# CITY OF NEWPORT BEACH

# PERFORMANCE PLAN

## Fiscal Year 2015-16

Newport Beach, California

# Performance Plan

## Fiscal Year 2015-16

Prepared for the Newport Beach City Council:

Mayor Edward D. Selich
Mayor Pro Tem Diane B. Dixon
Council Member Tony Petros
Council Member Duffy Duffield
Council Member Kevin Muldoon
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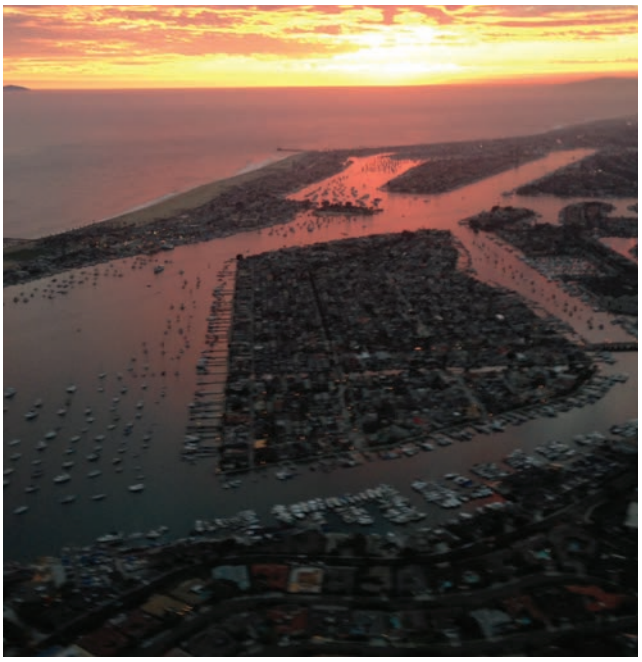
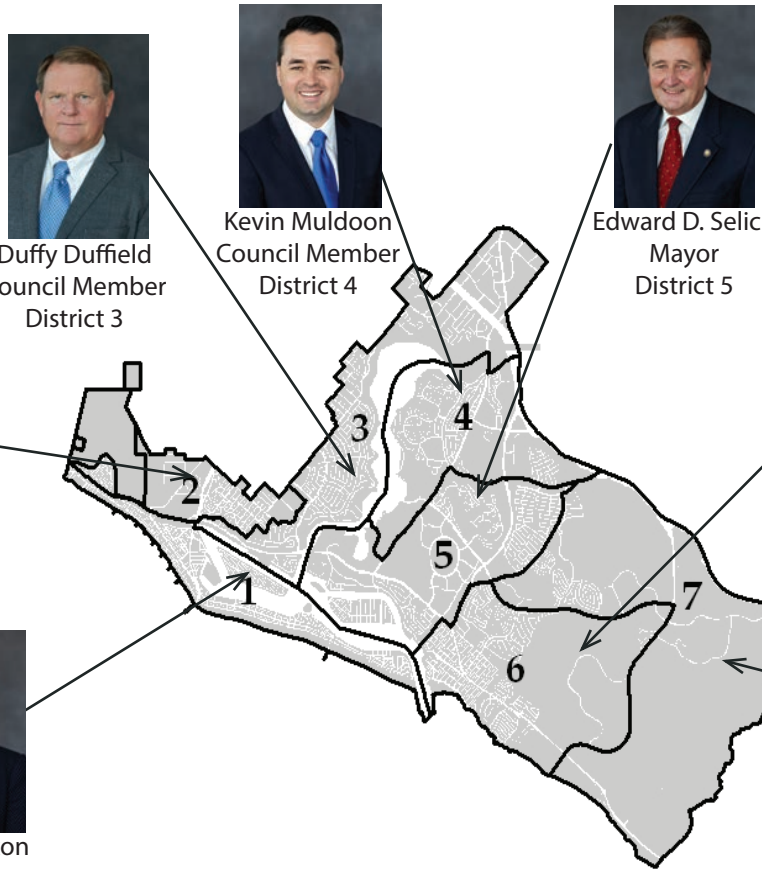


# NEWPORT BEACH CITY OFFICIALS





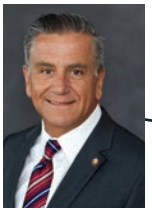

Duffy Duffield
Council Member
District 3



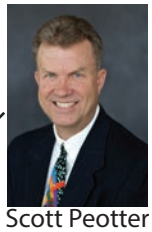
Kevin Muldoon
Council Member
District 4



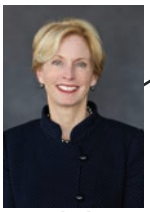
Edward D. Selich
Mayor
District 5



Tony Petros
Council Member
District 2



Scott Peotter
Council Member
District 6



Diane B. Dixon
Mayor Pro Tem
District 1

Keith Curry
Council Member
District 7

City Attorney
Aaron Harp

City Manager
Dave Kiff

City Clerk
Leilani Brown

Steve Badum ..... Assistant City Manager
Dan Matusiewicz ..... Finance Director/Treasurer
Kimberly Brandt ..... Community Development Director
Scott Poster ..... Fire Chief
Terri L. Cassidy ..... Deputy City Manager/Human Resources Director
Tim Hetherton ..... Library Services Director
George Murdoch, Mike Pisani ..... Municipal Operations Co-Directors
Jay Johnson ..... Police Chief
Dave Webb ..... Public Works Director
Laura Detweiler ..... Recreation & Senior Services Director

# CITY OF NEWPORT BEACH

Honorable Mayor Selich and City Council Members
City of Newport Beach
100 Civic Center Drive
Newport Beach, California 92660

Dear Mayor Selich and Council Members:

I'm pleased to submit the City of Newport Beach's Fiscal Year 2015-16 Adopted Budget. The annual budget serves as the foundation for financial planning and control and allows the City Council to prioritize expenditures in alignment with core community values. The adopted budget is reflective of strong revenues, healthy reserves, and a sound debt position.

In years past, the City Council has directed that we maintain a deliberate resource balance between these important municipal expenses:

- Addressing long-term obligations such as pension liabilities, other post-employment benefits, and debt service;
- Keeping to a level of operations that reflects the community's desire for an active, safe, and attractive community; and
- Investing in our infrastructure so that, as a 109-year old city, our streets, buildings, parks, and pipes don't look or act that way.

With four new City Council members elected in November of 2014, it makes sense that there will be new perspectives on the above approach. Therefore, this adopted budget is just that – a proposed plan. It is one that the staff and I think is a solid, appropriate plan to begin the year with.

The budget itself is intended to be a reflection of City policies, goals and priorities. It communicates to citizens and staff what program allocation decisions have been proposed to the City Council. The adopted budget reaffirms our commitment to maintain high service levels and increase our investments in technology and community infrastructure at a level of service that the community expects and deserves. The FY 2015-16 Adopted Budget for all funds is $321.1 million. The operating portion of that amounts to $258.4 million, which represents a 1.9%, or $4.8 million, increase over the prior year amended budget.

**Summary of FY 2015-16 Adopted Budget**
**All Funds (millions)**

| Appropriation | Adopted FY 15-16 |
|---|---|
| Operating Budget | $258.43 |
| New Capital Improvement Projects (CIPs) | $24.41 |
| Re-budgeted CIPs | $38.21 |
| **Total Budget** | **$321.05** |

This change in the operating budget represents the net amount of both one-time decreases from the prior year and increases adopted for FY 2015-16. Decreases result from the elimination of one-time budget amendments and encumbrances for unspent appropriations from the prior year. Increases are the result of negotiated salary and benefit increases, increases in operating costs, and some growth due to new

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programs or enhancements to existing programs that are described in the sections that follow. New appropriations for capital improvement projects amount to $24.4 million. Unlike the operating budget, capital improvement appropriations are expended over multiple fiscal years due to the unpredictable nature of large construction projects that require environmental review, coordination with outside entities (public utilities), and design/policy considerations. We estimate that total appropriations for capital projects will be approximately $100 million when the balance of encumbered funds are carried forward into FY 2015-16, as they are every year. Prior year carry forward capital appropriations are supported by the reserve for prior year encumbrances.

**General Fund**

The General Fund is the key operating fund within the City's budget. The General Fund accounts for discretionary revenues and expenditures, while all other funds are used to account for enterprise activities, internal service activity, major capital improvement projects, and special revenue sources that are restricted for specific purposes. The General Fund budget as adopted is balanced and includes $178.3 million in General Fund operating expenditures and $11.6 million in General Fund Capital Improvement Plan Expenditures. Appropriations for operating expenditures are balanced in relation to projected revenue sources and will not over-rely on one-time revenue sources or reserves. A summary of the FY 2015-16 Adopted General Fund budget follows.

**Summary of FY 2015-16 Adopted Budget**
**General Fund (millions)**

| | |
|---|---|
| **Revenue** | |
| Estimated Operating Revenue | 191.78 |
| **Total Revenues** | **191.78** |
| | |
| **Expenditures** | |
| Adopted Operating Expenditures | 178.33 |
| CIP Appropriations | 11.61 |
| **Total Expenditures** | **189.94** |

Revenues

The General Fund operating revenues for FY 2015-16 are projected at $191.8 million. This represents a 6.03% increase from the FY 2014-15 revised budget due largely to favorable economic trends impacting the General Fund's top three revenue sources (Property Tax, Sales Tax, and Transient Occupancy Taxes). We're projecting that property taxes will increase 4.7%, Sales Taxes will increase 13% (4.7% net of one-time aberrations), and Transient Occupancy Taxes (TOT) will increase 6.6% over our FY 2014-15 revised revenue estimates. Approximately $2.7 million of the projected increase in sales tax receipts is due to a one-time true-up payment from the state. Known as the "triple-flip," this complex, decade-old funding mechanism shifted a portion of sales tax from cities to the state for the payment of economic recovery bonds issued by the state. The state is planning to "defease" the remaining debt this summer, thereby un-flipping the "triple-flip" funding mechanism in FY 2015-16. Revenue projections are, as always, based on conservative assumptions to minimize adverse deviation from expected results and to assure the City has adequate financial resources to meet obligations and complete the programs approved by the City Council.

Operating Expenditures

This budget focuses on programs and activities that support qualities that make Newport Beach an extraordinary place to reside or visit: a high quality physical environment; a sense of community enjoyment and safety; civic engagement within the community and with City government; and an accountable and responsive City government. Departments continue to review all programs to ensure they support these qualities and at the same time continue to look for department operating reductions or increased revenue opportunities, where appropriate. Total adopted General Fund operating expenditures amount to $178.3 million. This represents a 1.4% increase from the FY 2014-15 revised budget and includes increases and decreases. Decreases include $4.0 million for the elimination of prior year one-time costs related to one-time grants and funds carried over from the prior year that can be removed from the budget as planned. Increases are the result of negotiated salary and benefit increases, increases in operating costs, and some growth due to new programs or enhancements to existing programs.

Payroll increases in the amount of $1.3 million are the result of negotiated salary and benefits changes, (including cost of living adjustments and merit increases) as well as higher contributions toward health/dental/vision benefits. Operating increases in the amount of $2.5 million will provide for the cost of higher information technology and other internal service premiums, including higher contributions that reflect updated trends in general liability claims.

We want to highlight some key program increases for this coming year, because it is unusual that we grow like this in cost and FTEs. These FY2016 increases total $2.6 million and include funds to:

- Staff and operate the Peninsula's new Marina Park, including its sailing center and community center. While four staff members will coordinate this work, dozens of other private sector contractors will provide marina management, run the café, maintain the building and park, and teach classes and run programs. Much of these expenses will be offset by revenue from rentals and class and program participants.
- Focus a strong but community-friendly public safety presence on the Balboa Peninsula, where three additional police officers and one sergeant will work to provide a good visitor and resident experience with our many eating and drinking establishments.

The funding also addresses police vehicle radio replacements, and increasing contractual services for traffic signal maintenance and emergency repairs. Supplemental increases will also provide for Police facility improvements, such as renovating the Firearms Range. In part to mitigate the cost of the adopted supplemental increase in public safety patrol in high traffic tourist areas, this budget includes an adjustment in parking meter and pay station fees that will add from 10 cents per hour to 50 cents per hour to the current meter rate, something authorized by the California Coastal Commission. Even with the increase, we will stay in line with rates at other beach cities. This proposal defrays the cost to residents by including the tourist population who make substantial contributions to parking meter revenues. Residents are protected from these increases if they continue purchasing our popular parking passes, as these are not budgeted for an increase.

Capital Improvement Expenditures

The CIP serves as a funding plan for public improvements, special projects and many ongoing maintenance programs. Projects in the CIP include construction and rehabilitation of arterial highways, local streets, storm drains, bay and beach improvements, parks and buildings, and water and wastewater improvements. The FY 2015-16 CIP budget consists of over $24.4 million in new appropriations ($5.3 million of which comes from the General Fund) and an estimated $38.2 million in re-budgeted funds to be carried forward from the current fiscal year for a total CIP budget of just over $62.6 million. Specific project plans for this budget year are discussed in more detail in the CIP section of the Budget documents.

Transfers

Inter-fund Transfers or "transfers-in" total $7.8 million and include resources transferred from other funds, which are used to offset administrative and maintenance costs necessary to conduct particular projects or programs within the General Fund. The majority of transfers-in is from the Tidelands Fund to offset costs

for activities, programs, or functions whose primary purpose benefit the Tidelands, such as Harbor Resources, Police, Fire/EMS, and lifeguarding. Remember that Newport Beach's Tidelands include the ocean beaches, and the visitor use here is high, adding revenue but also causing significant expense in terms of police, lifeguard, and emergency medical response.

In addition to departmental operating expenditures, transfers-out total $12.4 million and include $8.5 million to the Facilities Financial Planning Reserve, $1.5 million to the Facility Maintenance Reserve, and $1 million to the Equipment Replacement Fund in support of the City's share of the 800 MHz Countywide Coordinated Communications System (CCCS). The CCCS is Orange County's analog/digital trunked public safety radio communications system that provides radio communications services and interoperability among City and County law enforcement, fire services, public works and lifeguard/marine safety departments in Orange County. There were also transfers-out in the amount of $0.9 million to the Contributions Fund, and $0.3 million to the Information Technology Internal Service Fund for future technology improvements to the permitting and plan check systems.

Set Asides

City Council Reserve Policy F-2 dictates that some portion of the funds available to the City be reserved or "set aside" for future use. Set asides for FY 2015-16 total $3.4 million and include $2.5 for the contingency reserve, $0.5 million for in lieu parking and neighborhood enhancement reserves, and other set-asides.

**Budget Principles**

We prepared the budget using the budget principles listed below. These principles are enhanced by the notable departmental initiatives that are included in the FY 2015-16 Adopted Budget.

*Provide the Municipal Government that our Residents Demand* – This budget principle is an ongoing, organization-wide effort to maintain the City as a highly performing municipal corporation that anticipates and responds to customer needs by delivering public services better, faster, less expensively, and when customers need them.

**Community Development Department (CDD)**: CDD will continue to explore and implement new online services such as permitting and electronic plan review, allowing the public to obtain simple permits from home or work.

**Finance, IT and Human Resources Departments**: Departments will continue their second and final year with designing, training and implementing the new integrated finance and payroll software system (Enterprise Resource Planning). The new programs will provide better tools and services for the staff and the community. A vendor self-service module will allow vendors to view the status vendor contracts, purchase orders and payments reducing routine call volume. A citizen self-service module will provide greater functionality in how residents can request services and pay bills. A citizen's transparency module will allow residents greater visibility of City revenues and expenditures. The Incident Management module will give citizens the means to report issues that range from loss of water service to a stray dog to a roadway pothole to questionable activity in their neighborhood.

**Library Department**: Library Services will evaluate collections that best fill the needs of customers at each library, continue to explore emerging digital media, and also continue to provide concierge service to Newport Coast and OASIS to serve the customers using those facilities.

**Recreation and Senior Services (RSS):** RSS will continue to develop a wide variety of recreational and social programs that address the needs of tots, youth and adults in the Newport Beach community. A major focus in the coming year will be the opening and operation of the new Marina Park facility.

*Provide Safe and Secure Neighborhoods* – Our goal is to provide a safe and healthy environment for all community members and visitors.

**Police Department**: As noted, we will add 1 sergeant and 3 officers to provide better patrol coverage on the Peninsula, 1 civilian fraud investigator to help combat white collar and property crimes; and additional funding for advanced training for detectives, traffic investigators, and motor officers.

**Fire Department:** We propose implementing Automatic Vehicle Location (AVL) to decrease emergency response times, increase seasonal lifeguard staffing to ensure sufficient coverage (the past years have seen warmer water and air temperatures, bringing more visitors to town during more of the calendar), and enhance training programs to ensure the highest level of medical expertise of Emergency Medical Technicians and Paramedics.

**Community Development Department**: CDD will develop and implement special code enforcement programs addressing community specific concerns related to the Zoning Code and property maintenance.

**Information Technology:** IT will expand City information access through the next generation of GIS maps and website/app design to providing a "what's happening in my neighborhood" map that shows residents the location of all CIP projects, building permits, fire calls, and police incidents. They can then see what and where these events are happening in a single location.

*Keep Newport Beach Looking Great* – Another key goal is to maintain a high-quality natural and physical environment by creating aesthetically pleasing places in which to live, work, recreate, and visit.

**Public Works Department:** We will improve the 15th Street and Balboa Blvd intersection, replace cement streets in Corona del Mar, rehab alleys in Newport Heights, install artificial turf at Bonita Creek Park, plan for a bike trail in Newport Coast near the old landfill, re-do Irvine Avenue's pavement and medians, and more. Notable water utility capital investments include Newport Blvd. water main rehabilitation, central irrigation system upgrades, and Big Canyon Reservoir meter valve/vault replacement.

