board (GASB) pronouncements and obtain the Governmental Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) awards for excellence in financial reporting.

# ADMINISTRATIVE SERVICES

## ACCOUNTING POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.67

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	481,320	0.00%
<b>Total Revenues</b>	0	481,320	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	256,024	272,779	6.54%
MATERIALS & SUPPLIES	140	140	0.00%
CONTRACTUAL SVCS	2,950	2,951	0.03%
INTERNAL SVC FUND CHARGES	110,364	201,178	82.29%
HEAT/LIGHT & POWER	4,273	4,272	-0.02%
<b>Total Expenditures</b>	373,751	481,320	

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **ACCOUNTS PAYABLE**

#### **Program Description**

Responsible for processing vendor invoices for timely payment of goods and services acquired by the City. The City issues checks weekly, with payments mailed each Friday. Maintaining an accurate vendor data base is an essential function to ensure proper payments.

#### **Program Trends**

This group needs to work closely with departments to improve departmental invoice processing time so vendor payments are not delayed because of City hold ups.

#### **Program 2005/06 Initiatives**

- Modify AP process such that vendor invoices are processed and verified simultaneously so that check runs can be accomplished on a daily basis.
- Implement new positive pay program with City National Bank.

# ADMINISTRATIVE SERVICES

## ACCOUNTS PAYABLE POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.67
PT Seasonal or Hourly	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	472,291	0.00%
<b>Total Revenues</b>	0	472,291	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	237,028	241,546	1.91%
MATERIALS & SUPPLIES	140	140	0.00%
CONTRACTUAL SVCS	2,950	2,951	0.03%
INTERNAL SVC FUND CHARGES	102,176	223,699	118.93%
HEAT/LIGHT & POWER	3,956	3,955	-0.03%
<b>Total Expenditures</b>	346,250	472,291	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **PAYROLL**

#### **Program Description**

Responsible for the timely and accurate compensation of employees in accordance with City policies and directives of federal, state and local laws. Additionally, payroll staff processes and disburses mandatory and voluntary payroll deductions according to law and City policy.

#### **Program Trends**

A high level of confidentiality and integrity needs to be maintained in this group because of the sensitive nature of the information processed.

#### **Program 2005/06 Initiatives**

- Work with employees to increase usage of direct deposits.

# ADMINISTRATIVE SERVICES

## PAYROLL

## POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.67

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	0	0	0.00%
INTERNAL SVCS FD RECEIPTS	0	438,669	0.00%
<b>Total Revenues</b>	0	438,669	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	170,345	334,444	96.33%
MATERIALS & SUPPLIES	94	94	0.00%
CONTRACTUAL SVCS	1,967	1,966	-0.05%
INTERNAL SVC FUND CHARGES	73,431	99,322	35.26%
HEAT/LIGHT & POWER	2,843	2,843	0.00%
<b>Total Expenditures</b>	248,680	438,669	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **ADMINISTRATION**

#### **Program Description**

Responsible for the oversight of the Administrative Services Department's activities and staff including all City investments, financial reporting, purchasing services and the City's annual audit.

#### **Program Trends**

This program provides the financial oversight and control for the entire City and as such must implement the best management practices and the highest level of integrity.

#### **Program 2005/06 Initiatives**

- Continue working with City Manager and City Council to more fully develop the City's financial policies.

# ADMINISTRATIVE SERVICES

## ADMINISTRATION POLICY, ADMIN, LEGAL

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	1,026,315	0.00%
<b>Total Revenues</b>	0	1,026,315	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	623,079	563,714	-9.53%
MATERIALS & SUPPLIES	6,562	6,562	0.00%
CONTRACTUAL SVCS	163,512	163,511	-0.00%
INTERNAL SVC FUND CHARGES	268,590	254,053	-5.41%
HEAT/LIGHT & POWER	10,398	10,398	0.00%
<b>Total Expenditures</b>	1,072,141	998,238	

## ADMINISTRATIVE SERVICES DEPARTMENT

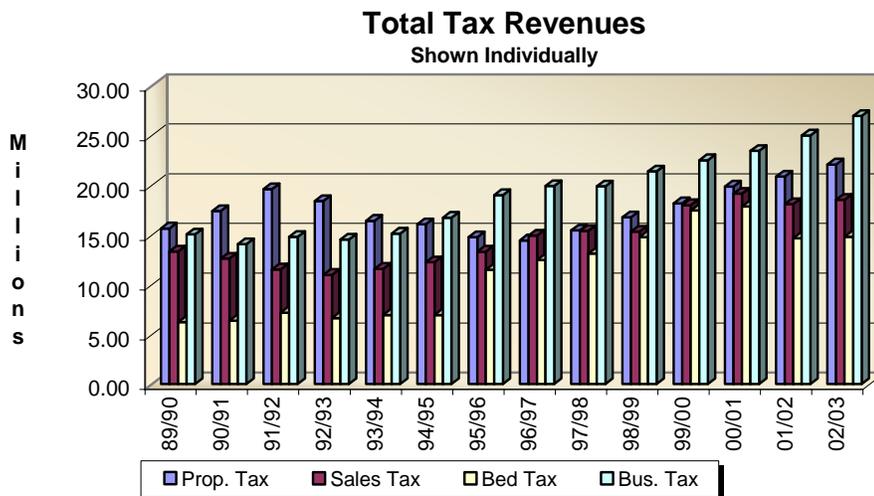
### REVENUE ADMINISTRATION

#### Program Description

Through the use of both City staff and contract services this program is responsible for the administration and collection of the City's major revenues, including business, transient occupancy, sales and property taxes.

#### Program Trends

The City's 4 major revenues, business, transient occupancy, sales and property taxes, represent about 72% of the City's general revenues. Because of this fact it is imperative that the City concentrate its efforts on protecting and enhancing these revenues. The following chart graphically illustrates the overall trends for these major revenues.



Because of the importance of these revenues in enabling the City to provide the high level of services the community expects, staff and elected officials must work closely with the community and business leaders to assure that Beverly Hills keeps its competitive edge

#### Program 2005/06 Initiatives

- Complete the series of audits initiated during the current fiscal year for Real Estate Offices and Surgical Centers.
- Follow-up with local real estate organizations to make certain that the code changes enacted in January are understood and properly applied.

# ADMINISTRATIVE SERVICES

## REVENUE ADMINISTRATION

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.50
PT Seasonal or Hourly	1.00
Part Time w/Benefits	1.50

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
PROPERTY TAX	24,448,095	25,798,772	5.52%
OTHER TAXES	68,187,534	73,840,175	8.29%
INTERGOVTAL REVENUES	879,418	748,044	-14.94%
LICENSES & PERMITS	571,383	1,071,383	87.51%
USE OF MONEY & PROPERTY	6,323,674	6,580,075	4.05%
SERVICE FEES & CHARGES	4,349,204	0	-100.00%
MISCELLANEOUS REVENUES	2,161,296	1,352,708	-37.41%
TRANSFERS IN	0	6,000	0.00%
<b>Total Revenues</b>	106,920,604	109,397,157	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	296,365	(5,316,839)	-1894.02%
MATERIALS & SUPPLIES	4,374	4,374	0.00%
CONTRACTUAL SVCS	4,806,457	4,566,685	-4.99%
INTERNAL SVC FUND CHARGES	259,882	3,168,532	1119.22%
OTHER TRANSFERS OR EXPENSES	0	132,128	0.00%
HEAT/LIGHT & POWER	4,946	4,946	0.00%
TRANSFERS OUT	15,766,075	11,707,691	-25.74%
<b>Total Expenditures</b>	21,138,099	14,267,517	

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **GENERAL & UTILITY BILLING**

#### **Program Description**

Responsible for the accounts receivable functions of the City. Functions include: all phases of customer billing, such as file maintenance, transaction recordation, account billing, late and penalty notices; account collection and payment processing of utility accounts; monthly parking programs; preferential parking permits; annual renewals of security alarm and business permits; and, other miscellaneous city programs and special events.

#### **Program Trends**

This group serves as a resource to the City's utility funds providing customer support.

#### **Program 2005/06 Initiatives**

- Implement new alarm billing system and process.

# ADMINISTRATIVE SERVICES

## GENERAL & UTILITY BILLING

### POLICY, ADMIN, LEGAL

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	6.50
PT Seasonal or Hourly	2.00
Part Time w/Benefits	0.50

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	1,489,863	0.00%
<b>Total Revenues</b>	0	1,489,863	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	580,118	520,541	-10.27%
MATERIALS & SUPPLIES	384	482	25.52%
CONTRACTUAL SVCS	5,823	7,282	25.06%
INTERNAL SVC FUND CHARGES	250,071	453,431	81.32%
DEBT, DEPRECIATION & CLAIMS	500,000	500,000	0.00%
HEAT/LIGHT & POWER	9,681	11,880	22.71%
<b>Total Expenditures</b>	1,346,077	1,493,616	





**POLICE DEPARTMENT**

# **POLICE DEPARTMENT**

## **DEPARTMENT CHARGE**

The Police Department is responsible for the protection of life and property and the enforcement of the law, thereby enhancing the quality of life throughout the community. The Department is composed of four divisions, some of which have been awarded operation specific grants. The divisions include Police Administration, Investigations and Police Community Outreach, Field Services, and Police Support.

## **DEPARTMENT PROGRAMS**

### **Police Administration**

Personnel Investigations  
Press Relations  
Intelligence Unit  
Administration  
Law Enforcement Grants & Special Rev.

### **Investigations and Police Community Outreach Division**

Crime Prevention Bureau  
- Crime Prevention Detail  
- School Resources Section  
Detective Bureau

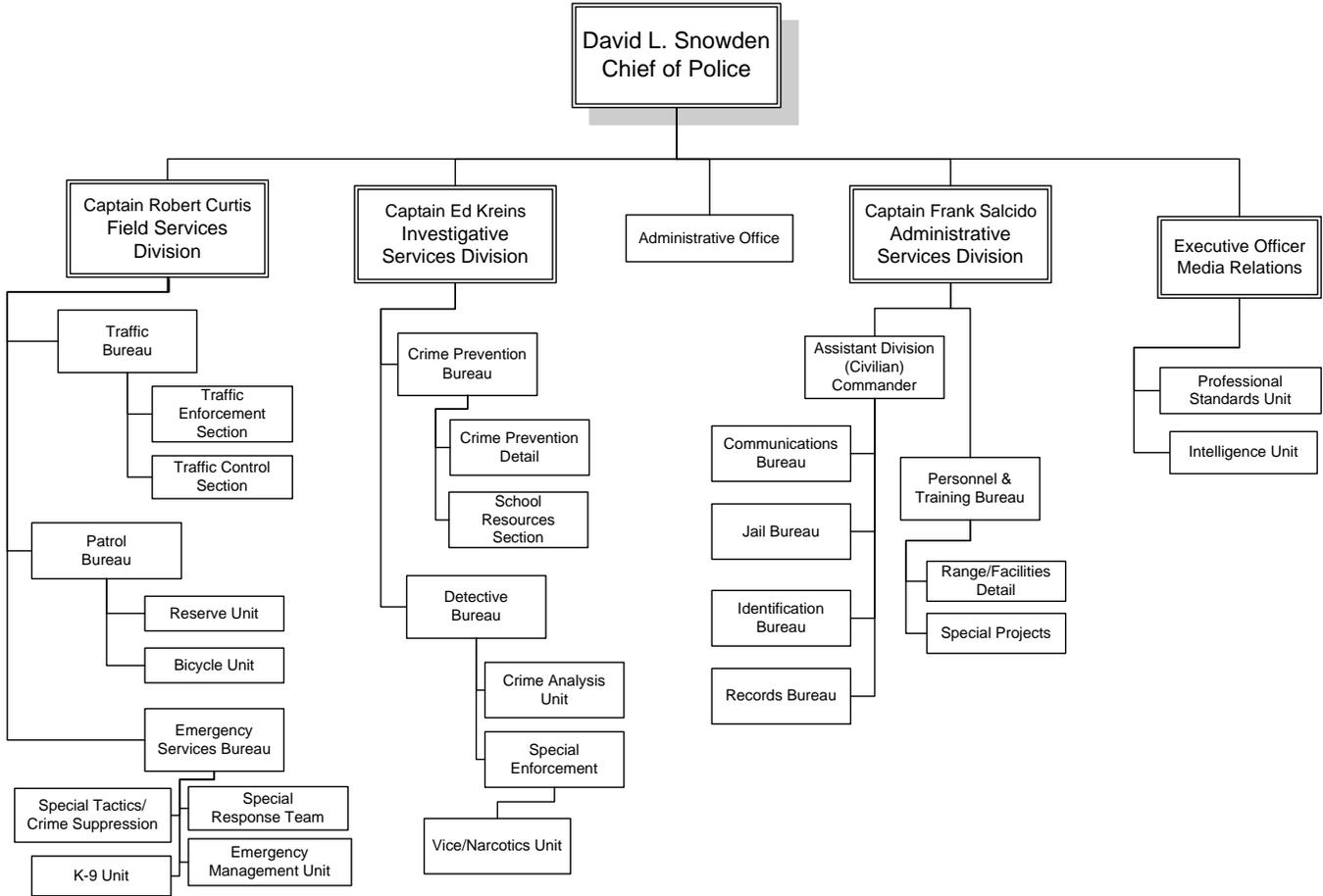
### **Field Services Division**

Patrol Bureau  
Traffic Bureau  
Emergency Services Bureau

### **Police Support Division**

Communications Bureau  
Identification Bureau  
Jail Bureau  
Personnel & Training Bureau  
- Training  
- Recruitment and Hiring  
- Range/Facilities/Special Projects Detail  
Records Bureau  
Police Cadet Program

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

<b>Full Time Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Police Administration	10.00	10.00	0.00%
Investigations & Community Outreach	35.50	35.50	0.00%
Field Services Division	107.50	107.50	0.00%
Police Support	56.00	56.00	0.00%
<b>Total Full Time Positions</b>	<b>209.00</b>	<b>209.00</b>	<b>0.00%</b>

<b>Part Time Regular, Seasonal and Hourly Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Police Administration	0.50	0.50	0.00%
Investigations & Community Outreach	-	-	0.00%
Field Services Division	-	-	0.00%
Police Support	3.50	3.50	0.00%
<b>Total Part Time Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00%</b>



# POLICE DEPARTMENT

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	48,000	416,171	767.02%
FINES & PENALTIES	858,939	861,780	0.33%
USE OF MONEY & PROPERTY	0	21,500	0.00%
SERVICE FEES & CHARGES	926,607	492,735	-46.82%
TRUST RECEIPTS	0	25,000	0.00%
MISCELLANEOUS REVENUES	0	10,000	0.00%
<b>Total Revenues</b>	<b>1,833,546</b>	<b>1,827,186</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	26,254,226	29,609,357	12.78%
MATERIALS & SUPPLIES	316,966	291,118	-8.15%
CONTRACTUAL SVCS	369,794	440,696	19.17%
CAPITAL OUTLAY	13,545	0	-100.00%
INTERNAL SVC FUND CHARGES	7,563,475	11,316,998	49.63%
HEAT/LIGHT & POWER	383,172	383,168	-0.00%
<b>Total Expenditures</b>	<b>34,901,178</b>	<b>42,041,337</b>	

## ***POLICE DEPARTMENT***

### **PERSONNEL INVESTIGATIONS**

#### **Program Description**

The Unit, which investigates personnel complaints filed against Department employees, conducts intensive investigations and impartial reviews to ensure that the Department's integrity and the public's trust are maintained.

#### **Program Trends**

None.

#### **Program 2005/06 Initiatives**

- Develop a better tracking system to ensure that investigations are completed within the appropriate time limit.

# POLICE DEPARTMENT

## PERSONNEL INVESTIGATIONS

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.05

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	305,840	327,752	7.16%
MATERIALS & SUPPLIES	1,133	1,133	0.00%
CONTRACTUAL SVCS	107	657	514.02%
INTERNAL SVC FUND CHARGES	88,108	189,762	115.37%
HEAT/LIGHT & POWER	4,464	4,463	-0.02%
<b>Total Expenditures</b>	<b>399,652</b>	<b>523,767</b>	

**PRESS RELATIONS**

**Program Description**

Responsible for developing and maintaining mutual respect between the news media and the Department and providing necessary information in matters of mutual concern.

**Program Trends**

None

**Program 2005/06 Initiatives**

- None.

# POLICE DEPARTMENT

## PRESS RELATIONS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.30

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	51,892	54,160	4.37%
MATERIALS & SUPPLIES	142	142	0.00%
CONTRACTUAL SVCS	250	250	0.00%
INTERNAL SVC FUND CHARGES	14,949	25,820	72.72%
HEAT/LIGHT & POWER	757	757	0.00%
<b>Total Expenditures</b>	<b>67,990</b>	<b>81,129</b>	

## ***POLICE DEPARTMENT***

### **INTELLIGENCE UNIT**

#### **Program Description**

The Unit lawfully gathers and disseminates information pertaining to unreported criminal activity which could adversely affect the peace, safety or security of the City, with the greatest emphasis placed on countering the threat of terrorism.

#### **Program Trends**

Counter-terrorism continues to be the Unit's top priority.

#### **Program 2005/06 Initiatives**

- To expand the Department's participation with federal, state, and local anti-terrorism programs.

# POLICE DEPARTMENT

## INTELLIGENCE UNIT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.05

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	189,906	209,837	10.50%
MATERIALS & SUPPLIES	142	142	0.00%
CONTRACTUAL SVCS	170	670	294.12%
INTERNAL SVC FUND CHARGES	54,709	70,814	29.44%
HEAT/LIGHT & POWER	2,772	2,772	0.00%
<b>Total Expenditures</b>	<b>247,699</b>	<b>284,235</b>	

## ***POLICE DEPARTMENT***

### **ADMINISTRATION**

#### **Program Description**

The Police Administration office is responsible for directing overall operations and activities of the Department and administering a broad program of police services.

#### **Program Trends**

None.

#### **Program 2005/06 Initiatives**

None.

# POLICE DEPARTMENT

## ADMINISTRATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.60
Part Time w/Benefits	0.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	745,958	655,481	-12.13%
MATERIALS & SUPPLIES	10,600	10,100	-4.72%
CONTRACTUAL SVCS	8,787	11,172	27.14%
INTERNAL SVC FUND CHARGES	214,900	342,593	59.42%
HEAT/LIGHT & POWER	10,887	10,887	0.00%
<b>Total Expenditures</b>		991,132	1,030,233

## ***POLICE DEPARTMENT***

### **LAW ENFORCEMENT GRANTS & SPECIAL REVENUE PROGRAMS**

#### **Program Description**

Separate account tracking procedures required for special law enforcement revenue sources and Police Department grants are administered through this budget program. Additional information concerning the three grant programs and three revenue sources are included on the following page.

#### **Program Trends**

Equitable sharing of Federal and State seized assets is dependent upon use of informants, conspicuous drug activity and police investigations.

Inmate Welfare revenue is dependent on jail pay phone use by detainees housed in the jail.

Grant funding is dependent upon Federal and State appropriations and ability to meet grant requirements.

#### **Program 2005/06 Initiatives**

- Apply for Federal and State grant opportunities, where available.
- Ensure compliance with grant and special revenue requirements to maintain funding eligibility.

# POLICE DEPARTMENT

## ENFORCEMENT GRANTS & SPECIAL REVENUES

### LAW ENFORCEMENT GRANTS

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	0	266,055	0.00%
USE OF MONEY & PROPERTY	0	21,500	0.00%
<b>Total Revenues</b>	0	287,555	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	0	108,835	0.00%
MATERIALS & SUPPLIES	0	645	0.00%
CONTRACTUAL SVCS	0	89,809	0.00%
INTERNAL SVC FUND CHARGES	0	37,575	0.00%
<b>Total Expenditures</b>	0	236,864	

**CRIME PREVENTION DETAIL**

**Program Description**

Responsible for maintaining all crime prevention and community awareness programs sponsored by the Department.

**Program Trends**

Crime prevention programs are expanding from a traditional crime fighting tool to programs which incorporate emergency preparedness and Neighborhood Watch.

**Program 2005/06 Initiatives**

- Incorporate Neighborhood Watch into the City's Citizen Corps program.
- Improve communication with the business community.
- Provide additional training for block captains and encourage more active participation in the Neighborhood Watch program.
- Expand the number of blocks participating in the Neighborhood Watch program.

# POLICE DEPARTMENT

## CRIME PREVENTION DETAIL GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.20

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	264,092	293,227	11.03%
MATERIALS & SUPPLIES	5,076	5,077	0.02%
CONTRACTUAL SVCS	5,263	4,763	-9.50%
INTERNAL SVC FUND CHARGES	76,081	388,325	410.41%
HEAT/LIGHT & POWER	3,854	3,855	0.03%
<b>Total Expenditures</b>	<b>354,366</b>	<b>695,247</b>	

**SCHOOL RESOURCES SECTION**

**Program Description**

The School Resource Officer Program provides drug awareness and a safe learning environment for students of the Beverly Hills Unified School District, and is a resource for students, faculty, parents, neighbors, and businesses to manage school-related disputes and crime issues.

**Program Trends**

In addition to providing information regarding drug awareness, School Resource Officers provide a wide range of assistance to students, faculty, and parents.

**Program 2005/06 Initiatives**

- Plan response drills to school emergencies with police, fire, and school personnel.
- Expand anti-bullying programs.
- Provide lockdown procedures for private schools.
- Provide parent education regarding their role during lockdown events.

# POLICE DEPARTMENT

## SCHOOL RESOURCES SECTION

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	6.15

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	42,000	0	-100.00%
<b>Total Revenues</b>	42,000	0	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	881,126	993,685	12.77%
MATERIALS & SUPPLIES	5,199	5,199	0.00%
CONTRACTUAL SVCS	4,006	5,005	24.94%
INTERNAL SVC FUND CHARGES	253,840	376,601	48.36%
HEAT/LIGHT & POWER	12,860	12,859	-0.01%
<b>Total Expenditures</b>	1,157,031	1,393,349	

## ***POLICE DEPARTMENT***

### **DETECTIVE BUREAU**

#### **Program Description**

Responsible for the apprehension of criminals through investigation, recovery of stolen property and preparation and presentation of evidence in criminal cases.

#### **Program Trends**

Review outstanding warrants, actively follow-up on all open homicide cases, identify illicit narcotics activity within the City and continue to work with local, state and federal agencies.

#### **Program 2005/06 Initiatives**

- Maintain detective clearance rate above the state level.
- Identify and arrest person(s) responsible for numerous residential and commercial burglaries committed during the past year.
- Continue to train detective personnel through accredited schools.
- Initiate an undercover decoy program to stop the sale of alcoholic beverages to minors.

# POLICE DEPARTMENT

## DETECTIVE BUREAU GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	25.65

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	0	15,000	0.00%
MISCELLANEOUS REVENUES	0	10,000	0.00%
<b>Total Revenues</b>	0	25,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	3,949,008	4,237,303	7.30%
MATERIALS & SUPPLIES	28,236	27,237	-3.54%
CONTRACTUAL SVCS	53,150	55,826	5.03%
INTERNAL SVC FUND CHARGES	1,137,654	1,310,692	15.21%
HEAT/LIGHT & POWER	57,635	57,635	0.00%
<b>Total Expenditures</b>	5,225,683	5,688,693	

## ***POLICE DEPARTMENT***

### **PATROL BUREAU**

#### **Program Description**

Responsible for safeguarding the community by preventing crime, suppressing criminal activity, apprehending criminals, preserving the peace, and protecting life and property.

#### **Program Trends**

Continue highly visible police presence in the City, including inspections of critical infrastructure, with visitors, residents and members of the business community.

#### **Program 2005/06 Initiatives**

- Maintain a three minute response time to emergency calls.
- Increase membership in the Reserve Unit.
- Increase weapons of mass destruction and terrorism training with Fire Department personnel.

# POLICE DEPARTMENT

## PATROL BUREAU GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	60.66

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
FINES & PENALTIES	337,536	338,957	0.42%
SERVICE FEES & CHARGES	521,709	150,600	-71.13%
<b>Total Revenues</b>	<b>859,245</b>	<b>489,557</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	8,541,759	9,916,973	16.10%
MATERIALS & SUPPLIES	18,656	16,007	-14.20%
CONTRACTUAL SVCS	14,773	15,033	1.76%
CAPITAL OUTLAY	8,240	0	-100.00%
INTERNAL SVC FUND CHARGES	2,460,762	3,339,086	35.69%
HEAT/LIGHT & POWER	124,664	124,664	0.00%
<b>Total Expenditures</b>	<b>11,168,854</b>	<b>13,411,763</b>	

**TRAFFIC BUREAU**

**Program Description**

Responsible for a variety of policing functions, including emergency call response, traffic violation enforcement, collision investigation, traffic control, peak-hour road clearance, photo red light enforcement, special event planning and special operations, such as DUI checkpoints and school safety zones.

**Program Trends**

Conduct community outreach with programs such as Neighborhood Speed Watch, and maximize grant funded opportunities to reduce the number of injury collisions and increase public education concerning roadway safety, emphasizing DUI and licensing violations.

**Program 2005/06 Initiatives**

- Implement the Neighborhood Speed Watch program.
- Continue to support photo speed legislation (SBH 466.)
- Reduce injury collisions, with emphasis on pedestrian and alcohol-related cases.
- Increase the number of intoxicated driving arrests.

# POLICE DEPARTMENT

## TRAFFIC BUREAU GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	30.72

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
FINES & PENALTIES	521,403	522,823	0.27%
SERVICE FEES & CHARGES	99,701	135,000	35.40%
<b>Total Revenues</b>	621,104	657,823	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	3,710,784	4,268,425	15.03%
MATERIALS & SUPPLIES	37,280	31,880	-14.48%
CONTRACTUAL SVCS	23,051	18,051	-21.69%
CAPITAL OUTLAY	3,090	0	-100.00%
INTERNAL SVC FUND CHARGES	1,069,025	1,114,420	4.25%
HEAT/LIGHT & POWER	54,158	54,157	-0.00%
<b>Total Expenditures</b>	4,897,388	5,486,933	

## ***POLICE DEPARTMENT***

### **EMERGENCY SERVICES BUREAU**

#### **Program Description**

Coordinate activities of the Special Tactics Unit, Crime Suppression Unit, Canine Unit, Special Response Team and the Emergency Management Unit to support, prevent or respond to emergency situations requiring resources and expertise beyond those of normal police operations.

#### **Program Trends**

Continue to focus on the fight against terrorism in addition to daily emphasis on crime in the City.

#### **Program 2005/06 Initiatives**

- Continue training and equipping officers in terrorism and weapons of mass destruction recognition and operations.
- Train City personnel and the community concerning terrorism and weapons of mass destruction awareness.
- Pursue grant opportunities to provide critical infrastructure protection.
- Maintain interaction with the intelligence community for preparedness and prevention of terrorist events.

# POLICE DEPARTMENT

## EMERGENCY SERVICES BUREAU

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	16.12

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	2,391,107	2,690,619	12.53%
MATERIALS & SUPPLIES	29,406	25,456	-13.43%
CONTRACTUAL SVCS	37,587	38,806	3.24%
CAPITAL OUTLAY	0	0	0.00%
INTERNAL SVC FUND CHARGES	688,844	611,363	-11.25%
HEAT/LIGHT & POWER	34,897	34,897	0.00%
<b>Total Expenditures</b>	<b>3,181,841</b>	<b>3,401,141</b>	

***POLICE DEPARTMENT***

**COMMUNICATIONS BUREAU**

**Program Description**

The Communications Bureau answers all emergency and routine calls for service and maintains radio contact with officers and firefighters in the field, acting as a life line and providing support as needed.

**Program Trends**

The Bureau has traditionally had insufficient personnel to adequately staff the dispatch center.

Continued implementation of the wireless 9-1-1 network.

**Program 2005/06 Initiatives**

- Achieve full staffing, thereby reducing overtime and mandatory on-call requirements.

# POLICE DEPARTMENT

## COMMUNICATIONS BUREAU

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	20.55

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	0	150,000	0.00%
<b>Total Revenues</b>	0	150,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,804,052	2,209,006	22.45%
MATERIALS & SUPPLIES	5,998	5,999	0.02%
CONTRACTUAL SVCS	21,220	21,220	0.00%
CAPITAL OUTLAY	2,215	0	-100.00%
INTERNAL SVC FUND CHARGES	519,722	1,260,142	142.46%
HEAT/LIGHT & POWER	26,330	26,329	-0.00%
<b>Total Expenditures</b>	2,379,537	3,522,696	

## ***POLICE DEPARTMENT***

### **IDENTIFICATION BUREAU**

#### **Program Description**

Responsible for the investigation and documentation at crime scenes to collect evidence, provide expertise in comparing fingerprints and other physical evidence linking a suspect to a crime, provide photographic services as required by the Department and maintain custody of evidence and property.

#### **Program Trends**

As increased technology enhances the Bureau's ability to identify suspects, additional training and the procurement of newly-developed technology are essential.

#### **Program 2005/06 Initiatives**

- Fill the vacant Live-scan Fingerprint Technician/Property Officer position to manage the live-scan input terminal and applicants.
- Add an additional Forensic Specialist to enter latent fingerprint evidence into the Los Angeles County/State computer data base.

# POLICE DEPARTMENT

## IDENTIFICATION BUREAU

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.75

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	4,471	3,200	-28.43%
<b>Total Revenues</b>	4,471	3,200	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	635,261	675,983	6.41%
MATERIALS & SUPPLIES	51,570	49,571	-3.88%
CONTRACTUAL SVCS	10,944	11,042	0.90%
CAPITAL OUTLAY	0	0	0.00%
INTERNAL SVC FUND CHARGES	183,010	363,726	98.75%
HEAT/LIGHT & POWER	9,271	9,271	0.00%
<b>Total Expenditures</b>	890,056	1,109,593	

## ***POLICE DEPARTMENT***

### **JAIL BUREAU**

#### **Program Description**

The Jail Bureau is responsible for receiving and booking arrestees and providing for the safety and well being of persons in custody.

#### **Program Trends**

The number of Immigration and Customs Enforcement prisoners housed at the BHPD Jail has declined, reducing revenue generated from housing its prisoners.

#### **Program 2005/06 Initiatives**

- Implement a court committal program to generate additional revenue.