**Municipal Operations Department (MOD):** We will continue the effective operation, maintenance and repair of the City's water system, sewer system, storm drain system, streets, sidewalks, and beaches. This is an especially challenging year thanks to all the work that will occur that is drought-related. In addition to improving our own water practices, we will be working with our residents and businesses to increase conservation. Medians with turf will be removed or allowed to brown, which may cause a reprioritization of our planned median landscaping efforts. MOD will continue to maintain all City-owned public facilities such as libraries, piers, beach and park restrooms, fire stations, and the Civic Center including managing the contracts for janitorial services.

**Community Development Department**: CDD will continue to consistently implement the codes, policies, and regulatory requirements to ensure quality residential neighborhoods and commercial districts throughout the City.

*Maintain a Prosperous, Fiscally Sustainable, and Economically Viable City* – Another aspect of our balanced approach to management maintains the City's financial health by managing resources as efficiently as possible, responsibly managing debt, and working collaboratively with employees to recalibrate the compensation structure and share in the costs of pension obligations.

**Debt Administration**: Fiscal year 2015-16 will mark the first full year of an accelerated plan, approved last year, to pay down the City's unfunded pension liability within 19 years. This accelerated payment plan will result in a present value savings of $47 million when compared to the 30-year plan the City had prior to the Council's action in November 2014. Overall, the City's total debt burden is low and remains affordable.

**Strong Financial Profile:** The economy benefits from the City's mature, wealthy tax base and strong employment among a diversity of business sectors, as well as retail shopping and tourism activity. Home values are among the highest in the country and are back near their 2007 peak.

Overall assessed valuation (AV) has been stable despite the economic downturn of 2009-2012, with growth in each of the last 20 years. Local unemployment remains exceptionally low, at 2.7%, less than half the state (7.1%) and national (5.5%) averages. A strong financial profile is a particularly important factor considered by rating agencies in their evaluation of the creditworthiness of local government debt. The rating agencies Fitch, Moody's, and Standard & Poor's have all assigned the City the highest quality credit rating of AAA.

**Strong Fiscal Management and Discipline**: Expenditure controls within the past five years have included early retirement incentive plans, increased employee contributions to pension plans, contracting services, and freezing vacant positions. Financial operations produced net surpluses (after transfers) in the last six years due to conservative budgeting, successful negotiation of labor concessions, and a stable and growing tax revenue base. We've been smart to use surpluses for important one-time things, like paying more towards retirement obligations and investing in IT and communications. Financial management policies are robust and have continued to improve in recent years. Within the last two years, the City has increased its contingency reserve from 15% to 25% of the General Fund operating budget and approved a new debt policy.

**Conclusions and Final Comments**

We believe our commitment to the balanced goals outlined here keeps Newport Beach a great place to live, work and play. As we invest in public safety, our infrastructure, and the way our community looks, we help increase the overall property values – then this virtuous cycle continues anew.

Balancing our fiscal priorities has not been easy though. As some experts note, cities across California (and in other states too) are facing large legacy demands for retirement and benefit costs while operational and infrastructure needs grow as well. As a result, costs can escalate faster than revenues. This "crowding-out" effect is nowhere more evident when we consider the competing demands of funding our infrastructure, public safety, and pension liabilities. While the City has always funded 100% of the actuarial determined pension contribution and has taken action in recent years to accelerate funding towards the liability, pension assets have been and will continue to be quite volatile.

At the same time, we are maintaining, even increasing, our infrastructure investments while expanding our public safety programs by increasing our police force and improving our emergency medical response. I believe the adopted budget strikes the appropriate balance between long-term obligations, maintaining quality services, and keeping the community looking great.

I close by offering my sincerest thanks to Financial Planning, the division of the Finance Department that coordinated the budget process, to our Public Works staff who continues to develop and implement one of the region's most comprehensive Capital Improvement Programs, and the department directors, managers, and line staff across all of our departments who deliver such high quality services on such a consistent basis to our citizenry. They have my ongoing appreciation and admiration.

Respectfully submitted,

David A. Kiff
City Manager

# USER'S GUIDE

Each year the City prepares and adopts, by formal Resolution, an annual budget as required by the City's Charter. The budget is the operating and capital expenditure plan for the City for the fiscal year beginning on July 1 and ending on June 30 of the following year.

Budget Process — During December of each year, the Finance Department prepares preliminary fund balance estimates for the current year and preliminary revenue estimates for the next fiscal year. In January of each year, the Finance Department prepares a budget calendar and issues budget instructions and expenditure detail to each department for use in preparation of the next year's City budget. Included in these instructions are budget guidelines and appropriation limits for each department. These guidelines are developed by the Finance Director and approved by the City Manager.

After submission of revenue and appropriation requests by each department, the Finance Department summarizes the requests for review by the City Manager and department heads. After review at the City Manager level, the Finance Department prepares the City's proposed budget for the next fiscal year and submits it to the City Council. Thereafter, the City Council holds as many budget study sessions as it deems necessary. Subsequent to Council review and prior to its final adoption, the City Manager provides each Council Member with an itemized list of all proposed changes to permit a roll call vote by the City Council on each item during the budget hearing at the regular Council meeting. The City Council holds the budget hearing and adopts the budget on or before June 30 as required by the City Charter. Citizen input is encouraged during the Council study sessions or during the budget hearing.

The Budget is prepared on a modified accrual basis with all appropriations lapsing at the close of the fiscal year. If an expenditure of an appropriation is required but unexpended at the close of the fiscal year, the appropriation must be rebudgeted or reappropriated by the City Council.

Administration of the Annual Budget — During the budget year, department heads and their designated representatives may only authorize expenditures based on appropriations previously approved by City Council action, and only from accounts under their organizational responsibility. In addition, budget expenditures may only be authorized in the year appropriated. Department heads are responsible for not authorizing expenditures above budget appropriations in any given expenditure classification within their purview, without additional appropriation or transfer as specified below.

New Appropriations. During the Budget Year, the City Council may appropriate additional funds for special purposes by a City Council Budget Amendment. The City Manager has authority to approve requests for budget increases not to exceed $10,000 in any Budget Activity or Capital Project. All budget amendment increases exceeding $10,000 shall be referred to the City Council for approval.

Transfers. During the fiscal year, actual expenditures may exceed budget appropriations for specific expenditure line items within departmental budgets. If a total departmental budget, within a specific Classification, is not exceeded, the Finance Director has the authority to transfer funds within that Classification and department, to make the most efficient use of funds appropriated by the City Council. (Salaries and Benefits, Maintenance and Operation, Other Charges, and Capital Outlay are the City's four Classifications.)

Realignments. Further, funds may be realigned between one Department Budget Activity and another, within the same Classification, with City Manager approval. For example, if a Fire Department function and the employee who accomplishes it are replaced by a slightly different function assigned to the Police Department, the City Manager may authorize the transfer of appropriate salary and benefit funds to support this function.

Reprogramming. Any reprogramming of funds among the four Classifications (Salaries and Benefits, Maintenance and Operation, Other Charges, and Capital Outlay) within a given fund requires the City Manager's approval. Any budget revision that changes the total amount budgeted for any fund (other than the minor provisions allowed for the City Manager) must be approved by the City Council.

Capital Projects. The department head having primary responsibility for a Capital Project (usually the Public Works Director) is authorized to encumber and approve subsequent expenditure of City funds for Capital Projects. However, contracts in excess of $120,000 require specific City Council authorization at the time of contract award. In addition, any contracts not of format and wording already approved by the City Attorney require specific City Attorney review and approval prior to contract award.

The budget document is intended to provide the public concise and readable information about the City of Newport Beach's proposed operating and capital budgets, as well as anticipated funding sources.

The document is actually prepared in three separate volumes: the Performance Plan, the Budget Detail and the Capital Improvement Program.

The Performance Plan is designed to be the summary and "user friendly" document for the public. It is divided into the following five major sections: (The Table of Contents lists every subject covered in the budget document and the corresponding page number.)

Introduction — includes the Table of Contents, List of City Officials, the City Manager's Letter of Transmittal and the Finance Director's Budget Summary, and the City Organization Chart.

Summaries — includes Revenues by Source, Expenditures by Function, Estimated Fund Balances and Schedule of Fund Transfers.

Department Budgets — includes proposed performance plans and budget information by department.

Other Budgets — includes a description of internal service funds, debt service information, a review of the City's pension obligations, and the proposed capital improvement budgets by funding source.

Appendices — includes a summary of the Tide and Submerged Land Fund; a Capital Asset Schedule (Land, Structures and Improvements for the City); a Schedule of Rolling Equipment Replacement; a Three Year Comparison of Full-time and Full-time Equivalent Positions; a history of capital projects spending; and a glossary of accounting terms and definitions of terms used in the City of Newport Beach Budget documents.

Both the Budget Detail volume and the Capital Improvement Program volume are designed to provide the reader more detail on the proposed operating and capital improvement expenditures. The Capital Improvement Program volume is prepared by the Public Works Department and also serves as a Five Year Proposed Capital Improvement Plan.

For the most part, the General Fund is the portion of the City's operating budget that funds the majority of City services. This fund is used to account for fiscal resources which are dedicated to the general government operations of the City, and which are not required to be accounted for in another fund. Examples of the services funded by the General Fund include Police, Fire and Lifeguard Services; Refuse Collection; Public Library; Recreation Programs; much of the City's expenditures on street maintenance; Community Development and Engineering services; as well as the general administration of the City. In addition, many Capital Improvements are funded by the General Fund.

The General Fund and its activities are primarily supported by property, sales and transient occupancy taxes. In addition, the other revenue sources supporting General Fund activities include: Licenses, Fees and Permits; Intergovernmental Revenues; Charges for Services; Fines, Forfeitures and Penalties; Revenue from the Use of Money and Property; Contributions; and Other Miscellaneous Revenue. By far, the City's largest revenue source is property taxes. The City's second largest single revenue source is Sales Tax, followed by Transient Occupancy Tax. Together, these three revenue sources provide just over 78% percent of total General Fund revenues.

In addition to the City's General Fund, there are numerous other funds that help finance City expenditures, particularly capital improvements. The City's Special Revenue Funds are used to account for the proceeds of special revenue sources, which are legally restricted to expenditures for specific purposes. The best example of a special revenue fund is the City's Gas Tax Fund, which is funded by the State Gasoline Tax and which can only be expended for street repair, construction and maintenance. The City has many other special revenue funds that are all included in the Budget.

The City employs Internal Service Funds to account for vehicle maintenance and replacement, as well as all compensated absences, general liability, workers' compensation, other insurance payments and information technology.

Finally, the Budget includes Enterprise Funds, which are used to account for City operations that are financed and operated in a manner similar to private business enterprises. The objective of segregating activities of this type is to identify the costs of providing the services, and to finance them through user charges. The two main City enterprise funds are the City's Water Fund and the Wastewater Fund. Both of these funds are financed by user charges to the customers (residents and businesses of Newport Beach).

Appropriation (Gann) Limit — Article XIIIB of the California Constitution (Proposition 4) specifies that tax based appropriations of government entities (with certain exclusions) may increase annually only by a limited amount (primarily to allow for population increases and inflation). Newport Beach has been under its Gann Limit by a comfortable margin each year. For 2015-16, the appropriations limit adopted by the City Council, in accordance with Revenue and Taxation Code Section 7910, was $167,578,050. Calculations determining this amount, which is $17.3 million greater than the budgeted proceeds of taxes (even without adjusting for exclusions), are verified as part of the City's annual audit. The Gann Limit for 2016-17 will be calculated again in May 2016, and presented to the City Council for adoption, as required.

In addition to the Annual Budget, the City's audited financial statements for the prior fiscal years are available in the Finance Department, City Clerk Department and each of the City's library branches.

Fund Balance Policy — Reserve Policy F-2 in the City of Newport Beach Council Policy Manual identifies various constraints imposed on reserve balances established by City Council. This policy, in part, identifies the Contingency Reserve balance in the General Fund shall have a target balance of twenty-five percent (25%) General Fund, Operating Budget.

In addition to the General Fund's reserves, other reserve policies have been established for the perpetual replacement of equipment and major facilities; the pre-funding of claims, judgments and compensated absence payables and the funding of stabilization and contingency reserves levels in the Water and Wastewater enterprises.

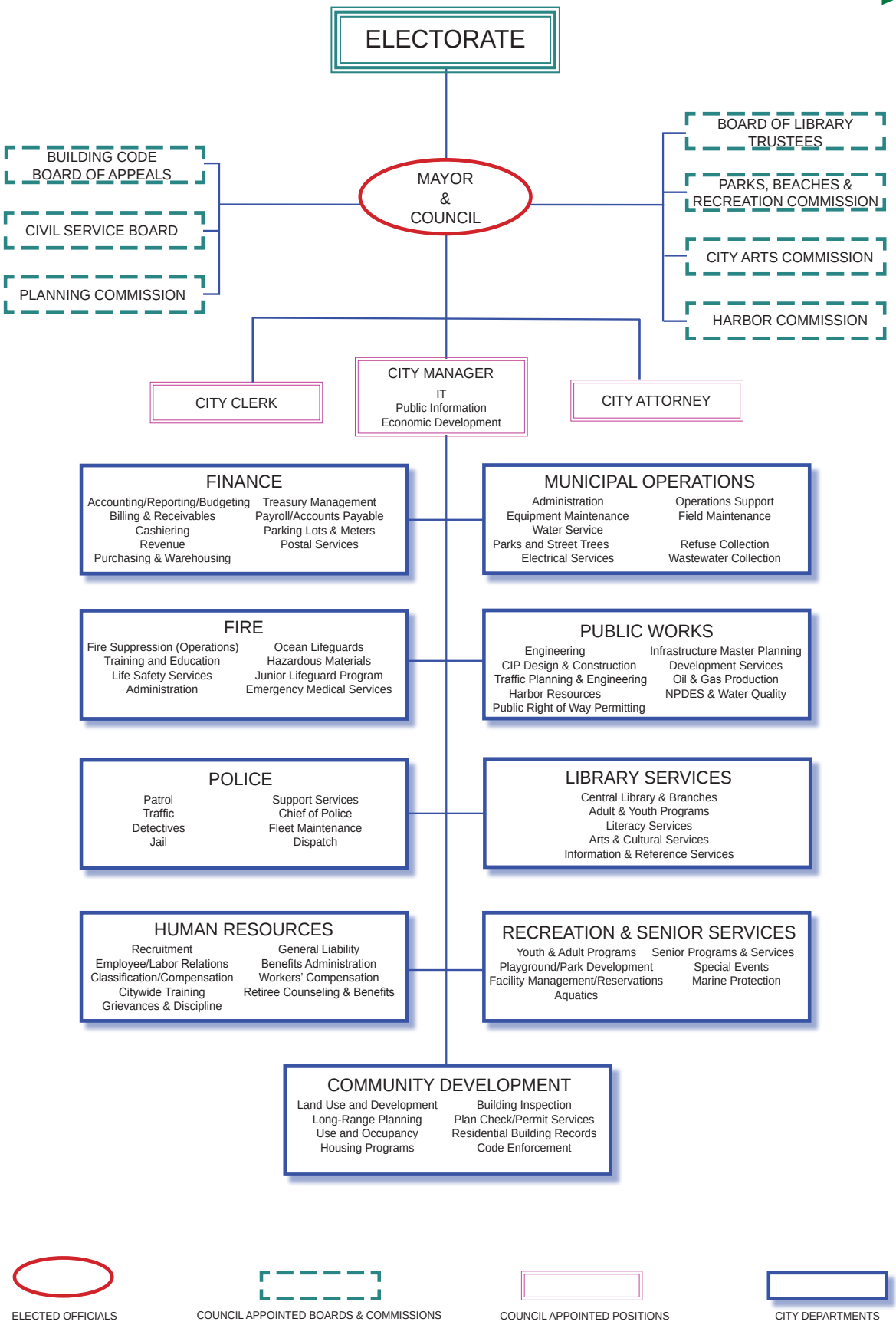
Debt Administration — The City does not issue debt instruments to finance operating activities; therefore Debt Service Expenditures are the result of capital financing ventures. There are two principal reasons why debt instruments are issued. The first circumstance is when the cash flow for the construction or purchase of a long-term asset would cause a significant strain on the City's cash flow and the asset to be financed will benefit many service periods. In no instance would the City select the duration of a given debt instrument to extend beyond the expected life of the asset financed. The second scenario arises when an asset to be purchased may not cause a significant cash flow strain but it would be economically advantageous to finance the asset rather than to purchase it outright (e.g. occasionally the City can borrow money at a lower rate than its investment portfolio is earning). Information regarding the City's current Debt Service Expenditures is included in the section entitled, Other Budgets.

Cash Management — The City pools all cash and investments of all funds, except for funds required to be held by outside fiscal agents under the provisions of certificates of participation and investment funds in its deferred compensation plan. Under the provisions of the City's investment policy, and in accordance with Section 53601 of the California Government Code, the City may deposit and invest in the following:

- Certificates of Deposit
- Negotiable & Non-negotiable Certificates of Deposit
- Bankers Acceptances
- U.S. Treasury Issues
- Federal Agency or U.S. Government-Sponsored Enterprise Obligations
- Prime Commercial paper
- Repurchase Agreements and Reverse Repurchase Agreements
- Local Agency Investment Fund (State of California)
- County Investment Pool (Los Angeles)
- Medium Term Corporate Bonds/Notes
- Mortgage-backed Securities and Asset-backed securities
- Municipal Bonds
- Money Market Funds

The City allocates interest to all funds as required by Federal, State, County, or local code. Each fund allocated interest is indicated on the Revenue Summary of the Budget Detail book.

# ORGANIZATION CHART

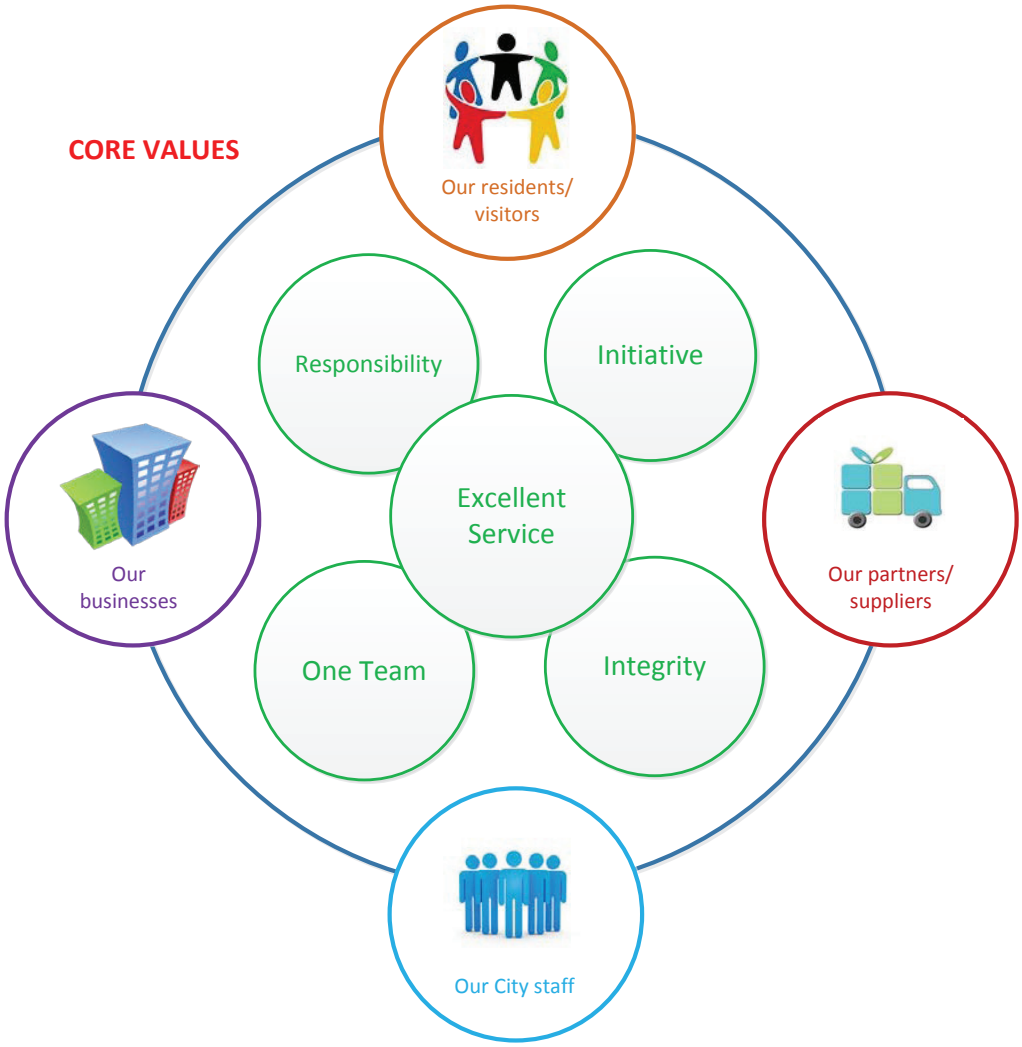



*Fiscal Year 2015-16*

# MISSION STATEMENT

*"Newport Beach is an exceptional community because of its nautical heritage, the natural beauty of the bay and ocean, and its outstanding enhancements. As employees of the City of Newport Beach, we have been entrusted to be the stewards of the quality of life cherished by those who live, work and visit here. In support of that trust, we commit to provide excellent service that respects the uniqueness and diversity of the community."*

# CORE VALUES




**Responsibility** is mastering your job, taking ownership of your work product and meeting deadlines. It also means being reliable, dependable and accountable for your decisions and actions.

**Initiative** is readiness to take action, being proactive, and seeking solutions. It also means having a high motivation to take on additional responsibility and welcome new opportunities, techniques and approaches.

**Excellent Service** means providing thorough, efficient and effective service with a courteous and professional attitude. It also means being informed, timely, and open to complaints and requests.

**One Team** is working together to support each other and the community by carrying out City Council policies. It also means sharing information across departments and aligning processes, and fostering innovation.

**Integrity** is being honest, reliable, respectful, ethical, fair and authentic.

## REVENUE SUMMARY 2015-16

| Fund/Revenue Category | 2012-13 Actual Revenue | 2013-14 Actual Revenue | 2014-15 Adopted Revenue | 2014-15 Revised Revenue | 2014-15 Actual Revenue | 2015-16 Adopted Revenue | % Incr/(Decr) Over PY Revised |
|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | |
| PROPERTY TAXES | 81,603,194 | 79,889,346 | 82,607,239 | 83,969,239 | 84,121,461 | 87,874,505 | 4.65% |
| SALES TAX | 27,842,721 | 30,874,235 | 31,682,168 | 32,749,745 | 32,878,836 | 37,000,093 | 12.98% |
| TRANSIENT OCCUPANCY TAX | 16,500,285 | 18,176,369 | 18,311,767 | 19,377,767 | 20,369,158 | 20,656,850 | 6.60% |
| OTHER TAXES | 8,298,805 | 8,434,367 | 8,443,015 | 8,443,015 | 8,727,401 | 8,399,388 | -0.52% |
| LICENSES AND PERMITS | 4,093,829 | 4,588,452 | 4,289,085 | 5,441,051 | 5,252,344 | 5,808,553 | 6.75% |
| INTERGOVERNMENTAL | 1,691,428 | 1,714,446 | 1,371,213 | 1,591,449 | 2,637,451 | 1,772,743 | 11.39% |
| CHARGES FOR CURRENT SERVICES | 16,082,818 | 17,526,208 | 15,759,069 | 16,758,821 | 18,000,278 | 17,188,527 | 2.56% |
| FINES, FORFEITURES & PENALTIES | 3,647,417 | 3,166,910 | 3,399,200 | 3,399,200 | 3,305,183 | 3,771,632 | 10.96% |
| USE OF MONEY AND PROPERTY | 7,833,576 | 8,526,915 | 8,057,488 | 8,060,791 | 8,884,258 | 8,929,744 | 10.78% |
| OTHER REVENUE | 2,818,467 | 976,455 | 417,110 | 1,077,802 | 1,613,435 | 381,730 | -64.58% |
| FISCAL YEAR CLOSING ENTRY | - | - | - | - | - | - | 0.00% |
| **TOTAL GENERAL FUND** | 170,412,540 | 173,873,703 | 174,337,354 | 180,868,880 | 185,789,805 | 191,783,765 | 6.03% |
| **ASSET FORFEITURE FUND** | | | | | | | |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | 379,695 | 270,093 | 3,847 | 69,947 | 98,283 | 5,901 | -91.56% |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| **TOTAL FORFEITURE FUND** | 379,695 | 270,093 | 3,847 | 69,947 | 98,283 | 5,901 | -91.56% |
| **OTS GRANT** | | | | | | | |
| INTERGOVERNMENTAL | 187,772 | 163,552 | 83,517 | 579,953 | 385,324 | 87,511 | -84.91% |
| **TOTAL OTS GRANT FUND** | 187,772 | 163,552 | 83,517 | 579,953 | 385,324 | 87,511 | -84.91% |
| **SLESF - COPS FUND** | | | | | | | |
| INTERGOVERNMENTAL | 107,007 | 159,560 | 138,000 | 138,000 | 154,121 | 138,000 | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL SLESF - COPS FUND** | 107,007 | 159,560 | 138,000 | 138,000 | 154,121 | 138,000 | 0.00% |
| **JAG FUND (FORMERLY LLEBG)** | | | | | | | |
| INTERGOVERNMENTAL | 8,139 | - | - | - | 1,005 | - | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL JAG FUND** | 8,139 | - | - | - | 1,005 | - | 0.00% |
| **CDBG FUND** | | | | | | | |
| INTERGOVERNMENTAL | 411,737 | 328,276 | 355,000 | 333,681 | 279,699 | 449,937 | 34.84% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL CDBG FUND** | 411,737 | 328,276 | 355,000 | 333,681 | 279,699 | 449,937 | 34.84% |
| **STATE GAS TAX FUND** | | | | | | | |
| INTERGOVERNMENTAL | 2,036,522 | 2,619,748 | 2,172,036 | 2,467,217 | 2,445,801 | 1,836,598 | -25.56% |
| USE OF MONEY AND PROPERTY | 6,247 | 61,601 | 20,607 | 20,607 | 42,488 | 18,248 | -11.45% |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| **TOTAL GAS TAX FUND** | 2,042,769 | 2,681,349 | 2,192,643 | 2,487,824 | 2,488,289 | 1,854,846 | -25.44% |
| **PROP 1B TRANSPORTATION FUND** | | | | | | | |
| INTERGOVERNMENTAL | - | 693,000 | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL PROP 1B TRANSPORT FUND** | - | 693,000 | - | - | - | - | 0.00% |
| **TRAFFIC CONGESTION FUND** | | | | | | | |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL TRAFFIC CONGESTION FUND** | - | - | - | - | - | - | 0.00% |
| **TIDE & SUBMERGRED LAND FUND** | | | | | | | |
| LICENSES, PERMITS AND FEES | 60,923 | 39,616 | 15,000 | 13,119 | 52,101 | 25,500 | 94.37% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0.00% |
| CHARGES FOR SERVICES | 171,582 | 57,541 | - | 153,323 | 217,328 | - | -100.00% |
| FINES, FORFEITURES & PENALTIES | 2,115 | 1,041 | - | - | 6,610 | - | 0.00% |
| USE OF MONEY AND PROPERTY | 11,199,660 | 11,553,202 | 11,085,674 | 11,385,674 | 10,919,799 | 12,124,142 | 6.49% |
| OTHER REVENUE | (3,095) | 46,412 | (457) | (457) | 623 | (4,844) | 0.00% |
| **TOTAL TIDELANDS FUND** | 11,431,185 | 11,697,812 | 11,100,217 | 11,551,659 | 11,196,462 | 12,144,798 | 5.13% |
| **TIDE & SUBMERGED LAND CAPITAL FUND** | | | | | | | |
| LICENSES, PERMITS AND FEES | - | - | - | - | - | - | 0.00% |
| INTERGOVERNMENTAL | 643,081.00 | 1,117,546 | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | 924,508 | 2,865,541 | 1,572,862 | 1,572,862 | 2,628,166 | 2,298,286 | 46.12% |
| **TOTAL TIDELANDS CAPITAL FUND** | 1,567,589 | 3,983,087 | 1,572,862 | 1,572,862 | 2,628,166 | 2,298,286 | 46.12% |
| **CONTRIBUTIONS FUND** | | | | | | | |
| INTERGOVERNMENTAL | 1,027,967 | 2,839,690 | 3,507,112 | 4,015,414 | 1,203,917 | 1,000,000 | -75.10% |
| USE OF MONEY AND PROPERTY | 7,298 | 34,534 | 15,039 | 15,039 | 26,270 | 39,006 | 159.37% |
| OTHER REVENUE | - | 235,184 | 100,000 | 100,000 | 340,035 | - | -100.00% |
| **TOTAL CONTRIBUTIONS FUND** | 1,035,265 | 3,109,408 | 3,622,151 | 4,130,453 | 1,570,222 | 1,039,006 | -74.85% |
| **CIRCULATION AND TRANS FUND** | | | | | | | |
| LICENSE, PERMITS AND FEES | 358,101 | 189,352 | 325,000 | 250,000 | 315,403 | 250,000 | 0.00% |
| USE OF MONEY AND PROPERTY | - | 5,393 | 5,228 | 5,228 | 6,630 | 5,008 | -4.21% |

## REVENUE SUMMARY 2015-16

| Fund/Revenue Category | 2012-13 Actual Revenue | 2013-14 Actual Revenue | 2014-15 Adopted Revenue | 2014-15 Revised Revenue | 2014-15 Actual Revenue | 2015-16 Adopted Revenue | % Incr/(Decr) Over PY Revised |
|---|---|---|---|---|---|---|---|
| OTHER REVENUE | 323,907 | 961,685 | - | - | - | - | 0.00% |
| **TOTAL CIRCULATION FUND** | 682,008 | 1,156,430 | 330,228 | 255,228 | 322,032 | 255,008 | -0.09% |
| **BUILDING EXCISE TAX FUND** | | | | | | | |
| LICENSES, PERMITS AND FEES | 352,307 | 269,105 | 223,250 | 222,903 | 547,482 | 624,000 | 179.94% |
| USE OF MONEY AND PROPERTY | 2,421 | 2,627 | 1,794 | 1,794 | 4,558 | 6,616 | 268.78% |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| **TOTAL BET FUND** | 354,728 | 271,732 | 225,044 | 224,697 | 552,040 | 630,616 | 180.65% |
| **MEASURE "M" FUND** | | | | | | | |
| INTERGOVERNMENTAL | 2,926,523 | 3,071,093 | 6,250,730 | 6,336,643 | 1,818,790 | 5,652,357 | -10.80% |
| USE OF MONEY AND PROPERTY | 4,505 | 29,197 | 11,956 | 11,956 | 25,551 | 3,484 | -70.86% |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| **TOTAL MEASURE "M" FUND** | 2,931,028 | 3,100,290 | 6,262,686 | 6,348,599 | 1,844,341 | 5,655,841 | -10.91% |
| **AIR QUALITY MGMT FUND** | | | | | | | |
| INTERGOVERNMENTAL | 103,005 | 106,573 | 100,000 | 100,000 | 107,349 | 100,000 | 0.00% |
| USE OF MONEY AND PROPERTY | 728 | 6,125 | 1,901 | 1,901 | 6,160 | 10,127 | 432.72% |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| **TOTAL AQMD FUND** | 103,733 | 112,698 | 101,901 | 101,901 | 113,509 | 110,127 | 8.07% |
| **ENVIRONMENTAL LIABILITY FUND** | | | | | | | |
| TAXES OTHER THAN PROPERTY | 488,545 | 540,856 | 533,689 | 533,689 | 568,047 | 575,689 | 7.87% |
| USE OF MONEY AND PROPERTY | 5,997 | 43,391 | 15,336 | 15,336 | 37,344 | 57,924 | 277.70% |
| OTHER REVENUE | 50,754 | 30,092 | 25,000 | 25,000 | 45,559 | - | -100.00% |
| **TOTAL ENVIRONMENTAL LIAB FUND** | 545,296 | 614,339 | 574,025 | 574,025 | 650,949 | 633,613 | 10.38% |
| **NEWPORT ANNEXATION FUND** | | | | | | | |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | 9,297 | 40,693 | 17,959 | 17,959 | 24,337 | 24,000 | 33.64% |
| **TOTAL ANNEXATION FUND** | 9,297 | 40,693 | 17,959 | 17,959 | 24,337 | 24,000 | 33.64% |
| **ASSESSMENT DISTRICT PROJECTS** | | | | | | | |
| OTHER REVENUE | 1,160 | - | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | 6,229 | - | - | - | 5,175 | 9,096 | 0.00% |
| **TOTAL ASSESSMENT DIST. FUND** | 7,389 | - | - | - | 5,175 | 9,096 | 0.00% |
| **FACILITIES FINANCIAL PLANNING FUND** | | | | | | | |
| LICENSES, PERMITS AND FEES | 2,817,395 | - | 7,063,000 | 7,063,000 | 7,098,368 | 26,125 | -99.63% |
| OTHER REVENUE | 35,000 | - | 19,209,742 | 24,848,838 | 27,313,860 | - | -100.00% |
| USE OF MONEY AND PROPERTY | 50,608 | - | 93,744 | 93,744 | 406,548 | 113,396 | 20.96% |
| **TOTAL FACILITIES FINANCING FUND** | 2,903,003 | - | 26,366,486 | 32,005,582 | 34,818,776 | 139,521 | -99.56% |
| **MAJOR FACILITIES REPLACEMENT FUND** | | | | | | | |
| OTHER REVENUE | 261,150 | | | | | | 0.00% |
| USE OF MONEY AND PROPERTY | 66,615 | - | 3,592 | 3,592 | 11,597 | 116,982 | 3156.74% |
| OTHER FINANCING SOURCES USES | - | - | - | - | - | - | 0.00% |
| **TOTAL MAJOR FACILITIES FINANCING** | 327,765 | - | 3,592 | 3,592 | 11,597 | 116,982 | 3156.74% |
| **MARINA PARK** | | | | | | | |
| OTHER REVENUE | - | - | - | - | 79,932 | - | 0.00% |
| **TOTAL MARINA PARK FUND** | - | - | - | - | 79,932 | - | 0.00% |
| **SUNSET RIDGE PARK** | | | | | | | |
| OTHER REVENUE | - | - | - | - | 11,030 | - | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | - | - | 11,094 | - | 0.00% |
| **TOTAL SUNSET RIDGE PARK FUND** | - | - | - | - | 22,124 | - | 0.00% |
| **LIFEGUARD HEADQUARTER** | | | | | | | |
| USE OF MONEY AND PROPERTY | - | - | - | - | 61 | - | 0.00% |
| **TOTAL LIFEGUARD HEADQUARTER FUND** | - | - | - | - | 61 | - | 0.00% |
| **STRATEGIC PLANNING FUND** | | | | | | | |
| USE OF MONEY AND PROPERTY | - | - | - | - | 303 | - | 0.00% |
| **TOTAL STRATEGIC PLANNING FUND** | - | - | - | - | 303 | - | 0.00% |
| **FIRE STATION FUND** | | | | | | | |
| USE OF MONEY AND PROPERTY | - | - | - | - | 1,664 | - | 0.00% |
| **TOTAL FIRE STATION FUND** | - | - | - | - | 1,664 | - | 0.00% |
| **PUBLIC ARTS & CULTURAL FUND** | | | | | | | |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | 152,904 | 0.00% |
| **TOTAL PBULIC ARTS & CULTURAL FUND** | - | - | - | - | - | 152,904 | 0.00% |
| **CIOSA FUND** | | | | | | | |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL CIOSA FUND** | - | - | - | - | - | - | 0.00% |
| **BONITA CANYON DEV. FUND** | | | | | | | |