# POLICE DEPARTMENT

## JAIL BUREAU GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	10.48
Part Time w/Benefits	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	0	10,914	0.00%
SERVICE FEES & CHARGES	108,765	10,000	-90.81%
<b>Total Revenues</b>	<b>108,765</b>	<b>20,914</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	833,264	979,102	17.50%
MATERIALS & SUPPLIES	25,575	25,576	0.00%
CONTRACTUAL SVCS	39,175	39,175	0.00%
CAPITAL OUTLAY	0	0	0.00%
INTERNAL SVC FUND CHARGES	240,052	709,475	195.55%
HEAT/LIGHT & POWER	12,161	12,161	0.00%
<b>Total Expenditures</b>	<b>1,150,227</b>	<b>1,765,489</b>	

**TRAINING**

**Program Description**

Responsible for training all Department employees, maintaining training records and complying with State training standards.

**Program Trends**

As a leader of cooperative intra-agency training, continue in-house training and develop in-house instructors to reduce training costs.

**Program 2005/06 Initiatives**

- Maintain compliance with Peace Officers Standards and Training (POST), and Standards and Training for Corrections (STC) training standards.
- Continue to participate in cooperative training with allied agencies.
- Expand the Department's pool of qualified instructors.

# POLICE DEPARTMENT

## TRAINING GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	6,000	0	-100.00%
SERVICE FEES & CHARGES	60,425	45,000	-25.53%
<b>Total Revenues</b>	<b>66,425</b>	<b>45,000</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	295,844	321,023	8.51%
MATERIALS & SUPPLIES	5,459	5,459	0.00%
CONTRACTUAL SVCS	5,441	5,440	-0.02%
CAPITAL OUTLAY	0	0	0.00%
INTERNAL SVC FUND CHARGES	85,228	123,793	45.25%
HEAT/LIGHT & POWER	4,318	4,317	-0.02%
<b>Total Expenditures</b>	<b>396,290</b>	<b>460,032</b>	

## ***POLICE DEPARTMENT***

### **RECRUITMENT AND HIRING**

#### **Program Description**

Responsible for the recruitment, induction and placement of sworn and civilian Department employees.

#### **Program Trends**

Recruiting and hiring of personnel remains a priority.

Proposed expansion of the Reserve Program will increase the workload for this Unit.

Increased competition for law enforcement applicants necessitates innovative recruitment techniques.

#### **Program 2005/06 Initiatives**

- Conduct proactive recruitment efforts at colleges and private job fairs in order to remain at full complement.
- Reinstate recruiting efforts through law enforcement and military publications.
- Develop a multi-media recruiting presentation.

# POLICE DEPARTMENT

## RECRUITMENT & HIRING

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.15

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	0	3,600	0.00%
<b>Total Revenues</b>	0	3,600	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	330,533	357,797	8.25%
MATERIALS & SUPPLIES	32,342	32,343	0.00%
CONTRACTUAL SVCS	113,902	113,339	-0.49%
CAPITAL OUTLAY	0	0	0.00%
INTERNAL SVC FUND CHARGES	95,222	133,974	40.70%
HEAT/LIGHT & POWER	4,824	4,824	0.00%
<b>Total Expenditures</b>	576,823	642,277	

## ***POLICE DEPARTMENT***

### **RANGE/FACILITIES/SPECIAL PROJECTS DETAIL**

#### **Program Description**

Responsible for weapons training and maintenance of the range; maintenance of the police building; and oversight of special projects.

#### **Program Trends**

None

#### **Program 2005/06 Initiatives**

- Comply with POST Perishable Skills range training requirements.
- Explore closed circuit television system and the Automated License Plate Recognition system.
- Complete the Police Department building security project.

# POLICE DEPARTMENT

## RANGE/FAC/SPC PROJ DETAIL GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.83

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	271,341	292,506	7.80%
MATERIALS & SUPPLIES	54,537	44,537	-18.34%
CONTRACTUAL SVCS	26,428	5,177	-80.41%
CAPITAL OUTLAY	0	0	0.00%
INTERNAL SVC FUND CHARGES	78,170	92,407	18.21%
HEAT/LIGHT & POWER	3,960	3,960	0.00%
<b>Total Expenditures</b>	<b>434,436</b>	<b>438,587</b>	

**RECORDS BUREAU**

**Program Description**

The Records Bureau manages written and digital information compiled by other bureaus, collects statistical information for mandatory reporting, searches state data bases for information on arrested persons and suspects under investigation, coordinates the release of prisoners and property, and processes applicants for City permits and employment.

**Program Trends**

Personnel shortages prevent 24/7 staffing, impacting services to both field personnel and the public.

Delayed implementation of a digital imaging system has increased the need for storage space for paper documents, despite the on-going purging project.

**Program 2005/06 Initiatives**

- Procure a digital imaging system for records management, with assistance from Information Technology.
- Implement a new patrol video system and train all Records personnel in its use.

# POLICE DEPARTMENT

## RECORDS BUREAU GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	11.75

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	131,536	133,935	1.82%
TRUST RECEIPTS	0	25,000	0.00%
<b>Total Revenues</b>	<b>131,536</b>	<b>158,935</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,019,505	990,171	-2.88%
MATERIALS & SUPPLIES	5,615	4,615	-17.81%
CONTRACTUAL SVCS	5,540	5,261	-5.04%
CAPITAL OUTLAY	0	0	0.00%
INTERNAL SVC FUND CHARGES	293,705	688,360	134.37%
HEAT/LIGHT & POWER	14,879	14,879	0.00%
<b>Total Expenditures</b>	<b>1,339,244</b>	<b>1,703,286</b>	

## ***POLICE DEPARTMENT***

### **POLICE CADET PROGRAM**

#### **Program Description**

Police Cadets are college-age students who supplement department activities while gaining valuable experience and exposure to the law enforcement profession.

#### **Program Trends**

None

#### **Program 2005/06 Initiatives**

- Expand Cadet training to develop their future law enforcement related skills.

# POLICE DEPARTMENT

## POLICE CADET PROGRAM GENERAL FUND

### Program Staffing

Position Type	Number of Positions
PT Seasonal or Hourly	3.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	32,954	27,472	-16.64%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	9,494	138,070	1354.29%
HEAT/LIGHT & POWER	481	481	0.00%
<b>Total Expenditures</b>	<b>42,929</b>	<b>166,023</b>	





# **FIRE DEPARTMENT**

## **DEPARTMENT CHARGE**

The Fire Department is responsible for the protection of lives and property from the hazards of fire and natural disaster. This includes providing emergency medical aid and training. The Fire Department has five divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services (EMS) and the Cardiopulmonary Resuscitation (CPR)/Community Emergency Response Training (CERT) Program.

## **DEPARTMENT PROGRAMS**

### **Administration**

USAR Program

### **Fire Prevention**

Public Education/Special Events  
Plan Check  
Enforcement  
Investigation

### **Emergency Medical Services**

EMS - Calls for Service  
EMS Program Management  
Certification and Training

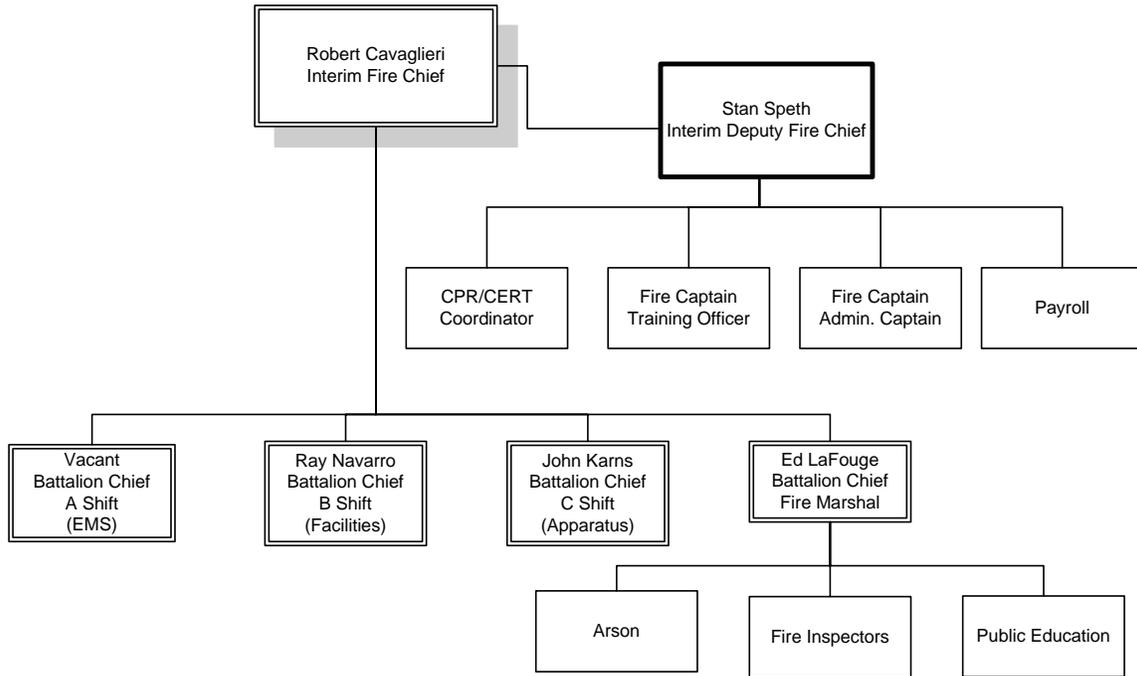
### **Fire Suppression**

Suppression - Calls for Service

### **CPR/CERT Program**

CERT Training  
CPR & First Aid training  
AED Training & PAD Program

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

Full Time Positions	2004/05 Budget	2005/06 Budget	% Change
Administration	6.00	5.50	-9.09%
Fire Prevention	6.00	6.00	0.00%
Fire Suppression	54.40	59.40	8.42%
Emergency Medical Services	21.60	17.60	-22.73%
CPR Program	1.00	1.00	0.00%
<b>Total Full Time Positions</b>	<b>89.00</b>	<b>89.50</b>	<b>0.56%</b>

Part Time Regular, Seasonal and Hourly Positions	2004/05 Budget	2005/06 Budget	% Change
Administration	-	0.50	100.00%
Fire Prevention	-	1.50	100.00%
Fire Suppression	4.00	2.50	-60.00%
Emergency Medical Services	-	-	0.00%
CPR Program	-	-	0.00%
<b>Total Part Time Positions</b>	<b>4.00</b>	<b>4.50</b>	<b>11.11%</b>



# FIRE DEPARTMENT

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	1,436,551	1,426,000	-0.73%
MISCELLANEOUS REVENUES	31,809	50,000	57.19%
<b>Total Revenues</b>	1,468,360	1,476,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	14,446,529	15,117,596	4.65%
MATERIALS & SUPPLIES	383,550	383,551	0.00%
CONTRACTUAL SVCS	144,372	325,127	125.20%
CAPITAL OUTLAY	109,438	93,438	-14.62%
INTERNAL SVC FUND CHARGES	3,121,206	5,892,923	88.80%
HEAT/LIGHT & POWER	207,922	207,922	0.00%
<b>Total Expenditures</b>	18,413,017	22,020,557	

**ADMINISTRATION**

**Program Description**

Responsibilities include hiring of personnel, staffing practices, planning and research, management of records and reports, public information and community relations, procurement of equipment and supplies, special projects, communications, and resource allocation and use.

**Program Trends**

The fire service is constantly evolving due to external influences. It is the responsibility of Administration to monitor these influences and insure that the department is ready and capable to respond.

**Program 2005/06 Initiatives**

- Replacement of retiring Firefighters
- Monitor revenue and expenditures
- Continue implementation of the Strategic Plan
- Professional development of staff
- Adoption of Vehicle Replacement Program
- Implementation of Fire Station Rehabilitation program

# FIRE DEPARTMENT

## ADMINISTRATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.50
Part Time w/Benefits	0.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
MISCELLANEOUS REVENUES	31,809	50,000	57.19%
<b>Total Revenues</b>	31,809	50,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,043,780	1,062,775	1.82%
MATERIALS & SUPPLIES	14,095	14,095	0.00%
CONTRACTUAL SVCS	59,799	59,799	0.00%
CAPITAL OUTLAY	109,438	93,438	-14.62%
INTERNAL SVC FUND CHARGES	226,013	394,672	74.62%
HEAT/LIGHT & POWER	16,766	16,766	0.00%
<b>Total Expenditures</b>	1,469,891	1,641,545	

## ***FIRE DEPARTMENT***

### **PUBLIC EDUCATION/SPECIAL EVENTS**

#### **Program Description**

Responsibilities include the planning of Fire Service Day activities and Fire Prevention week school visits. In addition, responsibilities include the planning and resource allocation for various City special events such as the Safety Expo.

#### **Program Trends**

The Beverly Hills Fire Department is well known for producing a very elaborate and successful Fire Service Day.

#### **Program 2005/06 Initiatives**

- Work with the Beverly Hills Unified School District in the planning of Fire Prevention Week
- Work with the City's Communications and Marketing function for the successful implementation of various community events
- Develop new community outreach program

# FIRE DEPARTMENT

## PUBLIC EDUC/SPCL EVENTS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.60
Part Time w/Benefits	0.38

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	159,619	100,000	-37.35%
<b>Total Revenues</b>	159,619	100,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	32,119	77,592	141.58%
MATERIALS & SUPPLIES	644	644	0.00%
CONTRACTUAL SVCS	612	612	0.00%
INTERNAL SVC FUND CHARGES	6,955	113,470	1531.49%
HEAT/LIGHT & POWER	786	786	0.00%
<b>Total Expenditures</b>	41,116	193,104	

**PLAN CHECK**

**Program Description**

An important and practical fire prevention function involves the participation of the Fire Marshal or a designated representative in the review of building plans, specifications, and in the construction process.

**Program Trends**

Building designs and construction continue to evolve with new materials and lighter construction. State Fire Marshal requires the Fire Department to plan check all new construction for compliance with Health and Safety Code. Additionally, the Fire Department insures that all new construction complies with the requirements of the Fire Code.

**Program 2005/06 Initiatives**

- Hire two civilian Fire Inspectors
- Participate in the County Fire Marshal's Association
- Adopt new Fire Code
- Computerize Bureau records

# FIRE DEPARTMENT

## PLAN CHECK GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.95
Part Time w/Benefits	0.38

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	100,683	94,000	-6.64%
<b>Total Revenues</b>	100,683	94,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	224,831	297,952	32.52%
MATERIALS & SUPPLIES	4,501	4,501	0.00%
CONTRACTUAL SVCS	4,281	4,281	0.00%
INTERNAL SVC FUND CHARGES	48,683	118,147	142.69%
HEAT/LIGHT & POWER	5,503	5,503	0.00%
<b>Total Expenditures</b>	287,799	430,384	

**ENFORCEMENT**

**Program Description**

Responsibilities include the enforcement of municipal and fire codes in existing occupancies with fire suppression and fire prevention personnel.

**Program Trends**

The State of California is in the process of adopting new fire and building codes. Personnel will need to familiarize themselves with these new codes.

**Program 2005/06 Initiatives**

- Proactive detection and enforcement of violations
- Train Firefighter personnel in the use of the new codes
- Transition all inspection records into the Firehouse Records Management System

# FIRE DEPARTMENT

## ENFORCEMENT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.85
Part Time w/Benefits	0.38

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	76,249	54,000	-29.18%
<b>Total Revenues</b>	76,249	54,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	382,476	444,832	16.30%
MATERIALS & SUPPLIES	7,072	7,072	0.00%
CONTRACTUAL SVCS	6,728	6,728	0.00%
INTERNAL SVC FUND CHARGES	82,819	149,457	80.46%
HEAT/LIGHT & POWER	8,648	8,648	0.00%
<b>Total Expenditures</b>	487,743	616,737	

**INVESTIGATION**

**Program Description**

The thorough investigation of fires is an integral part of the Fire Department's commitment to public safety. Fire Investigation includes two areas: 1) fire cause and determination; and 2) investigation of criminal actions which may have contributed to a fire.

**Program Trends**

Analysis of the causes of fires is the basis for establishing fire prevention program priorities and providing fire safety information to our residents.

**Program 2005/06 Initiatives**

- Provide training for Firefighters in fire cause and origin investigations
- Develop agreements with surrounding agencies for additional investigators on major incidents
- Provide education materials to the community on the most common causes of fires in the community

# FIRE DEPARTMENT

## INVESTIGATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.60
Part Time w/Benefits	0.38

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	32,119	77,592	141.58%
MATERIALS & SUPPLIES	644	644	0.00%
CONTRACTUAL SVCS	612	612	0.00%
INTERNAL SVC FUND CHARGES	0	44,542	0.00%
HEAT/LIGHT & POWER	786	786	0.00%
<b>Total Expenditures</b>	<b>34,161</b>	<b>124,176</b>	

## ***FIRE DEPARTMENT***

### **SUPPRESSION - CALLS FOR SERVICE**

#### **Program Description**

The Fire Department is structured around the primary mission of fire suppression. This structure reflects a realistic appraisal of the fire-risk profile in the community. Additionally, emergency response includes a variety of incidents that present an immediate threat to lives and property.

#### **Program Trends**

While the emphasis of the Fire Department centers around fire suppression, the trend is for additional resources to be committed to emergency medical service, fire prevention, public education, risk reduction, and hazard abatement programs. Additionally, homeland security issues require more of our training time and budget allocations.

#### **Program 2005/06 Initiatives**

- Work with surrounding agencies on developing automatic aid agreements
- Train Firefighters in responding to incidents involving possible terrorist activities

# FIRE DEPARTMENT

## SUPPRESSION-CALLS FOR SER GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	57.70
PT Seasonal or Hourly	2.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	0	18,000	0.00%
<b>Total Revenues</b>	0	18,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	8,624,852	8,326,451	-3.46%
MATERIALS & SUPPLIES	245,218	245,218	0.00%
CONTRACTUAL SVCS	0	127,755	0.00%
INTERNAL SVC FUND CHARGES	1,867,572	3,524,755	88.73%
HEAT/LIGHT & POWER	129,190	129,190	0.00%
<b>Total Expenditures</b>	10,866,832	12,353,369	

**USAR PROGRAM**

**Program Description**

The Urban Search and Rescue Program (USAR) has been in existence since 1989. The program currently has 31 members trained in Rescue Systems I & II, Confined Space Rescue, Trench Rescue, AMSAR Advanced Rope Rescue and First Responder Weapons of Mass Destruction (WMD) Response.

**Program Trends**

In an era of uncertainty, the residents of Beverly Hills will depend on the Fire Department for protection against natural and man-made disasters. Historically, we have met every challenge that has come our way from major conflagrations to earthquakes. The USAR Program is an essential element in meeting the challenges of today and tomorrow.

**Program 2005/06 Initiatives**

- Maintain required certifications for team members
- Provide additional WMD training to team members
- Continue to develop the Urban Search and Rescue program
- Participate in regional training exercises with other USAR teams

# FIRE DEPARTMENT

## USAR PROGRAM GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	6.70

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	2,147,257	1,071,209	-50.11%
MATERIALS & SUPPLIES	61,303	61,304	0.00%
CONTRACTUAL SVCS	38,194	38,194	0.00%
INTERNAL SVC FUND CHARGES	464,954	754,900	62.36%
HEAT/LIGHT & POWER	32,298	32,298	0.00%
<b>Total Expenditures</b>	<b>2,744,006</b>	<b>1,957,905</b>	

## ***FIRE DEPARTMENT***

### **EMS - CALLS FOR SERVICE**

#### **Program Description**

The Emergency Medical Services (EMS) Division is charged with the rapid delivery of advanced life support by paramedics and emergency medical technicians that exceeds the recognized community standard. The delivery of this care is to be done, equally, professionally, compassionately and efficiently.

#### **Program Trends**

Emergency medical service has become an increasingly important function of the Fire Department. The rapid response of Paramedic personnel is a vital element in the patient's ability to fully recover. Each year, Fire Department responses to medical emergencies has increased due to the increased density of the community.

#### **Program 2005/06 Initiatives**

- Replace outdated defibrillators
- Replace two Rescue Ambulances

# FIRE DEPARTMENT

## EMS-CALLS FOR SERVICE GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	17.80

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	1,100,000	1,160,000	5.45%
<b>Total Revenues</b>	1,100,000	1,160,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,503,416	2,803,654	86.49%
MATERIALS & SUPPLIES	40,057	40,057	0.00%
CONTRACTUAL SVCS	27,316	27,316	0.00%
INTERNAL SVC FUND CHARGES	325,540	578,228	77.62%
HEAT/LIGHT & POWER	10,448	10,448	0.00%
<b>Total Expenditures</b>	1,906,777	3,459,703	

**EMS PROGRAM MANAGEMENT**

**Program Description**

As a certified provider of Emergency Medical Services, the Fire Department is directly governed by the California State Emergency Services Authority and the Los Angeles County Department of Health Services. However, our Department is also required to comply with regulations and standards imposed by a number of Federal and State agencies.

**Program Trends**

Administrative time required to monitor and maintain mandated programs has been significant and is ever-increasing. Currently, we are inefficient in handling these duties utilizing a suppression engine company captain as a Paramedic Coordinator. Many other fire departments have chosen to utilize the services of a licensed nurse or nurse educator.

**Program 2005/06 Initiatives**

- Develop Nurse Educator Job Description
- Hire RN/Nurse Educator
- Reassign EMS responsibilities from Fire Suppression personnel to Nurse Educator
- Increase Ambulance billing revenues
- Refine and further develop Quality Improvement (QI) Program

# FIRE DEPARTMENT

## EMS PROGRAM MANAGEMENT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.70

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	183,161	150,590	-17.78%
MATERIALS & SUPPLIES	5,008	5,008	0.00%
CONTRACTUAL SVCS	3,415	56,415	1551.98%
INTERNAL SVC FUND CHARGES	39,661	72,130	81.87%
HEAT/LIGHT & POWER	1,306	1,306	0.00%
<b>Total Expenditures</b>	<b>232,551</b>	<b>285,449</b>	

**CERTIFICATION & TRAINING**

**Program Description**

The BHFD requires that all firefighters be trained to a minimum level of Emergency Medical Technician (EMT). Also, our department maintains staffing/training for 21 paramedics. Initial training and certification for EMT's and paramedics is provided by outside resources, while required EMS Continuing Education is provided within our department.

**Program Trends**

The current trend in EMS training is towards an expanded scope of practice for paramedics and EMT's, which has increased our training needs. Additionally, increases in EMS regulatory control are increasing administrative workloads in terms of training documentation and quality assurance.

**Program 2005/06 Initiatives**

- Provide 24 hours of EMT Continuing Education to Firefighters
- Provide 24 hours of Advanced Life Support (ALS) Continuing Education for Paramedics
- Send 2 Firefighters to Paramedic Training Institute
- Initiate Standing Field Treatment Protocols for patient treatment
- Establish 12 lead EKG cardiac monitoring protocol

# FIRE DEPARTMENT

## CERTIFICATION & TRAINING GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.60

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	183,161	729,397	298.23%
MATERIALS & SUPPLIES	5,008	5,008	0.00%
CONTRACTUAL SVCS	3,415	3,415	0.00%
INTERNAL SVC FUND CHARGES	39,661	74,767	88.52%
HEAT/LIGHT & POWER	1,306	1,306	0.00%
<b>Total Expenditures</b>	232,551	813,893	

**CERT CLASSES**

**Program Description**

The Community Emergency Response Training (CERT) program is a 20 hour course that teaches Beverly Hills residents to be self-reliant and self-sufficient when emergency services are not available following a natural or man made disaster.

**Program Trends**

Due to the ever present threat and potential for man made and natural disasters, CERT programs are essential for developing and maintaining a well trained and self reliant citizenry. The threat of terrorism has heightened the general public's awareness and demand for such training.

**Program 2005/06 Initiatives**

- Conduct 2 twenty hour CERT training classes per year
- Conduct 4 refresher training exercises per year
- Conduct Red Cross Sheltering and Mass Casualty classes for enhanced CERT training
- Further develop the CERT Area Team membership
- Develop ways to utilize CERT graduates
- Develop CERT and DCS cross training and participation

# FIRE DEPARTMENT

## CERT TRAINING GENERAL FUND

### Program Staffing

Position Type	Number of Positions

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	32,369	26,466	-18.24%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	7,009	22,331	218.60%
HEAT/LIGHT & POWER	310	310	0.00%
<b>Total Expenditures</b>		39,688	49,107

## ***FIRE DEPARTMENT***

### **CPR & FIRST AID TRAINING**

#### **Program Description**

The goal of Beverly Hills Cardiopulmonary Resuscitation (CPR) is to train as many people as possible in the life-saving skills of CPR and First Aid. We offer three levels of classes in CPR which meet the needs of the lay public as well as the Health Care Professional. In addition to public classes, we offer private classes to Beverly Hills residents and businesses.

#### **Program Trends**

The demand for learning the techniques of CPR and the procedures for assisting others when an injury occurs is constantly increasing.

#### **Program 2005/06 Initiatives**

- Surpass 90,000 trained individuals
- Increase the cadre of volunteer instructors
- Implement the most recent guidelines of the American Heart Association which will begin in 2006

# FIRE DEPARTMENT

## CPR & FIRST AID TRAINING GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.40

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	36,472	30,158	-17.31%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	7,897	28,441	260.15%
HEAT/LIGHT & POWER	354	354	0.00%
<b>Total Expenditures</b>	<b>44,723</b>	<b>58,953</b>	

**AED TRAINING & PAD PROGRAM**

**Program Description**

The purpose of the Public Access Defibrillator (PAD) program is to provide Automated External Defibrillators (AED) in key locations throughout the City and to ensure that there are an adequate number of trained individuals available to use the machines in the event of a sudden cardiac arrest situation.

**Program Trends**

AEDs are becoming the “standard of care” in public buildings and venues. As the machines become more prevalent and the awareness of their value becomes recognized, there will be an ever increasing demand for training.

**Program 2005/06 Initiatives**

- Provide on-going training and recertification of City employees in the use of AEDs
- Continue to work with BHUSD in placing AED units in the schools and assisting with the training of faculty and staff members
- Monitor the status and condition of units in service
- Implementation of Phase II of the PAD Program

# FIRE DEPARTMENT

## AED TRAINING & PAD PROGRAM GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.25

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	20,516	18,926	-7.75%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	4,442	17,083	284.58%
HEAT/LIGHT & POWER	221	221	0.00%
<b>Total Expenditures</b>	25,179	36,230	





**COMMUNITY DEVELOPMENT DEPARTMENT**

# **COMMUNITY DEVELOPMENT DEPARTMENT**

## **DEPARTMENT CHARGE**

The Community Development Department is comprised of two main divisions: Planning and Building & Safety. In addition, Community Development staff provides liaison support to the Planning, Architectural and Design Review Commissions.

The Planning Division guides the planned physical development of the City in a manner that preserves the quality of life for its citizens, by ensuring that all new planning programs and development projects comply with the General Plan and local and state land use law. The Division also provides advice and technical support to the City Council and Commissions regarding the compliance of all development proposals with the City's zoning, subdivision and environmental ordinances. The Planning Division also performs analysis and prepares reports related to long-range planning matters, regional and interagency issues, and General Plan updates. The Division is also charged with administration of the City's Community Development Block Grant (CDBG), and administration of the City's traffic consultant contract.

The primary charge of the Building and Safety Division is to safeguard life, health, and property in the built environment through the administration and enforcement of federal, state, and local codes, including the City's zoning codes for building placement, design, construction, maintenance and use as well as environmental protection and preservation related to energy conservation, disabled access, noise control, asbestos abatement, and property maintenance. The Division also enforces the City's Rent Control and Animal Control regulations.

## **DEPARTMENT PROGRAMS**

### **Planning Services**

Current Planning  
Advanced Planning  
Commissions

### **Administration**

Administrative Services  
Records Management

### **Housing and Community Services**

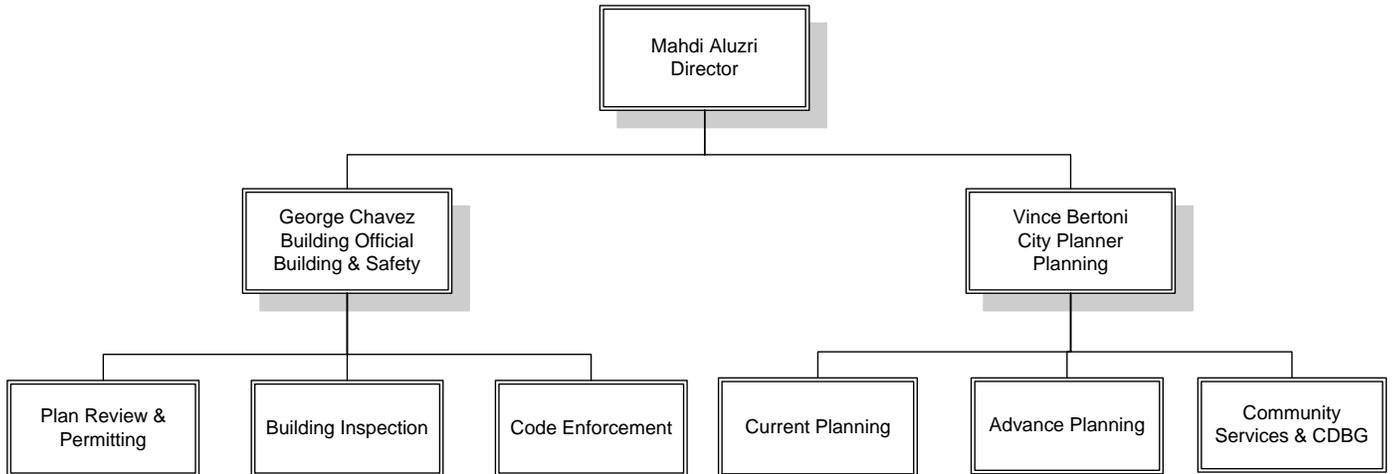
Handyworker Program  
Senior Services  
Rent Stabilization

### **Building & Safety**

Plan Check and Permitting  
Building Inspection

### **Community Preservation Services**

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

<b>Full Time Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Planning Services	14.90	12.74	-16.95%
Administration	4.41	3.28	-34.45%
Housing and Community Services	1.35	1.35	0.00%
Building & Safety	23.64	24.93	5.17%
Community Preservation Services	5.70	5.70	0.00%
<b>Total Full Time Positions</b>	<b>50.00</b>	<b>48.00</b>	<b>-4.17%</b>

<b>Part Time Regular, Seasonal and Hourly Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Planning Services	-	-	0.00%
Administration	1.00	1.00	0.00%
Housing and Community Services	-	-	0.00%
Building & Safety	-	-	0.00%
Community Preservation Services	-	-	0.00%
<b>Total Part Time Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00%</b>



# COMMUNITY DEVELOPMENT

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	362,986	268,597	-26.00%
LICENSES & PERMITS	4,576,623	7,381,903	61.30%
FINES & PENALTIES	4,507	4,507	0.00%
USE OF MONEY & PROPERTY	28,134	48,134	71.09%
SERVICE FEES & CHARGES	343,129	393,129	14.57%
MISCELLANEOUS REVENUES	83,229	133,229	60.08%
<b>Total Revenues</b>	<b>5,398,608</b>	<b>8,229,499</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	4,874,208	5,013,627	2.86%
MATERIALS & SUPPLIES	73,924	69,923	-5.41%
CONTRACTUAL SVCS	895,715	1,049,043	17.12%
INTERNAL SVC FUND CHARGES	1,516,191	2,561,073	68.91%
HEAT/LIGHT & POWER	69,268	69,268	-0.00%
<b>Total Expenditures</b>	<b>7,429,306</b>	<b>8,762,934</b>	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **PLANNING SERVICES - CURRENT PLANNING**

#### **Program Description**

Responsible for the administration and application of land use zoning and development standards of the City. Staff guides projects through the entitlement permit process, and supports the Planning, Architectural, and Design Review Commissions, three separate decision-making (discretionary) boards mandated by the City Council.