## REVENUE SUMMARY 2015-16

| Fund/Revenue Category | 2012-13 Actual Revenue | 2013-14 Actual Revenue | 2014-15 Adopted Revenue | 2014-15 Revised Revenue | 2014-15 Actual Revenue | 2015-16 Adopted Revenue | % Incr/(Decr) Over PY Revised |
|---|---|---|---|---|---|---|---|
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL BONITA CANYON DEV. FUND** | - | - | - | - | - | - | 0.00% |
| **NEWPORT UPTOWN UNDERGROUNDING** | | | | | | | |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| **TOTAL NEWPORT UPTOWN UNDRGRD** | - | - | - | - | - | - | 0.00% |
| **BALBOA VILLAGE PARKING MGMT DISTRICT** | | | | | | | |
| USE OF MONEY AND PROPERTY | - | - | - | 144,699 | 105,820 | 398,537 | 175.42% |
| **TOTAL BALBOA VILLAGE PARKING** | - | - | - | 144,699 | 105,820 | 398,537 | 175.42% |
| **MISC SAH PROJECTS** | | | | | | | |
| INTERGOVERNMENTAL | 91,663 | - | 217,193 | - | - | - | 0.00% |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| USE OF MONEY AND PROPERTY | - | - | 8,980 | - | 47 | - | 0.00% |
| **TOTAL Misc. SAH PROJECTS** | 91,663 | - | 226,173 | - | 47 | - | 0.00% |
| **FACILITIES MAINTENANCE FUND** | | | | | | | |
| USE OF MONEY AND PROPERTY | (4,844) | - | 4,310 | 4,310 | 12,835 | 54,106 | 1155.36% |
| **TOTAL FACILITIES MAINTENANCE** | (4,844) | - | 4,310 | 4,310 | 12,835 | 54,106 | 1155.36% |
| **WATER ENTERPRISE FUND** | | | | | | | |
| LICENSES, PERMITS AND FEES | - | - | - | - | - | - | 0.00% |
| INTERGOVERNMENTAL | 158,863 | - | - | - | - | - | 0.00% |
| CHARGES FOR SERVICES | 26,668,904 | 29,302,523 | 28,402,098 | 28,402,098 | 27,651,540 | 28,578,422 | 0.62% |
| USE OF MONEY AND PROPERTY | 16,754 | 90,889 | 36,788 | 36,788 | 141,040 | 229,525 | 523.91% |
| OTHER REVENUE | (123,198) | (89,158) | 57,000 | 57,000 | (508,700) | 12,732 | -77.66% |
| **TOTAL WATER FUND** | 26,721,323 | 29,304,254 | 28,495,886 | 28,495,886 | 27,283,880 | 28,820,679 | 1.14% |
| **WASTEWATER ENTERPRISE FUND** | | | | | | | |
| INTERGOVERNMENTAL | - | (55) | - | - | - | - | 0.00% |
| CHARGES FOR SERVICES | 3,416,719 | 3,425,551 | 3,023,000 | 3,023,000 | 3,316,479 | 3,037,000 | 0.46% |
| USE OF MONEY AND PROPERTY | 5,688 | 17,559 | 14,497 | 14,497 | 17,326 | 13,354 | -7.88% |
| OTHER REVENUE | 6,221 | 13,176 | 10,000 | 4,947 | 9,884 | 4,197 | -15.16% |
| **TOTAL WASTEWATER FUND** | 3,428,628 | 3,456,231 | 3,047,497 | 3,042,444 | 3,343,690 | 3,054,551 | 0.40% |
| **INSURANCE RESERVE FUND** | | | | | | | |
| WORKERS' COMP PREMIUM | 2,706,375 | 2,706,339 | 2,753,913 | 2,753,913 | 2,753,913 | 2,753,913 | 0.00% |
| GENERAL LIABILITY PREMIUM | 3,068,886 | 3,068,231 | 3,068,231 | 3,068,231 | 3,068,231 | 4,068,231 | 32.59% |
| DISABILITY INSURANCE PREMIUM | - | - | - | - | - | - | 0.00% |
| CHARGES FOR SERVICES | 172 | 172 | - | - | - | - | 0.00% |
| OTHER REVENUE | 288,426 | 499,554 | 65,488 | 65,488 | 321,018 | 135,036 | 106.20% |
| **TOTAL INSURANCE FUND** | 6,063,859 | 6,274,296 | 5,887,632 | 5,887,632 | 6,143,162 | 6,957,180 | 18.17% |
| **RETIREE MEDICAL FUND** | | | | | | | |
| CHARGES FOR SERVICES | 3,929,516 | 3,866,623 | 3,780,340 | 3,780,340 | 3,232,532 | 3,332,595 | -11.84% |
| USE OF MONEY AND PROPERTY | - | - | - | - | - | - | 0.00% |
| OTHER REVENUE | 1,571,886 | 2,736,487 | 5,388 | 2,705,388 | 2,795,386 | 2,720,229 | 0.55% |
| **TOTAL RETIREE MEDICAL FUND** | 5,501,402 | 6,603,110 | 3,785,728 | 6,485,728 | 6,027,918 | 6,052,824 | -6.67% |
| **COMPENSATED ABSENCE FUND** | | | | | | | |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0.00% |
| CHARGES FOR SERVICES | 2,229,951 | 2,250,007 | 2,338,638 | 2,338,638 | 2,297,447 | 2,351,436 | 0.55% |
| USE OF MONEY AND PROPERTY | (1,336) | 13,852 | 5,781 | 5,781 | 10,557 | 21,630 | 274.16% |
| OTHER REVENUE | 1,502 | - | - | - | - | - | 0.00% |
| **TOTAL COMP. ABSENCE FUND** | 2,230,117 | 2,263,859 | 2,344,419 | 2,344,419 | 2,308,004 | 2,373,066 | 1.22% |
| **INFORMATION TECHNOLOGY FUND** | | | | | | | |
| INTERGOVERNMENTAL | 3,461 | - | - | - | - | - | 0.00% |
| CHARGES FOR SERVICES | 4,964,193 | 3,374,407 | 4,002,150 | 4,007,550 | 4,002,150 | 4,806,621 | 19.94% |
| OTHER REVENUE | (10,936) | 53,590 | 23,347 | 23,347 | 41,747 | - | -100.00% |
| **TOTAL INFO TECHNOLOGY FUND** | 4,956,718 | 3,427,997 | 4,025,497 | 4,030,897 | 4,043,897 | 4,806,621 | 19.24% |
| **EQUIPMENT MAINTENANCE FUND** | | | | | | | |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0.00% |
| PARKING EQUPMENT | - | 400,664 | 354,954 | 354,954 | 354,954 | 354,954 | 0.00% |
| EQUIPMENT MAINTENANCE | 2,014,257 | 2,005,916 | 1,759,963 | 1,759,963 | 1,759,958 | 1,703,504 | -3.21% |
| EQUIPMENT REPLACEMENT | 2,953,096 | 3,812,680 | 2,742,603 | 2,742,603 | 2,832,603 | 2,850,569 | 3.94% |
| RSS EQUIPMENT | - | - | - | - | - | 176,769 | 0.00% |
| OTHER REVENUE | 80,356 | 1,815,676 | 65,000 | 65,000 | 526,713 | 207,107 | 218.63% |
| **TOTAL EQUIPMENT FUND** | 5,047,709 | 8,034,936 | 4,922,520 | 4,922,520 | 5,474,228 | 5,292,903 | 7.52% |
| **PD EQUIPMENT MAINTENANCE FUND** | | | | | | | |
| EQUIPMENT REPLACEMENT | 691,945 | 691,945 | 550,500 | 691,945 | 691,945 | 550,500 | -20.44% |
| OTHER REVENUE | 18,208 | 76,545 | 48,819 | 48,819 | 37,975 | 95,539 | 95.70% |
| **TOTAL PD EQUIPMENT FUND** | 710,153 | 768,490 | 599,319 | 740,764 | 729,920 | 646,039 | -12.79% |
| **ACKERMAN FUND** | | | | | | | |

## REVENUE SUMMARY 2015-16

| Fund/Revenue Category | 2012-13 Actual Revenue | 2013-14 Actual Revenue | 2014-15 Adopted Revenue | 2014-15 Revised Revenue | 2014-15 Actual Revenue | 2015-16 Adopted Revenue | % Incr/(Decr) Over PY Revised |
|---|---|---|---|---|---|---|---|
| USE OF MONEY AND PROPERTY | 1,833 | 10,342 | 4,238 | 4,238 | 5,175 | 11,814 | 178.76% |
| OTHER REVENUE | - | - | - | - | - | - | 0.00% |
| **TOTAL ACKERMAN TRUST FUND** | 1,833 | 10,342 | 4,238 | 4,238 | 5,175 | 11,814 | 178.76% |
| **NEWPORT BAY DREDGING FUND** | | | | | | | |
| USE OF MONEY AND PROPERTY | 7,565 | 42,948 | 17,412 | 17,412 | 33,072 | 49,501 | 184.29% |
| OTHER REVENUES | - | - | - | - | - | - | 0.00% |
| **TOTAL BACK BAY DREDGING** | 7,565 | 42,948 | 17,412 | 17,412 | 33,072 | 49,501 | 184.29% |
| **DEBT SERVICE FUND** | | | | | | | |
| USE OF MONEY AND PROPERTY | 2,425,040 | 2,352,949 | 2,352,662 | 2,352,662 | 2,350,295 | 2,350,127 | -0.11% |
| OTHER FINANCING SOURCES USES | - | - | - | - | - | - | 0.00% |
| **TOTAL DEBT SERVICE FUND** | 2,425,040 | 2,352,949 | 2,352,662 | 2,352,662 | 2,350,295 | 2,350,127 | -0.11% |
| **TOTAL ALL FUNDS** | 252,629,111 | 264,795,434 | 283,000,805 | 299,738,453 | 300,900,159 | 278,397,706 | -7.12% |
| **Less: Internal Premiums** | (18,628,703) | (18,310,189) | (17,570,952) | (17,717,797) | (17,761,200) | (19,616,497) | 0.00% |
| **TOTAL ALL CITY FUNDS, NET OF INTERNAL PREMIUMS** | 234,000,408 | 246,485,245 | 265,429,853 | 282,020,656 | 283,138,958 | 258,781,209 | -8.24% |

## EXPENDITURES BY FUND

| Function and Activities | 2012-13 Actual Expenditures | 2013-14 Actual Expenditures | 2014-15 Adopted Expenditures | 2014-15 Revised Expenditures | 2014-15 Actual Expenditures | 2015-16 Proposed Expenditures | % of Total Operating Budget | % Incr (Decr) Over PY Revised |
|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND BUDGET** | | | | | | | | |
| **General Government** | | | | | | | | |
| City Council | 996,952 | 1,509,395 | 1,043,162 | 1,444,928 | 971,970 | 1,111,132 | 0.43% | -23.10% |
| City Clerk | 748,250 | 682,840 | 794,423 | 847,647 | 762,425 | 731,823 | 0.28% | -13.66% |
| City Manager | 2,111,927 | 2,696,310 | 3,126,625 | 3,139,482 | 2,545,847 | 3,027,214 | 1.17% | -3.58% |
| Human Resources | 2,463,759 | 2,564,917 | 2,638,311 | 2,695,137 | 2,352,955 | 2,611,672 | 1.01% | -3.10% |
| City Attorney | 2,033,029 | 2,090,616 | 2,294,326 | 2,292,775 | 1,984,866 | 2,295,648 | 0.89% | 0.13% |
| Finance | 5,242,091 | 4,855,955 | 5,465,404 | 5,480,113 | 5,030,937 | 5,757,669 | 2.23% | 5.06% |
| **Total General Government** | **13,596,008** | **14,400,033** | **15,362,251** | **15,900,082** | **13,649,001** | **15,535,158** | **6.01%** | **-2.30%** |
| **Public Safety** | | | | | | | | |
| Police Department | 43,866,273 | 44,282,042 | 46,744,677 | 51,487,421 | 50,296,213 | 52,335,028 | 20.25% | 1.65% |
| Fire Department | 36,234,692 | 37,602,212 | 39,708,179 | 43,680,115 | 42,993,326 | 43,246,285 | 16.73% | -0.99% |
| **Total Public Safety** | **80,100,965** | **81,884,253** | **86,452,856** | **95,167,536** | **93,289,539** | **95,581,313** | **36.99%** | **0.43%** |
| **Community Development** | | | | | | | | |
| Community Development | 8,520,168 | 9,244,666 | 10,052,725 | 11,332,238 | 9,260,879 | 10,340,240 | 4.00% | -8.75% |
| Public Works-Water Quality | 358,604 | 396,032 | 627,808 | 628,558 | 468,990 | 609,131 | 0.24% | -3.09% |
| **Total Community Development** | **8,878,772** | **9,640,698** | **10,680,533** | **11,960,796** | **9,729,869** | **10,949,371** | **4.24%** | **-8.46%** |
| **Public Works** | | | | | | | | |
| Municipal Operations - General Services | 22,995,259 | 24,225,167 | 25,604,621 | 26,556,570 | 24,803,567 | 27,341,385 | 10.58% | 2.96% |
| Public Works | 5,855,617 | 5,922,160 | 6,260,694 | 6,884,436 | 6,665,599 | 7,098,456 | 2.75% | 3.11% |
| Municipal Operations - Utilities | 897,238 | 884,384 | 1,034,833 | 1,043,616 | 972,263 | 1,073,012 | 0.42% | 2.82% |
| **Total Public Works** | **29,748,114** | **31,031,711** | **32,900,148** | **34,484,622** | **32,441,429** | **35,512,853** | **13.74%** | **2.98%** |
| **Community Services** | | | | | | | | |
| Recreation & Sr. Services | 8,613,048 | 8,960,942 | 10,200,965 | 10,401,583 | 9,873,970 | 11,399,887 | 4.41% | 9.60% |
| Libraries & Arts | 7,189,489 | 7,139,584 | 7,214,852 | 8,155,941 | 7,393,605 | 7,508,262 | 2.91% | -7.94% |
| Finance - Parking Meters | 1,482,227 | 1,510,503 | 1,545,634 | 1,592,472 | 1,512,775 | 1,519,989 | 0.59% | -4.55% |
| **Total Community Services** | **17,284,764** | **17,611,029** | **18,961,451** | **20,149,996** | **18,780,350** | **20,428,138** | **7.90%** | **1.38%** |
| **General Fund Debt Service/Non Dept Exp** | 180,444 | 175,612 | 320,000 | (680,000) | - | 318,896 | 0.12% | -146.90% |
| **Total General Fund Op. Budget** | 149,789,067 | 154,743,337 | 164,677,239 | 176,983,032 | 167,890,188 | 178,325,729 | 69.00% | 0.76% |
| **General Fund CIPs** | 5,235,781 | 5,587,013 | 11,236,610 | 8,469,630 | 8,469,630 | 11,614,095 | 0.00% | 37.13% |
| **Total General Fund Budget** | **155,024,848** | **160,330,349** | **175,913,849** | **185,452,662** | **176,359,818** | **189,939,824** | **69.13%** | **2.42%** |
| **ENTERPRISE FUNDS** | | | | | | | | |
| Water - Operations | 17,729,061 | 19,351,556 | 20,652,084 | 20,846,450 | 18,706,565 | 22,852,628 | 8.84% | 9.62% |
| Water - CIP | 5,503,478 | 8,051,944 | 6,070,950 | 1,109,988 | 658,039 | 8,234,900 | 0.00% | 0.00% |
| Water - Debt Service | 3,879,249 | - | - | - | - | - | 0.00% | 0.00% |
| Wastewater - Operations | 2,569,741 | 2,558,708 | 3,186,812 | 3,245,097 | 2,783,801 | 3,388,614 | 1.31% | 4.42% |
| Wastewater - CIP | 118,145 | 319,926 | 823,394 | 862,508 | 461,474 | 520,000 | 0.00% | 0.00% |
| **Total Enterprise Funds** | **29,799,674** | **30,282,134** | **30,733,240** | **26,064,043** | **22,609,879** | **34,996,142** | **10.15%** | **34.27%** |
| **INTERNAL SERVICE FUNDS** | | | | | | | | |
| Insurance Reserve | 10,631,148 | 10,254,753 | 9,137,635 | 9,137,635 | 10,319,350 | 11,739,020 | 4.54% | 28.47% |
| Equipment Fund - Operations | 2,780,539 | 5,680,355 | 6,793,306 | 7,711,339 | 4,119,878 | 4,036,596 | 1.56% | -47.65% |
| Equipment Fund - CIP | - | - | - | - | - | - | 0.00% | 0.00% |
| Equipment Fund - Debt Service | - | - | - | - | - | - | 0.00% | 0.00% |
| PD Equipment Replacement | 106,677 | 1,145,449 | 1,687,500 | 2,022,754 | 570,327 | 1,582,482 | 0.61% | -21.77% |
| 800 MHZ Equipment | - | 217,989 | - | 602,163 | 283,275 | 1,000,279 | 0.39% | 66.11% |
| Parking Equipment Fund | - | 141,539 | 630,000 | 270,000 | 222,640 | 265,000 | 0.10% | -1.85% |
| RSS Equipment | - | - | - | - | - | 431,540 | 0.17% | 0.00% |
| Compensated Absences | 2,146,127 | 2,362,853 | 1,975,100 | 1,975,100 | 2,052,266 | 2,145,075 | 0.83% | 8.61% |
| Retiree Medical | 6,575,759 | 6,616,960 | 4,459,000 | 4,459,000 | 5,894,089 | 7,605,895 | 2.94% | 70.57% |
| Pension Management | - | - | 1,000,000 | - | - | - | 0.00% | 0.00% |
| Information Technology | 5,017,254 | 5,875,798 | 4,796,786 | 8,520,465 | 4,949,995 | 8,555,506 | 3.31% | 0.41% |
| **Total Internal Service Funds** | **27,257,504** | **32,295,696** | **30,479,327** | **34,698,456** | **28,411,820** | **37,361,393** | **14.46%** | **7.67%** |
| **OTHER FUNDS** | | | | | | | | |
| Police Grants | 447,288 | 758,724 | 761,837 | 945,298 | 1,278,576 | 1,112,869 | 0.43% | 17.73% |
| CDBG - Operations | 113,046 | 123,553 | 138,174 | 128,366 | 121,275 | 117,311 | 0.05% | -8.61% |
| CDBG - Debt Service | 202,485 | 204,722 | 205,315 | 205,315 | 205,315 | 207,306 | 0.08% | 0.97% |
| Tidelands - Harbor Resources | 12,781,652 | 1,507,911 | 2,064,668 | 2,396,556 | 1,886,032 | 1,976,105 | 0.76% | -17.54% |
| Tidelands - Oil and Gas | 899,685 | 1,163,124 | 855,460 | 857,700 | 709,320 | 857,201 | 0.33% | -0.06% |
| Tidelands - Debt Service | 813,820 | - | - | - | - | - | 0.00% | 0.00% |
| Circulations & Trans Debt Service | 259,051 | 94,676 | - | - | - | - | 0.00% | 0.00% |
| AQMD | 6,297 | 6,258 | 10,566 | 10,566 | 6,980 | 154,631 | 0.06% | 1363.48% |
| Environmental Liability | 160,876 | 137,921 | 178,530 | 178,530 | 93,801 | 199,030 | 0.08% | 11.48% |
| Newport Annexation Allocation Fund | 1,209,297 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 0.46% | 0.00% |
| Debt Service | 10,557,744 | 10,555,952 | 10,591,217 | 10,591,217 | 10,551,858 | 10,596,937 | 4.10% | 0.05% |
| Civic Center Admin Fees | 9,833 | 7,641 | - | - | 7,826 | - | 0.00% | 0.00% |
| CIOSA Debt Service | 179,051 | 94,676 | 162,500 | 125,000 | 157,701 | 72,917 | 0.03% | -41.67% |
| Ackerman Fund | 2,999 | 4,666 | 5,000 | 5,000 | 8,900 | 5,000 | 0.00% | 0.00% |
| All Other CIP | 66,718,745 | 27,890,499 | 48,059,714 | 59,526,843 | 39,047,511 | 42,254,996 | 0.00% | -29.02% |
| **Total Other Funds** | **94,361,869** | **43,750,322** | **64,232,981** | **76,170,391** | **55,275,095** | **58,754,303** | **6.38%** | **-22.86%** |
| **TOTAL OPERATING BUDGET** | 228,867,745 | 224,809,121 | 235,168,729 | 252,416,583 | 234,019,958 | 258,427,672 | 100.00% | 2.38% |
| **TOTAL CIP** | 77,576,149 | 41,849,382 | 66,190,668 | 69,968,969 | 48,636,654 | 62,623,991 | | -10.50% |
| **TOTAL CITY BUDGET** | **306,443,894** | **266,658,502** | **301,359,397** | **322,385,552** | **282,656,612** | **321,051,663** | | -0.41% |
| **LESS: INTERNAL CHARGES** | **(17,936,758)** | **(18,310,189)** | **(17,570,952)** | **(17,717,797)** | **(17,761,200)** | **(19,616,497)** | | 10.72% |
| **TOTAL BUDGET NET OF INTERNAL CHARGES** | **288,507,136** | **248,348,313** | **283,788,445** | **304,667,755** | **264,895,411** | **301,435,166** | | -1.06% |

## 2015-16 EXPENDITURES BY DEPARTMENT

| | Salaries & Benefits | % of Total | Maintenance and Operation | % of Total | Capital Outlay | % of Total | Debt Service | Total Budget | % of Total |
|---|---|---|---|---|---|---|---|---|---|
| **DEPARTMENT SERVICES** | | | | | | | | | |
| City Council | 291,982 | 0.20% | 817,350 | 0.89% | 1,800 | 0.02% | - | 1,111,132 | 0.35% |
| City Clerk | 580,854 | 0.40% | 150,969 | 0.16% | - | 0.00% | - | 731,823 | 0.23% |
| City Manager | 1,597,934 | 1.10% | 1,425,426 | 1.55% | 3,854 | 0.04% | - | 3,027,214 | 0.94% |
| Human Resources | 1,608,178 | 1.11% | 997,860 | 1.08% | 5,634 | 0.06% | - | 2,611,672 | 0.81% |
| City Attorney | 1,363,448 | 0.94% | 929,200 | 1.01% | 3,000 | 0.03% | - | 2,295,648 | 0.72% |
| Finance | 4,673,595 | 3.23% | 2,590,063 | 2.82% | 14,000 | 0.15% | - | 7,277,658 | 2.27% |
| Police | 44,943,025 | 31.03% | 7,374,309 | 8.02% | 17,694 | 0.19% | - | 52,335,028 | 16.30% |
| Fire | 35,458,974 | 24.48% | 7,588,045 | 8.25% | 199,266 | 2.09% | - | 43,246,285 | 13.47% |
| Community Development | 8,067,380 | 5.57% | 2,338,485 | 2.54% | 51,686 | 0.54% | - | 10,457,551 | 3.26% |
| Municipal Operations | 14,551,186 | 10.05% | 40,309,384 | 43.83% | 652,270 | 6.85% | - | 55,512,840 | 17.29% |
| Public Works | 6,362,022 | 4.39% | 3,307,669 | 3.60% | 14,001 | 0.15% | - | 9,683,692 | 3.02% |
| Library Services (incl Cultural Arts) | 5,262,884 | 3.63% | 2,243,378 | 2.44% | 2,000 | 0.02% | - | 7,508,262 | 2.34% |
| Recreation and Sr. Services | 6,293,013 | 4.34% | 5,057,443 | 5.50% | 49,431 | 0.52% | - | 11,399,887 | 3.55% |
| General Fund - Non Dept | 150,000 | 0.10% | 168,896 | 0.18% | - | 0.00% | - | 318,896 | 0.10% |
| **INTERNAL SERVICES** | | | | | | | | | |
| Insurance Reserve | - | 0.00% | 11,739,020 | 12.76% | - | 0.00% | - | 11,739,020 | 3.66% |
| Equipment Maint. & Replacement | 1,018,682 | 0.70% | 637,905 | 0.69% | 2,380,009 | 24.98% | - | 4,036,596 | 1.26% |
| PD Equipment Replacement | - | 0.00% | - | 0.00% | 1,582,482 | 16.61% | - | 1,582,482 | 0.49% |
| Parking Equipment Fund | - | 0.00% | 15,000 | 0.02% | 250,000 | 2.62% | - | 265,000 | 0.08% |
| RSS Equipment Fund | - | 0.00% | - | 0.00% | 431,540 | 4.53% | - | 431,540 | 0.13% |
| Compensated Absence | 2,145,075 | 1.48% | - | 0.00% | - | 0.00% | - | 2,145,075 | 0.67% |
| Retiree Medical | 7,605,895 | 5.25% | - | 0.00% | - | 0.00% | - | 7,605,895 | 2.37% |
| Pension Management | - | 0.00% | - | 0.00% | - | 0.00% | - | - | 0.00% |
| Information Technology | 2,599,666 | 1.79% | 3,927,776 | 4.27% | 2,028,064 | 21.29% | - | 8,555,506 | 2.66% |
| Equipment 800 MHz Radios | - | 0.00% | - | 0.00% | 1,000,279 | 10.50% | - | 1,000,279 | 0.31% |
| **DEBT SERVICE** | | | | | | | | | |
| CDBG Balboa Village Loan | - | 0.00% | - | 0.00% | - | 0.00% | 207,306 | 207,306 | 0.06% |
| Balboa Yacht Basin Construction Loan | - | 0.00% | - | 0.00% | - | 0.00% | - | - | 0.00% |
| Circulation and Transportation | - | 0.00% | - | 0.00% | - | 0.00% | - | - | 0.00% |
| Newport Annexation Receipt Fund | - | 0.00% | - | 0.00% | - | 0.00% | - | - | 0.00% |
| Newport Annexation Allocation Fund | - | 0.00% | - | 0.00% | - | 0.00% | 1,200,000 | 1,200,000 | 0.37% |
| Central Library Construction | - | 0.00% | 10,320 | 0.01% | - | 0.00% | 10,586,617 | 10,596,937 | 3.30% |
| Civic Center Admin Fees | - | 0.00% | - | 0.00% | - | 0.00% | - | - | 0.00% |
| CIOSA | - | 0.00% | - | 0.00% | - | 0.00% | 72,917 | 72,917 | 0.02% |
| Groundwater Improvement Bonds | - | 0.00% | - | 0.00% | - | 0.00% | - | - | 0.00% |
| Rolling Stock Leases | - | 0.00% | - | 0.00% | - | 0.00% | - | - | 0.00% |
| **OTHER ACTIVITIES** | | | | | | | | | |
| Narcotic Asset Forfeiture | 53,768 | 0.04% | 143,590 | 0.16% | 690,000 | 7.24% | - | 887,358 | 0.28% |
| OTS Grant | 87,511 | 0.06% | - | 0.00% | - | 0.00% | - | 87,511 | 0.03% |
| SLESF | 138,000 | 0.10% | - | 0.00% | - | 0.00% | - | 138,000 | 0.04% |
| AQMD | 4,631 | 0.00% | - | 0.00% | 150,000 | 1.57% | - | 154,631 | 0.05% |
| Environmental Liability Fund | - | 0.00% | 199,030 | 0.22% | - | 0.00% | - | 199,030 | 0.06% |
| Ackerman Donation | - | 0.00% | 5,000 | 0.01% | - | 0.00% | - | 5,000 | 0.00% |
| **Capital Improvement Projects** | - | 0.00% | - | 0.00% | - | 0.00% | - | 62,623,991 | 19.51% |
| **Total Budget** | **144,857,703** | **100.00%** | **91,976,118** | **100.00%** | **9,527,010** | **100.00%** | **12,066,840** | **321,051,662** | **100.00%** |
| **Less: Internal Charges** | **(5,105,349)** | | **(14,511,148)** | | **-** | | **-** | **(19,616,497)** | |
| **Total Budget Net of Internal Charges** | **139,752,354** | | **77,464,970** | | **9,527,010** | | **12,066,840** | **301,435,164** | |

| **OPERATING BUDGET** | **TOTAL** | **% OF BUDGET TYPE** | **% OF TOTAL BUDGET** | **GENERAL FUND** | **% OF BUDGET TYPE** | **% OF TOTAL BUDGET** |
|---|---|---|---|---|---|---|
| Salaries and Benefits | 144,857,703 | 56.05% | 45.12% | 124,802,167 | 69.99% | 65.71% |
| Maintenance and Operation | 91,976,118 | 35.59% | 28.65% | 52,790,647 | 29.60% | 27.79% |
| Capital Outlay | 9,527,010 | 3.69% | 2.97% | 732,915 | 0.41% | 0.39% |
| Debt Service | 12,066,840 | 4.67% | 3.76% | - | 0.00% | 0.00% |
| **Total Operating Budget** | **258,427,672** | **100.00%** | **80.49%** | **178,325,729** | **100.00%** | **93.89%** |
| **CAPITAL IMPROVEMENTS** | 62,623,991 | 19.51% | 19.51% | 11,614,095 | 100.00% | 6.11% |
| **TOTAL BUDGET** | **321,051,663** | **100.00%** | **100.00%** | **189,939,824** | **100.00%** | **100.00%** |

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## OPERATING EXPENDITURES - ALL FUNDS