#### **Program Trends**

Expand R-1 Design Review to the area north of Santa Monica Boulevard.

Continue to develop and enhance Online Business Center (OBC).

Key staff from Planning and Building & Safety Departments are meeting to discuss ground floor remodeling plans to improve operations and public service.

#### **Program 2005/06 Initiatives**

- Accurate and consistent information to the public with expanded online functions and new Permit Center customer service operation.
- Expand online functions/availability of information to improve efficiency of review process and communication to the public.
- Streamline the entitlement process by developing public information handouts and improving communication access to the public.
- Implementation of zoning amendments to support General Plan objectives.

# COMMUNITY DEVELOPMENT

## CURRENT PLANNING GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	6.35

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	602,118	611,118	1.49%
USE OF MONEY & PROPERTY	26,655	45,655	71.28%
SERVICE FEES & CHARGES	182,872	209,372	14.49%
MISCELLANEOUS REVENUES	46,154	46,154	0.00%
<b>Total Revenues</b>	<b>857,799</b>	<b>912,299</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	674,515	681,186	0.99%
MATERIALS & SUPPLIES	11,548	9,548	-17.32%
CONTRACTUAL SVCS	208,839	189,949	-9.05%
INTERNAL SVC FUND CHARGES	210,452	400,394	90.25%
HEAT/LIGHT & POWER	9,615	9,614	-0.01%
<b>Total Expenditures</b>	<b>1,114,969</b>	<b>1,290,691</b>	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **PLANNING SERVICES - ADVANCED PLANNING**

#### **Program Description**

Responsible for long-range planning regarding land use and development including updating the City's General Plan, performing planning studies and implementing ordinances that fulfill long-range goals such as providing housing affordable to a wide range of the City's residents.

#### **Program Trends**

The revision of the General Plan will likely result in changes to the Zoning Code. Depending on subject matter, resources necessary to develop Zoning Code ordinances can vary dramatically.

#### **Program 2005/06 Initiatives**

- Continue General Plan Update Process, preparing the Technical Background Report and a preliminary draft with EIP Associates.
- Complete Historic Preservation Survey to be integrated with the development of the Conservation Element of the General Plan.
- Initiate an action plan that will promote development of affordable housing.

# COMMUNITY DEVELOPMENT

## ADVANCED PLANNING

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.69

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	3,388	3,388	0.00%
<b>Total Revenues</b>	<b>3,388</b>	<b>3,388</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	394,844	426,055	7.90%
MATERIALS & SUPPLIES	25,176	24,176	-3.97%
CONTRACTUAL SVCS	240,503	273,938	13.90%
INTERNAL SVC FUND CHARGES	123,193	229,890	86.61%
HEAT/LIGHT & POWER	5,628	5,628	-0.00%
<b>Total Expenditures</b>	<b>789,344</b>	<b>959,687</b>	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **PLANNING SERVICES - COMMISSIONS**

#### **Program Description**

Responsible for supporting the Planning, Architectural, and Design Review Commissions, three separate decision-making (discretionary) boards mandated by the City Council to oversee current and future private land use and development in the City.

#### **Program Trends**

Expansion of R-1 design review to the area north of Santa Monica Boulevard will substantially increase the workload to support the R-1 Design Review Commission.

Review of zoning amendments based on recommendations from General Plan Topic committee process.

Historic Preservation Survey Update could initiate a preservation policy for the City.

#### **Program 2005/06 Initiatives**

- Continue with Commission training and education.
- Development of a preservation policy for the City.
- Coordinate a Design Review Award Program.
- Expand Fiscal Year 04-05 initiative for proactive enforcement of community maintenance and design as a function of the Architectural Commission.
- Revise zoning code after completion of General Plan Update program.

# COMMUNITY DEVELOPMENT

## COMMISSIONS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.70

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	27,376	29,376	7.31%
SERVICE FEES & CHARGES	32,942	34,942	6.07%
<b>Total Revenues</b>	<b>60,318</b>	<b>64,318</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	381,928	392,700	2.82%
MATERIALS & SUPPLIES	6,555	6,555	-0.01%
CONTRACTUAL SVCS	16,567	38,067	129.78%
INTERNAL SVC FUND CHARGES	119,163	205,334	72.31%
HEAT/LIGHT & POWER	5,444	5,444	-0.00%
<b>Total Expenditures</b>	<b>529,657</b>	<b>648,099</b>	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **ADMINISTRATION - ADMINISTRATIVE SERVICES**

#### **Program Description**

Administrative support for Planning Services programs including the Architectural, Design Review and Planning Commissions. Includes activities that provide staff support to top- and mid-level management, City Officials and the public, as well as overall direction and coordination of the work of the Department.

#### **Program Trends**

Continued staffing support for Planning Services as well as Commission meetings. Dissemination of accurate information externally as well as internally. Increased ongoing monitoring of consultant contracts. Continue to meet the timely completion of commission minutes and packet preparation.

#### **Program 2005/06 Initiatives**

- In conjunction with other departments, establish a collective one-stop business center to ease the public's access to City services.
- Update and redesign of the Department Webpage on the City's website.
- Explore the outsourcing of minute preparation for Commission meetings.
- Investigate outsourcing of public mailing services.

# COMMUNITY DEVELOPMENT

## ADMINISTRATIVE SERVICES

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.45

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	174,196	175,696	0.86%
USE OF MONEY & PROPERTY	1,479	2,479	67.61%
SERVICE FEES & CHARGES	11,536	13,036	13.00%
MISCELLANEOUS REVENUES	9,210	40,210	336.59%
<b>Total Revenues</b>	196,421	231,421	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	123,625	150,262	21.55%
MATERIALS & SUPPLIES	5,306	4,306	-18.85%
CONTRACTUAL SVCS	13,411	10,536	-21.44%
INTERNAL SVC FUND CHARGES	38,572	91,240	136.55%
HEAT/LIGHT & POWER	1,762	1,762	-0.01%
<b>Total Expenditures</b>	182,676	258,106	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **ADMINISTRATION - RECORDS MANAGEMENT**

#### **Program Description**

Records Management program is charged with providing public information on all development and property related records (i.e. zoning, plans, reports, permits, covenants, and other related documents).

#### **Program Trends**

Due to limited resources over the past few years, there is a stockpile of plans (estimated at 10,000 sheets) that need to be scanned and filed.

#### **Program 2005/06 Initiatives**

- Initiate consolidation, imaging and reorganization of Planning, and Building and Safety divisions' records.
- Develop a plan to automate records access through the City's website.
- Implement appointment based records research program.
- Develop and implement a plan to reduce the stockpile of plans.

# COMMUNITY DEVELOPMENT

## RECORDS MANAGEMENT

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.83
Part Time w/Benefits	1.00

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	111,182	131,182	17.99%
MISCELLANEOUS REVENUES	8,298	16,298	96.41%
<b>Total Revenues</b>	<b>119,480</b>	<b>147,480</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	146,025	132,485	-9.27%
MATERIALS & SUPPLIES	2,168	2,168	0.00%
CONTRACTUAL SVCS	3,396	3,396	-0.00%
INTERNAL SVC FUND CHARGES	45,560	201,809	342.95%
HEAT/LIGHT & POWER	2,081	2,081	-0.02%
<b>Total Expenditures</b>	<b>199,231</b>	<b>341,939</b>	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **HOUSING & COMMUNITY SERVICES - HANDYWORKER**

#### **Program Description**

Responsible for the administration of the Handyworker Program of minor home repairs, home security and mobility improvements for lower income households in single-family homes or apartments, funded by the federal Community Development Block Grant (CDBG).

#### **Program Trends**

The federal government is proposing to eliminate the CDBG program in 2006-2007. Beverly Hills is working with other local governments to maintain the CDBG program at current Fiscal Year funding levels.

#### **Program 2005/06 Initiatives**

- Continue to provide the Handyworker Program to the extent that funding allows.
- Qualify the City's CDBG program for an Award of Merit from Los Angeles County for successfully expending CDBG funds.
- Prevent federal elimination of the CDBG Program.

# COMMUNITY DEVELOPMENT

## HANDYWORKER PROGRAM

### GENERAL FUND & HCDA GRANT FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.26
Full Time Employees	0.05

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	301,278	222,935	-26.00%
<b>Total Revenues</b>	301,278	222,935	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	31,666	34,174	7.92%
MATERIALS & SUPPLIES	624	624	0.04%
CONTRACTUAL SVCS	232,805	232,705	-0.04%
INTERNAL SVC FUND CHARGES	7,588	27,692	264.96%
HEAT/LIGHT & POWER	347	346	-0.18%
<b>Total Expenditures</b>	273,029	295,541	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **HOUSING & COMMUNITY SERVICES**

#### **- SENIOR SERVICES**

#### **Program Description**

Responsible for the administration of Senior Case Management Program (social worker who helps seniors to remain independent in their own homes) funded by the federal Community Development Block Grant (CDBG).

#### **Program Trends**

The federal government is proposing to eliminate the CDBG program in 2006-2007. Beverly Hills is working with other local governments to maintain the program at current Fiscal Year funding levels. The maximum percentage of annual CDBG funds (approximately \$300,000) allowed to be spent on this program will continue to be 15 percent.

#### **Program 2005/06 Initiatives**

- Continue to provide the Senior Services Programs to the extent that funding allows.
- Qualify the City's CDBG program for an Award of Merit from Los Angeles County for successfully expending CDBG funds.
- Prevent federal elimination of the CDBG Program.

# COMMUNITY DEVELOPMENT

## SENIOR SERVICES

### GENERAL FUND & HCDA GRANT FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.25
Full Time Employees	0.01

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	61,708	45,662	-26.00%
<b>Total Revenues</b>	61,708	45,662	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	29,907	29,219	-2.30%
MATERIALS & SUPPLIES	624	624	0.04%
CONTRACTUAL SVCS	48,736	48,636	-0.21%
INTERNAL SVC FUND CHARGES	7,039	27,200	286.42%
HEAT/LIGHT & POWER	322	322	0.13%
<b>Total Expenditures</b>	86,627	106,001	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **HOUSING & COMMUNITY SERVICES**

#### **- RENT STABILIZATION**

##### **Program Description**

Responds to citizen complaints and inquiries relating to unlawful rent increases, reduction in housing services, and evictions of tenants residing in multi-family rental units. Administration of the Community Mediation program with the Los Angeles County Bar Association.

##### **Program Trends**

Continued response to citizen complaints.

Dissemination of accurate information to the public relating to Rent Stabilization code requirements and interpretation.

Ongoing monitoring of service delivery and complaint resolution.

##### **Program 2005/06 Initiatives**

- Develop additional informational brochures for public distribution.
- Promote Community Mediation program.

# COMMUNITY DEVELOPMENT

## RENT STABILIZATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.78

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	68,863	74,103	7.61%
MATERIALS & SUPPLIES	1,205	1,205	-0.04%
CONTRACTUAL SVCS	1,887	1,887	-0.02%
INTERNAL SVC FUND CHARGES	21,486	51,843	141.29%
HEAT/LIGHT & POWER	982	982	0.04%
<b>Total Expenditures</b>	<b>94,423</b>	<b>130,019</b>	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **BUILDING & SAFETY - PLAN CHECK AND PERMITTING**

#### **Program Description**

This program is charged with reviewing and approving all commercial and residential projects for compliance with federal, state and local laws. It provides assistance to customers with their construction-related needs through its various public outreach programs and facilitates collection of all development-related fees and taxes.

#### **Program Trends**

In addition to the continued workload from the construction boom of the past several years, staff expects to provide support to several City capital improvement projects (i.e. Montage Hotel, Community Sports Center, Operations Service Center and the new Maple Center).

Major participant of the City Hall ground floor remodel project - One Stop Development Center.

#### **Program 2005/06 Initiatives**

- Implement combination permits (swimming pool and sign permits)
- Appointment Plan Check (expedited over-the-counter review of small projects).
- Provide express plan delivery service program (via Fed Ex and/or UPS).
- Paperless permit process (provide interactive application via counter computer, diskette, and/or e-mail).
- Continue and expand Weekly Staff Development Training.

# COMMUNITY DEVELOPMENT

## PLAN CHECK AND PERMITTING

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	15.63

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	1,575,498	2,330,888	47.95%
FINES & PENALTIES	225	225	0.00%
SERVICE FEES & CHARGES	1,209	1,209	0.00%
MISCELLANEOUS REVENUES	2,929	4,929	68.28%
<b>Total Revenues</b>	1,579,861	2,337,251	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,327,531	1,247,402	-6.04%
MATERIALS & SUPPLIES	8,913	8,913	0.00%
CONTRACTUAL SVCS	51,083	68,762	34.61%
INTERNAL SVC FUND CHARGES	414,196	720,081	73.85%
HEAT/LIGHT & POWER	18,923	18,923	0.00%
<b>Total Expenditures</b>	1,820,645	2,064,081	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **BUILDING & SAFETY - BUILDING INSPECTION**

#### **Program Description**

The nationally certified Building Inspection staff provides inspections for all construction projects on private and City -owned properties. In addition, Building Inspection staff contracts with the Beverly Hills Unified School District to provide Division of State Architect inspections for the District's new and on-going modernization and improvement projects.

#### **Program Trends**

An unprecedented number of inspections are expected for on-going and new residential and commercial construction projects. Inspection of Measure K B.H. Unified School District planned modernization and new projects including the Science Tech. Center. Inspections expected on various City projects including the Montage Hotel and Operations Service Center.

#### **Program 2005/06 Initiatives**

- Expand training in certification programs including the area of fire prevention.
- Maximize code compliance through proactive property inspections, including helpful brochures, handouts and website information.
- Implement a proactive contractor awareness outreach program, to include mailers and seminars to minimize zoning violations and complaints.
- Help reduce litigation by referring complainants to mediation through the Dispute Resolution Program.
- Continue to develop and enhance the Online Business Center.

# COMMUNITY DEVELOPMENT

## BUILDING INSPECTION

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	14.31

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	2,182,864	4,220,254	93.34%
MISCELLANEOUS REVENUES	16,638	25,638	54.09%
<b>Total Revenues</b>	<b>2,199,502</b>	<b>4,245,892</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,144,561	1,245,486	8.82%
MATERIALS & SUPPLIES	8,432	8,432	-0.01%
CONTRACTUAL SVCS	13,206	13,206	0.00%
INTERNAL SVC FUND CHARGES	357,108	310,673	-13.00%
HEAT/LIGHT & POWER	16,315	16,315	0.00%
<b>Total Expenditures</b>	<b>1,539,621</b>	<b>1,594,112</b>	

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **COMMUNITY PRESERVATION SERVICES**

#### **Program Description**

Responds to citizen complaints and proactively enforces compliance of property maintenance standards, nuisance abatement, building permits, business tax registration, zoning, animal control, and rent stabilization. Administration of animal contracts with Los Angeles County, and Community Mediation program with the Los Angeles County Bar Association.

#### **Program Trends**

Proactive detection of code violations and continued response to citizen complaints.

Dissemination of accurate information to the public relating to various code requirements and interpretation.

Ongoing monitoring of service delivery and complaint resolution.

#### **Program 2005/06 Initiatives**

- Expand and refine the use of the Administrative Penalty Process for unresolved and habitual code violations.
- Assign an Officer solely for citywide proactive property maintenance inspection.
- Develop additional informational brochures for public distribution.
- Develop an enforcement coordinating committee to include other City enforcement operations.
- Promote Community Mediation program.

# COMMUNITY DEVELOPMENT

## COMMUNITY PRESERVATION SE

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.71

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	14,571	14,571	0.00%
FINES & PENALTIES	4,282	4,282	0.00%
<b>Total Revenues</b>	18,853	18,853	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	550,743	600,556	9.04%
MATERIALS & SUPPLIES	3,373	3,373	-0.01%
CONTRACTUAL SVCS	65,282	167,961	157.29%
INTERNAL SVC FUND CHARGES	171,834	294,917	71.63%
HEAT/LIGHT & POWER	7,850	7,851	0.01%
<b>Total Expenditures</b>	799,083	1,074,658	





**INFORMATION TECHNOLOGY DEPARTMENT**

# **INFORMATION TECHNOLOGY DEPARTMENT**

## **DEPARTMENT CHARGE**

The Information Technology Department is a compilation of five divisions: Wireless Communications (COM), Information Technology (IT), Cable Television (CATV), Graphic Arts (GPH) and Documentations Management (DOC). Each division is supported financially by one of three separate Internal Service Funds: Information Technology, Reprographics/Graphics and Cable Television. Internal Service Funds (ISF) are used to account for the financing of goods or services provided by one department to other departments within the City, or other entities, on a cost-reimbursement basis.

Programs under the Wireless Communications and Information Technology divisions are supported by the Information Technology Fund, which allocates computer and telecommunication service charges to user departments.

Reprographics/Graphics Internal Service Fund provides for the Graphic Arts and Documentation Management divisions. These divisions provide user departments with graphics services and production, in-house printing, photo copiers, metered postage and other related service.

The Cable TV division is afforded by Cable Television Internal Service Fund and accounts for production services for the weekly City Council Formal Meetings and Study Sessions, video production support services for City departments and administration of the City's three cable television channels (Channel 35, 10 and 3).

## **DEPARTMENT PROGRAMS**

### **Wireless Communications**

COM Administration  
COM Systems

### **Information Technology**

IT Administration  
IT Security  
IT Network/Communications  
IT Support  
IT Professional Services  
IT Core Systems

### **Cable TV**

CATV Administration  
CATV Production

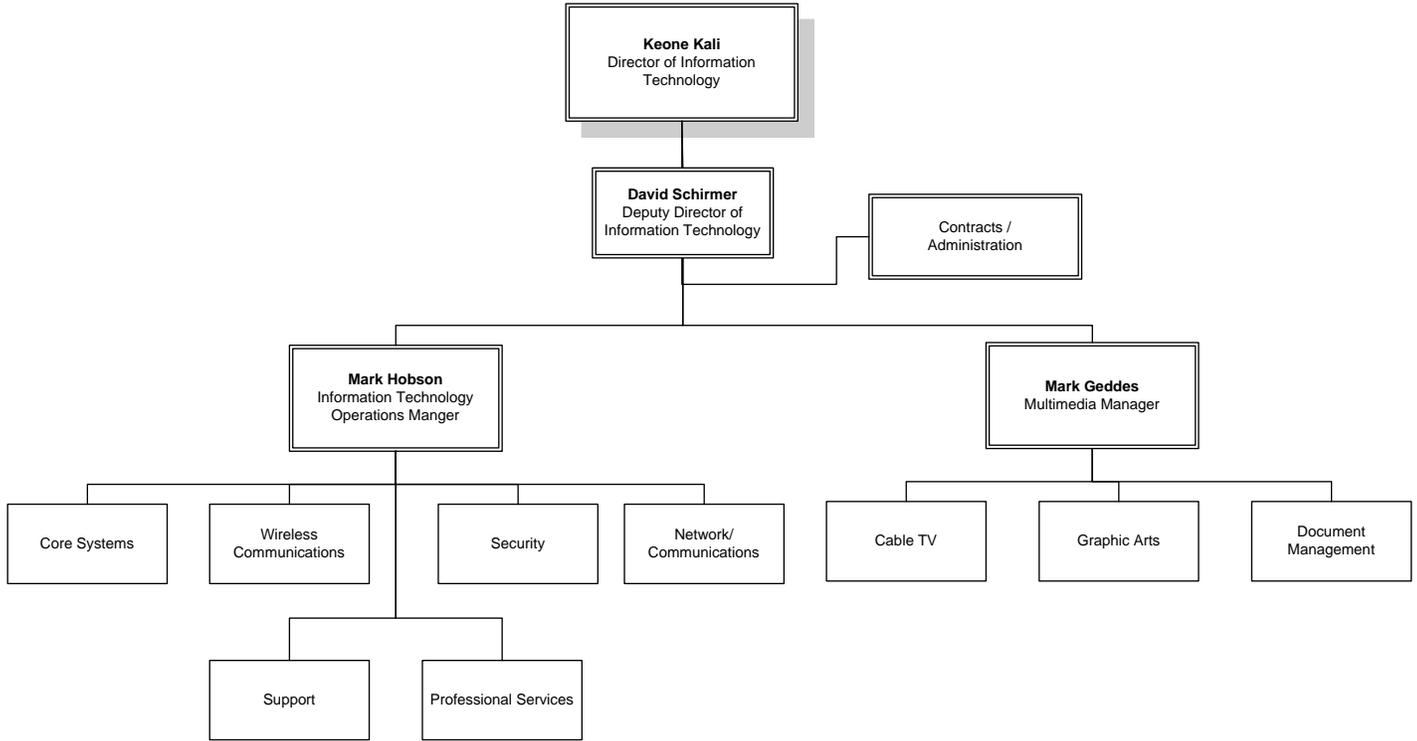
### **Graphic Arts**

GPH Administration  
GPH Production

### **Document Management**

DOC Administration  
DOC Production

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

<b>Full Time Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Wireless Communications	1.44	1.44	0.00%
Information Technology	10.22	10.22	0.00%
Cable TV	1.78	1.78	0.00%
Graphic Arts	3.78	3.78	0.00%
Document Management	3.78	3.78	0.00%
<b>Total Full Time Positions</b>	<b>21.00</b>	<b>21.00</b>	<b>0.00%</b>

<b>Part Time Regular, Seasonal and Hourly Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Wireless Communications	-	-	0.00%
Information Technology	-	-	0.00%
Cable TV	7.00	6.50	-7.69%
Graphic Arts	-	0.50	100.00%
Document Management	-	-	0.00%
<b>Total Part Time Positions</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00%</b>



# INFORMATION TECHNOLOGY

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	400,000	400,000	0.00%
INTERNAL SVCS FD RECEIPTS	8,043,025	9,326,675	15.96%
<b>Total Revenues</b>	<b>8,443,025</b>	<b>9,726,675</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	2,261,935	2,342,413	3.56%
MATERIALS & SUPPLIES	298,127	298,127	0.00%
CONTRACTUAL SVCS	1,960,412	1,955,353	-0.26%
INTERNAL SVC FUND CHARGES	698,185	1,358,942	94.64%
DEBT, DEPRECIATION & CLAIMS	2,641,758	4,553,329	72.36%
HEAT/LIGHT & POWER	126,736	126,736	-0.00%
CAPITAL PROJECTS	2,650,000	8,800,000	232.08%
<b>Total Expenditures</b>	<b>10,637,153</b>	<b>19,434,900</b>	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **WIRELESS COMMUNICATIONS ADMINISTRATION**

#### **Program Description**

The Wireless Communications Administration program is accountable for the overall vision, management, implementation, monitoring, and support of the City's wireless communications infrastructure. This scope encompasses the City's RF (radio) infrastructure for Public Safety as well as local government. Additionally, this program will oversee all 802.11-based (WiFi) deployments. From an administrative perspective, this function will be focused on developing, managing and executing sound support and professional services agreements.

#### **Program Trends**

Utilize industry best practices for support and professional services agreements.

Expand partnerships with vendors to maximize results.

Leverage existing knowledge bases to maximize Return on Investment.

#### **Program 2005/06 Initiatives**

- Facilitate and support public safety radio upgrade
- Pilot local government and public safety Wi-Fi applications
- Develop proof-of-concept application for public Wi-Fi
- Implement local government RF upgrade
- Implement best practices project management tools and techniques to increase productivity
- Develop Wi-Fi master plan

# INFORMATION TECHNOLOGY

## COM ADMINISTRATION

### INFORMATION TECHNOLOGY FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.44

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	55,900	1,067,179	1809.09%
<b>Total Revenues</b>	55,900	1,067,179	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	53,233	59,363	11.52%
MATERIALS & SUPPLIES	2,110	2,110	0.00%
CONTRACTUAL SVCS	1,200	1,200	0.00%
INTERNAL SVC FUND CHARGES	22,054	22,222	0.76%
DEBT, DEPRECIATION & CLAIMS	96,420	1,346,420	1296.42%
HEAT/LIGHT & POWER	4,088	4,088	0.00%
<b>Total Expenditures</b>	179,104	1,435,403	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **WIRELESS COMMUNICATIONS SYSTEMS**

#### **Program Description**

The Wireless Communications Systems program is accountable for the implementation, monitoring, and support of the City's wireless communications infrastructure. This scope encompasses the City's RF (radio) infrastructure for Public Safety as well as local government. Additionally, this program will oversee all 802.11-based (WiFi) deployments.

#### **Program Trends**

Movement toward trunked systems for RF-based applications

Expansion of Wi-Fi technology for internal and external purposes

Back haul wireless traffic onto fiber optic networks

#### **Program 2005/06 Initiatives**

- Facilitate and support public safety radio upgrade
- Pilot local government and public safety Wi-Fi applications
- Develop proof-of-concept application for public Wi-Fi
- Implement local government RF upgrade

# INFORMATION TECHNOLOGY

## COM SYSTEMS

### INFORMATION TECHNOLOGY FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	799,342	555,081	-30.56%
<b>Total Revenues</b>	799,342	555,081	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	91,523	101,985	11.43%
MATERIALS & SUPPLIES	9,890	9,890	0.00%
CONTRACTUAL SVCS	217,000	217,000	0.00%
INTERNAL SVC FUND CHARGES	37,916	49,773	31.27%
DEBT, DEPRECIATION & CLAIMS	165,772	165,772	0.00%
HEAT/LIGHT & POWER	7,028	7,028	0.00%
<b>Total Expenditures</b>	529,129	551,448	

## ***INFORMATION TECHNOLOGY DEPARTMENT***

### **IT ADMINISTRATION**

#### **Program Description**

IT 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 enhance information services to their communities. The Administration function is accountable for the vision, management, oversight, and delivery of IT solutions.

#### **Program Trends**

Expand on resilient, pervasive, and on-demand Technology

Increase business flexibility, ease of migration, and ensure growth paths with the City of Beverly Hills' state of the art computing infrastructure

#### **Program 2005/06 Initiatives**

- Expand eGovernment offerings
- Increase user mobility through wireless technology
- Enhance resiliency of IT infrastructure in response to potential disasters
- Reduce overall costs of information delivery and demonstrate return on investment
- Leverage relationships to create revenue-generating opportunities

# INFORMATION TECHNOLOGY

## IT ADMINISTRATION

### INFORMATION TECHNOLOGY FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.72

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	876,891	1,578,270	79.98%
<b>Total Revenues</b>	876,891	1,578,270	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	343,726	306,005	-10.97%
MATERIALS & SUPPLIES	33,930	33,930	0.00%
CONTRACTUAL SVCS	21,480	21,480	0.00%
INTERNAL SVC FUND CHARGES	142,400	159,499	12.01%
DEBT, DEPRECIATION & CLAIMS	952,581	1,626,802	70.78%
HEAT/LIGHT & POWER	26,394	26,394	-0.00%
<b>Total Expenditures</b>	1,520,511	2,174,110	

## ***INFORMATION TECHNOLOGY DEPARTMENT***

### **IT SECURITY**

#### **Program Description**

The Security Program seeks to minimize exposure to malicious attacks (both internal and external), and ensure the integrity of the City's multi-faceted computing infrastructure.

#### **Program Trends**

Ensure resilient and secure eGovernment infrastructure

Fully understand known risks and exposures, and develop recovery time/point objectives

Right-sizing solution paths by leveraging existing infrastructure to minimize capital costs

#### **Program 2005/06 Initiatives**

- Provide secure remote access to Public Safety and Local Government
- Implement security best practices for data center and secondary sites
- Establish additional redundancy to further support of disaster recovery

# INFORMATION TECHNOLOGY

## IT SECURITY

### INFORMATION TECHNOLOGY FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.25

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	664,235	1,005,951	51.45%
<b>Total Revenues</b>	664,235	1,005,951	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	247,935	272,164	9.77%
MATERIALS & SUPPLIES	10,100	10,100	0.00%
CONTRACTUAL SVCS	121,500	121,500	0.00%
INTERNAL SVC FUND CHARGES	102,715	111,365	8.42%
DEBT, DEPRECIATION & CLAIMS	449,078	449,078	0.00%
HEAT/LIGHT & POWER	19,038	19,039	0.00%
CAPITAL PROJECTS	350,000	350,000	0.00%
<b>Total Expenditures</b>	1,300,367	1,333,246	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **IT NETWORK COMMUNICATIONS**

#### **Program Description**

The Network and Communications program provides comprehensive telecommunications services in support of all City programs. Included is the engineering, maintenance, management, and monitoring of the City's:

- Telephony operations
- Internet connectivity
- Municipal Area Network
- Ethernet system
- Layer 1 cabling and physical infrastructure
- Layer 2 switching infrastructure
- Layer 3 routing and security operations

#### **Program Trends**

Consolidation and integration of monitoring and management tools

Movement toward voice over internet protocol (VOIP)

Expand resiliency of networking environment and remove network latencies

Utilization of predictive failure tools and techniques

#### **Program 2005/06 Initiatives**

- Further expansion of the Municipal Area Network into southern section of City
- Develop patch management program
- Design VOIP architecture
- Upgrade to CAT6 wiring throughout City
- Maintain 7/24 uptime

# INFORMATION TECHNOLOGY

## IT NETWORK/COMMUNICATIONS INFORMATION TECHNOLOGY FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.25

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	950,367	707,467	-25.56%
<b>Total Revenues</b>	950,367	707,467	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	128,584	144,757	12.58%
MATERIALS & SUPPLIES	25,900	25,900	0.00%
CONTRACTUAL SVCS	227,600	222,541	-2.22%
INTERNAL SVC FUND CHARGES	53,270	68,235	28.09%
DEBT, DEPRECIATION & CLAIMS	232,900	232,900	0.00%
HEAT/LIGHT & POWER	9,874	9,874	0.00%
CAPITAL PROJECTS	800,000	6,200,000	675.00%
<b>Total Expenditures</b>	1,478,127	6,904,207	

## ***INFORMATION TECHNOLOGY DEPARTMENT***

### **IT SUPPORT**

#### **Program Description**

Information Technology will partner with other City departments to provide tools for quality customer service and effective performance measurement in providing technical and desktop support to the City's 1000 users.

#### **Program Trends**

Expand remote support of user base

Enhance automation of support services

Enable rapid restore of computer configurations and standardization of PC images

Develop comprehensive strategies to combat adware, spyware and viruses

#### **Program 2005/06 Initiatives**

- Launch desktop replacement program
- Expand 'image' management
- Establish regular software refreshes through remote 'push'
- Increase customer service satisfaction ratings by 20 percent
- Decrease support requests by 20 percent through education and automation

# INFORMATION TECHNOLOGY

## IT SUPPORT

### INFORMATION TECHNOLOGY FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.25

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	715,962	576,230	-19.52%
<b>Total Revenues</b>	715,962	576,230	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	104,928	118,343	12.78%
MATERIALS & SUPPLIES	10,450	10,450	0.00%
CONTRACTUAL SVCS	184,000	184,000	0.00%
INTERNAL SVC FUND CHARGES	43,470	62,068	42.78%
DEBT, DEPRECIATION & CLAIMS	190,053	190,053	0.00%
HEAT/LIGHT & POWER	8,057	8,056	-0.02%
<b>Total Expenditures</b>	540,959	572,970	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **IT PROFESSIONAL SERVICES**

#### **Program Description**

The Professional Services program is dedicated to producing products and services that dramatically increase the performance, effectiveness, efficiency, and customer service capabilities of the organization. This program focuses on custom software development to produce innovative solutions to meet the City's business challenges. Areas of interest include: project management, business process engineering, business intelligence, measurement reporting, Customer Relationship Management, and IT consulting services.

#### **Program Trends**

Move toward strategic in-sourcing of professional services in key areas to increase productivity and reduce operating expenses

#### **Program 2005/06 Initiatives**

- Expand dashboard reporting capabilities
- Augment internal training
- Expand utilization of geographic analysis tools
- Support business consolidation including customer service, asset management, emergency management, field data operations, solutions assurance and resource tracking

# INFORMATION TECHNOLOGY

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## IT PROFESSIONAL SERVICES

### INFORMATION TECHNOLOGY FD

#### Program Staffing

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Position Type	Number of Positions
Full Time Employees	1.00

#### Program Budget

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Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	227,467	393,232	72.87%
<b>Total Revenues</b>	227,467	393,232	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	92,572	104,576	12.97%
MATERIALS & SUPPLIES	18,000	18,000	0.00%
CONTRACTUAL SVCS	22,500	22,500	0.00%
INTERNAL SVC FUND CHARGES	38,351	49,773	29.78%
DEBT, DEPRECIATION & CLAIMS	167,673	167,673	0.00%
HEAT/LIGHT & POWER	7,108	7,109	0.01%
<b>Total Expenditures</b>	346,204	369,631	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **IT CORE SYSTEMS**

#### **Program Description**

Maintain and enhance City's Core IT Infrastructure, including:

- File and Print Services
- E-Mail
- Storage
- Enterprise Systems
- Disaster Recovery
- Desktop / Application Support
- Maintenance and Upgrades
- Web services

#### **Program Trends**

Accelerate consolidation of disparate technology

Maximize utilization of existing infrastructure

Expand remote disaster recovery infrastructure

Facilitate remote access capabilities

#### **Program 2005/06 Initiatives**

- Enable predictive failure alerts
- Implement enterprise print services capabilities
- Expand document management infrastructure
- Ensure integrity of mission critical systems
- Sunset legacy infrastructure

# INFORMATION TECHNOLOGY

## IT CORE SYSTEMS

### INFORMATION TECHNOLOGY FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.25

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	2,063,849	1,316,519	-36.21%
<b>Total Revenues</b>	2,063,849	1,316,519	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	192,176	222,624	15.84%
MATERIALS & SUPPLIES	18,000	18,000	0.00%
CONTRACTUAL SVCS	600,000	600,000	0.00%
INTERNAL SVC FUND CHARGES	79,615	111,292	39.79%
DEBT, DEPRECIATION & CLAIMS	348,080	348,080	0.00%
HEAT/LIGHT & POWER	14,757	14,757	0.00%
CAPITAL PROJECTS	1,500,000	2,250,000	50.00%
<b>Total Expenditures</b>	2,752,627	3,564,754	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **CABLE TELEVISION ADMINISTRATION**

#### **Program Description**

Responsible for monitoring the City's cable television franchise compliance issues. Additionally, track and mediate cable television subscriber complaints.

#### **Program Trends**

Adelphia Communications anticipates a transfer of ownership of the company during Fiscal Year 2005/06

Cable TV system franchise negotiations may resume once Adelphia resolves their bankruptcy issues

#### **Program 2005/06 Initiatives**

- Continue to review and address issues relative to a potential cable television franchise transfer.
- Continue to review and address issues regarding renewal of the City's cable television franchise agreement.
- During 2006, initiate a three-year cable television franchise fee audit and implement any findings.
- Continue program planning and design for a Cable TV facility on the transfer station site.

# INFORMATION TECHNOLOGY

## CATV ADMINISTRATION CABLE TELEVISION FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.78

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	333,700	0	-100.00%
INTERNAL SVCS FD RECEIPTS	0	415,830	0.00%
<b>Total Revenues</b>	<b>333,700</b>	<b>415,830</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	164,014	183,530	11.90%
MATERIALS & SUPPLIES	8,244	8,244	0.00%
CONTRACTUAL SVCS	90,538	90,539	0.00%
INTERNAL SVC FUND CHARGES	31,718	118,478	273.54%
DEBT, DEPRECIATION & CLAIMS	12,622	8,771	-30.51%
HEAT/LIGHT & POWER	5,281	5,281	-0.00%
<b>Total Expenditures</b>	<b>312,417</b>	<b>414,843</b>	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **CABLE TELEVISION PRODUCTION**

#### **Program Description**

Administers the City's three cable television channels. Provides live and replayed coverage of City Council meetings. Responsible for video production and airing of additional public information and education campaigns to increase citizen involvement and awareness of City programs and services.

#### **Program Trends**

Continue outreach efforts to the community by presenting innovative television programming

The City's video production facilities are aged and deteriorating. Identification and installation of equipment upgrades to transition video production facilities to digital technologies

#### **Program 2005/06 Initiatives**

- Continue development and increase frequency of "Beverly Hills in Focus" City news program to support public information goals and objectives
- Implement video coverage and airing of City Commission meetings and community based programs as directed
- Continue to provide video coverage of major community events and programs
- As a capital improvement, install equipment upgrades to the City Hall television control room used for City Council meeting coverage

# INFORMATION TECHNOLOGY

## CATV PRODUCTION CABLE TELEVISION FUND

### Program Staffing

Position Type	Number of Positions
PT Seasonal or Hourly	6.50
Part Time w/Benefits	4.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	66,300	400,000	503.32%
INTERNAL SVCS FD RECEIPTS	501,999	187,014	-62.75%
<b>Total Revenues</b>	568,299	587,014	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	294,693	232,092	-21.24%
MATERIALS & SUPPLIES	47,543	47,543	0.00%
CONTRACTUAL SVCS	61,883	61,882	-0.00%
INTERNAL SVC FUND CHARGES	56,989	234,671	311.78%
DEBT, DEPRECIATION & CLAIMS	22,678	15,759	-30.51%
HEAT/LIGHT & POWER	9,489	9,489	0.00%
<b>Total Expenditures</b>	493,275	601,436	

## ***INFORMATION TECHNOLOGY DEPARTMENT***

### **GRAPHIC ARTS ADMINISTRATION**

#### **Program Description**

Responsible for graphic arts project management.

#### **Program Trends**

Continued to discover methods for repurposing graphic layouts and designs across all media applications and needs

#### **Program 2005/06 Initiatives**

- Use of web based (Bevy) application for ordering repetitive graphic art design projects/requests.
- Continue planning and program design to relocate graphics and print center to Library Level A.

# INFORMATION TECHNOLOGY

## GPH ADMINISTRATION

### REPROGRAPHICS/GRAPHICS FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.78

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	126,304	320,817	154.00%
<b>Total Revenues</b>	126,304	320,817	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	191,486	212,798	11.13%
MATERIALS & SUPPLIES	6,172	6,172	0.00%
CONTRACTUAL SVCS	4,523	4,523	0.00%
INTERNAL SVC FUND CHARGES	31,308	87,455	179.34%
DEBT, DEPRECIATION & CLAIMS	1,361	705	-48.21%
HEAT/LIGHT & POWER	5,453	5,453	-0.00%
<b>Total Expenditures</b>	240,303	317,106	

## ***INFORMATION TECHNOLOGY DEPARTMENT***

### **GRAPHIC ARTS PRODUCTION**

#### **Program Description**

Supports City publicity and information campaigns by providing art design services for brochures, invitations, signs, flyers, posters, and banners.

#### **Program Trends**

Continue through digital design and printing to emphasize cost savings while maintaining design quality. Furthered experiments with remote proofing and soft proofing of design projects.

#### **Program 2005/06 Initiatives**

- Continue transition of graphic art processes to digital technologies to improve quality and efficiency
- Incorporation of City shield and trademark on parking signage and other signage Citywide

# INFORMATION TECHNOLOGY

## GPH PRODUCTION

### REPROGRAPHICS/GRAPHICS FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.00
Part Time w/Benefits	0.50

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	146,557	244,685	66.96%
<b>Total Revenues</b>	146,557	244,685	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	120,368	119,637	-0.61%
MATERIALS & SUPPLIES	11,627	11,627	0.00%
CONTRACTUAL SVCS	9,043	9,043	0.00%
INTERNAL SVC FUND CHARGES	19,680	98,368	399.84%
DEBT, DEPRECIATION & CLAIMS	856	443	-48.20%
HEAT/LIGHT & POWER	3,428	3,428	0.00%
<b>Total Expenditures</b>	165,002	242,547	

## ***INFORMATION TECHNOLOGY DEPARTMENT***

### **DOCUMENT MANAGEMENT ADMINISTRATION**

#### **Program Description**

Responsible for City document management including scan and storage functions.

#### **Program Trends**

Document management processes are moving towards a single digital solution for print, copy and scan functions

#### **Program 2005/06 Initiatives**

- Continue transition of document management and storage processes to digital solutions
- Hire a document management supervisor to facilitate records management and retention
- Continue planning and program design to move print center to Library Level A
- Facilitate transition of department copiers to a new print/copy/scan equipment contractor

# INFORMATION TECHNOLOGY

## DOC ADMINISTRATION

### REPROGRAPHICS/GRAPHICS FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.78

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	566,274	298,104	-47.36%
<b>Total Revenues</b>	566,274	298,104	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	86,117	99,769	15.85%
MATERIALS & SUPPLIES	19,737	19,737	0.00%
CONTRACTUAL SVCS	133,047	133,047	0.00%
INTERNAL SVC FUND CHARGES	14,080	38,227	171.50%
DEBT, DEPRECIATION & CLAIMS	612	317	-48.21%
HEAT/LIGHT & POWER	2,452	2,452	-0.02%
<b>Total Expenditures</b>	256,045	293,549	

## **INFORMATION TECHNOLOGY DEPARTMENT**

### **DOCUMENT MANAGEMENT PRODUCTION**

#### **Program Description**

Responsible for production and distribution of printed materials produced by the City including brochures, invitations, publicity materials, notices, billings, etc. Additionally, provides centralized metered postage services for all City mailings.

#### **Program Trends**

Print press equipment and processes are continuing to advance from offset plate/ink based systems to digital systems

#### **Program 2005/06 Initiatives**

- Continue transition of printing processes to digital solutions where appropriate to improve quality and efficiency
- Determine the feasibility of a digital press environment
- Automate the work order process to improve work flow and reporting

# INFORMATION TECHNOLOGY

## DOC PRODUCTION

## REPROGRAPHICS/GRAPHICS FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	347,878	660,296	89.81%
<b>Total Revenues</b>	347,878	660,296	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	150,581	164,771	9.42%
MATERIALS & SUPPLIES	76,424	76,424	0.00%
CONTRACTUAL SVCS	266,098	266,098	0.00%
INTERNAL SVC FUND CHARGES	24,620	147,516	499.18%
DEBT, DEPRECIATION & CLAIMS	1,071	555	-48.20%
HEAT/LIGHT & POWER	4,288	4,288	-0.01%
<b>Total Expenditures</b>	523,082	659,651	





**COMMUNITY SERVICES DEPARTMENT**

# COMMUNITY SERVICES DEPARTMENT

## DEPARTMENT CHARGE

The Community Services Department is comprised of two main divisions: Recreation & Parks and Library Services. In addition, Community Services staff provides liaison services to the Recreation & Parks and Fine Art Commissions as well as to Friends of the Beverly Hills Public Library, a non-profit organization that raises funds for the library and operates the library's bookstores.

Recreation & Parks is responsible for maintaining the park spaces, medians, street and park trees and the Civic Center complex, while also providing leisure time recreational opportunities to the community with services and programs geared for all ages. Recreation & Parks consists of six subdivisions: Administration, Farmers' Market, Art & Cultural Events (ACE), Urban Forest, Leisure Services and Park Operations.

Library Services is responsible for providing the community with the books and information it needs for its educational, recreational and professional pursuits. Library Services consists of three subdivisions: Program & Services, Collections Services and Administrative & Support Services.

## DEPARTMENT PROGRAMS

### RECREATION & PARKS

#### Recreations & Parks Administration

#### Farmers' Market

Farmers' Market Operations  
Farmers' Market Special Events

#### Art & Cultural Events (ACE)

Community Filming & Event  
Permits  
Community Events/Programs  
Cultural Programs  
Public Art/Fine Art Commission

#### Leisure Services

Early Education  
Youth  
Adults  
Senior Adults  
Leisure Support Service

#### Urban Forest

Tree Maintenance/Park Trees  
Tree Removal/Installation  
Urban Forest Support  
to Other Departments

#### Park Operations

Beverly Gardens & Mini Parks  
Coldwater Canyon  
Greystone/Will Rogers  
La Cienega  
Roxbury  
Athletic Facilities  
Streetscape  
Civic Center  
Park Operations Support  
to Other Departments

### LIBRARY SERVICES

#### Administrative & Support Services

Library Administration  
Library Financial Services  
Library Customer Service

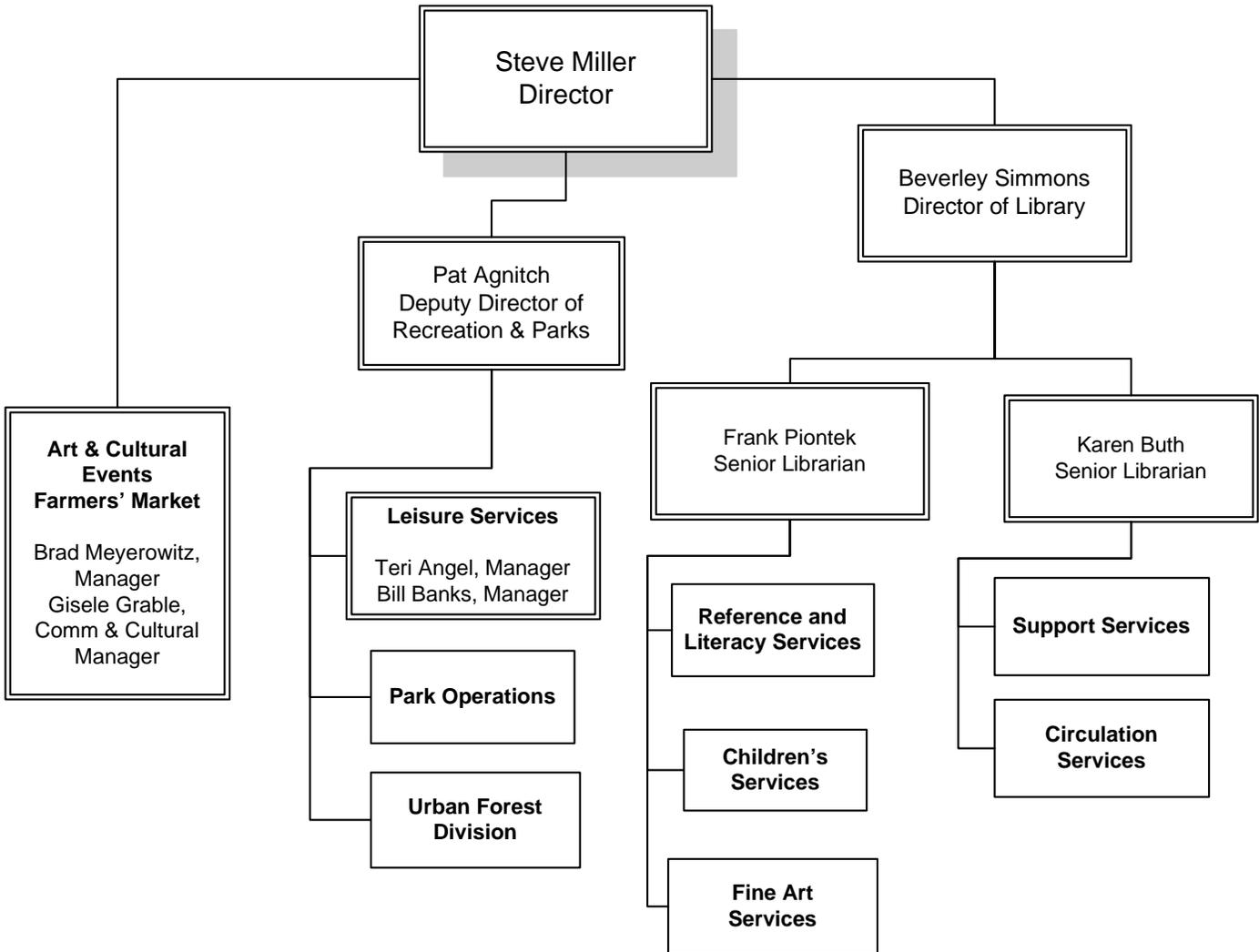
#### Programs & Services

Literacy Services  
Reference Services  
Library Programs  
Circulation Services  
Shelving Materials  
User Notification Services

#### Collection Services

Collection Development  
Materials Acquisition  
Library Database Maintenance  
Interlibrary Loans  
Materials Processing

## DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

<b>Full Time Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Recreation & Parks Administration	4.60	4.60	0.00%
Farmers' Market	0.80	0.80	0.00%
Art & Cultural Events	4.22	4.22	0.00%
Leisure Services	14.93	12.91	-15.65%
Urban Forest	3.00	3.00	0.00%
Parks Operations	27.10	27.10	0.00%
Library Administrative & Support Services	5.35	4.85	-10.31%
Library Programs & Services	25.31	22.92	-10.43%
Collection Services	14.69	12.60	-16.59%
<b>Total Full Time Positions</b>	<b>100.00</b>	<b>93.00</b>	<b>-7.53%</b>

<b>Part Time Regular, Seasonal and Hourly Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Recreation & Parks Administration	-	-	0.00%
Farmers' Market	1.00	1.50	33.33%
Art & Cultural Events	2.35	1.95	-20.51%
Leisure Services	67.65	65.59	-3.14%
Urban Forest	-	-	0.00%
Parks Operations	1.00	1.00	0.00%
Library Administrative & Support Services	2.75	1.88	-46.28%
Library Programs & Services	30.97	25.75	-20.27%
Collection Services	9.28	8.33	-11.40%
<b>Total Part Time Positions</b>	<b>115.00</b>	<b>106.00</b>	<b>-8.49%</b>

# COMMUNITY SERVICES

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
OTHER TAXES	50,000	50,000	0.00%
INTERGOVTAL REVENUES	177,761	217,500	22.36%
LICENSES & PERMITS	725,986	642,604	-11.49%
USE OF MONEY & PROPERTY	309,376	290,623	-6.06%
SERVICE FEES & CHARGES	2,547,813	2,721,714	6.83%
MISCELLANEOUS REVENUES	56,017	5,761	-89.72%
<b>Total Revenues</b>	<b>3,866,953</b>	<b>3,928,202</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	10,788,502	11,272,227	4.48%
MATERIALS & SUPPLIES	1,546,703	1,404,146	-9.22%
CONTRACTUAL SVCS	2,820,646	2,913,553	3.29%
CAPITAL OUTLAY	12,566	12,567	0.01%
INTERNAL SVC FUND CHARGES	5,162,505	8,778,805	70.05%
HEAT/LIGHT & POWER	1,165,749	1,165,750	0.00%
<b>Total Expenditures</b>	<b>21,496,671</b>	<b>25,547,048</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **RECREATION AND PARKS ADMINISTRATION**

#### **Program Description**

Administration, management, budget control and planning of the services offered to the public by the Community Services Department. Liaison services are provided to the Recreation & Parks Commission.

#### **Program Trends**

Staff continues to maintain high level of services to the community with the finite budgetary and personnel resources.

#### **Program 2005/06 Initiatives**

- Meet on a monthly basis with Human Services, City Attorney, and Finance to discuss and resolve related issues.
- Initiate quarterly staff meeting regarding emergency operations and preparation for disaster.
- Develop checklist of vital questions to ascertain level of Tree emergencies to share with Public Works, Police, and related departments.
- Continue to provide support to each Division in the Department.

# COMMUNITY SERVICES

## REC & PARKS ADMIN GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.60

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	440,926	517,773	17.43%
MATERIALS & SUPPLIES	5,280	5,279	-0.02%
CONTRACTUAL SVCS	20,911	20,913	0.01%
INTERNAL SVC FUND CHARGES	199,759	237,852	19.07%
HEAT/LIGHT & POWER	63,177	63,177	0.00%
<b>Total Expenditures</b>	<b>730,053</b>	<b>844,994</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **FARMERS' MARKET OPERATIONS**

#### **Program Description**

Provides a weekly opportunity for farmers to sell California-grown fresh fruits and vegetables directly to community members. Compliance with guidelines established by the Los Angeles County Agricultural Commission and Health Department are required. The Sunday event attracts more than 125,000 shoppers and generates more than \$80,000 annually.

#### **Program Trends**

The prevalence of obesity in the United States is growing. Reducing obesity and associated health risks through the promotion of healthy eating and physical activity can begin at the Farmers' Market. The Farm-To-School program element of the Market introduces elementary school children to the benefits of eating fruits and vegetables.

#### **Program 2005/06 Initiatives**

- Expand the Farm-To-School program to additional elementary school sites.
- Work with local gourmet cooking store to offer California Grilling demonstrations and cooking classes at the Market.
- Continue to expand Market by selecting specialized farmers and vendors to participate.
- Analyze existing marketing campaign to determine effectiveness in attracting new shoppers to the Market.

## **COMMUNITY SERVICES DEPARTMENT**

### **FARMERS' MARKET SPECIAL EVENTS**

#### **Program Description**

Provides several major special events throughout the year to expose the Farmers' Market to a wider community audience and attract new shoppers to the weekly event. Major events include Anniversary & Chili Cook-Off, Pie Bake a la Beverly Hills, Cookie Contest.

#### **Program Trends**

The Beverly Hills Farmers' Market is unique in the number and frequency of special events that are conducted in association with the Market. This marketing strategy has resulted in positive synergy at the Market and showcasing the Market to community members who might not necessarily attend the Market on a regular basis.

#### **Program 2005/06 Initiatives**

- Capitalize on the Market's 11<sup>th</sup> Anniversary and continue to introduce new elements to the event.
- Expand the Cookie Contest to include cookie submittals that are not exclusive to chocolate chip varieties.
- Continue to feature unique elements at the Market such as Kid Zone, Ask The Dietician, Pet Adoptions, etc.
- Continue to be a vehicle for Citywide events such as the Safety Expo, Earth Day, Department Showcases, etc.



# COMMUNITY SERVICES

## FARMERS' MARKET - OPS & SPECIAL EVENTS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.80
PT Seasonal or Hourly	1.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	83,042	93,500	12.59%
<b>Total Revenues</b>	83,042	93,500	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	87,000	93,332	7.28%
MATERIALS & SUPPLIES	18,264	15,814	-13.41%
CONTRACTUAL SVCS	24,519	23,519	-4.08%
INTERNAL SVC FUND CHARGES	39,415	104,718	165.68%
HEAT/LIGHT & POWER	12,466	12,465	-0.00%
<b>Total Expenditures</b>	181,664	249,848	

## **COMMUNITY SERVICES DEPARTMENT**

### **FILMING & EVENT PERMITS**

#### **Program Description**

Responsible for the coordination and facilitation of filming, still photography, and event permits for the City-at-large and City parks, except the Greystone Estate.

#### **Program Trends**

Increases in the number of permits issued during previous fiscal years have lead to higher than expected revneues. However, due to the inconsistent nature of the film and entertainment industry, staff cannot predict that increases will continue in upcoming years.

#### **Program 2005/06 Initiatives**

- Further develop the City's website on "filming" that highlights current photos of popular/frequently filmed locations.
- Develop a brochure for the community that describes the filming and event permit process and features potential locations.

# COMMUNITY SERVICES

## FILMING & EVENT PERMITS

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.15
Part Time w/Benefits	0.38

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	190,443	340,200	78.64%
<b>Total Revenues</b>	190,443	340,200	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	108,386	143,258	32.17%
MATERIALS & SUPPLIES	300	300	0.00%
CONTRACTUAL SVCS	350	350	0.00%
INTERNAL SVC FUND CHARGES	49,104	65,642	33.68%
HEAT/LIGHT & POWER	15,530	15,530	0.00%
<b>Total Expenditures</b>	173,670	225,080	

## **COMMUNITY SERVICES DEPARTMENT**

### **COMMUNITY EVENTS/PROGRAMS**

#### **Program Description**

In an effort to highlight Beverly Hills as an international destination, staff plans and implements a diverse array of community events and programs for residents, neighboring communities and tourists.

#### **Program Trends**

Staff continues to incorporate local support and involvement in all events and programs as well as expand the use of alternate and "non-traditional" venues for certain events and programs.

#### **Program 2005/06 Initiatives**

- Conduct a needs assessment of the community's needs and interests in relation to community events and programs.
- Expand outreach and marketing efforts and strategies to local community to increase awareness and support of events and programs.
- Develop policy and expand sponsorship opportunities.
- In conjunction with the Human Relations Commission, develop a multi-cultural program/festival with art, music, dance, food, etc.

# COMMUNITY SERVICES

## COMMUNITY EVENTS/PROGRAM GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.67
PT Seasonal or Hourly	0.20
Part Time w/Benefits	0.52

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	180,000	223,774	24.32%
<b>Total Revenues</b>	180,000	223,774	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	218,362	294,995	35.09%
MATERIALS & SUPPLIES	17,530	27,530	57.05%
CONTRACTUAL SVCS	102,052	113,752	11.46%
INTERNAL SVC FUND CHARGES	98,928	199,436	101.60%
HEAT/LIGHT & POWER	31,287	31,288	0.00%
<b>Total Expenditures</b>	468,159	667,001	

## **COMMUNITY SERVICES DEPARTMENT**

### **CULTURAL PROGRAMS**

#### **Program Description**

In an effort to highlight Beverly Hills as an international cultural destination, staff plans and implements a diverse array of community cultural events and programs for residents, neighboring communities and tourists.

#### **Program Trends**

Staff continues to incorporate local support and involvement in all events and programs as well as expand the use of alternate and "non-traditional" venues for certain events and programs.

#### **Program 2005/06 Initiatives**

- Conduct a needs assessment of the community's needs and interests in relation to cultural programs.
- Expand outreach and marketing efforts and strategies to local community to increase awareness and support of events and programs.
- Develop policy and expand sponsorship opportunities.
- In conjunction with the Human Relations Commission, develop a multi-cultural program/festival with art, music, dance, food, etc.

# COMMUNITY SERVICES

## CULTURAL PROGRAMS

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.65
Part Time w/Benefits	0.85

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	166,290	218,151	31.19%
<b>Total Revenues</b>	166,290	218,151	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	158,516	199,742	26.01%
MATERIALS & SUPPLIES	43,774	53,774	22.84%
CONTRACTUAL SVCS	175,874	198,874	13.08%
INTERNAL SVC FUND CHARGES	71,815	112,215	56.26%
HEAT/LIGHT & POWER	22,713	22,712	-0.00%
<b>Total Expenditures</b>	472,692	587,317	

## **COMMUNITY SERVICES DEPARTMENT**

### **PUBLIC ART/FINE ART COMMISSION**

#### **Program Description**

Responsible for enhancing the beauty of the City through the installation of public art, and promoting a diverse and stimulating cultural environment to enrich the lives of residents and visitors. While the Fine Art Fund provides revenue for this program, it is earmarked solely for the purchase of public art.

#### **Program Trends**

Investments in the arts enhance the community's assets, aesthetics, and act as an economic catalyst for the City.

#### **Program 2005/06 Initiatives**

- Develop a Public Art Strategic Plan for annual acquisitions to expand the City's public art collection.
- Develop community outreach programs and partnerships.
- Establish a comprehensive Public Art Maintenance and Restoration Program.

# COMMUNITY SERVICES

## PUBLIC ART/ FA COMMISSION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.75

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
OTHER TAXES	50,000	50,000	0.00%
USE OF MONEY & PROPERTY	5,000	5,000	0.00%
<b>Total Revenues</b>	<b>55,000</b>	<b>55,000</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	61,975	71,436	15.27%
MATERIALS & SUPPLIES	907	907	0.00%
CONTRACTUAL SVCS	19,575	19,575	0.00%
INTERNAL SVC FUND CHARGES	28,078	45,590	62.37%
HEAT/LIGHT & POWER	8,880	8,880	0.00%
<b>Total Expenditures</b>	<b>119,415</b>	<b>146,388</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **EARLY EDUCATION**

#### **Program Description**

Provides revenue-based classes for children ages three months to five years. This includes over 90 classes and four State licensed year-round preschool programs.

#### **Program Trends**

The Early Education offerings continue to be the most popular, generating \$550,000 in revenue. With nearly 60 age-appropriate children on the preschool waiting list, it would be advantageous to budget for another preschool site.