| Acct Code | Activity - Function | City Council | City Clerk | City Manager | Human Resources | City Attorney | Finance | Police | Fire | Community Development | Municipal Operations | Public Works | Library Services | Recreation & Sr Svcs | Internal Svc Funds | Other Activities | Total | Activity - Function | Acct Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 7000 | SALARIES - MISC | - | 363,042 | 1,018,080 | 1,006,210 | 885,047 | 2,790,010 | 5,882,201 | 1,228,197 | 4,924,621 | 8,448,721 | 4,064,811 | 2,613,458 | 2,879,486 | 2,031,227 | - | 38,135,111 | SALARIES-MISC | 7000 |
| 7010 | SALARIES - SAFETY | - | - | - | - | - | - | 15,292,102 | 13,296,904 | - | - | - | - | - | - | - | 28,589,006 | SALARIES-SAFETY | 7010 |
| 7020 | SALARIES - PERM PART TIME & TEMP | - | - | 34,592 | 11,868 | 28,049 | 160,128 | 748,583 | 1,586,167 | 151,212 | 32,386 | 99,966 | 821,211 | 1,340,505 | 224,928 | | 5,239,595 | SALARIES-PERM PART TIME & TEMP | 7020 |
| 7040 | OVERTIME, MISC | - | 500 | 2,000 | - | 1,000 | 26,500 | 336,664 | - | 82,600 | 339,886 | 20,535 | 1,883 | 2,400 | 47,180 | 3,000 | 864,148 | OVERTIME, MISC | 7040 |
| 7041 | OVERTIME, SAFETY | - | - | - | - | - | - | 1,504,658 | - | - | - | - | - | - | - | 136,260 | 1,640,918 | OVERTIME, SAFETY | 7041 |
| 7042 | OVERTIME, FIRE | - | - | - | - | - | - | - | 3,680,099 | - | - | - | - | - | - | - | 3,680,099 | OVERTIME, FIRE | 7042 |
| 7059 | PACKER/CALLBACK/STANDBY PAY | - | - | - | - | - | - | - | 29,000 | - | 121,500 | - | - | - | 17,000 | - | 167,500 | PACKER/CALLBACK/STANDBY PAY | 7059 |
| 7060 | SPECIAL ASSIGNMENT/TILLER/EMT PAY | - | - | - | - | - | - | - | 76,144 | - | - | - | - | - | 2,500 | - | 78,644 | SPECIAL ASSIGNMENT/TILLER/EMT PAY | 7060 |
| 7062 | NIGHT DIFF, MISC | - | - | - | - | - | - | 50,147 | - | 338 | - | - | 10,262 | - | - | - | 60,747 | NIGHT DIFF, MISC | 7062 |
| 7063 | CERTIFICATION PAY | - | - | - | - | - | 3,120 | - | 258,130 | 50,107 | 36,811 | 6,004 | - | 935 | 13,823 | - | 368,930 | CERTIFICATION PAY | 7063 |
| 7066 | BILINGUAL PAY | - | - | - | - | - | 7,200 | 50,401 | 21,000 | 7,200 | 1,800 | - | - | 5,400 | - | - | 93,001 | BILINGUAL PAY | 7066 |
| 7067 | LONGEVITY PAY | - | - | - | - | - | - | 65,036 | 64,291 | - | - | - | - | - | - | - | 129,327 | LONGEVITY PAY | 7067 |
| 7070 | SCHOLASTIC ACHIEVEMENT | - | - | - | - | - | - | 647,964 | 535,553 | - | - | - | - | - | - | - | 1,183,517 | SCHOLASTIC ACHIEVEMENT | 7070 |
| 7071 | EDUCATION RETENTION, MISC | - | - | - | - | - | - | 129,521 | - | - | - | - | - | - | - | - | 129,521 | EDUCATION RETENTION, MISC | 7071 |
| 7072 | HOLIDAY PAY, MISC | - | - | - | - | - | - | 212,836 | 15,290 | - | - | - | - | - | - | - | 228,126 | HOLIDAY PAY, MISC | 7072 |
| 7074 | HOLIDAY PAY, SAFETY | - | - | - | - | - | - | 702,726 | 341,078 | - | - | - | - | - | - | - | 1,043,804 | HOLIDAY PAY, SAFETY | 7074 |
| 7076 | LEADERSHIP PAY, SAFETY | - | - | - | - | - | - | 20,604 | - | - | - | - | - | - | - | - | 20,604 | LEADERSHIP PAY, SAFETY | 7076 |
| 7085 | UNEMPLOYMENT & TERMINATION PAY | - | - | - | - | - | - | - | - | - | - | - | - | - | 1,625,000 | 150,000 | 1,775,000 | UNEMPLOYMENT & TERMINATION PAY | 7085 |
| 7088 | PAID FLEX/SPILLOVER PAY | - | - | - | - | - | - | - | - | - | - | - | - | - | 300,000 | - | 300,000 | PAID FLEX/SPILLOVER PAY | 7088 |
| 7100 | COUNCIL ALLOWANCES | 112,234 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 112,234 | COUNCIL ALLOWANCES | 7100 |
| 7210 | HEALTH/DENTAL/VISION | 140,515 | 80,295 | 140,515 | 210,773 | 120,442 | 632,320 | 4,278,347 | 2,555,386 | 983,608 | 2,248,247 | 702,577 | 742,725 | 811,438 | 451,657 | - | 14,098,845 | HEALTH/DENTAL/VISION | 7210 |
| 7223 | RETIREE INSURANCE - OPEB COST | - | 15,410 | 42,848 | 48,359 | 37,734 | 117,137 | 894,257 | 624,641 | 207,485 | 367,965 | 171,985 | 112,787 | 113,946 | 3,612,237 | - | 6,366,791 | RETIREE INSURANCE - OPEB COST | 7223 |
| 7095 | SALARY SAVINGS/REIMBURSEMENT | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 138,000 | 138,000 | SALARY SAVINGS/REIMBURSEMENT | 7250 |
| 7227 | RETIREE INSURANCE - RHS CONTRIB | - | 6,750 | 10,438 | 9,480 | 2,880 | 49,180 | 224,710 | 171,816 | 65,712 | 164,542 | 42,480 | 29,130 | 43,895 | 3,111,428 | - | 3,932,441 | RETIREE INSURANCE - RHS CONTRIB | 7227 |
| 7232 | PAYMENT > ARC | - | - | - | - | - | - | - | - | - | - | - | - | - | 1,000,000 | - | 1,000,000 | PAYMENT > ARC | 7232 |
| 7290 | LIFE INSURANCE | - | 420 | 735 | 1,097 | 630 | 3,308 | 23,689 | 15,540 | 5,141 | 11,760 | 3,675 | 3,883 | 4,271 | 2,353 | - | 76,502 | LIFE INSURANCE | 7290 |
| 7295 | EMPLOYEE ASSISTANCE | - | 97 | 171 | 256 | 146 | 767 | 5,506 | 3,638 | 1,194 | 2,729 | 853 | 901 | 985 | 548 | - | 17,791 | EMPLOYEE ASSISTANCE | 7295 |
| 7350 | OTHER MISC BENEFITS/ALLOWANCES | - | 2,881 | 28,671 | 6,871 | 9,841 | 10,561 | 283,536 | 81,078 | 22,762 | 48,308 | 30,664 | 10,561 | 25,834 | 10,441 | 4,565 | 576,574 | OTHER MISC BENEFITS/ALLOWANCES | 7350 |
| 7370 | WORKERS' COMP, MISC | - | 10,647 | 30,291 | 30,991 | 25,108 | 70,646 | 176,721 | 69,104 | 97,749 | 352,275 | 85,116 | 79,791 | 90,660 | 70,430 | - | 1,189,529 | WORKERS' COMP, MISC | 7370 |
| 7371 | WORKERS' COMP, SAFETY | - | - | - | - | - | - | 988,257 | 576,143 | - | - | - | - | - | - | - | 1,564,400 | WORKERS' COMP, SAFETY | 7371 |
| 7373 | COMPENSATED ABSENCES | - | 12,706 | 35,591 | 35,217 | 30,977 | 97,650 | 741,101 | 508,378 | 172,362 | 295,705 | 142,268 | 91,870 | 100,316 | 271,093 | - | 2,535,234 | COMPENSATED ABSENCES | 7373 |
| 7425 | MEDICARE FRINGES | 1,627 | 5,271 | 15,306 | 14,762 | 13,254 | 43,273 | 371,830 | 302,000 | 75,026 | 130,213 | 60,744 | 50,144 | 61,317 | 53,775 | 2,085 | 1,200,627 | MEDICARE FRINGES | 7425 |
| 7439 | PERS EMPLOYER PD MEMBER CONTRIB MISC | 7,750 | 28,974 | 83,919 | 81,253 | 72,874 | 232,664 | 532,101 | 102,257 | 403,585 | 678,101 | 324,892 | 223,539 | 276,062 | 178,246 | - | 3,226,217 | PERS EMPLOYER PD MEMBER CONTRIB MISC | 7439 |
| 7440 | PERS EMPLOYER CONTRBN-MISC | 7,854 | 29,363 | 85,044 | 82,342 | 73,851 | 235,575 | 543,291 | 102,878 | 405,635 | 687,119 | 329,082 | 227,366 | 279,763 | 180,040 | - | 3,269,203 | PER EMPLOYER CONTRBN-MISC | 7440 |
| 7441 | PERS EMPLOYER CNTRBN-SAFETY | - | - | - | - | - | - | 2,949,785 | 2,599,315 | - | - | - | - | - | - | - | 5,549,100 | PERS EMPLOYER CNTRBN-SAFETY | 7441 |
| 7442 | PERS EMPLOYER PD MEMBER CONTRIB SAFE | - | - | - | - | - | - | 1,524,437 | 1,327,475 | - | - | - | - | - | - | - | 2,851,912 | PERS EMPLOYER PD MEMBER CONTRIB SAFE | 7442 |
| 7445 | EMPLOYEE CONTRIBUTIONS TO PENSION | - | (44,836) | (129,858) | (125,733) | (112,767) | (360,031) | (2,769,341) | (1,476,610) | (624,518) | (1,049,311) | (504,820) | (345,909) | (427,185) | (275,822) | - | (8,246,741) | EMPLOYEE CONTRIBUTIONS TO PENSIONS | 7445 |
| 7446 | PERS UNFUNDED LIABILITY | 21,434 | 69,333 | 199,591 | 194,431 | 174,382 | 551,888 | 8,519,264 | 6,704,602 | 1,032,700 | 1,620,284 | 777,439 | 565,085 | 654,173 | 439,763 | - | 21,524,369 | PERS UNFUNDED LIABILITY | 7446 |
| 7460 | RETIREMENT PART TIME/TEMP | 567 | - | - | - | - | 1,696 | 12,093 | 59,481 | 2,862 | 12,145 | 3,749 | 24,198 | 28,813 | 1,472 | - | 147,076 | RETIREMENT PART TIME/TEMP | 7460 |
| | SUBTOTAL SALARY & BENEFITS | 291,982 | 580,854 | 1,597,934 | 1,608,178 | 1,363,448 | 4,673,594 | 44,943,025 | 35,458,974 | 8,067,381 | 14,551,185 | 6,362,021 | 5,262,885 | 6,293,014 | 13,369,319 | 433,910 | 144,857,704 | SUBTOTAL SALARY & BENEFITS | |
| 8010 | ADVERT & PUB RELATIONS | 4,000 | 12,000 | 5,000 | 8,000 | - | - | 25,650 | 26,245 | 15,000 | 12,500 | - | 6,000 | - | - | 25,000 | 139,395 | ADVERT & PUB RELATIONS | 8010 |
| 8012 | PROGRAMMING/FIRE EXPLORERS | - | - | - | - | - | - | - | 5,000 | 1,500 | - | - | 41,500 | - | - | 19,460 | 67,460 | PROGRAMMING/FIRE EXPLORERS | 8012 |
| 8020 | AUTOMOTIVE SERVICE | - | - | - | - | - | 1,425 | 446,435 | 216,786 | 19,400 | 300,700 | 15,500 | 4,000 | 41,585 | 13,500 | | 1,059,331 | AUTOMOTIVE SERVICE | 8020 |
| 8021 | AUTOMOTIVE EXTERIOR MAINT | - | - | - | - | - | - | 52,768 | 3,000 | - | - | - | - | - | - | | 55,768 | AUTOMOTIVE EXTERIOR MAINT | 8021 |
| 8022 | EQUIPMENT MAINTENANCE | - | - | - | - | - | 8,848 | - | 571,363 | 52,992 | 1,064,624 | 62,284 | 7,710 | 77,814 | 44,869 | | 1,890,504 | EQUIPMENT MAINTENANCE | 8022 |
| 8023 | AUTOMOTIVE PURCHASE | - | - | - | - | - | - | 141,445 | 90,000 | - | - | - | - | 24,000 | - | | 255,445 | AUTOMOTIVE PURCHASE | 8023 |
| 8024 | EQUIPMENT REPLACEMENT | - | - | - | - | - | 7,182 | 550,500 | 1,569,999 | 40,510 | 964,552 | 48,686 | 5,492 | 105,400 | 18,747 | | 3,311,068 | EQUIPMENT REPLACEMENT | 8024 |
| 8030 | MAINT & REPAIR - EQUIP | 150 | 10,000 | 25,650 | 1,000 | 1,000 | 1,500 | 128,355 | 143,089 | 20,000 | 105,936 | 520,000 | 12,600 | 14,917 | - | 133,643 | 1,117,840 | MAINT & REPAIR - EQUIP | 8030 |
| 8031 | MAINT & REPAIR - COPIERS | - | - | - | - | - | - | - | - | - | - | - | 4,000 | - | 58,500 | | 62,500 | MAINT & REPAIR - COPIERS | 8031 |
| 8033 | MAINT & REPAIR - PRINTERS | - | 500 | 1,200 | 2,500 | - | 1,000 | 48,000 | 7,250 | 11,760 | 9,850 | 2,900 | 4,000 | 7,085 | 5,975 | | 102,020 | MAINT & REPAIR - PRINTERS | 8033 |
| 8034 | MAINT & REPAIR - NOC | - | - | - | - | - | - | - | - | - | 106,441 | 50,000 | - | - | - | | 156,441 | MAINT & REPAIR - NOC | 8034 |
| 8040 | MAINT & REPAIR - FACILITIES | 2,000 | - | 3,000 | - | - | - | 186,501 | 171,652 | 25,000 | 1,786,033 | 50,000 | 119,621 | 167,213 | - | | 2,511,020 | MAINT & REPAIR -FACILITIES | 8040 |
| 8050 | PSTGE,FREIGHT,EXPRESS NOC | 1,000 | 5,000 | 92,052 | 2,500 | 3,000 | 42,350 | 55,000 | 12,960 | 17,400 | 83,882 | 4,050 | 10,000 | 64,689 | 400 | | 394,283 | PSTGE, FREIGHT, EXPRESS NOC | 8050 |
| 8060 | PUBLICATIONS & DUES NOC | 75,000 | 1,100 | 9,000 | 5,700 | 5,500 | 7,605 | 21,363 | 40,475 | 26,900 | 8,100 | 8,000 | 6,350 | 9,557 | 1,500 | | 226,150 | PUBLICATIONS & DUES NOC | 8060 |
| 8065 | PROPERTY MANAGEMENT | - | - | - | - | - | - | - | - | 19,400 | - | 750 | - | - | - | | 20,150 | PROPERTY MANAGEMENT | 8065 |
| 8070 | RENTAL/PROP & EQUIP NOC | - | - | - | - | - | 4,419 | 36,149 | 32,443 | - | 13,500 | 5,700 | 400 | 81,288 | - | | 173,899 | RENTAL/PROP & EQUIP NOC | 8070 |
| 8078 | EMPLOYEE RECOGNITION | - | - | - | 14,384 | - | - | - | - | - | - | - | - | - | - | | 14,384 | EMPLOYEE RECOGNITION | 8078 |
| 8080 | SERVICES-PROF & TECH NOC | 241,000 | 25,000 | 748,030 | 123,770 | 40,000 | 330,161 | 869,758 | 128,131 | 1,086,050 | 2,649,241 | 835,500 | 114,085 | 421,843 | 1,841,227 | 6,590 | 9,460,386 | SERVICES-PROF & TECH NOC | 8080 |
| 80802 | SERVICES-OTHER SPECIAL | - | - | - | 305,000 | - | - | - | 308,993 | - | 4,120,000 | - | - | - | - | | 4,733,993 | SERVICES-OTHER SPECIAL | 80802 |
| 80805 | SERVICES-TREE RELATED | - | - | - | - | - | - | - | - | - | 482,610 | - | - | - | - | | 482,610 | SERVICES-TREE RELATED | 80805 |
| 80808 | SERVICES - NPDES/TMDL ADMIN | - | - | - | - | - | - | - | - | - | - | 350,000 | - | - | - | | 350,000 | SERVICES - NPDES/TMDL ADMIN | 80808 |
| 8081 | SERVICES-JANITORIAL | - | - | - | - | - | - | 73,918 | 8,821 | - | 594,218 | 3,000 | 124,201 | 206,085 | - | | 1,010,243 | SERVICES-JANITORIAL | 8081 |
| 8085 | SERVICES-NEWPORT COAST | - | - | - | - | - | - | - | - | - | 785,620 | - | - | - | - | | 785,620 | SERVICES-NEWPORT COAST | 8085 |
| 8088 | SERVICES - CONTRACT | - | - | - | - | - | - | 700,000 | 272,440 | - | 2,612,390 | 543,000 | - | 2,252,235 | - | | 6,380,065 | SERVICES - CONTRACT | 8088 |
| 8089 | SERVICES -CITY PRINT CONTRACT | 200 | 3,000 | 3,527 | 5,552 | 2,156 | 5,602 | 15,220 | 9,640 | 25,000 | 202,345 | 4,500 | 3,488 | 179,022 | - | | 459,252 | SERVICES -CITY PRINT CONTRACT | 8089 |
| 808C | PARKING METER CONTRACT / CONTRIB | - | - | - | - | - | 1,503,120 | - | - | - | - | - | - | - | - | | 1,503,120 | PARKING METER CONTRACT / CONTRIB | 808C |
| 8100 | TRAVEL & MEETINGS NOC | 12,000 | 2,500 | 23,500 | 6,000 | 8,750 | 32,710 | 8,270 | 41,580 | 15,500 | 8,050 | 11,500 | 7,975 | 15,903 | 16,275 | | 210,513 | TRAVEL & MEETINGS NOC | 8100 |
| 8105 | TRAINING | 1,000 | 2,000 | 5,500 | 10,500 | 10,500 | 34,295 | 157,903 | 170,392 | 24,000 | 35,170 | 20,000 | 7,500 | 35,629 | 15,000 | 22,540 | 551,929 | TRAINING | 8105 |
| 8106 | TRAINING, POST | - | - | - | - | - | - | 136,991 | - | - | - | - | - | - | - | | 136,991 | TRAINING, POST | 8106 |
| 8107 | TRAINING, CITY WIDE | - | - | - | 20,000 | - | - | - | 5,514 | - | - | - | - | - | - | | 25,514 | TRAINING, CITY WIDE | 8107 |
| 8112 | UTILITIES - TELEPHONE | - | - | 500 | - | - | 2,650 | 227,159 | 109,173 | 9,505 | 40,850 | 4,700 | 6,000 | 10,344 | 232,000 | | 642,881 | UTILITIES-TELEPHONE | 8112 |
| 8114 | UTILITIES - NATURAL GAS | - | - | - | - | - | - | 5,000 | 19,155 | - | 18,000 | 1,300 | 9,350 | 7,160 | 2,500 | | 62,465 | UTILITIES-NATURAL GAS | 8114 |
| 8116 | UTILITIES - ELECTRICITY | - | - | - | - | - | - | 174,720 | 126,279 | 5,000 | 2,765,000 | 45,000 | 238,900 | 163,517 | 32,000 | 3,500 | 3,553,916 | UTILITIES-ELECTRICITY | 8116 |
| 8118 | UTILITIES - WATER | - | - | - | - | - | - | 5,000 | 21,300 | 3,000 | 1,272,700 | 16,000 | 19,300 | 43,759 | - | | 1,381,059 | UTILITIES-WATER | 8118 |
| 8140 | SUPPLIES- OFFICE NOC | 4,000 | 4,500 | 8,284 | 15,000 | 8,100 | 15,000 | 71,215 | 29,510 | 17,449 | 13,600 | 28,750 | 27,750 | 33,235 | 4,250 | | 280,643 | SUPPLIES-OFFICE NOC | 8140 |
| 8142 | SUPPLIES- COMPUTER/COPY MACHINE | - | - | - | - | - | 5,000 | 13,000 | 15,745 | - | - | - | 13,070 | 5,819 | - | | 52,634 | SUPPLIES-COMPUTER/COPY MACHINE | 8142 |
| 8145 | SUPPLIES-AUTO PARTS EXPNS | - | - | - | - | - | - | 92,000 | - | - | - | - | - | - | 290,000 | | 382,000 | SUPPLIES-AUTO PARTS EXPNS | 8145 |