#### **Program 2005/06 Initiatives**

- Provide an additional State-licensed preschool program at La Cienega Park. Approximately \$90,000 in staff and supply costs are needed.
- Continue to expand class offerings to retain current participants and attract new registrants.

# COMMUNITY SERVICES

## EARLY EDUCATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.22
Part Time w/Benefits	11.42

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	688,845	690,000	0.17%
<b>Total Revenues</b>	688,845	690,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	517,464	493,670	-4.60%
MATERIALS & SUPPLIES	33,468	29,468	-11.95%
CONTRACTUAL SVCS	16,005	16,005	0.00%
INTERNAL SVC FUND CHARGES	234,434	651,031	177.70%
HEAT/LIGHT & POWER	74,143	74,143	-0.00%
<b>Total Expenditures</b>	875,515	1,264,317	

## **COMMUNITY SERVICES DEPARTMENT**

### **YOUTH**

#### **Program Description**

Children between the ages of five to 17 years are offered youth programs that include recreation and sports classes, childcare, summer camps and teen programs. Over 60 part-time staff and approximately 20 contractual instructors are involved in conducting these programs. Youth programs are the Department's largest source of revenue.

#### **Program Trends**

The ever-changing interests of youth, challenges the City's ability to create new classes and programs, hire qualified staff and instructors, and purchase necessary supplies.

#### **Program 2005/06 Initiatives**

- Streamline the process to facilitate innovative class offerings and keep current participants from seeking private recreation entities.
- Increase revenue sources through additional class and camp offerings.
- Create geographically favorable recreation offerings (on school-sites ) for parents wanting to avoid traveling throughout the city.
- Develop an RFQ to seek private/public partnership to develop a Community Recreation Center in the former Industrial Area.

# COMMUNITY SERVICES

## YOUTH GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.26
PT Seasonal or Hourly	43.96
Part Time w/Benefits	11.94

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	672,217	905,302	34.67%
<b>Total Revenues</b>	672,217	905,302	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	845,361	1,008,270	19.27%
MATERIALS & SUPPLIES	70,535	67,335	-4.54%
CONTRACTUAL SVCS	437,747	503,747	15.08%
INTERNAL SVC FUND CHARGES	382,986	694,405	81.31%
HEAT/LIGHT & POWER	121,125	121,125	-0.00%
<b>Total Expenditures</b>	1,857,755	2,394,882	

## **COMMUNITY SERVICES DEPARTMENT**

### **ADULTS**

#### **Program Description**

The adult program is responsible for creating recreational activities including classes in fitness, dance, computers and the arts. The program also offers reservations for the City's 20 tennis courts as well as for other sports facilities for various sports leagues. In addition, single day excursions to popular locales are available to the community.

#### **Program Trends**

As infrastructure elements age, the provision of well maintained and attractive recreation facilities becomes more critical in capturing the discretionary expenditures of adults. In addition, lack of specific equipment needs challenge the City's ability to offer certain classes.

#### **Program 2005/06 Initiatives**

- Increase number of classes by 25% to provide a wider variety of high quality classes in the latest trends in recreational activities.
- Expand adult excursions to new and exciting locales.
- Outsource adult classes to specialized venues to provide classes that can not be offered at City locations due to specific equipment needs.
- Work more closely with General Services to provide continuous maintenance and upgrade of recreational facilities.

# COMMUNITY SERVICES

## ADULTS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.08
PT Seasonal or Hourly	15.59
Part Time w/Benefits	8.80

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	94,269	81,000	-14.08%
SERVICE FEES & CHARGES	390,382	391,933	0.40%
<b>Total Revenues</b>	<b>484,651</b>	<b>472,933</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	443,266	521,753	17.71%
MATERIALS & SUPPLIES	23,235	13,008	-44.02%
CONTRACTUAL SVCS	59,772	85,399	42.87%
INTERNAL SVC FUND CHARGES	200,819	476,008	137.03%
HEAT/LIGHT & POWER	63,512	63,512	-0.00%
<b>Total Expenditures</b>	<b>790,604</b>	<b>1,159,680</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **SENIOR ADULTS**

#### **Program Description**

Senior adults are offered an extensive variety of classes to fulfill their physical fitness and mental acuity needs. The Beverly Hills Active Adult Club, Go Go Stroke Club, Senior Nutrition Program and the Senior Computer Lab Program all serve a special purpose in meeting the needs of our seniors.

#### **Program Trends**

Challenges facing senior adults are becoming more demanding and need to be addressed by highly trained professionals. The field of Gerontology specifically meets the needs of senior adults coping with aging issues. Coupled with a recreational setting and environment, support in a professional manner is needed.

#### **Program 2005/06 Initiatives**

- Increase the number of senior adult classes by 25%.
- Familiarize senior adults with today's information age.
- Continue to encourage and support seniors in their outreach efforts by providing service referrals and case management.
- Recruit the professional services of a Gerontologist, who can effectively address the vast area of aging issues.

# COMMUNITY SERVICES

## SENIOR ADULTS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.18
Part Time w/Benefits	0.60

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	7,251	3,000	-58.63%
<b>Total Revenues</b>	7,251	3,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	188,868	81,158	-57.03%
MATERIALS & SUPPLIES	9,064	8,064	-11.03%
CONTRACTUAL SVCS	28,394	28,394	0.00%
INTERNAL SVC FUND CHARGES	85,566	145,658	70.23%
HEAT/LIGHT & POWER	27,061	27,061	-0.00%
<b>Total Expenditures</b>	338,953	290,335	

## **COMMUNITY SERVICES DEPARTMENT**

### **LEISURE SUPPORT SERVICES**

#### **Program Description**

Provides support to the entire Leisure Services Division. Services include: publicity and promotions; processing customer program registrations; park ranger program; and, the management of the citywide volunteer program.

#### **Program Trends**

As part of the Leisure Support Services, the Park Ranger program extends beyond providing supervision of park sites. It includes providing citywide support at events and City Council meetings. Rangers are also instrumental in protecting Greystone Estate during filmings, weddings and receptions. The demand for Park Ranger supervision has increased steadily over the years.

A software upgrade is underway and will enable the community to register for classes and programs online.

#### **Program 2005/06 Initiatives**

- Establish and implement program registration via internet and telephone.
- Solicit families and community service organizations to volunteer at department and city events.
- Continue to meet the City's ever increasing demand for Park Ranger presence and support.
- Market the Community Services Department programs through the quarterly brochure; and, alter the brochure's format to keep the document dynamic.

# COMMUNITY SERVICES

## LEISURE SUPPORT SERVICES

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	6.70
PT Seasonal or Hourly	9.75
Part Time w/Benefits	16.00

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	535,543	302,404	-43.53%
USE OF MONEY & PROPERTY	122,168	108,623	-11.09%
SERVICE FEES & CHARGES	63,690	55,054	-13.56%
<b>Total Revenues</b>	<b>721,401</b>	<b>466,081</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,211,265	1,133,007	-6.46%
MATERIALS & SUPPLIES	38,667	40,267	4.14%
CONTRACTUAL SVCS	91,094	91,094	0.00%
CAPITAL OUTLAY	773	773	0.00%
INTERNAL SVC FUND CHARGES	548,757	711,948	29.74%
HEAT/LIGHT & POWER	173,553	173,553	0.00%
<b>Total Expenditures</b>	<b>2,064,109</b>	<b>2,150,642</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **TREE MAINTENANCE - PARKS**

#### **Program Description**

Maintains the pruning of approximately 27,000 street and park site trees as well as offers public outreach, educational and program development services.

#### **Program Trends**

A Tree City USA award recipient for 20 consecutive years, the urban forestry program in Beverly Hills is often seen as the benchmark to achieve by most other urban forestry programs nationwide.

#### **Program 2005/06 Initiatives**

- Prune 20 percent of the street tree population.
- Improve funding to reduce the trim cycle frequency so that no street or park tree in the program goes unpruned for more than four years.
- Establish program to recoup funding spent to clear private property tree emergencies from public right of way.
- Develop public outreach programs that limit avoidable attrition in the street tree population.

# COMMUNITY SERVICES

## TREE MAINTENANCE - PARKS

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.65

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	0	3,250	0.00%
MISCELLANEOUS REVENUES	0	925	0.00%
<b>Total Revenues</b>	0	4,175	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	141,033	166,576	18.11%
MATERIALS & SUPPLIES	30,200	30,200	0.00%
CONTRACTUAL SVCS	1,179,408	1,179,408	0.00%
CAPITAL OUTLAY	670	670	0.00%
INTERNAL SVC FUND CHARGES	63,894	64,442	0.86%
HEAT/LIGHT & POWER	20,208	20,207	-0.00%
<b>Total Expenditures</b>	1,435,413	1,461,503	

## **COMMUNITY SERVICES DEPARTMENT**

### **TREE REMOVAL/INSTALLATION**

#### **Program Description**

Arranges for the removal and replacement of declining and/or inappropriate trees under several defined Street Tree Master Plan Phases and as individual circumstances require. Public outreach is a significant factor in maintaining resident support of this program.

#### **Program Trends**

Street Tree Master Plan Phases I and II are ongoing and improve the overall condition and safety of the urban forest as declining and inappropriate trees are removed and replaced. The development of Street Tree Master Plan Phase III is necessary to address loss of palm trees in the street tree population.

#### **Program 2005/06 Initiatives**

- Continue Street Tree Master Plan Phases for Ash, Elm and Ficus trees.
- Begin public process for Street Tree Master Plan Phase III (palms).
- Develop Street Tree Master Plan program for Chevy Chase Drive (ficus).
- Replace non-Master Plan trees on an as needed basis.

# COMMUNITY SERVICES

## TREE REMOVAL/INSTALLATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.15

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	97,113	108,196	11.41%
MATERIALS & SUPPLIES	1,283	1,283	0.00%
CONTRACTUAL SVCS	4,385	4,385	0.00%
INTERNAL SVC FUND CHARGES	43,996	47,394	7.72%
HEAT/LIGHT & POWER	13,915	13,915	0.00%
<b>Total Expenditures</b>	<b>160,692</b>	<b>175,173</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **URBAN FOREST SUPPORT TO OTHER DEPARTMENTS**

#### **Program Description**

Lends support to other departments on an as-needed basis, including the trimming of trees at parking structures and reservoir sites and the trimming and/or removal of trees to facilitate sidewalk, curb and street repair projects.

#### **Program Trends**

Historically, this program has been reactive with the provision of services to primarily emergency situations. Additional funding is necessary to make this program proactive, especially if a routine tree trim cycle frequency is desired to improve aesthetics and reduce risk at parking structures and reservoir sites.

#### **Program 2005/06 Initiatives**

- Identify funding sources to enable routine, tree trim cycle frequencies not to exceed four years at reservoir and parking structure sites.

# COMMUNITY SERVICES

## UR FOREST SUPP OTHER DEPT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.20

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	17,944	20,381	13.58%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	50,700	50,700	0.00%
INTERNAL SVC FUND CHARGES	8,129	15,170	86.61%
HEAT/LIGHT & POWER	2,571	2,571	-0.00%
<b>Total Expenditures</b>		79,344	88,822

## **COMMUNITY SERVICES DEPARTMENT**

### **BEVERLY GARDENS & MINI PARKS**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the landscaped areas in Beverly Gardens Park and at the City's five Mini Park sites are maintained on a daily basis.

#### **Program Trends**

Beverly Gardens and the Mini Parks need to be maintained on a consistent basis. As plant material and infrastructure elements in the parks age, the aesthetic value of the park tends to decline while the effort necessary to maintain the park increases. Several of the Mini Park sites are in need of major renovation.

#### **Program 2005/06 Initiatives**

- Identify funding requirements necessary for a phased renovation of remaining Mini Parks requiring major renovation.
- Promote recent renovation of Oakhurst Mini Park to garner internal and public support for renovation of other Mini Park sites.
- Utilize Proposition A maintenance funds to maintain plant material in Beverly Gardens Park.

# COMMUNITY SERVICES

## BEVERLY GARDEN&MINI PARKS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	7.11

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	427,001	542,176	26.97%
MATERIALS & SUPPLIES	24,455	18,805	-23.10%
CONTRACTUAL SVCS	87,332	87,332	0.00%
CAPITAL OUTLAY	11,123	11,124	0.01%
INTERNAL SVC FUND CHARGES	193,450	215,388	11.34%
HEAT/LIGHT & POWER	61,182	61,181	-0.00%
<b>Total Expenditures</b>	<b>804,543</b>	<b>936,006</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **COLDWATER CANYON**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the landscaped areas in Coldwater Canyon Park are maintained on a daily basis.

#### **Program Trends**

Due to a recent renovation of the entire park, the landscape quality at Coldwater Canyon Park is high. However, the enhanced components require a higher level of maintenance, especially the stream and play areas. Renovation of the Coldwater Park Reservoir in the next 2 years will require additional staff and supply resources.

#### **Program 2005/06 Initiatives**

- Protect recent renovation by identifying and addressing minor problems immediately.

# COMMUNITY SERVICES

## COLDWATER CANYON GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.31

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	92,754	101,979	9.95%
MATERIALS & SUPPLIES	6,894	6,924	0.44%
CONTRACTUAL SVCS	20,871	20,871	0.00%
INTERNAL SVC FUND CHARGES	42,022	53,556	27.45%
HEAT/LIGHT & POWER	13,290	13,290	0.00%
<b>Total Expenditures</b>	<b>175,831</b>	<b>196,620</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **GREYSTONE/WILL ROGERS**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the landscaped areas at Greystone Estate and Will Rogers Park are maintained on a daily basis.

#### **Program Trends**

Landscaping at Greystone Estate and Will Rogers Park need to be maintained on a daily basis. A continuation of the phased restoration of the grounds at Greystone Estate will have a positive affect on both aesthetics and the efficient maintenance of the landscape.

#### **Program 2005/06 Initiatives**

- Identify design and/or maintenance issues to enhance the quality of fish ponds at both sites.
- Introduce aquatic plants at both sites to protect fish and enhance aesthetics.
- Improve maintenance procedures at hillside areas at Greystone Mansion.

# COMMUNITY SERVICES

## GREYSTONE/WILL ROGERS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.92

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	385,582	427,145	10.78%
MATERIALS & SUPPLIES	21,271	22,664	6.55%
CONTRACTUAL SVCS	54,993	54,993	0.00%
INTERNAL SVC FUND CHARGES	174,686	238,668	36.63%
HEAT/LIGHT & POWER	55,247	55,247	-0.00%
<b>Total Expenditures</b>	<b>691,779</b>	<b>798,717</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **LA CIENEGA**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the landscaped areas in La Cienega Park are maintained on a daily basis.

#### **Program Trends**

La Cienega Park's aging infrastructure and plant materials require extra maintenance. In addition, expansion of youth sports organizations significantly impact the Park's turf quality and staff's ability to properly and safely maintain the facilities.

#### **Program 2005/06 Initiatives**

- Work with a consultant to identify the appropriate level of use the turf can sustain on a seasonal basis.
- Work with the leagues to modify their practice/game schedules.
- Identify renovation needs.
- Work with the Recreation Division to assess playground equipment site improvement needs.

# COMMUNITY SERVICES

## LA CIENEGA GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.71

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	206,463	164,648	-20.25%
MATERIALS & SUPPLIES	18,974	18,174	-4.22%
CONTRACTUAL SVCS	26,344	26,344	0.00%
INTERNAL SVC FUND CHARGES	93,537	104,455	11.67%
HEAT/LIGHT & POWER	29,582	29,582	-0.00%
<b>Total Expenditures</b>	<b>374,900</b>	<b>343,203</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **ROXBURY**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the landscaped areas in Roxbury Park are maintained on a daily basis.

#### **Program Trends**

Due to significant use by the community combined with the Park's aging infrastructure and plant materials, Roxbury Park needs to be maintained on a consistent basis. In addition, irrigation renovation in certain areas of the park would be environmentally efficient and cost effective.

#### **Program 2005/06 Initiatives**

- Identify funding requirements and priorities for irrigation renovation.

# COMMUNITY SERVICES

## ROXBURY GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.46

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	320,034	359,728	12.40%
MATERIALS & SUPPLIES	18,715	18,192	-2.79%
CONTRACTUAL SVCS	21,532	21,532	0.00%
INTERNAL SVC FUND CHARGES	144,990	176,934	22.03%
HEAT/LIGHT & POWER	45,855	45,855	-0.00%
<b>Total Expenditures</b>	<b>551,126</b>	<b>622,241</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **ATHLETIC FACILITIES**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the of sports fields at Roxbury and La Cienega parks are maintained on a daily basis.

#### **Program Trends**

Sports fields require a high level of maintenance, especially as use rates increase. The renovation of two of the three baseball fields at La Cienega Park have improved the aesthetic appearance as wells as the customer satisfaction levels. Similar renovation projects are needed at other sport field sites.

#### **Program 2005/06 Initiatives**

- Identify and prioritize renovation efforts at untreated sports fields.
- Improve maintenance procedures to address and increasing rate of sports field use.

# COMMUNITY SERVICES

## ATHLETIC FACILITIES

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.41
PT Seasonal or Hourly	0.50

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	171,149	168,608	-1.48%
MATERIALS & SUPPLIES	13,701	13,701	0.00%
CONTRACTUAL SVCS	4,549	4,549	0.00%
INTERNAL SVC FUND CHARGES	77,538	123,041	58.68%
HEAT/LIGHT & POWER	24,523	24,523	0.00%
<b>Total Expenditures</b>		291,460	334,422

## **COMMUNITY SERVICES DEPARTMENT**

### **STREETSCAPE**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the City's streetscape areas, including the business triangle, street medians, and several parking facilities, are maintained on a daily basis.

#### **Program Trends**

The level of landscape maintenance required at streetscape areas varies daily at the business triangle sites and intermittently at the parking facilities. The poor performance of some tree well, cutout plants in the Urban Design areas of the business triangle may improve as the irrigation system for the project becomes automated.

#### **Program 2005/06 Initiatives**

- Review and implement the automation of the irrigation system in business triangle area.
- Identify and address inappropriate tree well specie types in the business triangle area.
- Identify and prioritize plant/irrigation needs at parking facilities.

# COMMUNITY SERVICES

## STREETSCAPE GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.31

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	26,655	30,735	15.31%
MATERIALS & SUPPLIES	5,290	5,290	0.00%
CONTRACTUAL SVCS	146,348	141,398	-3.38%
INTERNAL SVC FUND CHARGES	12,076	19,976	65.42%
HEAT/LIGHT & POWER	3,819	3,819	-0.00%
<b>Total Expenditures</b>	<b>194,188</b>	<b>201,218</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **CIVIC CENTER**

#### **Program Description**

Utilizing a mix of in-house staff and contracted services, the landscaped area at City Hall and in the Civic Center are maintained on a daily basis.

#### **Program Trends**

The City Hall and Civic Center areas needs to maintained on a consistently high level at all times. Any declining plant or infrastructure element should be addressed without delay. While the quality of the landscape at Civic Center is fairly stable, drainage system improvements would be beneficial.

#### **Program 2005/06 Initiatives**

- Identify drainage improvement needs.
- Analyze and identify plant material requiring replacement within the next year.

# COMMUNITY SERVICES

## CIVIC CENTER GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.36

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	91,022	100,141	10.02%
MATERIALS & SUPPLIES	8,653	9,203	6.36%
CONTRACTUAL SVCS	25,037	25,037	0.00%
INTERNAL SVC FUND CHARGES	41,237	107,482	160.64%
HEAT/LIGHT & POWER	13,042	13,042	0.00%
<b>Total Expenditures</b>	<b>178,991</b>	<b>254,905</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **PARK SUPPORT TO OTHER DEPARTMENTS**

#### **Program Description**

Lends support to other departments on an as-needed basis including installation and repair of damaged irrigation components and plant materials. In addition, support is also provided to community events and programs, including Walk of Style, D Lot, Holiday Plantings and Urban Design.

#### **Program Trends**

Contracted staff currently maintain planters in the D Lot and the tree wells and medians along Rodeo Drive. With the imminent completion of Urban Design, the Community Services Department will be responsible for several additional streets.

#### **Program 2005/06 Initiatives**

- Plan for maintenance of additional streets after the completion of Urban Design, while also being available to support other departments as necessary.

# COMMUNITY SERVICES

## PARKS -SUPPORT OTHER DEPT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.51

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	147,831	162,963	10.24%
MATERIALS & SUPPLIES	6,000	6,000	0.00%
CONTRACTUAL SVCS	119,215	114,215	-4.19%
INTERNAL SVC FUND CHARGES	66,974	96,934	44.73%
HEAT/LIGHT & POWER	21,182	21,181	-0.00%
<b>Total Expenditures</b>	<b>361,202</b>	<b>401,293</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **LIBRARY ADMINISTRATION**

#### **Program Description**

Administration provides leadership, guidance and supervision to library staff by being responsible for strategic planning of services, technology and library facilities. It also develops ongoing community partnerships, implements and markets library services and works with the Friends of the Library.

#### **Program Trends**

Identified the need to analyze community needs for public library services. Additionally, evaluated the Library's community partnerships programs.

#### **Program 2005/06 Initiatives**

- Lead community's library needs assessment.
- Assess opportunities for increased efficiency in library operations.
- Seek additional sources of funding for library programs.
- Identify and develop strategic community partnerships.

# COMMUNITY SERVICES

## LIBRARY ADMINISTRATION

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	165,137	160,225	-2.97%
MATERIALS & SUPPLIES	5,578	2,453	-56.02%
CONTRACTUAL SVCS	30,976	22,261	-28.13%
INTERNAL SVC FUND CHARGES	85,170	56,518	-33.64%
HEAT/LIGHT & POWER	9,341	9,341	0.00%
<b>Total Expenditures</b>	<b>296,202</b>	<b>250,798</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **LIBRARY FINANCIAL**

#### **Program Description**

Financial administration of library income and expenses. Prepares and monitors the budget for all library programs.

#### **Program Trends**

Transition of the new financial system to provide more management and information to staff, which includes providing up-to-date information at any time in the budget cycle.

#### **Program 2005/06 Initiatives**

- Reorganize files consistent with City records management procedures.
- Investigate streamlining purchasing procedures as a result of implementing new financial system.
- Develop procedures for providing timely budget information to the library's managers.

# COMMUNITY SERVICES

## LIBRARY FINANCIAL SVCS

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.35

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	117,907	136,498	15.77%
MATERIALS & SUPPLIES	589	589	0.00%
CONTRACTUAL SVCS	465	465	0.00%
INTERNAL SVC FUND CHARGES	60,811	73,217	20.40%
HEAT/LIGHT & POWER	6,669	6,670	0.01%
<b>Total Expenditures</b>		186,441	217,439

## **COMMUNITY SERVICES DEPARTMENT**

### **LIBRARY CUSTOMER SERVICE**

#### **Program Description**

Staff provides security services during open hours, which includes coordination with Facilities Maintenance for repair of building problems. Staff also assists with personnel management, responds to customer queries or concerns, records management and departmental communications.

#### **Program Trends**

The changing user population will require changes in the monitoring, security and availability of staff.

The aging facility will require increased attention and development of plans to repair and maintain it.

#### **Program 2005/06 Initiatives**

- Develop procedures and protocols for handling customer complaints.
- Develop a log of maintenance issues so that they can be prioritized and monitored.
- Actively seek to expand the access library users have to make suggestions to improve services.

# COMMUNITY SERVICES

## LIBRARY CUSTOMER SERVICE GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.50
PT Seasonal or Hourly	0.38
Part Time w/Benefits	1.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	4,897	2,500	-48.95%
SERVICE FEES & CHARGES	0	6,000	0.00%
<b>Total Revenues</b>	4,897	8,500	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	235,676	206,079	-12.56%
MATERIALS & SUPPLIES	589	589	0.00%
CONTRACTUAL SVCS	465	465	0.00%
INTERNAL SVC FUND CHARGES	121,551	286,703	135.87%
HEAT/LIGHT & POWER	13,331	13,331	0.00%
<b>Total Expenditures</b>	371,612	507,167	

## **COMMUNITY SERVICES DEPARTMENT**

### **LITERACY SERVICES**

#### **Program Description**

Adult and family literacy are promoted through programs funded by the City, State funds and donations from local businesses and organizations. Services currently provided include one-on-one tutoring, Family Literacy, Workplace Literacy, Reading Lab, discussion groups, spelling classes, Grammar for Grown-ups, Mentoring, ESL, conversation classes, and distance learning.

#### **Program Trends**

From the inception of the Literacy program twelve years ago, adult learners have become more proficient and confident, as demonstrated by the addition of computer-based instruction, active discussion in class, increased interaction in small groups, and independent writing and grammar classes.

#### **Program 2005/06 Initiatives**

- Install more computer-based reading and grammar programs.
- Increase recruitment and participation in conversational classes.
- Provide events and activities to increase student interaction.
- Provide a life skills workshop that will address everyday situations in the adult learner's life.

# COMMUNITY SERVICES

## LITERACY SERVICES

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.50
PT Seasonal or Hourly	4.66

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	77,761	52,500	-32.49%
MISCELLANEOUS REVENUES	44,837	336	-99.25%
<b>Total Revenues</b>	<b>122,598</b>	<b>52,836</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	200,202	145,472	-27.34%
MATERIALS & SUPPLIES	4,658	4,658	0.00%
CONTRACTUAL SVCS	4,639	2,740	-40.94%
INTERNAL SVC FUND CHARGES	103,255	184,771	78.95%
HEAT/LIGHT & POWER	11,324	11,324	0.00%
<b>Total Expenditures</b>	<b>324,078</b>	<b>348,965</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **REFERENCE SERVICES**

#### **Program Description**

Professional librarians provide accurate, personalized information services for adults and children to promote life-long learning. Services include: responding to reference questions; providing reader's advisor services; creating booklists and displays to help customers find reading and viewing materials; and, providing curricular support for school assignments.

#### **Program Trends**

Reference Services has seen a decline in the use of reference books in answering patrons' questions, but a high uptake in using the Internet to answer questions.

#### **Program 2005/06 Initiatives**

- Evaluate Internet reference resources to replace book reference sources.
- Re-evaluate subscription databases and if necessary to replace them with newer databases to strengthen the reference program.
- Continue to instruct library patrons in the use of databases to strengthen their personal skills.

# COMMUNITY SERVICES

## REFERENCE SERVICES

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	8.67
PT Seasonal or Hourly	15.06
Part Time w/Benefits	2.28

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	12,689	3,000	-76.36%
<b>Total Revenues</b>	12,689	3,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	976,189	1,085,541	11.20%
MATERIALS & SUPPLIES	16,834	12,620	-25.03%
CONTRACTUAL SVCS	7,241	3,064	-57.69%
INTERNAL SVC FUND CHARGES	503,475	683,522	35.76%
HEAT/LIGHT & POWER	55,216	55,217	0.00%
<b>Total Expenditures</b>	1,558,955	1,839,964	

## **COMMUNITY SERVICES DEPARTMENT**

### **LIBRARY PROGRAMS**

#### **Program Description**

Library professionals provide activities to develop effective usage of materials and access to information, including: cultural performances, book discussions, storytelling, summer reading club, informational tours, classes and one-on-one education, and volunteer programs for teens.

#### **Program Trends**

The demand for services for younger children has increased. The biggest programming demand is for 18-to-30-month old children. Children are expected to be reading when they enter first grade.

#### **Program 2005/06 Initiatives**

- Continue to offer the current number of story time programs for children but adjust the age requirements for maximum participation.
- Utilize grant funding to develop a program of parent education that will address issues of language and literacy.
- Investigate opportunities for cooperative services with other City programs.
- Sponsor a library card drive for children.

# COMMUNITY SERVICES

## LIBRARY PROGRAMS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.92
PT Seasonal or Hourly	3.05
Part Time w/Benefits	0.75

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	3,263	1,650	-49.43%
<b>Total Revenues</b>	3,263	1,650	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	199,502	249,677	25.15%
MATERIALS & SUPPLIES	17,011	15,006	-11.79%
CONTRACTUAL SVCS	137	27	-80.29%
INTERNAL SVC FUND CHARGES	102,894	205,861	100.07%
HEAT/LIGHT & POWER	11,284	11,285	0.01%
<b>Total Expenditures</b>	330,828	481,856	

## **COMMUNITY SERVICES DEPARTMENT**

### **CIRCULATION SERVICES**

#### **Program Description**

Enables library users to access and use library materials by providing a means by which customers can easily request and borrow materials. Provides delivery service to customers with medical problems, which prevent their coming to the library. Maintains accurate records of customer transactions and the disposition of library materials.

#### **Program Trends**

Patrons are using electronic resources and becoming more self-reliant.

#### **Program 2005/06 Initiatives**

- Use staff to educate patrons on use of website and self-checkout equipment to access their records.

# COMMUNITY SERVICES

## CIRCULATION SERVICES

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	8.33
PT Seasonal or Hourly	12.84
Part Time w/Benefits	2.75

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	99,000	163,500	65.15%
SERVICE FEES & CHARGES	337,203	205,600	-39.03%
MISCELLANEOUS REVENUES	11,180	4,500	-59.75%
<b>Total Revenues</b>	<b>447,383</b>	<b>373,600</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	782,990	736,374	-5.95%
MATERIALS & SUPPLIES	11,742	11,742	0.00%
CONTRACTUAL SVCS	6,160	1,200	-80.52%
INTERNAL SVC FUND CHARGES	403,832	698,336	72.93%
HEAT/LIGHT & POWER	44,288	44,288	0.00%
<b>Total Expenditures</b>	<b>1,249,012</b>	<b>1,491,940</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **SHELVING MATERIALS**

#### **Program Description**

Checks in materials and returns them to the proper location in the library and in accurate order.

#### **Program Trends**

Changes to the types of materials users are borrowing led to changes in shelving and sorting techniques.

#### **Program 2005/06 Initiatives**

- Analyze shelving workflow.
- Improve efficiency of book-drop retrieval.
- Provide vests for library staff to increase their visibility in the library.

# COMMUNITY SERVICES

## SHELVING MATERIALS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.00
PT Seasonal or Hourly	13.00
Part Time w/Benefits	4.65

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	419,583	333,633	-20.48%
MATERIALS & SUPPLIES	2,000	2,000	0.00%
CONTRACTUAL SVCS	27	27	0.00%
INTERNAL SVC FUND CHARGES	216,403	652,112	201.34%
HEAT/LIGHT & POWER	23,733	23,733	0.00%
<b>Total Expenditures</b>	<b>661,746</b>	<b>1,011,505</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **USER NOTIFICATION**

#### **Program Description**

Enable library users to access library materials by notifying customers of overdue and reserved materials. Collects fines and fees and works with customers to recover missing items.

#### **Program Trends**

The Library has updated the automated notification system.

#### **Program 2005/06 Initiatives**

- Implement the upgrade of the automated notification system and train staff in its use.

# COMMUNITY SERVICES

## USER NOTIFICATION SERVICE

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.50
Part Time w/Benefits	0.75

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	25,983	14,000	-46.12%
<b>Total Revenues</b>	25,983	14,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	55,593	48,069	-13.53%
MATERIALS & SUPPLIES	1,500	1,500	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	28,672	80,311	180.10%
HEAT/LIGHT & POWER	3,144	3,144	0.00%
<b>Total Expenditures</b>	88,909	133,024	

## **COMMUNITY SERVICES DEPARTMENT**

### **COLLECTION DEVELOPMENT**

#### **Program Description**

Provide a current and relevant library collection by selecting materials in a variety of formats for adults and children to accommodate a variety of needs, languages, ages and interests. Review adult and children's materials for discard or repair to ensure an attractive, current and usable collection.

#### **Program Trends**

Reference materials are increasingly being made available online. Costs of library materials continue to increase, thereby decreasing the number of materials we can purchase.

#### **Program 2005/06 Initiatives**

- Analyze collections and usage by customers to ensure adequate and appropriate materials are made available for use.

# COMMUNITY SERVICES

## COLLECTION DEVELOPMENT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.89
PT Seasonal or Hourly	1.45
Part Time w/Benefits	0.13

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	368,268	348,746	-5.30%
MATERIALS & SUPPLIES	1,049,235	921,300	-12.19%
CONTRACTUAL SVCS	2,010	2,010	0.00%
INTERNAL SVC FUND CHARGES	189,936	238,427	25.53%
HEAT/LIGHT & POWER	20,830	20,830	0.00%
<b>Total Expenditures</b>		1,630,279	1,531,313

## **COMMUNITY SERVICES DEPARTMENT**

### **MATERIALS ACQUISITION**

#### **Program Description**

Library materials are ordered in a timely manner using the most cost-effective methods available. Materials are received quickly and accurately to ensure prompt payment of invoices and the updating of accounts.

#### **Program Trends**

The ordering of library materials is increasingly being done by electronic methods.

#### **Program 2005/06 Initiatives**

- Design and implement workflows to take advantage of electronic ordering.

# COMMUNITY SERVICES

## MATERIALS AQUITION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.93
Part Time w/Benefits	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	194,215	231,070	18.98%
MATERIALS & SUPPLIES	3,621	3,621	0.00%
CONTRACTUAL SVCS	2,000	2,000	0.00%
INTERNAL SVC FUND CHARGES	100,167	183,577	83.27%
HEAT/LIGHT & POWER	10,985	10,986	0.01%
<b>Total Expenditures</b>		310,988	431,254

## **COMMUNITY SERVICES DEPARTMENT**

### **LIBRARY DATABASE MAINTENANCE**

#### **Program Description**

Catalogs new materials using national standards, assigning a classification number, subject headings, and providing cross-references. Troubleshoots with the City Information Technology Department and outside vendors. Monitors the integrated library system.

#### **Program Trends**

The integrated library system (ILS) has developed a new, easier-to-use interface for staff.

#### **Program 2005/06 Initiatives**

- Train staff to effectively use the new ILS interface.
- Develop online map to link to locations in online catalog to assist patrons in locating materials in the library.

# COMMUNITY SERVICES

## LIBRARY DATABASE MAINT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.78
PT Seasonal or Hourly	3.50
Part Time w/Benefits	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	389,651	354,766	-8.95%
MATERIALS & SUPPLIES	200	200	0.00%
CONTRACTUAL SVCS	40,241	40,241	0.00%
INTERNAL SVC FUND CHARGES	200,965	354,305	76.30%
HEAT/LIGHT & POWER	22,040	22,039	-0.00%
<b>Total Expenditures</b>	<b>653,097</b>	<b>771,551</b>	

## **COMMUNITY SERVICES DEPARTMENT**

### **INTERLIBRARY LOANS**

#### **Program Description**

Enable users to access library materials by assisting customers in obtaining materials from other libraries and lending materials to other libraries upon request.

#### **Program Trends**

The InterLibrary Loan interface has been updated to provide an easier and more efficient method of placing and tracking requests.

#### **Program 2005/06 Initiatives**

- Train staff to effectively use the new interface.
- Develop workflows and policies to allow patron-initiated requests.

# COMMUNITY SERVICES

## INTERLIBRARY LOANS

### GENERAL FUND

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	1,000	1,500	50.00%
SERVICE FEES & CHARGES	0	1,000	0.00%
<b>Total Revenues</b>	1,000	2,500	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	50,089	59,499	18.79%
MATERIALS & SUPPLIES	350	350	0.00%
CONTRACTUAL SVCS	1,634	1,534	-6.12%
INTERNAL SVC FUND CHARGES	25,833	56,332	118.06%
HEAT/LIGHT & POWER	2,833	2,833	0.00%
<b>Total Expenditures</b>	80,739	120,548	

## **COMMUNITY SERVICES DEPARTMENT**

### **MATERIALS PROCESSING**

#### **Program Description**

New books, media items, periodicals and newspapers are physically processed by applying property labels, barcodes, security strips, other labels and plastic jackets for management of the collection. Older library materials are repaired by replacing torn pages, damaged covers, broken spines, torn jackets, barcodes, labels, and broken media cases.

#### **Program Trends**

Efforts have been made to streamline the processing of new materials to provide them to patrons in a more timely manner.

#### **Program 2005/06 Initiatives**

- Evaluate the cost-effectiveness of having more new materials processing done by outside vendors.

# COMMUNITY SERVICES

## MATERIAL PROCESSING GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00
PT Seasonal or Hourly	0.57
Part Time w/Benefits	4.70

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	227,530	264,909	16.43%
MATERIALS & SUPPLIES	16,336	15,336	-6.12%
CONTRACTUAL SVCS	7,644	5,133	-32.85%
INTERNAL SVC FUND CHARGES	117,350	316,870	170.02%
HEAT/LIGHT & POWER	12,870	12,870	0.00%
<b>Total Expenditures</b>		381,730	615,118





**PUBLIC WORKS**

# **PUBLIC WORKS DEPARTMENT**

## **DEPARTMENT CHARGE**

The Public Works Department consists of five main divisions: Public Works Administration, Street Maintenance, Engineering & Transportation, Vehicles & Facilities Maintenance and Enterprise Funds.

The Public Works Administration and Street Maintenance divisions are responsible for the development, construction, improvement, inspection and maintenance of the City's infrastructure and improvement in public right-of-way. The Public Works Administration also oversees the Capital Asset and Enterprise Funds.

The Engineering and Transportation division manages the City's on-street residential parking permit programs, and is responsible for parking enforcement and adjudication of citations. This division also manages the City's transit services, oversees valet and taxi operations, and provides timely reports on regional transportation and air quality issues. Additionally, the division oversees the development, construction and inspection of contract improvements for the City's infrastructure within the public rights-of-way.

Vehicles and Facilities Maintenance activities pertain to the maintenance of City facilities and the acquisition, maintenance and repair of City vehicles and related equipment are accounted for in the Capital Assets Fund. The cost of supplies, labor, replacement parts and fuel are allocated by departments on a user basis and charges as an internal service.

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges and where the City Council has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. City Enterprise Funds consist of operations for water, wastewater, stormwater, solid waste and parking services.

## **DEPARTMENT PROGRAMS**

### **Administration**

Administration  
Customer Service  
Safety  
Financial

### **Street Maintenance**

Infrastructure Maintenance  
Paint and Signs  
Signals & Lights

### **Civil Engineering**

CIP Management and Inspection Permit  
Counter & General Public Services  
Traffic Engineering Services &  
Operations  
Private Development Project Services

### **Engineering & Transportation Administration**

### **Project Administration**

### **Transportation Services**

Senior Transit Programs  
Beverly Hills Trolley & Shuttle

### **Transportation Planning**

General Transportation Planning

### **Parking Enforcement**

Adjudication  
Field Operations

### **Customer Service**

Preferential Permit Parking  
Overnight Permit Parking  
Valet Permits  
Taxi Permits

### **Facilities Services**

Facilities Maintenance  
Tenant Support  
Meeting Support  
Capital Improvements

### **Fleet Services**

Vehicle Maintenance  
Vehicle Replacement

### **Central Stores**

Automotive Inventory  
Fuel Inventory  
Facilities Inventory  
Water Inventory  
General Inventory

### **Parking Services**

Parking Operations - Parking Enterprise Fund  
Parking Meters - General Fund

### **Water Enterprise Fund**

Imported Water (MWD Purchased Water)  
Groundwater (Water Wells, Treatment  
Plant, Electricity, Sampling of Wells)  
Maintenance & Repair  
Water Quality  
New Services / Installations  
Water Sales  
Conservation  
Fire Suppression (Fire Hydrant  
Maintenance & Repair)

### **Wastewater Enterprise Fund**

Maintenance  
Blockage  
Conservation  
Treatment (Hyperion and Industrial Waste)

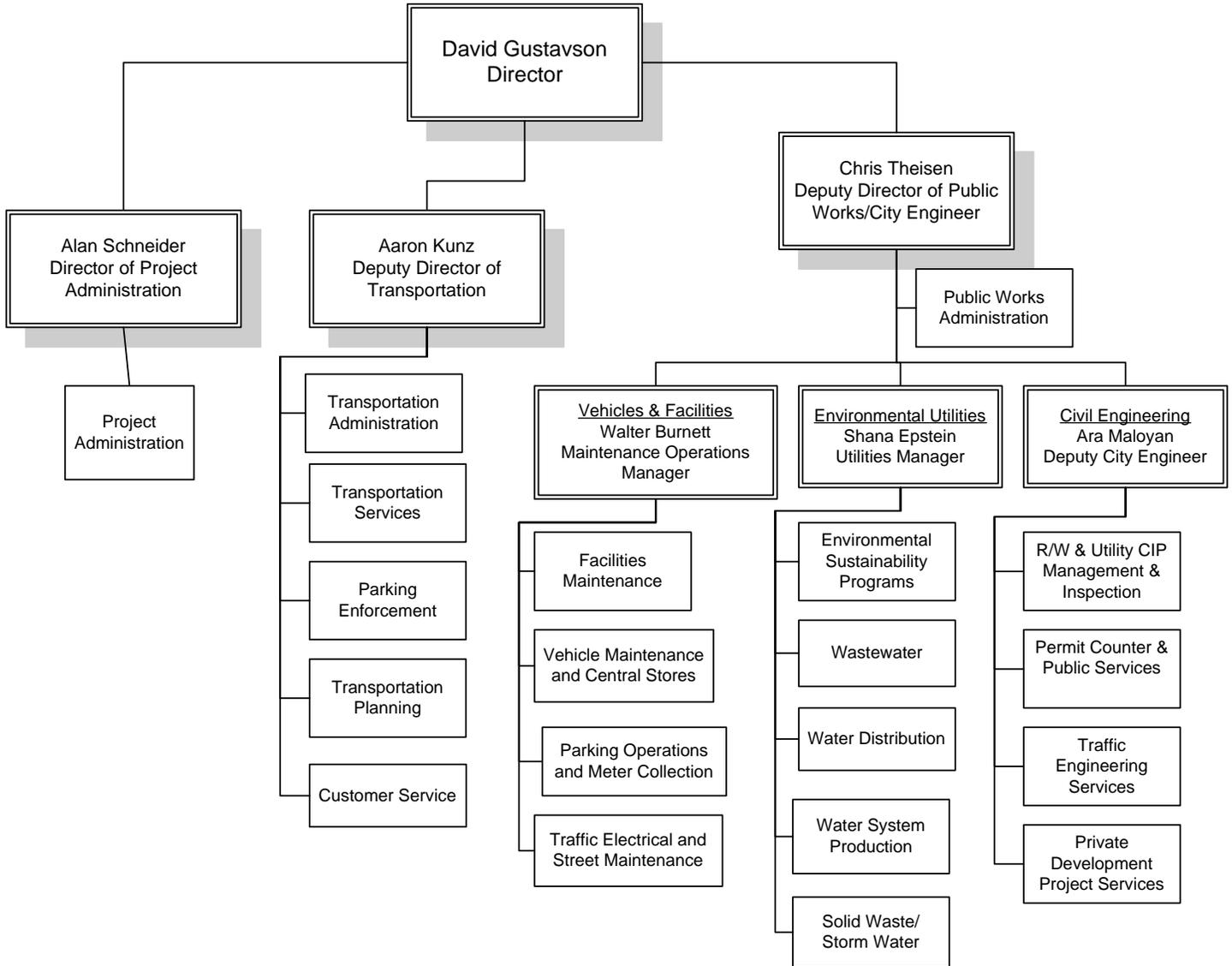
### **Solid Waste Enterprise Fund**

Residential  
Commercial  
Conservation  
Used Oil Block Grant

### **Stormwater Enterprise Fund**

Inspections  
Maintenance (Catch basins and the  
Environmental Crews)  
Conservation  
Environmental Liability  
Street sweeping

# DEPARTMENT ORGANIZATION CHART



## DEPARTMENT PERSONNEL

<b>Full Time Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Public Works Administration	18.50	17.50	-5.71%
Street Maintenance	17.50	17.50	0.00%
Civil Engineering	12.00	12.00	0.00%
Engineering & Transportation Administration	2.16	2.00	-8.00%
Project Administration	2.00	5.00	60.00%
Transportation Services	1.64	1.56	-5.13%
Parking Enforcement	24.00	27.00	11.11%
Transportation Planning	1.20	1.44	16.67%
Customer Service	4.00	3.00	-33.33%
Facilities Services	14.00	14.00	0.00%
Fleet Services	10.50	10.50	0.00%
Central Stores	4.00	4.00	0.00%
Parking Services - includes Parking Enterprise Fund	8.00	8.00	0.00%
Water Enterprise Fund	20.65	19.65	-5.09%
Wastewater Enterprise Fund	10.35	10.35	0.00%
Solid Waste Enterprise Fund	14.85	14.85	0.00%
Stormwater Enterprise Fund	18.15	18.15	0.00%
<b>Total Full Time Positions</b>	<b>183.50</b>	<b>186.50</b>	<b>1.61%</b>

<b>Part Time Regular, Seasonal and Hourly Positions</b>	<b>2004/05 Budget</b>	<b>2005/06 Budget</b>	<b>% Change</b>
Public Works Administration	1.00	1.00	0.00%
Street Maintenance	-	-	0.00%
Civil Engineering	2.00	2.00	0.00%
Engineering & Transportation Administration	-	-	0.00%
Project Administration	-	-	0.00%
Transportation Services	-	-	0.00%
Parking Enforcement	-	-	0.00%
Transportation Planning	-	-	0.00%
Customer Service	3.00	4.00	25.00%
Facilities Services	-	-	0.00%
Fleet Services	1.00	1.00	0.00%
Central Stores	-	-	0.00%
Parking Services - includes Parking Enterprise Fund	51.00	50.00	-2.00%
Water Enterprise Fund	-	-	0.00%
Wastewater Enterprise Fund	0.45	0.45	0.00%
Solid Waste Enterprise Fund	-	-	0.00%
Stormwater Enterprise Fund	1.05	1.05	0.00%
<b>Total Part Time Positions</b>	<b>59.50</b>	<b>59.50</b>	<b>0.00%</b>



# PUBLIC WORKS

## Department Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	1,559,579	1,559,579	0.00%
LICENSES & PERMITS	1,616,817	1,513,000	-6.42%
FINES & PENALTIES	4,456,658	4,773,454	7.11%
USE OF MONEY & PROPERTY	10,670,640	9,512,579	-10.85%
SERVICE FEES & CHARGES	243,121	199,120	-18.10%
INTERNAL SVCS FD RECEIPTS	20,098,960	25,545,517	27.10%
OTHER REVENUES	745,578	745,578	0.00%
MISCELLANEOUS REVENUES	1,095,363	185,053	-83.11%
OTHER REVENUES	43,307,042	45,364,068	4.75%
SOLID WASTE CHARGES	100,000	100,000	0.00%
TRANSFERS IN	4,766,075	3,707,691	-22.21%
<b>Total Revenues</b>	<b>88,659,833</b>	<b>93,205,639</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	15,969,168	17,365,858	8.75%
MATERIALS & SUPPLIES	9,980,272	10,234,781	2.55%
CONTRACTUAL SVCS	14,419,255	15,029,067	4.23%
CAPITAL OUTLAY	3,930,524	2,435,524	-38.04%
INTERNAL SVC FUND CHARGES	10,940,329	17,397,353	59.02%
OTHER TRANSFERS OR EXPENSES	0	613,451	0.00%
DEBT, DEPRECIATION & CLAIMS	33,054,807	40,902,280	23.74%
HEAT/LIGHT & POWER	6,425,658	2,076,454	-67.68%
CAPITAL PROJECTS	8,736,000	101,536,507	1062.28%
TRANSFERS OUT	19,006,000	28,006,000	47.35%
<b>Total Expenditures</b>	<b>122,462,013</b>	<b>235,597,274</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **ADMINISTRATION**

#### **Program Description**

Serves as the administrative support to the operations of the Public Works Department. Establishes and implements departmental policies as well as interprets and implements policies as directed by Council. Supports staff with community Commissions and Committees.

#### **Program Trends**

Furthered the development of a Central Filing System for the maintenance and storage of all Public Works records, including personnel, vendor contracts and programs.

#### **Program 2005/06 Initiatives**

- Finalize central filing system.
- Enhance training opportunities to develop further technical skills.

# PUBLIC WORKS

## PUBLIC WORKS ADMIN GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	9.50
PT Seasonal or Hourly	0.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	546,809	916,274	67.57%
MATERIALS & SUPPLIES	11,810	10,499	-11.10%
CONTRACTUAL SVCS	23,409	15,684	-33.00%
INTERNAL SVC FUND CHARGES	2,338,828	552,962	-76.36%
HEAT/LIGHT & POWER	28,570	45,928	60.76%
<b>Total Expenditures</b>		2,949,425	1,541,347

## ***PUBLIC WORKS DEPARTMENT***

### **CUSTOMER SERVICE**

#### **Program Description**

Approximately, 24,000 service requests are logged each year by the customer service team. This operation is the central point of contact for the Department and may be reached at (310) 285-2467.

#### **Program Trends**

Joined in the citywide expansion of Customer Service areas for highly visible, public customer based departments: Building and Safety, Recreation and Parks, Planning, Finance and Public Works. Customer Service staff are the central point of contact for their department and have the ability to interface with their counterparts in other departments to address the needs of our customers in a timely and efficient manner.

Continued to develop the capabilities of the On-Line Business Center.

#### **Program 2005/06 Initiatives**

- Expand the On-Line Business Center.
- Enhance the training opportunities to further develop technical skills.
- Improve interdepartment relations.

# PUBLIC WORKS

## CUSTOMER SERVICE GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	6.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	147,571	341,090	131.14%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	30,631	209,670	584.51%
HEAT/LIGHT & POWER	7,710	0	-100.00%
<b>Total Expenditures</b>	<b>185,912</b>	<b>550,760</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **SAFETY**

#### **Program Description**

All safety training, awards, and enforcement is administered through a designated safety officer. Also, the liability reserved and other insurances are accounted for under this program.

#### **Program Trends**

Document and monitor employee safety training and review accidents.

Acknowledge and reward Public Works and Recreation & Parks staff that have no accidents with an Annual Safety Breakfast to encourage and continue safe practices.

#### **Program 2005/06 Initiatives**

- Encouraged employees to continue to maintain certificates and obtain certificates in their specific industries.
- Reduce the number of accidents and financial impacts.

# PUBLIC WORKS

## SAFETY GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.25

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	17,274	38,292	121.68%
MATERIALS & SUPPLIES	4,544	2,544	-44.01%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	56,536	20,730	-63.33%
HEAT/LIGHT & POWER	903	0	-100.00%
<b>Total Expenditures</b>	<b>79,256</b>	<b>61,566</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **FINANCIAL**

#### **Program Description**

Serves all the accounts receivable and payment needs of the Department, which includes but is not limited to: collecting parking revenue; billing commercial solid waste services; managing the many purchase orders for a large organization; and, monitoring expenditures.

#### **Program Trends**

Over the past fiscal year, initiated the development of performance measures to minimize bad debt, automate revenue collection and verification, and streamline billing.

#### **Program 2005/06 Initiatives**

- Automate financial processes in order to provide more analytical feedback.
- Implement residential solid waste rates that accounts for volume of refuse disposed by customer.
- Maintain strong debt coverage and operating ratios for each enterprise fund.

# PUBLIC WORKS

## FINANCIAL GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	167,387	332,499	98.64%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	234,978	0.00%
HEAT/LIGHT & POWER	8,746	0	-100.00%
<b>Total Expenditures</b>	<b>176,133</b>	<b>567,477</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **STREET MAINTENANCE - INFRASTRUCTURE MAINTENANCE**

#### **Program Description**

.....◆  
responsible for minor maintenance, repairs and improvements of the 102 miles of street surfaces, 50 miles of sidewalks, 40 miles alleys, and curbs, gutters, and other surfaces within the public rightofoway.

#### **Program Trends**

.....◆  
As street and sidewalk infrastructure continues to age, the demand for prompt and responsive low level maintenance will increase.

Special events will continue to compete with maintenance needs for staff resources.

#### **Program 2005/06 Initiatives**

- .....◆
- Restructure street maintenance program into a rapid response team for potholes, trip hazards and minor repairs.
  - Develop a comprehensive preventive maintenance program for streets and sidewalks.
  - Develop a coordinated approach to maintenance and repair with City Engineering.
  - Acquire the appropriate equipment to accomplish initiatives.

# PUBLIC WORKS

## INFRASTRUCTURE MAINT GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	7.45

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	374,323	155,047	-58.58%
TRANSFERS IN	1,766,075	1,707,691	-3.31%
<b>Total Revenues</b>	<b>2,140,398</b>	<b>1,862,738</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	569,330	541,425	-4.90%
MATERIALS & SUPPLIES	22,622	21,015	-7.10%
CONTRACTUAL SVCS	31,533	34,810	10.39%
CAPITAL OUTLAY	0	145,000	0.00%
INTERNAL SVC FUND CHARGES	278,828	527,528	89.20%
DEBT, DEPRECIATION & CLAIMS	0	3,981,222	0.00%
HEAT/LIGHT & POWER	341,176	341,176	0.00%
CAPITAL PROJECTS	0	550,000	0.00%
<b>Total Expenditures</b>	<b>1,243,488</b>	<b>6,142,176</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **STREET MAINTENANCE - PAINT & SIGNS**

#### **Program Description**

Installs, maintains, and repairs road markings, stripping, lines, traffic-advisory messages, and other informational messages including banners and regulatory signs.

#### **Program Trends**

Aging infrastructure is placing increasing demands on resources.

#### **Program 2005/06 Initiatives**

- Complete a comprehensive sign inventory of street fixtures.
- Develop a preventive maintenance program for signs and markings.
- Acquire the appropriate equipment to increase productivity.
- Develop a curb address painting program.

# PUBLIC WORKS

## PAINT AND SIGNS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.05

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	299,696	339,512	13.29%
MATERIALS & SUPPLIES	25,168	16,309	-35.20%
CONTRACTUAL SVCS	15,768	15,768	0.00%
INTERNAL SVC FUND CHARGES	139,414	159,577	14.46%
HEAT/LIGHT & POWER	170,588	170,588	0.00%
<b>Total Expenditures</b>	<b>650,633</b>	<b>701,754</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **STREET MAINTENANCE - SIGNALS & LIGHTS**

#### **Program Description**

Maintains and installs 100 traffic signals, crossing signals, municipal area network and the traffic control system. Troubleshoots and coordinates with Southern California Edison on the City's 5500 street lights.

#### **Program Trends**

Technological advances will continue to drive changes in traffic control equipment.

Continued installation of new street lights will gradually increase reliability and reduce maintenance costs.

The responsibility for maintenance of the Municipal Area Network will increase over time.

#### **Program 2005/06 Initiatives**

- Improve documentation of work performed.
- Improve service response time.

# PUBLIC WORKS

## SIGNALS AND LIGHTS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	10.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	497,679	590,025	18.56%
MATERIALS & SUPPLIES	58,824	57,152	-2.84%
CONTRACTUAL SVCS	31,532	28,322	-10.18%
INTERNAL SVC FUND CHARGES	278,828	259,169	-7.05%
HEAT/LIGHT & POWER	341,176	341,176	0.00%
CAPITAL PROJECTS	0	2,500,498	0.00%
<b>Total Expenditures</b>	1,208,039	3,776,342	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**ADMINISTRATION**

**Program Description**

Provide management oversight and administrative support for the engineering and transportation divisions.

**Program Trends**

On-going operations.

**Program 2005/06 Initiatives**

- Facilitate completion of engineering and transportation division program initiatives and work plans.

# PUBLIC WORKS

## TRANSPORTATION ADMIN GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.83

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	201,113	152,942	-23.95%
MATERIALS & SUPPLIES	1,731	1,731	0.00%
CONTRACTUAL SVCS	4,465	4,465	0.00%
INTERNAL SVC FUND CHARGES	88,276	151,699	71.85%
HEAT/LIGHT & POWER	2,907	2,907	0.00%
<b>Total Expenditures</b>	<b>298,492</b>	<b>313,744</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**PROJECT ADMINISTRATION**

**Program Description**

Responsible for the accomplishment of assigned capital projects in the most effective, prudent and economical manner; and the development of the City's building structures. Provides administration and coordination of the various components of project planning, implementation and liaison between the various contractors, consultants and agencies.

**Program Trends**

Numerous City structures are approaching a point where increased maintenance and renovation are needed to maintain an adequate condition of the facility. Civic Center buildings will be 15 years in service in June 2005, while many other structures are 20 to 25 years old.

**Program 2005/06 Initiatives**

- Develop a comprehensive program to address the aging infrastructure of City facilities.
- Develop a master plan for the remodel of City Hall offices to address a cost-effective approach for coordination of future projects
- Consider Building Commissioning services on key capital projects to verify and document the performance of the constructed facilities.

# PUBLIC WORKS

## PROJECT ADMINISTRATION CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	245,474	552,354	125.02%
MATERIALS & SUPPLIES	2,897	2,897	0.00%
CONTRACTUAL SVCS	55,786	55,786	0.00%
CAPITAL OUTLAY	100,000	100,000	0.00%
INTERNAL SVC FUND CHARGES	209,601	170,021	-18.88%
HEAT/LIGHT & POWER	7,103	7,103	0.00%
CAPITAL PROJECTS	8,686,000	29,568,550	240.42%
<b>Total Expenditures</b>	<b>9,306,861</b>	<b>30,456,711</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**CIP MANAGEMENT AND INSPECTION**

**Program Description**

.....◆  
This program accomplishes the construction and maintenance of public right-of-way improvements such as streets, sidewalks, street lights, traffic signals, the sewer system, the water system, and the storm drain system. It includes contracting for professional services and construction.

**Program Trends**

.....◆  
The aging infrastructure dictates that continual attention be paid to the maintenance and upgrade of the systems to avoid more extensive reconstruction efforts that may be required otherwise.

**Program 2005/06 Initiatives**

- .....◆
- Begin construction of the new Coldwater Canon Reservoir and construct seismic upgrades to steel tanks and booster stations at five sites.
  - Complete construction of the new citywide low-voltage street lighting system.
  - Continue design and construction of improvements indicated by various master plans.
  - Continue negotiations with Caltrans for the relinquishment of Santa Monica Bouelvard.

# PUBLIC WORKS

## CIP MANAGEMENT & INSPECTN GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	6.05
PT Seasonal or Hourly	1.18

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	627,000	627,000	0.00%
<b>Total Revenues</b>	627,000	627,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	692,212	679,422	-1.85%
MATERIALS & SUPPLIES	3,475	3,475	0.00%
CONTRACTUAL SVCS	16,535	16,535	0.00%
INTERNAL SVC FUND CHARGES	303,836	380,851	25.35%
HEAT/LIGHT & POWER	10,007	10,007	0.00%
CAPITAL PROJECTS	0	2,662,459	0.00%
TRANSFERS OUT	6,000	6,000	0.00%
<b>Total Expenditures</b>	1,032,065	3,758,749	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**PERMIT COUNTER & GENERAL PUBLIC SERVICES**

**Program Description**

Most external customer service operations are addressed at the Engineering Permit Counter, including the issuance of heavy hauling, public right-of-way use, utility and excavation in public right-of-way permits. Residents and contractors also interface with Engineering Division staff to obtain infrastructure information or purchase drawings.

**Program Trends**

Efforts to improve efficiency and general customer service are underway through integration of various customer service counters throughout the City into a central location on the ground floor of City Hall.

**Program 2005/06 Initiatives**

- Continually improve customer service through innovation and technology.

# PUBLIC WORKS

## PERMIT COUNTR & GEN PUBL GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.00
PT Seasonal or Hourly	0.58

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	892,747	848,000	-5.01%
SERVICE FEES & CHARGES	69,611	29,620	-57.45%
MISCELLANEOUS REVENUES	10,242	1,500	-85.35%
<b>Total Revenues</b>	<b>972,600</b>	<b>879,120</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	294,396	313,837	6.60%
MATERIALS & SUPPLIES	2,711	2,711	0.00%
CONTRACTUAL SVCS	6,219	6,219	0.00%
INTERNAL SVC FUND CHARGES	129,220	239,102	85.03%
HEAT/LIGHT & POWER	4,256	4,255	-0.02%
<b>Total Expenditures</b>	<b>436,802</b>	<b>566,124</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**TRAFFIC ENGINEERING SERVICES & OPERATIONS**

**Program Description**

The City Traffic Engineer conducts traffic engineering studies including volume, speed and accident analyses. The design and management of street and alley traffic and parking control devices such as signage and striping as well as traffic signal timing and synchronization are also provided.

**Program Trends**

The replacement of the City-wide traffic control and transit priority system will allow for more efficient vehicular circulation through the City.

**Program 2005/06 Initiatives**

- Complete the implementation of the new City-wide traffic control and transit priority system.