## OPERATING EXPENDITURES - ALL FUNDS

| Acct Code | Activity - Function | City Council | City Clerk | City Manager | Human Resources | City Attorney | Finance | Police | Fire | Community Development | Municipal Operations | Public Works | Library Services | Recreation & Sr Svcs | Internal Svc Funds | Other Activities | Total | Activity - Function | Acct Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 8148 | SUPPLS-CHKS/INVOICES/FRMS | - | - | - | - | - | 5,600 | - | 11,390 | - | - | - | - | - | - | | 16,990 | SUPPLS-CHKS/INVOICES/FRMS | 8148 |
| 8150 | SUPPLIES- JANITORIAL NOC | - | - | - | - | - | 100 | 13,000 | 23,100 | - | 103,000 | 4,000 | 27,050 | 43,516 | - | | 213,766 | SUPPLIES-JANITORIAL NOC | 8150 |
| 8155 | WASTEWATER/SEWER PROGRAMS | - | - | - | - | - | - | - | - | - | 16,601 | - | - | - | - | | 16,601 | WASTEWATER/SEWER PROGRAMS | 8155 |
| 8156 | WELLS & STATION MAINTENANCE | - | - | - | - | - | - | - | - | - | 146,715 | - | - | - | - | | 146,715 | WELLS & STATION MAINTENANCE | 8156 |
| 8160 | MAINT & REPAIR MATRLS NOC | - | 600 | - | - | - | 450 | 1,477 | 28,220 | - | 1,260,401 | - | 5,440 | 30,537 | - | | 1,327,125 | MAINT & REPAIR MATRLS NOC | 8160 |
| 8165 | MAINT - IRRIGATION REPAIR | - | - | - | - | - | - | - | - | - | 57,280 | - | - | - | - | | 57,280 | MAINT-IRRIGATION REPAIR | 8165 |
| 8166 | MAINT - STORM DRAINS | - | - | - | - | - | - | - | - | - | 335,000 | - | - | - | - | | 335,000 | MAINT-STORM DRAINS | 8166 |
| 8168 | MAINT - PIERS/FLOATS/DOCKS/DRK FOUN | - | - | - | - | - | - | - | - | - | 10,500 | 85,000 | - | - | - | | 95,500 | MAINT - PIERS/FLOATS/DOCKS/DRK FOUN | 8168 |
| 8170 | MAINT - BEACH CLEANING/BBSC | - | - | - | - | - | - | - | - | - | 234,892 | 25,000 | - | - | - | | 259,892 | MAINT-BEACH CLEANING | 8170 |
| 8173 | MAINT-BLDG/PLYGRND EQ RPR | - | - | - | - | - | - | - | - | - | 5,000 | - | - | - | - | | 5,000 | MAINT-BLDG/PLYGRND EQ RPR | 8173 |
| 8176 | MAINT - TRAFFIC CONTROL | - | - | - | - | - | - | - | - | - | 10,035 | - | - | - | - | | 10,035 | MAINT-TRAFFIC CONTROL | 8176 |
| 8180 | MAINT - OUTSIDE LABOR | - | - | - | - | - | - | - | - | - | - | - | - | - | 60,000 | | 60,000 | MAINT-OUTSIDE LABOR | 8180 |
| 8181 | MAINT-COMP SOFTWARE | - | - | - | - | - | - | - | - | - | - | - | - | - | 11,000 | | 11,000 | MAINT-COMP SOFTWARE | 8181 |
| 8183 | MAINT-BACKFLOW & SCADA | - | - | - | - | - | - | - | - | - | 97,489 | - | - | - | - | | 97,489 | MAINT-BACKFLOW & SCADA | 8183 |
| 8186 | MAINT-SEWER | - | - | - | - | - | - | 12,438 | 14,025 | 5,077 | 236,106 | 79 | 21,426 | 24,372 | - | | 313,523 | MAINT-SEWER | 8186 |
| 8190 | WATER PROGRAMS | - | - | - | - | - | - | - | - | - | 872,597 | - | - | - | - | | 872,597 | WATER PROGRAMS | 8190 |
| 8200 | SPECIAL DEPT SUPPLIES NOC | 2,000 | - | - | - | - | 5,000 | 108,360 | 438,403 | 17,328 | 255,600 | 18,400 | 15,500 | 274,762 | 58,000 | 70,000 | 1,263,353 | SPECIAL DEPT SUPPLIES NOC | 8200 |
| 8204 | UNIFORM EXPENSE | - | - | - | - | - | 700 | 174,473 | 280,301 | 6,000 | 42,050 | - | 200 | 13,415 | 9,000 | | 526,139 | UNIFORM EXPENSE | 8204 |
| 8206 | PRISONER CUSTODY EXPENSE | - | - | - | - | - | - | 42,500 | - | - | - | - | - | - | - | | 42,500 | PRISONER CUSTODY EXPENSE | 8206 |
| 8208 | PHOTO EXPENSE | - | - | - | - | - | - | 3,500 | - | - | - | - | - | - | - | | 3,500 | PHOTO EXPENSE | 8208 |
| 8209 | SHOOTING RANGE SUPPLIES | - | - | - | - | - | - | 62,800 | - | - | - | - | - | - | - | | 62,800 | SHOOTING RANGE SUPPLIES | 8209 |
| 8210 | S.W.A.T. SUPPLIES | - | - | - | - | - | - | 51,665 | - | - | - | - | - | - | - | | 51,665 | S.W.A.T. SUPPLIES | 8210 |
| 8211 | CANINE SUPPLIES | - | - | - | - | - | - | 12,590 | - | - | - | - | - | - | - | | 12,590 | CANINE SUPPLIES | 8211 |
| 8212 | STREET CLEANING EXPENSE | - | - | - | - | - | - | - | - | - | 5,000 | - | - | - | - | | 5,000 | STREET CLEANING EXPENSE | 8212 |
| 8214 | CARPENTER SHOP SUPPLIES | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | - | CARPENTER SHOP SUPPLIES | 8214 |
| 8216 | SAFETY EQUIPMENT | - | - | - | - | - | 250 | - | - | - | 4,000 | - | - | - | - | | 4,250 | SAFETY EQUIPMENT | 8216 |
| 8220 | SIGN SHOP SUPPLIES | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | - | SIGN SHOP SUPPLIES | 8220 |
| 8222 | TRAFFIC SUPPLIES & CONTRACT | - | - | - | - | - | - | - | - | - | 8,000 | - | - | - | - | | 8,000 | TRAFFIC SUPPLIES & CONTRACT | 8222 |
| 8224 | ROADWAY PAINTS & BARS | - | - | - | - | - | - | - | - | - | 11,700 | - | - | - | - | | 11,700 | ROADWAY PAINTS & BARS | 8224 |
| 8228 | SIGNS AND SIGN MATERIALS | - | - | - | - | - | - | - | - | - | 47,000 | - | - | - | - | | 47,000 | SIGNS AND SIGN MATERIALS | 8228 |
| 8232 | SIGN INSTALLATION MATRLS | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | - | SIGN INSTALLATION MATRLS | 8232 |
| 8234 | INSCTCDES/HRBCDES/FNGCDES | - | - | - | - | - | - | - | - | - | 6,000 | - | - | - | - | | 6,000 | INSCTCDES/HRBCDES/FNGCDES | 8234 |
| 8235 | PLANT MATERIALS/TURF RENOVATION | - | - | - | - | - | - | - | - | - | 20,000 | - | - | - | - | | 20,000 | PLANT MATERIALS/TURF RENOVATION | 8235 |
| 8236 | FERTILIZER/TOP SOIL/AMENDMENTS | - | - | - | - | - | - | - | - | - | 20,000 | - | - | - | - | | 20,000 | FERTILIZER/TOP SOIL/AMENDMENTS | 8236 |
| 8238 | ASPHALT/CONCRETE MATERIALS | - | - | - | - | - | - | - | - | - | 347,253 | - | - | - | - | | 347,253 | ASPHALT/CONCRETE MATERIALS | 8238 |
| 8240 | TOOLS, INSTRUMENTS, ETC | - | - | - | - | - | - | 4,500 | 11,000 | 5,050 | 23,675 | 421 | - | - | 6,000 | | 50,646 | TOOLS, INSTRUMENTS, ETC | 8240 |
| 8250 | SPECIAL DEPT EXPENSE NOC | 390,000 | - | 372,000 | 6,000 | - | 3,675 | 82,666 | 126,918 | 40,080 | 524,934 | - | - | 69,058 | 2,000 | | 1,617,331 | SPECIAL DEPT EXPENSE NOC | 8250 |
| 8254 | CITY GRANTS | 25,000 | - | - | - | - | - | - | - | - | - | - | 40,000 | - | - | | 65,000 | CITY GRANTS | 8254 |
| 8255 | TUITION REIMBURSEMENT | - | - | - | 95,500 | - | - | - | - | - | - | - | - | - | - | | 95,500 | TUITION REIMBURSEMENT | 8255 |
| 8260 | LIBRARY MATERIALS | - | - | - | - | 30,300 | - | - | - | - | - | - | 619,740 | - | - | | 650,040 | LIBRARY MATERIALS | 8260 |
| 8265 | FIREWORKS | 50,000 | - | - | - | - | - | - | - | - | - | - | - | - | - | | 50,000 | FIREWORKS | 8265 |
| 8292 | HAZARD MITIGATION | - | - | - | - | - | - | - | - | - | 181,586 | - | - | - | - | | 181,586 | HAZARD MITIGATION | 8292 |
| 8295 | IMPORTED WATER EXP-MWD | - | - | - | - | - | - | - | - | - | 5,962,949 | - | - | - | - | | 5,962,949 | IMPORTED WATER EXP-MWD | 8295 |
| 8296 | GROUNDWATER EXP | - | - | - | - | - | - | - | - | - | 4,909,946 | - | - | - | - | | 4,909,946 | GROUNDWATER EXP | 8296 |
| 8297 | RECLAIMED WATER EXP-OCWD | - | - | - | - | - | - | - | - | - | 192,500 | - | - | - | - | | 192,500 | RECLAIMED WATER EXP-OCWD | 8297 |
| 8298 | OTHER AGENCY FEES | - | - | - | - | - | - | 82,575 | 667,020 | - | 270,000 | - | - | - | 7,000 | 179,216 | 1,205,811 | OTHER AGENCY FEES | 8298 |
| 8301 | STATION OPERATIONS | - | - | - | - | - | - | - | 35,959 | - | - | - | - | - | - | | 35,959 | STATION OPERATIONS | 8301 |
| 8303 | WATER CNSERV EDU & PUB REL | - | - | - | - | - | - | - | - | - | 202,315 | - | - | - | - | | 202,315 | WATER CNSERV EDU & PUB REL | 8303 |
| 8310 | HARDWARE/SOFTWARE OPERATIONS | - | 200 | 1,080 | - | 5,000 | 3,200 | 645,608 | - | 3,000 | 55,249 | 13,220 | 3,500 | - | 1,530,593 | | 2,260,650 | HARDWARE/SOFTWARE OPERATIONS | 8310 |
| 8318 | IT ISF OPERATING/STRATEGIC CHARGES | - | 58,650 | 61,494 | 88,685 | 50,733 | 405,953 | 179,817 | 882,104 | 449,891 | 582,765 | 245,108 | 360,429 | 249,749 | 196,325 | | 3,811,703 | IT ISF OPERATING/STRATEGIC CHARGES | 8318 |
| 8319 | IT STRATEGIC CHARGES | - | 9,141 | 11,724 | 15,803 | 9,636 | 61,375 | 22,875 | 199,951 | 79,536 | 152,615 | 95,004 | 222,048 | 70,196 | 45,014 | | 994,918 | IT STRATEGIC CHARGES | 8319 |
| 8330 | SVC CHARGE-ADMINISTRATIVE | - | - | - | - | - | - | - | - | - | 1,856,168 | - | - | - | - | | 1,856,168 | SVC CHARGE-ADMINISTRATIVE | 8330 |
| 8340 | GENERAL INSURANCE | - | 16,778 | 53,885 | 48,841 | 39,525 | 100,893 | 1,631,148 | 547,720 | 179,846 | 911,551 | 190,315 | 131,753 | 136,970 | 79,006 | | 4,068,231 | GENERAL INSURANCE | 8340 |
| 8335 | RSS RESERVES | - | - | - | - | - | - | - | - | - | - | - | - | 176,769 | - | | 176,769 | RSS RESERVES | 8335 |
| 8511 | CITY SCHOLARSHIP TRUST | - | - | - | - | - | - | - | - | - | - | - | | - | - | 5,000 | 5,000 | CITY SCHOLARSHIP TRUST | 8511 |
| 8551 | CDBG | - | - | - | - | - | - | - | - | 117,311 | - | - | | - | - | | 117,311 | CDBG | 8551 |
| 8621 | BENEFITS & RECRUITING | - | - | - | 158,125 | - | - | - | - | - | - | - | - | - | - | | 158,125 | BENEFITS & RECRUITING | 8621 |
| 8638 | EXCESS INSURANCE | - | - | - | - | - | - | - | - | - | - | - | 3,000 | - | 404,000 | 61,887 | 468,887 | EXCESS INSURANCE | 8638 |
| 8656 | ATTORNEY FEES/OUTSIDE COUNSEL | 10,000 | - | - | 65,000 | 715,000 | - | - | - | - | 275,000 | - | - | - | 5,050,000 | | 6,115,000 | ATTORNEY FEES/OUTSIDE COUNSEL | 8656 |
| 8706 | AMBULANCE FEES | - | - | - | - | - | - | - | 165,000 | - | - | - | - | - | - | | 165,000 | AMBULANCE FEES | 8706 |
| N/A | WORKERS' COMPENSATION | - | - | - | - | - | - | - | - | - | - | - | - | - | 3,065,000 | | 3,065,000 | WORKERS' COMPENSATION | N/A |
| N/A | GENERAL LIABILITY | - | - | - | - | - | - | - | - | - | - | - | - | - | 3,220,020 | | 3,220,020 | GENERAL LIABILITY | N/A |
| | SUBTOTAL MAINT. & OPERATION | 817,350 | 150,969 | 1,425,426 | 997,860 | 929,200 | 2,590,063 | 7,374,312 | 7,588,046 | 2,338,485 | 40,309,386 | 3,307,667 | 2,243,378 | 5,057,443 | 16,319,700 | 526,833 | 91,976,118 | SUBTOTAL MAINT & OPERATION | |
| 9000 | OFFICE EQUIPMENT | - | - | 3,854 | 5,634 | 3,000 | - | - | - | 1,000 | 7,000 | - | 2,000 | 8,164 | - | - | 30,652 | OFFICE EQUIPMENT | 9000 |
| 9005 | PC REPLACE & SOFTWARE LICENSE | - | - | - | - | - | 6,500 | - | - | - | - | - | - | - | 1,551,680 | - | 1,558,180 | PC REPLACEMENT | 9005 |
| 9010 | COMPUTER EQUIPMENT | - | - | - | - | - | 5,000 | - | - | 42,486 | 9,000 | 3,000 | - | 10,614 | 100,500 | - | 170,600 | COMPUTER EQUIPMENT | 9010 |
| 9020 | FITNESS/PLAYGROUND EQUIPMENT | - | - | - | - | - | - | 5,000 | 15,000 | - | 310,000 | - | - | 2,298 | 51,800 | - | 384,098 | FITNESS/PLAYGROUND EQUIPMENT | 9020 |
| 9100 | ROLLING EQUIPMENT | - | - | - | - | - | - | - | - | - | - | - | - | - | 3,356,491 | 150,000 | 3,506,491 | ROLLING EQUIPMENT | 9100 |
| 9102 | CONTRACTED SET UP | - | - | - | - | - | - | - | - | - | - | - | - | - | 27,000 | - | 27,000 | CONTRACTED SET UP | 9102 |
| 9106 | EQUIPMENT RENOVATION | - | - | - | - | - | - | - | - | - | - | - | - | - | 295,000 | - | 295,000 | EQUIPMENT RENOVATION | 9106 |
| 9200 | SHOP EQUIP & COPIER PURCHASES | - | - | - | - | - | - | - | - | - | 1,000 | - | - | - | 212,059 | - | 213,059 | SHOP EQUIP & COPIER PURCHASES | 9200 |
| 9300 | EQUIPMENT, N.O.C. | - | - | - | - | - | - | 12,694 | 184,266 | - | 322,770 | 500 | - | 24,359 | 1,895,144 | 290,000 | 2,729,733 | EQUIPMENT,N.O.C. | 9300 |
| 9311 | HARDWARE > $10,000 | - | - | - | - | - | - | - | - | - | - | - | - | - | 181,200 | - | 181,200 | HARDWARE > $10,000 | 9311 |
| 9400 | OFFICE FURNITURE/FIXTURES | 1,800 | - | - | - | - | 2,500 | - | - | 8,200 | 2,500 | 10,500 | - | 3,996 | 1,500 | 400,000 | 430,996 | OFFICE FURNITURE/FIXTURES | 9400 |
| | SUBTOTAL CAPITAL OUTLAY | 1,800 | - | 3,854 | 5,634 | 3,000 | 14,000 | 17,694 | 199,266 | 51,686 | 652,270 | 14,000 | 2,000 | 49,431 | 7,672,374 | 840,000 | 9,527,009 | SUBTOTAL CAPITAL OUTLAY | |
| | DEBT SERVICE | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 12,066,840 | 12,066,840 | DEBT SERVICE | |
| | TOTAL OPERATING EXPENSES | 1,111,132 | 731,823 | 3,027,214 | 2,611,673 | 2,295,648 | 7,277,657 | 52,335,031 | 43,246,286 | 10,457,552 | 55,512,841 | 9,683,688 | 7,508,263 | 11,399,888 | 37,361,393 | 13,867,583 | 258,427,671 | TOTAL OPERATING EXPENSES | |
| | CAPITAL IMPROVEMENT PROJECTS | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 62,623,991 | CAPITAL IMPROVEMENT PROJECTS | |
| | **TOTAL** | **1,111,132** | **731,823** | **3,027,214** | **2,611,673** | **2,295,648** | **7,277,657** | **52,335,029** | **43,246,286** | **10,457,551** | **55,512,840** | **9,683,690** | **7,508,264** | **11,399,888** | **37,361,393** | **13,867,583** | **321,051,663** | | |