# PUBLIC WORKS

## TRAFFIC ENG & SVCS & OPER GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.25
PT Seasonal or Hourly	0.38

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	155,011	164,804	6.32%
MATERIALS & SUPPLIES	1,029	1,029	0.00%
CONTRACTUAL SVCS	1,551	1,551	0.00%
INTERNAL SVC FUND CHARGES	68,040	99,496	46.23%
HEAT/LIGHT & POWER	2,241	2,241	0.00%
CAPITAL PROJECTS	0	1,080,000	0.00%
<b>Total Expenditures</b>		227,872	1,349,121

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**PRIVATE DEVELOPMENT PROJECT SERVICES**

**Program Description**

Development projects on private property have extensive implications for the adjacent public right-of-way. Services provided include inspection, final subdivision map processing, administration of public right-of-way improvements as well as review of traffic studies, parking plans and Environmental Impact Reports.

**Program Trends**

Development of private property in the City continues to flourish resulting in the continuing need for this program.

**Program 2005/06 Initiatives**

- Improve customer service through the integration of this program's activities with those of the Community Development Department.

# PUBLIC WORKS

## PRIVATE DEVELOP PROJ SVCS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.70
PT Seasonal or Hourly	0.38

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	94,577	95,430	0.90%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	16,774	16,774	0.00%
INTERNAL SVC FUND CHARGES	41,513	75,490	81.85%
HEAT/LIGHT & POWER	1,367	1,367	0.00%
<b>Total Expenditures</b>	<b>154,231</b>	<b>189,061</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**TROLLEY/SENIOR TRANSIT - PROP A**

**Program Description**

The City owns and operates two trolleys on a seasonal basis, May-Dec. Trolley tours are \$5/adult & \$1/child. The trolley is chartered for private groups or special events. The City Parking Shuttle originates from the 221 N. Crescent Dr. parking structure to shops in the business triangle weekday mornings and afternoons.

**Program Trends**

The trolley has operated since the late 1980's. Trolley tours are popular with tourists and charters are most popular during the summer months. Trolley vehicles are in need of replacement.

The City Parking Shuttle has operated since 1983.

Programs are funded through the City's allocation of Proposition A & C sales tax funds and program fees.

**Program 2005/06 Initiatives**

- With City Council direction, develop a trolley vehicle replacement plan.
- Locate a new permanent trolley storage facility (old vehicle shop is planned for demolition).
- Evaluate the need to maintain the City Parking Shuttle service.

# PUBLIC WORKS

## TROLLEY/SENIOR T - PROP A TRANSPORTATION GRANTS FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.76

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	537,284	537,284	0.00%
USE OF MONEY & PROPERTY	35,077	35,076	-0.00%
SERVICE FEES & CHARGES	78,000	78,000	0.00%
<b>Total Revenues</b>	<b>650,361</b>	<b>650,360</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	82,905	57,610	-30.51%
CONTRACTUAL SVCS	681,020	681,020	0.00%
INTERNAL SVC FUND CHARGES	49,775	31,117	-37.48%
<b>Total Expenditures</b>	<b>813,700</b>	<b>769,747</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**SENIOR TRANSIT - PROP C**

**Program Description**

The City has three transit programs for senior adults and disabled residents: The Dial-A-Ride Shuttle provides free shared transport for medical, recreational, and supermarket trips; a discounted taxi coupon book worth \$24 can be purchased for \$6; a discounted monthly MTA Senior Bus Pass may be purchased for \$7.

**Program Trends**

These programs have operated since the mid-1980's and are popular with senior and disabled residents.

Programs are funded through the City's allocation of Proposition A & C sales tax funds and program fees.

**Program 2005/06 Initiatives**

- Maintain current operations for the Senior Shuttle.
- Maintain current operations for the Senior MTA Bus Pass.
- Consider increasing the value of the taxi coupons to coincide with future taxi rate increase.

# PUBLIC WORKS

## SENIOR TRANSIT - PROP C PROP C FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.65

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERGOVTAL REVENUES	395,295	395,295	0.00%
USE OF MONEY & PROPERTY	15,852	15,852	0.00%
SERVICE FEES & CHARGES	23,000	13,500	-41.30%
<b>Total Revenues</b>	<b>434,147</b>	<b>424,647</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	65,209	52,016	-20.23%
CONTRACTUAL SVCS	394,321	394,321	0.00%
INTERNAL SVC FUND CHARGES	0	0	0.00%
<b>Total Expenditures</b>	<b>459,530</b>	<b>446,337</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**ADJUDICATION**

**Program Description**

Staff conducts administrative reviews of contested parking citations. Citations can be contested further with an independent hearing examiner who is contracted by the City. These administrative hearings can be made by personal appearance or written declaration. The final appeal is with the Municipal Court where staff represents the City.

**Program Trends**

The City has a policy of providing residents a one-time courtesy dismissal of a citation for parking during the overnight parking prohibition hours.

Currently, only one general notice is mailed for all administrative review results with either a finding of 'liable' or 'not liable' and calls are received asking for more specifics.

**Program 2005/06 Initiatives**

- Develop more standardized administrative review response notices that specifically explains why the citation was upheld or dismissed

# PUBLIC WORKS

## ADJUDICATION GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	60,356	60,064	-0.48%
MATERIALS & SUPPLIES	200	200	0.00%
CONTRACTUAL SVCS	527,649	478,263	-9.36%
INTERNAL SVC FUND CHARGES	26,492	67,561	155.02%
HEAT/LIGHT & POWER	873	873	0.00%
<b>Total Expenditures</b>	<b>615,570</b>	<b>606,961</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**FIELD OPERATIONS**

**Program Description**

Parking enforcement is conducted on preferential parking zones, tour bus loading/staging zones, valet and taxi zones, parking meters, and of the overnight parking prohibition and disabled person parking placard abuse.

**Program Trends**

Some parking enforcement fleet vehicles are aging and slowly becoming mechanically unfit.

Five electric RAV-4 vehicles have already been replaced with Prius hybrids, the lease on the remaining two expires in June. The City also has six 7-9 year old GO-4 vehicles.

**Program 2005/06 Initiatives**

- Complete a manpower survey to assess the appropriate staffing levels
- Replace remaining Rav-4 and all GO-4 vehicles with right hand drive Jeep Wranglers
- Modify existing training manual for Parking Enforcement Officers (PEO) and develop a training manual for Parking Control Officers (PCO)
- Increase enforcement of disabled person placard abuse both on commercial and residential streets

# PUBLIC WORKS

## FIELD OPERATIONS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	22.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
FINES & PENALTIES	4,456,658	4,773,454	7.11%
<b>Total Revenues</b>	4,456,658	4,773,454	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,489,310	1,705,656	14.53%
MATERIALS & SUPPLIES	24,903	24,903	0.00%
CONTRACTUAL SVCS	11,993	11,993	0.00%
INTERNAL SVC FUND CHARGES	653,709	1,026,349	57.00%
HEAT/LIGHT & POWER	21,530	21,530	0.00%
<b>Total Expenditures</b>	2,201,445	2,790,431	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**GENERAL TRANSPORTATION PLANNING**

**Program Description**

Develop and make improvements to parking and transportation programs, provide support to the Traffic & Parking Commission and serve as liaison to sub-regional and regional transportation efforts.

**Program Trends**

Each year transportation planning staff and the Traffic and Parking Commission develop a list of priorities of programs/policies to develop or improve throughout the year. This year focus is on preferential parking programs, necessary updates to the Municipal Code and conducting a citywide parking study.

**Program 2005/06 Initiatives**

- Pursue Municipal Code modifications clarifying daytime valet and customer loading zone procedures and enforcement of parking permit misuse
- Pursue "City-Initiated" preferential permit parking zones
- Develop a plan to replace faded and worn parking regulation signs citywide
- Develop a proposal for a citywide parking study.

# PUBLIC WORKS

## GENERAL TRANSP PLANNING GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.27

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
OTHER TAXES	675,000	675,000	0.00%
USE OF MONEY & PROPERTY	7,346	2,500	-65.97%
<b>Total Revenues</b>	<b>682,346</b>	<b>677,500</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	71,626	114,469	59.82%
MATERIALS & SUPPLIES	1,999	1,999	0.00%
CONTRACTUAL SVCS	28,414	20,414	-28.16%
INTERNAL SVC FUND CHARGES	31,439	77,578	146.76%
HEAT/LIGHT & POWER	1,035	1,035	0.00%
<b>Total Expenditures</b>	<b>134,513</b>	<b>215,495</b>	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**PREFERENTIAL PERMIT PARKING**

**Program Description**

.....◆  
This program governs parking in residential areas for hours outside of the overnight parking prohibition between 2:30am - 5am. Staff works with residents to create new permit zones and modify existing zones. Staff issues parking permits to residents in over 72 permit zones and administers a call-in guest parking exemption program.

**Program Trends**

.....◆  
On average, 50 calls per weekday are received from residents in non-permit zones requesting a parking exemption; otherwise, they must move their vehicle every 2 hours. Parking exemption calls are now taken by office staff from 8am to 1am.

In permit zones, residents must purchase the max of 3 permits to call in for free guest parking exemptions.

**Program 2005/06 Initiatives**

- .....◆
- "City-Initiated" preferential parking zones in multi-family areas, giving residents option to purchase permits
  - Improve public information materials

# PUBLIC WORKS

## PREFERENTIAL PERMIT PRKNG GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.95
PT Seasonal or Hourly	1.00
Part Time w/Benefits	0.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	155,934	188,000	20.56%
<b>Total Revenues</b>	155,934	188,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	129,744	96,438	-25.67%
MATERIALS & SUPPLIES	324	324	0.00%
CONTRACTUAL SVCS	11,695	11,695	0.00%
INTERNAL SVC FUND CHARGES	56,949	179,337	214.91%
HEAT/LIGHT & POWER	1,876	1,876	0.00%
<b>Total Expenditures</b>	200,588	289,670	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**OVERNIGHT PERMIT PARKING**

**Program Description**

There is a citywide overnight parking prohibition. Staff issues overnight parking permits to residents in multi-family residential areas that demonstrate a lack of off-street parking for their vehicles. Staff also administers a call-in guest overnight parking exemption program. There is no overnight parking in single-family or commercial areas.

**Program Trends**

"Citywide Overnight Parking Prohibition" signs are posted at the main entrances to the City and in multi-family areas.

However, new residents or visitors often receive citations because signs are not posted on every block of the City.

Guest overnight parking exemptions are now available on-line in addition to the exemption phoneline

**Program 2005/06 Initiatives**

- Develop better public information (i.e., brochures, maps, web info) of the overnight parking prohibition and existing permits & exemptions
- Replace old/worn "No Overnight Parking, 2:30am to 5am, Except by Permit" signs at city entrances and in multi-family areas

# PUBLIC WORKS

## OVERNIGHT PERMIT PARKING GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.95
PT Seasonal or Hourly	1.50
Part Time w/Benefits	0.75

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	322,093	283,500	-11.98%
<b>Total Revenues</b>	322,093	283,500	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	139,928	112,757	-19.42%
MATERIALS & SUPPLIES	298	300	0.67%
CONTRACTUAL SVCS	5,199	5,202	0.06%
INTERNAL SVC FUND CHARGES	61,419	221,040	259.89%
HEAT/LIGHT & POWER	2,023	2,023	0.00%
<b>Total Expenditures</b>	208,867	341,322	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**VALET PERMITS**

**Program Description**

Valet parking permits are required for a single event in a residential or an on-going valet operation in a commercial area of the City. Staff reviews the application including valet route, parking location and staffing for event. Staff also issues valet operator ID cards. The Police Department conducts a background check.

**Program Trends**

Long-term commercial valet permits are issued by staff but reviewed by the Traffic & Parking Commission at a publicly noticed meeting.

Processing short-term valet permits is more time consuming as 15-25 applications are reviewed per week.

**Program 2005/06 Initiatives**

- Streamline review and issuance of short-term valet permits

# PUBLIC WORKS

## VALET PERMITS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.35

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	123,341	110,000	-10.82%
<b>Total Revenues</b>	123,341	110,000	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	35,544	25,360	-28.65%
MATERIALS & SUPPLIES	100	100	0.00%
CONTRACTUAL SVCS	106	106	0.00%
INTERNAL SVC FUND CHARGES	15,602	42,592	172.99%
HEAT/LIGHT & POWER	514	514	0.00%
<b>Total Expenditures</b>	51,866	68,672	

***PUBLIC WORKS - ENGINEERING AND  
TRANSPORTATION DEPARTMENT***

**TAXI PERMITS**

**Program Description**

Three taxi companies are authorized to operate in the City. Taxi drivers must apply for a taxi operator permit. Staff conducts written tests of the drivers and inspection of taxi vehicles. The Police Department conducts a background check of the drivers.

**Program Trends**

Taxi fare rates are \$1.90 for first 1/9 mile and \$0.20 each additional 1/9 mile in the City .

As of March 2005, City of Los Angeles taxi fare rates are \$2.00 for first 1/10 mile and 0.20 each additional 1/10 mile, another rate increase is under their consideration.

Taxi companies do not effectively communicate City regulations to taxi drivers.

**Program 2005/06 Initiatives**

- Match existing City of Los Angeles fare rates and continue matching those increases on an on-going basis.
- Work with taxi companies to streamline communication with taxi drivers

# PUBLIC WORKS

## TAXI PERMITS GENERAL FUND

### Program Staffing

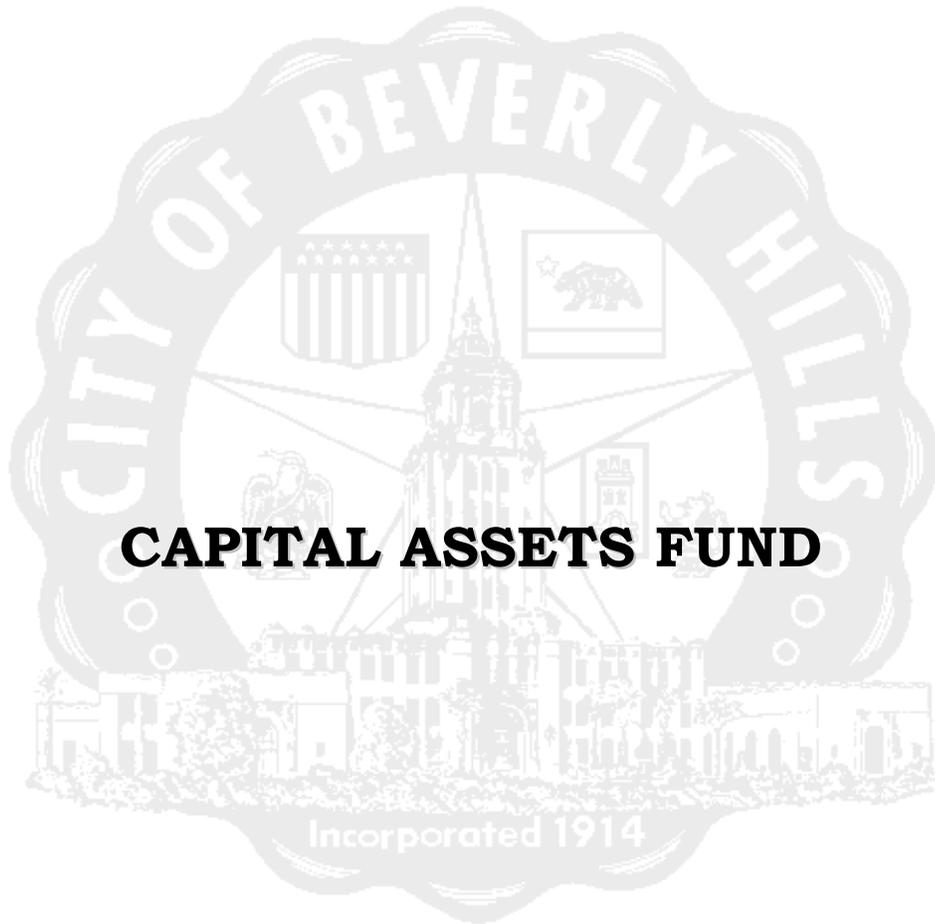
Position Type	Number of Positions
Full Time Employees	0.25

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
LICENSES & PERMITS	122,702	83,500	-31.95%
<b>Total Revenues</b>	122,702	83,500	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	28,255	17,308	-38.74%
MATERIALS & SUPPLIES	100	100	0.00%
CONTRACTUAL SVCS	100	100	0.00%
INTERNAL SVC FUND CHARGES	12,402	37,513	202.48%
HEAT/LIGHT & POWER	408	409	0.25%
<b>Total Expenditures</b>	41,265	55,430	





**CAPITAL ASSETS FUND**

## ***PUBLIC WORKS DEPARTMENT***

### **FACILITIES SERVICES - FACILITIES MAINTENANCE**

#### **Program Description**

Facilities Maintenance is responsible for the maintenance and repair of seventy-one City owned properties. A staff of twelve in-house maintenance personnel supported by service contracts maintains all plumbing systems, interior electrical, locks, paint, lighting, roll up doors and grilles, roofs, HVAC, fire life safety systems, appliance repair and replacement, security systems and administers custodial services.

#### **Program Trends**

Aging City facilities are creating increasing demands on the Facilities Maintenance staff for minor repairs.

The City continues to build new facilities, creating additional demands on the Facilities Maintenance staff.

#### **Program 2005/06 Initiatives**

- Significantly improve customer service response time
- Improve documentation of Facilities Maintenance workloads
- Enhance service contracts
- Reach consensus on an appropriate maintenance service level

# PUBLIC WORKS

## FACILITIES MAINTENANCE CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	10.55

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	8,152,768	1,243,061	-84.75%
TRANSFERS IN	1,769,501	1,179,667	-33.33%
<b>Total Revenues</b>	<b>9,922,269</b>	<b>2,422,728</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	672,815	757,766	12.63%
MATERIALS & SUPPLIES	77,824	3,954	-94.92%
CONTRACTUAL SVCS	1,343,804	1,344,529	0.05%
INTERNAL SVC FUND CHARGES	893,964	1,322,763	47.97%
OTHER TRANSFERS OR EXPENSES	0	56,626	0.00%
DEBT, DEPRECIATION & CLAIMS	8,734,342	8,751,735	0.20%
HEAT/LIGHT & POWER	29,869	29,869	0.00%
<b>Total Expenditures</b>	<b>11,752,618</b>	<b>12,267,242</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **FACILITIES SERVICES - TENANT SUPPORT**

#### **Program Description**

Facilities Services provides support to the over thirty tenants that lease commercial space from the City, by responding to plumbing back ups, roof leaks, access issues, common area maintenance, elevator and technical problems; and assists the Lease Administrator in showing properties and providing access to prospective tenants.

#### **Program Trends**

As the City develops more properties with lease space, the need for tenant support services increases.

#### **Program 2005/06 Initiatives**

- Better document tenant support services
- Develop mechanisms to recover the cost of support services in tenant lease rates
- Explore alternate means of providing tenant support services

# PUBLIC WORKS

## TENANT SUPPORT CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.95

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	2,811,013	2,811,013	0.00%
TRANSFERS IN	443,223	295,482	-33.33%
<b>Total Revenues</b>	<b>3,254,236</b>	<b>3,106,495</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	47,848	81,418	70.16%
MATERIALS & SUPPLIES	20,137	988	-95.09%
CONTRACTUAL SVCS	335,951	336,638	0.20%
INTERNAL SVC FUND CHARGES	223,491	88,029	-60.61%
OTHER TRANSFERS OR EXPENSES	0	14,157	0.00%
DEBT, DEPRECIATION & CLAIMS	2,183,586	2,183,814	0.01%
<b>Total Expenditures</b>	<b>2,811,013</b>	<b>2,705,043</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **FACILITIES SERVICES - MEETING SUPPORT**

#### **Program Description**

Facilities Services employs a full-time Meeting Attendant that with other division personnel provides support to the numerous City departments that hold regular meetings throughout the year. Included are all City Council meetings, Recreation & Parks Commission meetings, Public Works Commission meetings, Planning Commission meetings, Beverly Hills exhibits and special events.

#### **Program Trends**

The City continues to require support for more and more meetings and functions, increasing the demands on Facilities Services staff and reducing staff availability for maintenance.

#### **Program 2005/06 Initiatives**

- Better document time spent on meeting support
- Improve meeting support services

# PUBLIC WORKS

## MEETING SUPPORT CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.85

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	956,936	956,936	0.00%
TRANSFERS IN	146,609	97,739	-33.33%
<b>Total Revenues</b>	<b>1,103,545</b>	<b>1,054,675</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	36,790	68,813	87.04%
MATERIALS & SUPPLIES	5,802	329	-94.33%
CONTRACTUAL SVCS	111,985	112,214	0.20%
INTERNAL SVC FUND CHARGES	74,497	70,164	-5.82%
OTHER TRANSFERS OR EXPENSES	0	4,719	0.00%
DEBT, DEPRECIATION & CLAIMS	727,862	727,938	0.01%
<b>Total Expenditures</b>	<b>956,936</b>	<b>984,176</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **FACILITIES SERVICES - CAPITAL IMPROVEMENTS**

#### **Program Description**

Manages a replacement capital improvement budget for roofs, carpeting and tile flooring, painting of exterior structures such as Park facilities, and Fire stations, replacement of major equipment related to HVAC and Fire Life safety systems, and also controls expenditures for the replacement of furniture and office equipment.

#### **Program Trends**

As existing City owned facilities age, normal wear and tear requires periodic replacement of major systems, components and furniture, with associated funding challenges.

#### **Program 2005/06 Initiatives**

- Meet immediate needs within budget parameters
- Develop a rational five year plan to address long term needs

# PUBLIC WORKS

## CAPITAL IMPROVEMENTS CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.65

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	3,943,113	16,242,398	311.92%
TRANSFERS IN	589,832	393,222	-33.33%
<b>Total Revenues</b>	<b>4,532,945</b>	<b>16,635,620</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	114,022	132,218	15.96%
MATERIALS & SUPPLIES	25,941	25,941	0.00%
CONTRACTUAL SVCS	447,934	448,850	0.20%
CAPITAL OUTLAY	145,781	145,781	0.00%
INTERNAL SVC FUND CHARGES	297,988	210,583	-29.33%
OTHER TRANSFERS OR EXPENSES	0	18,875	0.00%
DEBT, DEPRECIATION & CLAIMS	2,911,447	2,911,752	0.01%
<b>Total Expenditures</b>	<b>3,943,113</b>	<b>3,894,000</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **FLEET SERVICES - VEHICLE MAINTENANCE**

#### **Program Description**

Responsible for the maintenance and repair of 355 City owned automotive (including public safety), construction and utility-supported vehicles, and other emergency equipment including stationary pumps and generators.

#### **Program Trends**

Relocation of vehicle maintenance services to temporary facilities will create significant challenges in providing timely quality maintenance services over the next two to three years.

#### **Program 2005/06 Initiatives**

- Complete 100% Automotive Service Excellence certification of staff
- Maintain ASE Blue Shield shop certification
- Restructure fleet chargebacks to reflect fleet program costs

# PUBLIC WORKS

## VEHICLE MAINTENANCE CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	17.20
PT Seasonal or Hourly	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	112,168	152,778	36.20%
INTERNAL SVCS FD RECEIPTS	4,142,157	390,334	-90.58%
MISCELLANEOUS REVENUES	6,002	6,002	0.00%
<b>Total Revenues</b>	<b>4,260,327</b>	<b>549,114</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,025,705	877,534	-14.45%
MATERIALS & SUPPLIES	27,609	3,707	-86.57%
CONTRACTUAL SVCS	329,670	324,611	-1.53%
CAPITAL OUTLAY	37,243	37,243	0.00%
INTERNAL SVC FUND CHARGES	412,142	692,637	68.06%
HEAT/LIGHT & POWER	32,088	32,088	0.00%
TRANSFERS OUT	19,000,000	28,000,000	47.37%
<b>Total Expenditures</b>	<b>20,864,457</b>	<b>29,967,820</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **FLEET SERVICES - VEHICLE REPLACEMENT**

#### **Program Description**

Includes the specification and procurement of vehicles and equipment, and collects equipment-use charges to maintain an adequate fund-balance for replacement of a fleet valued at \$13 million.

#### **Program Trends**

Air quality regulations will drive significant changes in vehicle technology and cost.

Budget pressures will encourage programs to downsize their fleets.

City fleet operating characteristics will favor longer fleet lifecycles.

#### **Program 2005/06 Initiatives**

- Fully implement Fleet Information System replacement decision program paradigm
- Assist fleet users in right sizing fleet for their program needs
- Develop 10 year Fleet Capital Replacement program

# PUBLIC WORKS

## VEHICLE REPLACEMENT CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.80

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	388,813	640,162	64.65%
INTERNAL SVCS FD RECEIPTS	0	2,833,693	0.00%
MISCELLANEOUS REVENUES	25,197	25,197	0.00%
<b>Total Revenues</b>	414,010	3,499,052	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	56,193	50,178	-10.70%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
CAPITAL OUTLAY	1,500,000	1,500,000	0.00%
INTERNAL SVC FUND CHARGES	0	27,584	0.00%
DEBT, DEPRECIATION & CLAIMS	1,277,500	1,113,700	-12.82%
<b>Total Expenditures</b>	2,833,693	2,691,462	

## ***PUBLIC WORKS DEPARTMENT***

### **CENTRAL STORES - AUTOMOTIVE INVENTORY**

#### **Program Description**

Maintains inventory and control of parts and components of over 2000 items, and contracts with vendors for services in support of Vehicle Maintenance.

#### **Program Trends**

Relocation of the Vehicle Maintenance functions to temporary facilities will create parts storage and availability challenges.

#### **Program 2005/06 Initiatives**

- Develop a 100% customer satisfaction program
- Minimize parts inventory while maintaining parts availability
- Restructure chargeback system

# PUBLIC WORKS

## AUTOMOTIVE INVENTORY CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	84,406	138,727	64.36%
INTERNAL SVCS FD RECEIPTS	0	392,643	0.00%
MISCELLANEOUS REVENUES	5,470	5,470	0.00%
<b>Total Revenues</b>	<b>89,876</b>	<b>536,840</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	67,012	58,202	-13.15%
MATERIALS & SUPPLIES	325,631	349,533	7.34%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	45,712	0.00%
<b>Total Expenditures</b>	<b>392,643</b>	<b>453,447</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **CENTRAL STORES - FUEL INVENTORY**

#### **Program Description**

Maintains inventory and control of fuel (Diesel and Gasoline) and lubricants for use by City vehicles and equipment. Maintain and repair 15 underground and above-ground storage tanks.

#### **Program Trends**

Environmental regulation of underground fueling facilities is becoming increasingly complex.

Global conditions continue to exert increasing pressure on fuel costs.

#### **Program 2005/06 Initiatives**

- Upgrade underground fuel tanks to meet current mandates
- Reduce the number of City fuel storage tanks
- Manage bulk fuel purchases more effectively

# PUBLIC WORKS

## FUEL INVENTORY CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	116,240	191,521	64.76%
INTERNAL SVCS FD RECEIPTS	0	515,453	0.00%
MISCELLANEOUS REVENUES	7,533	7,533	0.00%
<b>Total Revenues</b>	<b>123,773</b>	<b>714,507</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	67,012	58,202	-13.15%
MATERIALS & SUPPLIES	448,441	493,241	9.99%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	26,940	0.00%
<b>Total Expenditures</b>	<b>515,453</b>	<b>578,383</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **CENTRAL STORES - FACILITIES INVENTORY**

#### **Program Description**

Maintains inventory and control of parts and supplies for City facilities, and contracts with vendors for services in support of Facilities Services.

#### **Program Trends**

Relocation of the Facilities Maintenance functions to temporary facilities will create parts storage and availability challenges for the next two to three years.

#### **Program 2005/06 Initiatives**

- Develop a 100% customer satisfaction program
- Minimize parts and supplies inventory while maintaining availability
- Develop an inventory system

# PUBLIC WORKS

## FACILITIES INVENTORY CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	92,973	92,973	0.00%
TRANSFERS IN	50,835	33,890	-33.33%
<b>Total Revenues</b>	143,808	126,863	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	52,132	57,618	10.52%
MATERIALS & SUPPLIES	40,841	163,956	301.45%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	107,862	0.00%
<b>Total Expenditures</b>	92,973	329,436	

## ***PUBLIC WORKS DEPARTMENT***

### **CENTRAL STORES - WATER INVENTORY**

#### **Program Description**

.....◆  
Maintains inventory and control of parts and supplies, and contracts with vendors for services in support of maintenance and repair of water- and sewer-utility infrastructures.

#### **Program Trends**

.....◆  
Relocation of the Central Stores functions to temporary facilities will create parts storage and availability challenges.

#### **Program 2005/06 Initiatives**

- .....◆
- Develop a 100% customer satisfaction program
  - Improve the inventory system

# PUBLIC WORKS

## WATER INVENTORY CAPITAL ASSETS FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
INTERNAL SVCS FD RECEIPTS	0	67,013	0.00%
<b>Total Revenues</b>	0	67,013	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	67,012	58,202	-13.15%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	45,712	0.00%
<b>Total Expenditures</b>	67,012	103,914	

## ***PUBLIC WORKS DEPARTMENT***

### **CENTRAL STORES - GENERAL INVENTORY**

#### **Program Description**

Maintains inventory and control of material and supplies in support of operations and maintenance services performed by Public Works Department.

#### **Program Trends**

Relocation of the Central Stores functions to temporary facilities will create parts storage and availability challenges.

#### **Program 2005/06 Initiatives**

- Develop a 100% customer satisfaction program
- Develop an inventory system

# PUBLIC WORKS

## GENERAL INVENTORY GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	59,315	57,008	-3.89%
MATERIALS & SUPPLIES	189,650	151,848	-19.93%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	52,064	0.00%
<b>Total Expenditures</b>	<b>248,965</b>	<b>260,920</b>	





**ENTERPRISE FUNDS**

## ***PUBLIC WORKS DEPARTMENT***

### **PARKING SERVICES - PARKING OPERATIONS**

#### **Program Description**

Responsible for managing the operation of thirteen Parking Facilities and two surface lots in the City of Beverly Hills. Services include limited valet service, monthly parking, and two hour free parking for the public and the local businesses.

#### **Program Trends**

The demand for a quality City parking experience continues to increase. The City will continue to build parking facilities.

#### **Program 2005/06 Initiatives**

- Continue efforts to improve the quality of the City parking experience.
- Implement upgraded parking equipment and systems.
- Evaluate alternate means of parking service delivery.

# PUBLIC WORKS

## PARKING OPERATIONS PARKING ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	3.00
PT Seasonal or Hourly	17.00
Part Time w/Benefits	48.25

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	7,061,662	6,621,454	-6.23%
MISCELLANEOUS REVENUES	0	37,506	0.00%
OTHER REVENUES	6,929,080	4,929,080	-28.86%
<b>Total Revenues</b>	<b>13,990,742</b>	<b>11,588,040</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,918,236	1,751,359	-8.70%
MATERIALS & SUPPLIES	23,100	23,101	0.00%
CONTRACTUAL SVCS	1,046,287	1,045,400	-0.08%
INTERNAL SVC FUND CHARGES	1,200,078	2,567,608	113.95%
OTHER TRANSFERS OR EXPENSES	0	141,566	0.00%
DEBT, DEPRECIATION & CLAIMS	9,627,783	9,729,689	1.06%
HEAT/LIGHT & POWER	2,115,678	720,428	-65.95%
CAPITAL PROJECTS	0	37,350,000	0.00%
<b>Total Expenditures</b>	<b>15,931,162</b>	<b>53,329,150</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **PARKING SERVICES - PARKING METERS**

#### **Program Description**

Responsible for the weekly collection and processing of revenue and the maintenance and repair of 3,200 meters in the City of Beverly Hills. Under contract, responsible for collecting revenue and reporting any trouble from West Hollywood's 2,400 meters.

#### **Program Trends**

The parking meters within the city limits are outdated. The City began a two phase project to refurbish all the meters.

Contract meter collections for the City of West Hollywood increased.

#### **Program 2005/06 Initiatives**

- Continue with the last phase of the refurbishment project for the parking meters throughout the City.
- Consider an additional Revenue Collector to meet increasing collection demands.
- Audit the West Hollywood contract to determine cost/benefit.
- Evaluate the cost/benefits of increasing meter rates.

# PUBLIC WORKS

## PARKING METERS GENERAL FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	4.50

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SERVICE FEES & CHARGES	72,510	78,000	7.57%
OTHER REVENUES	2,564,216	2,486,000	-3.05%
<b>Total Revenues</b>	<b>2,636,726</b>	<b>2,564,000</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	400,839	397,209	-0.91%
MATERIALS & SUPPLIES	29,823	29,254	-1.91%
CONTRACTUAL SVCS	10,582	10,469	-1.07%
INTERNAL SVC FUND CHARGES	72,394	189,132	161.25%
HEAT/LIGHT & POWER	523	523	0.00%
<b>Total Expenditures</b>	<b>514,161</b>	<b>626,587</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY & DISTRIBUTION - IMPORTED WATER**

#### **Program Description**

Purchase the majority of the City's water supply from the Metropolitan Water District (MWD). Imported water is approximately 50% of the Water Utility operating and maintenance budget. Staff maintains working relationships and the interconnect with MWD.

#### **Program Trends**

MWD will begin providing fluoridated water in Fiscal Year 2005/06. MWD water rates continue to rise. MWD expects to have a reliable water supply for its member agencies throughout 2025, but this is anticipated on more local groundwater development and increased conservation.

#### **Program 2005/06 Initiatives**

- Effectively manage our water purchases.
- Increase coordination with MWD to capitalize on beneficial programs that lead to a reliable water supply.

# PUBLIC WORKS

## IMPORTED WATER WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.28

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	500,334	158,843	-68.25%
MISCELLANEOUS REVENUES	6,291	10,552	67.73%
OTHER REVENUES	6,065,377	6,611,261	9.00%
<b>Total Revenues</b>	<b>6,572,002</b>	<b>6,780,656</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	21,669	44,146	103.73%
MATERIALS & SUPPLIES	7,963,643	8,202,546	3.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	27,775	0.00%
HEAT/LIGHT & POWER	179,937	12,841	-92.86%
<b>Total Expenditures</b>	<b>8,165,249</b>	<b>8,287,308</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY & DISTRIBUTION - GROUNDWATER**

#### **Program Description**

Since April of 2003, the City has resumed extracting water from the Hollywood Basin. The City operates four wells, contracts with Earth Tech to treat the water, pays for the power costs and adheres to federal and state regulations in order to provide groundwater to the community. In addition, MWD subsidizes this water supply.

#### **Program Trends**

Over the past year, the City has been finding a stable pumping level in the Hollywood Basin and determining the most cost effective means to operate the wells and the plant with the optimum pumping level.

#### **Program 2005/06 Initiatives**

- Rehabilitate Wells two and six.
- Explore shallow groundwater opportunities.
- Improve groundwater management.

# PUBLIC WORKS

## GROUNDWATER WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.61

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	141,120	44,802	-68.25%
OTHER REVENUES	745,578	745,578	0.00%
MISCELLANEOUS REVENUES	1,775	2,977	67.72%
OTHER REVENUES	1,710,747	1,864,715	9.00%
<b>Total Revenues</b>	<b>2,599,220</b>	<b>2,658,072</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	103,187	187,837	82.03%
MATERIALS & SUPPLIES	1,754	1,754	0.00%
CONTRACTUAL SVCS	1,143,292	1,144,862	0.14%
INTERNAL SVC FUND CHARGES	58,908	123,430	109.53%
DEBT, DEPRECIATION & CLAIMS	2,193,139	3,743,969	70.71%
HEAT/LIGHT & POWER	192,377	108,830	-43.43%
<b>Total Expenditures</b>	<b>3,692,657</b>	<b>5,310,681</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY - MAINTENANCE & REPAIR**

#### **Program Description**

Maintain, operate and repair the distribution system that includes 152 miles of water mains, 11 reservoirs, valves, and equipment. The City serves approximately 11,000 customers in Beverly Hills and portions of West Hollywood.

#### **Program Trends**

Maintain, operate and repair the water distribution system to ensure a reliable supply that meets with all state and federal regulations.

#### **Program 2005/06 Initiatives**

- Operate valves on an annual basis
- Assure 10% or less unaccountable water escapes the system.
- Upgrade the Security, Control, and Data Acquisition System (SCADA)

# PUBLIC WORKS

## MAINTENANCE AND REPAIR WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	12.11

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	307,898	97,750	-68.25%
MISCELLANEOUS REVENUES	3,872	6,494	67.72%
OTHER REVENUES	3,732,539	4,068,468	9.00%
<b>Total Revenues</b>	<b>4,044,309</b>	<b>4,172,712</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	840,314	762,857	-9.22%
MATERIALS & SUPPLIES	170,552	170,552	0.00%
CONTRACTUAL SVCS	491,371	489,570	-0.37%
INTERNAL SVC FUND CHARGES	238,424	1,261,270	429.00%
DEBT, DEPRECIATION & CLAIMS	1,096,569	1,871,983	70.71%
HEAT/LIGHT & POWER	320,949	70,305	-78.09%
CAPITAL PROJECTS	0	25,435,000	0.00%
<b>Total Expenditures</b>	<b>3,158,179</b>	<b>30,061,537</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY & DISTRIBUTION - WATER QUALITY**

#### **Program Description**

Ensures that the water is up to potable standards which includes weekly sampling 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 Health Services. In addition, this includes the Annual Report.

#### **Program Trends**

Increasing demands on regulatory compliance requires certified laboratory to evaluate samples.

The water system continues to be monitored by a Security, Controls and Data Acquisition System and staff 24/7.

#### **Program 2005/06 Initiatives**

- To be compliant with the Lead and Copper Rule
- Continue to train staff to effectively evaluate water quality to respond to changing conditions.

# PUBLIC WORKS

## WATER QUALITY WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.58

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	205,265	65,166	-68.25%
MISCELLANEOUS REVENUES	2,581	4,329	67.73%
OTHER REVENUES	2,488,359	2,712,311	9.00%
<b>Total Revenues</b>	<b>2,696,205</b>	<b>2,781,806</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	180,534	280,760	55.52%
MATERIALS & SUPPLIES	137,671	137,671	0.00%
CONTRACTUAL SVCS	86,773	84,972	-2.08%
INTERNAL SVC FUND CHARGES	192,043	216,823	12.90%
DEBT, DEPRECIATION & CLAIMS	1,096,569	1,871,983	70.71%
HEAT/LIGHT & POWER	256,340	89,245	-65.18%
<b>Total Expenditures</b>	<b>1,949,930</b>	<b>2,681,453</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY & DISTRIBUTION - NEW SERVICES**

#### **Program Description**

Respond to requests for new service or installations for increased capacity. Customers are directly billed for these services.

#### **Program Trends**

Single family residences are increasing number meters at a property for irrigation and fire protection. Duplexes and triplexes are requesting separate water meters. This accounts for approximately \$150,000 of the revenue collected in the water fund.

#### **Program 2005/06 Initiatives**

- Improve accounting for these services.

# PUBLIC WORKS

## NEW SRVCS / INSTALLATIONS WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	10.93

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
OTHER REVENUES	124,001	135,161	9.00%
<b>Total Revenues</b>	124,001	135,161	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	727,282	572,250	-21.32%
MATERIALS & SUPPLIES	51,922	51,922	0.00%
CONTRACTUAL SVCS	57	57	0.00%
INTERNAL SVC FUND CHARGES	55,653	923,498	1559.39%
HEAT/LIGHT & POWER	83,548	0	-100.00%
<b>Total Expenditures</b>	918,462	1,547,727	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY & DISTRIBUTION - WATER SALES**

#### **Program Description**

In order to accurately bill customers for water, the meter reader uses touch read technology and remote read to verify the water usage of customers. The Finance Department schedules the billing cycle, distributes the bills, collects the funds, handles bad debt and communicates with the customers regarding billing questions.

#### **Program Trends**

Meter technology continues to improve to increase effectiveness. Water sales may decrease with improved conservation programs. This function bills and collects over \$18 million annually.

#### **Program 2005/06 Initiatives**

- Continue to repair and replace meter registries and batteries.
- Continue with upgrade implementation of the billing system.

# PUBLIC WORKS

## WATER SALES WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.08

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	174,465	88,655	-49.18%
MISCELLANEOUS REVENUES	1,581	2,652	67.74%
OTHER REVENUES	1,524,121	1,661,291	9.00%
<b>Total Revenues</b>	<b>1,700,167</b>	<b>1,752,598</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	95,818	92,353	-3.62%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	6,510	135,230	1977.27%
DEBT, DEPRECIATION & CLAIMS	84,526	100,650	19.08%
HEAT/LIGHT & POWER	835,479	0	-100.00%
<b>Total Expenditures</b>	<b>1,022,333</b>	<b>328,233</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY & DISTRIBUTION - CONSERVATION**

#### **Program Description**

Conducts public outreach and implements programs to promote water use efficiency. Administers compliance with the California Urban Water Conservation Council's Memorandum of Understanding, which are guidelines for the 14 Best Management Practices. Administers the Master Agreement with the Metropolitan Water District of Southern California.

#### **Program Trends**

Developing programs that increase knowledge, awareness and opportunities to use water effectively in landscaping. Landscape irrigation is estimated to be 65% of the City's water consumption.

#### **Program 2005/06 Initiatives**

- Administer rebates and water audits.
- Create brochure for commercial and residential water use efficiency.
- Participate in regional efforts.
- Participate in the General Plan update.

# PUBLIC WORKS

## CONSERVATION WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.33

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	2,566	815	-68.24%
MISCELLANEOUS REVENUES	32	54	68.75%
OTHER REVENUES	31,104	33,904	9.00%
<b>Total Revenues</b>	<b>33,702</b>	<b>34,773</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	35,677	41,072	15.12%
MATERIALS & SUPPLIES	40,464	40,464	0.00%
CONTRACTUAL SVCS	60,690	58,889	-2.97%
INTERNAL SVC FUND CHARGES	38,589	48,114	24.68%
HEAT/LIGHT & POWER	83,548	0	-100.00%
<b>Total Expenditures</b>	<b>258,968</b>	<b>188,538</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WATER SUPPLY & DISTRIBUTION - FIRE SUPPRESSION**

#### **Program Description**

Check the flows of 1,117 fire hydrants. Coordinate with the Fire Department for maintenance and repair of the hydrants. Provide at least the minimum water pressure for fire protection. Coordinate in a fire emergency to maintain necessary resources.

#### **Program Trends**

Improving coordination between Public Works and Fire Departments.

#### **Program 2005/06 Initiatives**

- Complete one quarter of the fire flow tests.
- Inform Engineering and Fire when hydrants are out of service, installed or relocated.
- Maintain minimum water pressure in mains for fire purposes.
- Maintain adequate water storage for fire suppression.

# PUBLIC WORKS

## FIRE SUPPRESSION WATER ENTERPRISE FUND

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.88

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
OTHER REVENUES	439,032	478,545	9.00%
<b>Total Revenues</b>	439,032	478,545	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	72,894	72,959	0.09%
MATERIALS & SUPPLIES	5,691	5,691	0.00%
CONTRACTUAL SVCS	0	0	0.00%
INTERNAL SVC FUND CHARGES	0	83,290	0.00%
<b>Total Expenditures</b>	78,585	161,940	

## ***PUBLIC WORKS DEPARTMENT***

### **WASTEWATER - MAINTENANCE**

#### **Program Description**

Maintain the wastewater conveyance system (sanitary and storm sewers), which includes but is not limited to inspection, cleaning, and repair. Utilize best management practices, and latest technology to maintain optimally the wastewater systems for the benefit of the residents, businesses and the City.

#### **Program Trends**

Goals include every mainline segment be cleaned at least annually with designated line segments that have increased maintenance needs be prescribed more frequent intervals.

#### **Program 2005/06 Initiatives**

- Continue a course of preventive maintenance.
- Utilize latest up to date resources and technology.
- Continue to assess and update records and data regarding the wastewater system.

# PUBLIC WORKS

## MAINTENANCE

## WASTEWATER ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.50
PT Seasonal or Hourly	0.23

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	266,399	807,084	202.96%
MISCELLANEOUS REVENUES	280,250	0	-100.00%
OTHER REVENUES	1,836,409	1,882,519	2.51%
<b>Total Revenues</b>	<b>2,383,058</b>	<b>2,689,603</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	314,717	345,067	9.64%
MATERIALS & SUPPLIES	39,117	39,117	0.00%
CONTRACTUAL SVCS	240,024	242,822	1.17%
INTERNAL SVC FUND CHARGES	182,180	656,391	260.30%
OTHER TRANSFERS OR EXPENSES	0	94,377	0.00%
DEBT, DEPRECIATION & CLAIMS	737,204	741,922	0.64%
HEAT/LIGHT & POWER	126,879	8,313	-93.45%
CAPITAL PROJECTS	0	2,290,000	0.00%
<b>Total Expenditures</b>	<b>1,640,121</b>	<b>4,418,008</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WASTEWATER - BLOCKAGE**

#### **Program Description**

This program utilizes the City's wastewater crews to respond to calls from residents or businesses to address possible City mainline sewer stoppages that may cause back-ups on customer property. Crew members respond to all calls and determine necessary action 24 hours per day, 7 days per week; response times are as quick as possible.

#### **Program Trends**

Every effort is made in the City's pro-active preventive maintenance program to avoid any sewer stoppage incidents.

#### **Program 2005/06 Initiatives**

- Continue the City's preventive maintenance program there-by minimizing liability to the City in regards to sewer blockage incidents.

# PUBLIC WORKS

## BLOCKAGE

## WASTEWATER ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.00
PT Seasonal or Hourly	0.23

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	270,914	58,052	-78.57%
MISCELLANEOUS REVENUES	285,000	0	-100.00%
OTHER REVENUES	1,867,534	1,914,425	2.51%
<b>Total Revenues</b>	<b>2,423,448</b>	<b>1,972,477</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	274,368	285,713	4.13%
MATERIALS & SUPPLIES	6,356	6,356	0.00%
CONTRACTUAL SVCS	66,953	66,953	0.00%
INTERNAL SVC FUND CHARGES	71,546	526,941	636.51%
HEAT/LIGHT & POWER	120,644	2,078	-98.28%
<b>Total Expenditures</b>	<b>539,867</b>	<b>888,041</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WASTEWATER - CONSERVATION**

#### **Program Description**

.....◆  
Produces community outreach and education brochures recommending the proper disposal of liquid waste associated with hazardous cleaning solvents, grease, and other liquids or solids that deteriorate the sanitary sewer and treatment processes.

#### **Program Trends**

.....◆  
To develop an awareness that water is water regardless of quality, and is an important resource.

#### **Program 2005/06 Initiatives**

- .....◆
- Develop a brochure to educate customers.
  - Integrate best management practices in the General Plan process.
  - Participate in the General Plan process.

# PUBLIC WORKS

## CONSERVATION WASTEWATER ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.53

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	4,515	967	-78.58%
MISCELLANEOUS REVENUES	4,750	0	-100.00%
OTHER REVENUES	31,126	31,908	2.51%
<b>Total Revenues</b>	<b>40,391</b>	<b>32,875</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	54,931	39,563	-27.98%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	2,735	2,735	0.00%
INTERNAL SVC FUND CHARGES	0	73,758	0.00%
HEAT/LIGHT & POWER	118,566	0	-100.00%
<b>Total Expenditures</b>	<b>176,232</b>	<b>116,056</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **WASTEWATER - TREATMENT**

#### **Program Description**

The City of Beverly Hills contracts with the City of Los Angeles to treat the wastewater at Hyperion Treatment Plant and maintain the 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.

#### **Program Trends**

The City of Los Angeles continues to have increased operational and capital costs at the Hyperion Treatment Plant.

Regional Water Quality Control Board is mandating additional compliance issues from the City and County of Los Angeles and its contract cities related to the industrial waste pre-treatment program.

#### **Program 2005/06 Initiatives**

- To comply with existing and new regulatory requirements.
- To continue to effectively monitor and manage the City's contractual obligations to the City and County of Los Angeles.
- To assure that the City of Beverly Hills remains committed to the environmentally acceptable treatment and disposal of the City's wastewater.

# PUBLIC WORKS

## TREATMNT HYPERION & INDST WASTEWATER ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.18

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	361,219	77,403	-78.57%
MISCELLANEOUS REVENUES	380,000	0	-100.00%
OTHER REVENUES	2,501,214	2,564,015	2.51%
<b>Total Revenues</b>	<b>3,242,433</b>	<b>2,641,418</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	33,041	10,411	-68.49%
MATERIALS & SUPPLIES	0	0	0.00%
CONTRACTUAL SVCS	1,380,200	1,421,606	3.00%
CAPITAL OUTLAY	1,890,000	0	-100.00%
INTERNAL SVC FUND CHARGES	0	35,242	0.00%
DEBT, DEPRECIATION & CLAIMS	2,086,780	2,096,697	0.48%
HEAT/LIGHT & POWER	118,566	0	-100.00%
<b>Total Expenditures</b>	<b>5,508,587</b>	<b>3,563,956</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **SOLID WASTE - RESIDENTIAL**

#### **Program Description**

Collect greenwaste and refuse from single family, duplex and some multi-family residents. Historically, 30,000 tons of solid waste is collected annually. The single family and duplex lots are collected one time per week and the multi-family lots are collected two times per week. The alleys are cleaned one time per week.

#### **Program Trends**

Diversion of waste from the landfills is a state priority. With the passage of AB 939, the City is obligated to divert 50% of its waste stream based on a baseline year. The City meets these obligations and continues to strive to improve those diversion numbers. The City no longer operates with a City-owned transfer station.

#### **Program 2005/06 Initiatives**

- Restructure rates to encourage consumer accountability.
- Implement new two-cart collection system that takes all refuse to a Material Recovery Facility and collect greenwaste.

# PUBLIC WORKS

## RESIDENTIAL SOLID WASTE ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	19.36

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	70,074	41,669	-40.54%
MISCELLANEOUS REVENUES	74,787	74,787	0.00%
OTHER REVENUES	5,644,956	5,870,753	4.00%
<b>Total Revenues</b>	<b>5,789,817</b>	<b>5,987,209</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	1,544,278	1,316,585	-14.74%
MATERIALS & SUPPLIES	117,978	117,978	0.00%
CONTRACTUAL SVCS	2,297,202	2,585,643	12.56%
CAPITAL OUTLAY	257,500	507,500	97.09%
INTERNAL SVC FUND CHARGES	1,541,499	2,317,203	50.32%
OTHER TRANSFERS OR EXPENSES	0	169,879	0.00%
DEBT, DEPRECIATION & CLAIMS	38,500	383,283	895.54%
HEAT/LIGHT & POWER	675,921	23,463	-96.53%
<b>Total Expenditures</b>	<b>6,472,878</b>	<b>7,421,533</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **SOLID WASTE - COMMERCIAL**

#### **Program Description**

Refuse is collected from offices, restaurants, some multi-family residential and municipal facilities. The City provides the service by contracting with Crown Disposal to collect the refuse and process the refuse at a Material Recovery Facility.

#### **Program Trends**

Increased accountability for diversion and refuse disposal to be in compliance with AB 939. AB 939 is the legislation that requires the City to divert 50% of its waste from the landfills from a baseline that was established in the 1990s.

#### **Program 2005/06 Initiatives**

- Implement second year of contract with Crown Disposal.
- Complete a route audit.
- Investigate a food waste recycling program for hotels.

# PUBLIC WORKS

## COMMERCIAL SOLID WASTE ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	1.31

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	70,074	41,669	-40.54%
OTHER REVENUES	4,057,233	6,359,718	56.75%
<b>Total Revenues</b>	<b>4,127,307</b>	<b>6,401,387</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	188,057	157,476	-16.26%
MATERIALS & SUPPLIES	2,476	2,476	0.00%
CONTRACTUAL SVCS	2,961,107	3,314,020	11.92%
INTERNAL SVC FUND CHARGES	193,531	140,701	-27.30%
OTHER TRANSFERS OR EXPENSES	0	18,875	0.00%
DEBT, DEPRECIATION & CLAIMS	54,000	496,463	819.38%
HEAT/LIGHT & POWER	95,958	23,463	-75.55%
<b>Total Expenditures</b>	<b>3,495,129</b>	<b>4,153,474</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **SOLID WASTE - CONSERVATION**

#### **Program Description**

Produces community outreach and education to encourage diversion of solid waste from the landfills. These activities include: creating and distributing brochures; administering grants to promote recycling bottles; and, coordinating with the City's commercial hauler at community events

#### **Program Trends**

Educate the community on the effects of dumping waste and pollutants creating further deterioration of the ecosystem.

These functions are supported by the Sustainability Programs Manager and existing staff.

#### **Program 2005/06 Initiatives**

- Administer new program of curbside Household Hazardous Waste pick-up in conjunction with Westside Cities Integrated Waste Management Group.
- Expand outreach efforts to increase greenwaste collection by adding food waste.

# PUBLIC WORKS

## CONSERVATION SOLID WASTE ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.25

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	0	0	0.00%
SOLID WASTE CHARGES	0	0	0.00%
<b>Total Revenues</b>	0	0	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	40,144	32,575	-18.85%
MATERIALS & SUPPLIES	66	66	0.00%
CONTRACTUAL SVCS	3,534	3,534	0.00%
INTERNAL SVC FUND CHARGES	1,351	38,438	2745.15%
DEBT, DEPRECIATION & CLAIMS	0	481	0.00%
<b>Total Expenditures</b>	45,095	75,094	

## ***PUBLIC WORKS DEPARTMENT***

### **SOLID WASTE - USED OIL BLOCK GRANT**

#### **Program Description**

Attends meeting and consults with the West Side Cities Used Oil Recycling Group regarding annual Hazardous Household Waste programs. The Public Works staff from various divisions participate in the preparation of regional events.

#### **Program Trends**

Continue participation in this regional effort to divert hazardous and electronic waste from the landfills.

The City's efforts are represented and implemented by the Sustainability Programs Manager.

#### **Program 2005/06 Initiatives**

- Host the annual Los Angeles County household hazardous waste round up in October 2005.

# PUBLIC WORKS

## USED OIL BLOCK GRANT SOLID WASTE ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.05

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
<b>Total Revenues</b>			

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	7,452	7,803	4.72%
INTERNAL SVC FUND CHARGES	0	4,773	0.00%
<b>Total Expenditures</b>		12,576	

## ***PUBLIC WORKS DEPARTMENT***

### **POLLUTION AND LITTER - INSPECTIONS**

#### **Program Description**

Enforcement of the National Pollutant Discharge Elimination System Permit Requirements (NPDES) with two environmental inspectors. This permit is the primary backbone for preventing pollutants entering the storm drain system and infecting the ocean.

#### **Program Trends**

Conducts about 40 inspections at construction sites annually. Conducts approximately 150 restaurant inspections annually. Numerous inspections for illicit discharge. Conduct approximately 30 inspections of auto repair and gasoline retail outlets annually.

#### **Program 2005/06 Initiatives**

- Continue inspections of restaurants, auto repair, gasoline retail, and construction sites for illegal dumping of pollutants.

# PUBLIC WORKS

## INSPECTIONS

### STORMWATER ENTERPRISE FD

#### Program Staffing

Position Type	Number of Positions
Full Time Employees	2.00

#### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	12,740	10,152	-20.31%
OTHER REVENUES	263,999	263,999	0.00%
<b>Total Revenues</b>	<b>276,739</b>	<b>274,151</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	112,083	197,658	76.35%
MATERIALS & SUPPLIES	9,392	9,392	0.00%
CONTRACTUAL SVCS	5,594	5,594	0.00%
INTERNAL SVC FUND CHARGES	4,099	51,757	1162.67%
HEAT/LIGHT & POWER	16,756	0	-100.00%
<b>Total Expenditures</b>	<b>147,924</b>	<b>264,401</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **POLLUTION AND LITTER - MAINTENANCE**

#### **Program Description**

This seven day operation 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. Monitor and clean the catch basins that are the entry points to storm drain system.

#### **Program Trends**

Continue daily maintenance as a preventative measure to reduce pollutants into the storm drain system.

Continue to inspect and maintain the key catch basins on a monthly basis.

Continue to inspect and maintain the catch basins on an annual basis.

#### **Program 2005/06 Initiatives**

- Train new staff that was hired at the end of FY 04/05.
- Investigate new equipment as options to enhance the cleanliness of the business district.

# PUBLIC WORKS

## MAINTENANCE

## STORMWATER ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	12.75
PT Seasonal or Hourly	0.05
Part Time w/Benefits	1.00

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	36,522	29,103	-20.31%
OTHER REVENUES	756,797	756,797	0.00%
<b>Total Revenues</b>	<b>793,319</b>	<b>785,900</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	432,768	747,524	72.73%
MATERIALS & SUPPLIES	35,196	35,196	0.00%
CONTRACTUAL SVCS	52,590	52,595	0.01%
INTERNAL SVC FUND CHARGES	142,941	223,541	56.39%
OTHER TRANSFERS OR EXPENSES	0	75,502	0.00%
DEBT, DEPRECIATION & CLAIMS	104,000	99,000	-4.81%
HEAT/LIGHT & POWER	41,890	0	-100.00%
CAPITAL PROJECTS	50,000	100,000	100.00%
<b>Total Expenditures</b>	<b>859,385</b>	<b>1,333,358</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **POLLUTION AND LITTER - CONSERVATION**

#### **Program Description**

Produces brochures to inform community on best management practices to prevent disposal of swimming pool, Jacuzzi, and fountain water and other hazardous water-based solvents into the storm drain system, and the proper disposal of liquid waste associated with landscape construction, gardening & pest control.

#### **Program Trends**

Educate community on the effects of dumping waste and pollutants.  
Encourage best management practices.

Utilize the resources of Environmental Inspectors and the Sustainability Programs Manager.

#### **Program 2005/06 Initiatives**

- Create brochures for residential and commercial customers to increase awareness
- Include best management practices in the General Plan process

# PUBLIC WORKS

## CONSERVATION STORMWATER ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	0.25

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	425	339	-20.24%
OTHER REVENUES	8,800	8,800	0.00%
<b>Total Revenues</b>	<b>9,225</b>	<b>9,139</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	13,785	24,385	76.90%
MATERIALS & SUPPLIES	108	108	0.00%
CONTRACTUAL SVCS	9,504	9,504	0.00%
INTERNAL SVC FUND CHARGES	520	16,189	3013.27%
<b>Total Expenditures</b>	<b>23,917</b>	<b>50,186</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **SOLID WASTE – ENVIRONMENTAL LIABILITY**

#### **Program Description**

A reserve fund for possible storm water violations.

#### **Program Trends**

Funding to ensure health, safety of citizens by reducing, controlling and eliminating discharges and illicit connections into the storm water system from commercial, industrial, residential and municipal activities.

#### **Program 2005/06 Initiatives**

- None

# PUBLIC WORKS

## ENVIRONMENTAL LIABILITY SOLID WASTE ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	14,975	8,905	-40.53%
SOLID WASTE CHARGES	100,000	100,000	0.00%
<b>Total Revenues</b>	<b>114,975</b>	<b>108,905</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	0	0	0.00%
INTERNAL SVC FUND CHARGES	62,818	63,205	0.62%
<b>Total Expenditures</b>	<b>62,818</b>	<b>63,205</b>	

## ***PUBLIC WORKS DEPARTMENT***

### **POLLUTION AND LITTER - STREET SWEEPING**

#### **Program Description**

Sweep the business areas' streets seven days a week and alleys three times a week. Sweep the residential areas one time per week. The sweepers maintain and clean the gutters and public right of ways to prevent the litter and debris from going into the storm drains. For the last three years the average number of miles swept was 32,400.

#### **Program Trends**

Support the Enforcement of the National Pollutant Discharge Elimination System Permit Requirements (NPDES).

#### **Program 2005/06 Initiatives**

- Evaluate most cost effective methods to operate
- Analyze the street sweeping schedule for efficiencies

# PUBLIC WORKS

## STREET SWEEPING

## STORMWATER ENTERPRISE FD

### Program Staffing

Position Type	Number of Positions
Full Time Employees	5.30

### Program Budget

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
USE OF MONEY & PROPERTY	35,248	28,088	-20.31%
OTHER REVENUES	730,398	730,398	0.00%
<b>Total Revenues</b>	<b>765,646</b>	<b>758,486</b>	

Account Title	Adopted Budget 2004/2005	Approved Budget 2005/2006	Percent Change
SALARIES & BENEFITS	259,834	441,556	69.94%
MATERIALS & SUPPLIES	20,352	20,352	0.00%
CONTRACTUAL SVCS	127,347	123,975	-2.65%
INTERNAL SVC FUND CHARGES	103,827	218,634	110.58%
OTHER TRANSFERS OR EXPENSES	0	18,875	0.00%
DEBT, DEPRECIATION & CLAIMS	101,000	96,000	-4.95%
HEAT/LIGHT & POWER	25,134	0	-100.00%
<b>Total Expenditures</b>	<b>637,494</b>	<b>919,392</b>	