## SUMMARY OF ESTIMATED 2014-15 YEAR END FUND BALANCES

| Fund / Account | Actual Fund Balance 2013-14 | Actual Revenue 2014-15 | Transfers In | Transfers Out | Actual Budget Expenditures 2014-15 | Actual Capital Improvements 2014-15 | Actual Year End Fund Balance 2014-15 |
|---|---|---|---|---|---|---|---|
| General Fund | | 185,789,805 | 20,596,106 | 29,915,065 | 168,001,216 | 8,469,630 | - |
| Nonspendable | | | | | | | |
| Reserve for Inventories | 223,492 | - | 25,902 | - | - | - | 249,394 |
| Reserve for LT Receivables | 15,809,559 | - | - | 500,000 | - | - | 15,309,559 |
| Reserve for Prepaid Items | 283,447 | - | - | 58,004 | - | - | 225,443 |
| Restricted | | | | | | | |
| Affordable Housing Reserve | 2,966,896 | - | 1,232,629 | - | - | - | 4,199,525 |
| Oceanfront Encroachment | 972,854 | - | 217,431 | - | - | - | 1,190,285 |
| Committed | | | | | | | |
| Bike Safety | 167,857 | - | - | 165,230 | - | - | 2,627 |
| Off Street Parking | 30,369 | - | - | 30,369 | - | - | - |
| In Lieu Parking Fees | 42,919 | - | 26,313 | - | - | - | 69,232 |
| Neighborhood Enhncmt Res. A | 405,575 | - | 32,720 | - | - | - | 438,295 |
| Neighborhood Enhncmt Res. B | 38,729 | - | 173,741 | - | - | - | 212,470 |
| Cable Franchise | 476,616 | - | 251,273 | 100,000 | - | - | 627,889 |
| Encumbrances | 5,594,060 | - | 4,140,244 | 5,594,060 | - | - | 4,140,244 |
| CIP Reapproprtns (Rebudget) | 6,026,110 | - | 6,357,095 | 6,026,110 | - | - | 6,357,095 |
| City Manager Assignments | | | | | | | |
| City Manager Assignments | 1,326,170 | - | 458,048 | 362,992 | - | - | 1,421,226 |
| Reserve for PERS Rate Chgs | - | - | - | | - | - | - |
| Fair Value Adjustment | - | - | - | - | - | - | - |
| Unassigned | | | | | | | |
| Contingency Reserve | 41,321,103 | - | - | 6,233 | - | - | 41,314,870 |
| Residual Fund Balance | 9,694,719 | | 4,499,669 | - | - | - | 14,194,388 |
| TOTAL | 85,380,475 | 185,789,805 | 38,011,171 | 42,758,063 | 168,001,216 | 8,469,630 | 89,952,542 |
| Ackerman Donation Fund | | | | | | | |
| Appropriations Reserve | - | 5,175 | - | 5,175 | | - | - |
| Approprtns Reserve - Schlrshp | 155,493 | - | 1,811 | | 8,900 | - | 148,404 |
| Approprtns Reserve - Hi Tech | 43,985 | - | 3,364 | | - | - | 47,349 |
| Perm Scholrshp Endowmt Resv | 263,372 | - | - | - | - | - | 263,372 |
| Perm Equip Endowmt Resv | 721,792 | - | - | - | - | - | 721,792 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrance | - | - | - | - | - | - | - |
| CDBG Fund | - | | | | | | |
| Appropriations Reserve | (12,563) | 279,699 | 12,563 | - | 326,590 | - | (46,891) |
| Reserve for Encumbrance | 12,563 | - | - | 12,563 | - | - | - |
| AQMD Fund | | | | | | | |
| Appropriations Reserve | 873,658 | 113,509 | - | - | 6,980 | - | 980,187 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrance | - | - | - | - | - | - | - |
| Asset Forfeiture Fund | | | | | | | |
| Appropriations Reserve | 1,320,952 | 98,283 | 12,674 | - | 756,630 | - | 675,279 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | 12,674 | - | - | 12,674 | - | - | - |
| OTS Grant Fund | (109,020) | 385,324 | - | - | 366,820 | - | (90,516) |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| SLESF - COPS Fund | - | 154,121 | - | - | 154,121 | - | - |
| Appropriations Reserve | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Justice Assistance Grant (formerly LLEBG) | | | | | | | |
| Appropriations Reserve | - | 1,005 | - | - | 1,005 | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| State Gas Tax Fund | | | | | | | |
| Appropriations Reserve | 3,056,279 | 2,488,289 | 3,032,129 | 4,275,950 | - | 2,940,215 | 1,360,532 |
| CIP Reapproprtns (Rebudget) | 2,116,809 | - | 4,274,146 | 2,116,809 | - | - | 4,274,146 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | 911,963 | - | - | 911,963 | - | - | - |

## SUMMARY OF ESTIMATED 2014-15 YEAR END FUND BALANCES

| Fund / Account | Actual Fund Balance 2013-14 | Actual Revenue 2014-15 | Transfers In | Transfers Out | Actual Budget Expenditures 2014-15 | Actual Capital Improvements 2014-15 | Actual Year End Fund Balance 2014-15 |
|---|---|---|---|---|---|---|---|
| Measure M Fund | | | | | | | |
| 282 Measure M 2 | 718,884 | 1,713,609 | 2,040,952 | 714,800 | - | 2,226,596 | 1,532,049 |
| Measure M 2 Fair Val Adj. Resv | 3,560 | - | - | 3,560 | - | - | - |
| Measure M 2 Encumbrances | 89,892 | - | - | 89,892 | - | - | - |
| Competitive | (803,010) | 130,733 | 1,529,643 | 3,311,830 | - | 4,430,819 | (6,885,283) |
| CIP Reapproprtns (Rebudget) | 2,982,448 | - | 4,026,630 | 2,982,448 | - | - | 4,026,630 |
| Competitive Fair Val Adj. Resrv | - | - | - | - | - | - | - |
| Competitive Encumbrances | 494,695 | - | - | 494,695 | - | - | - |
| Tide & Submerged Land Operating Fund | | | | | | | |
| Appropriation Reserve | - | 11,196,462 | 2,599,094 | 9,635,141 | 2,595,352 | 1,565,063 | - |
| Fair Value Adj. Reserve | 11,990 | - | 14,990 | 11,990 | - | - | 14,990 |
| CIP Reapproprtns (Rebudget) | 2,001,034 | - | 1,074,100 | 2,001,034 | - | - | 1,074,100 |
| Reserve for Encumbrances | 586,070 | - | 678,184 | 586,070 | - | - | 678,184 |
| Upper Bay Reserve | 430,626 | - | 113,561 | - | - | - | 544,187 |
| Oil and Gas | 480,000 | - | 40,000 | - | - | - | 520,000 |
| Tide & Submerged Land Harbor Capital Fund | | | | | | | |
| Appropriation Reserve | (9,877,288) | 2,628,166 | 1,934,787 | 647,700 | - | 1,830,337 | (7,792,372) |
| Fair Value Adj. Reserve | 5,413 | - | - | 5,413 | - | - | - |
| CIP Reapproprtns (Rebudget) | 84,250 | - | 647,700 | 84,250 | - | - | 647,700 |
| Reserve for Encumbrances | 1,845,124 | - | - | 1,845,124 | - | - | - |
| Contributions Fund | | | | | | | |
| Misc. Cooperative Projects | (5,960,833) | 1,570,222 | 4,658,616 | 5,808,412 | - | 1,235,109 | (6,775,516) |
| Bristol Street Relinquishment | 10,572 | - | - | 10,572 | - | - | - |
| Bristol St. Fair Val Adj. Reserve | - | - | - | - | - | - | - |
| PCH Relinquishment | 2,501,985 | - | 1,433,479 | 1,394,800 | - | 29,295 | 2,511,369 |
| PCH Relnqshmt Fair Val Adj. Rsv | 3,773 | - | - | 3,773 | - | - | - |
| Environmental Contributions | (205,229) | - | 97,013 | 70,000 | - | 13,105 | (191,321) |
| Environmtl Fair Val Adj. Resv | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | 5,404,130 | - | 7,255,390 | 5,404,130 | - | - | 7,255,390 |
| Reserve for Encumbrances | 768,829 | - | - | 768,829 | - | - | - |
| Transportation and Circulation Fund | | | | | | | |
| Appropriations Reserve | 171,375 | 322,032 | 780,016 | 287,271 | - | 427,602 | 558,550 |
| Fair Value Adj. Reserve | | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | 397,630 | - | 129,570 | 397,630 | - | - | 129,570 |
| Reserve for Encumbrances | 382,386 | - | - | 382,386 | - | - | - |
| Building Excise Tax Fund | | | - | - | | | |
| Appropriations Reserve | 408,505 | 552,040 | 11,687 | - | - | 205,883 | 766,349 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumbrances | 11,687 | - | - | 11,687 | - | - | - |
| Environmental Liability Fund | | | | | | | |
| Appropriation Reserve | 5,079,808 | 650,949 | 128,753 | - | 93,801 | - | 5,765,709 |
| Fair Value Adj. Reserve | 4,981 | - | - | 4,981 | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Reserve for Prepaid Items | 123,772 | - | - | 123,772 | - | - | - |
| Newport Annexation Funds | | | | | | | |
| Receipt Fund | 3,600,000 | 24,337 | - | 1,224,337 | - | - | 2,400,000 |
| Fair Value Adj. Resv-Receipt | - | - | - | - | - | - | - |
| Allocation Fund | - | - | 1,200,000 | - | 1,200,000 | - | - |
| Debt Service Fund | | | | | | | |
| Appropriation Reserve | 2,352,746 | 2,350,295 | 8,199,027 | - | 10,551,858 | - | 2,350,210 |
| Reserve for Debt Service | - | - | - | - | - | - | - |
| Assessment District Projects | | | | | | | |
| Appropriation Reserve | 909,554 | 5,175 | - | - | - | 505,177 | 409,552 |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |

## SUMMARY OF ESTIMATED 2014-15 YEAR END FUND BALANCES

| Fund / Account | Actual Fund Balance 2013-14 | Actual Revenue 2014-15 | Transfers In | Transfers Out | Actual Budget Expenditures 2014-15 | Actual Capital Improvements 2014-15 | Actual Year End Fund Balance 2014-15 |
|---|---|---|---|---|---|---|---|
| Facilities Financial Planning Fund | | | | | | | |
| Appropriations Reserve | 11,606,070 | 34,818,776 | 8,000,000 | 40,496,326 | - | - | 13,928,520 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Major Facilities Replacement | | | | | | | |
| Civic Center | 1,834,130 | 11,597 | 4,621 | - | 7,826 | 106,919 | 1,735,603 |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumb-Civic Ctr | 4,621 | - | - | 4,621 | - | - | - |
| Reserve for Prepaid Items | - | - | - | - | - | - | - |
| | 1,838,751 | 11,597 | 4,621 | 4,621 | 7,826 | 106,919 | 1,735,603 |
| Parks & Community Centers | - | - | 2,550,000 | - | - | 598,255 | 1,951,745 |
| Marina Park | (31,913,845) | 79,932 | 46,357,641 | - | - | 17,414,817 | (2,891,089) |
| Sunset Ridge Park | 270,591 | 22,124 | 5,573,334 | - | - | 2,996,700 | 2,869,349 |
| Lifeguard Headquarters | (223,850) | 61 | 257,712 | - | - | 154,999 | (121,076) |
| Strategic Planning | 1,349 | 303 | 55,523 | - | - | 17,181 | 39,994 |
| Corporate Yard Consolidation | - | - | - | - | - | 165,394 | (165,394) |
| Fire Station Rebuild | 509 | 1,664 | 6,274,250 | - | - | 69,137 | 6,207,286 |
| West Newport Community Ctr | - | - | - | - | - | 33,500 | (33,500) |
| 15th St Restrm Cmplx (Design) | - | - | - | - | - | - | - |
| Facilities Miscellaneous | (751,295) | - | 1,499,900 | - | - | 1,250,810 | (502,205) |
| CIP Reapproprtns (Rebudget) | 4,486,358 | - | - | 4,486,358 | - | - | - |
| Reserve for Encumbrances | 26,218,198 | - | - | - | - | - | - |
| Public Arts & Culture | (100,000) | - | 533,495 | 64,685 | - | 25,315 | 343,495 |
| CIP Reapproprtns (Rebudget) | 100,000 | - | 64,685 | 100,000 | - | - | 64,685 |
| CIOSA Fund | | | | - | | | |
| Appropriation Reserve | - | - | 157,701 | - | 157,701 | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| | - | | - | - | | | |
| Newport Uptown Undergrounding | - | - | - | - | - | 119,000 | (119,000) |
| Balboa Village Parking Mgmt District | - | 105,820 | - | - | - | - | 105,820 |
| Misc. SAH Projects Fund | | | | | | | |
| Appropriation Reserve | - | 47 | - | - | - | 15,338 | (15,291) |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Facilities Maintenance Fund | | | | | | | |
| Appropriation Reserve | 1,939,863 | 12,835 | 652,314 | - | - | 670,946 | 1,934,066 |
| Reserve for Encumbrance | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumbrances | 302,314 | - | - | 302,314 | - | - | - |
| Newport Bay Dredging Fund | | | | | | | |
| Permanent Endowment | 3,857,000 | 33,072 | - | - | - | - | 3,890,072 |
| Appropriation Reserve | 1,075,663 | - | - | - | - | - | 1,075,663 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Insurance Reserve Fund | - | | - | - | | | |
| Workers Comp Reserve | 17,946,264 | 3,008,274 | 1,645,953 | 3,600,000 | 3,172,122 | - | 15,828,369 |
| General Liability Reserve | 2,639,896 | 3,134,888 | 8,376,298 | - | 7,236,431 | - | 6,914,651 |
| Fair Value Adj. Reserve | 19,348 | - | - | 19,348 | - | - | - |
| Retiree Medical Fund | | | | | | | |
| Operating Fund | 1,916,850 | 6,027,918 | 200,000 | - | 5,894,089 | - | 2,250,679 |
| Conversion Fund | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Pension Management Fund | | | | | | | |
| Appropriation Reserve | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Compensated Absence Fund | | | | - | | | |
| Appropriation Reserve | 1,304,937 | 2,308,004 | 2,380,728 | - | 2,052,266 | - | 3,941,403 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |

## SUMMARY OF ESTIMATED 2014-15 YEAR END FUND BALANCES

| Fund / Account | Actual Fund Balance 2013-14 | Actual Revenue 2014-15 | Transfers In | Transfers Out | Actual Budget Expenditures 2014-15 | Actual Capital Improvements 2014-15 | Actual Year End Fund Balance 2014-15 |
|---|---|---|---|---|---|---|---|
| | - | | - | - | | | |
| Information Technology Fund | | | | | | | |
| Appropriation Reserve | 7,005,458 | 4,043,897 | 3,764,701 | - | 4,949,995 | - | 9,864,061 |
| Fair Value Adj. Reserve | 51,383 | - | - | 51,383 | - | - | - |
| Reserve for Encumbrances | 3,706,752 | - | - | 3,706,752 | - | - | - |
| Fair Value Adj. Reserve | 6,566 | - | - | 6,566 | - | - | - |
| Equipment Fund | | | | | | | |
| Equipment Maintenance | - | 1,892,891 | - | - | 1,903,719 | - | (10,828) |
| Equip Replacement - All Other | 14,299,378 | 3,226,383 | 782,273 | 6,733,631 | 2,216,159 | - | 9,358,244 |
| Equip Replacement - PD | 3,642,955 | 729,920 | 104,888 | - | 570,327 | - | 3,907,436 |
| Equip Replacement - Fire | - | - | 450,000 | - | 43,600 | - | 406,400 |
| 800 MHz Equipment | 1,370,932 | - | 1,038,758 | | 239,675 | - | 2,170,015 |
| Parking Equipment | 260,155 | 354,954 | 12,956 | - | 222,640 | - | 405,425 |
| Recreation Equipment | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | 17,752 | - | - | 17,752 | - | - | - |
| Reserve for Encumbrances | 471,123 | - | - | 471,123 | - | - | - |
| Water Enterprise Fund | | | | | | | |
| Residual Working Capital | 5,715,016 | 27,283,880 | 2,126,776 | 4,156,902 | 18,706,565 | 658,039 | 11,604,166 |
| Stabilization Reserve | 9,640,549 | - | - | - | - | - | 9,640,549 |
| Reserve for Future Infrastructure | 1,277,989 | - | 4,156,902 | - | - | - | 5,434,891 |
| CIP Reapproprtns (Rebudget) | 1,170,950 | - | | 1,170,950 | - | - | - |
| Fair Value Adj. Reserve | 15,943 | - | | 15,943 | - | - | - |
| Reserve for Encumbrances | 939,883 | - | | 939,883 | - | - | - |
| | 18,760,330 | 27,283,880 | 6,283,678 | 6,283,678 | 18,706,565 | 658,039 | 26,679,606 |
| Wastewater Enterprise Fund | | | | | | | |
| Residual Working Capital | 439,320 | 3,343,690 | 345,343 | - | 2,783,801 | 461,474 | 883,078 |
| Stabilization Reserve | 1,422,956 | - | - | - | - | - | 1,422,956 |
| Reserve for Future Infrastructure | 737,552 | - | - | - | - | - | 737,552 |
| CIP Reapproprtns (Rebudget) | 223,394 | - | - | 223,394 | - | - | - |
| Fair Value Adj. Reserve | 2,256 | - | - | 2,256 | - | - | - |
| Reserve for Encumbrances | 119,693 | - | - | 119,693 | - | - | - |
| | 2,945,171 | 3,343,690 | 345,343 | 345,343 | 2,783,801 | 461,474 | 3,043,586 |
| TOTAL | 204,840,717 | 300,900,159 | 181,307,802 | 181,307,802 | 234,220,189 | 48,636,655 | 222,884,032 |

## SUMMARY OF ESTIMATED 2015-16 YEAR END FUND BALANCES

| Fund / Account | Estimated Fund Balance 2014-15 | Adopted Revenue 2015-16 | Transfers In | Transfers Out | Adopted Budget Expenditures 2015-16 | Adopted Capital Improvements 2015-16 | Estimated Year End Fund Balance 2015-16 |
|---|---|---|---|---|---|---|---|
| General Fund | - | 191,783,765 | 14,247,971 | 16,288,912 | 178,325,729 | 11,417,095 | - |
| Nonspendable | | | | | | | |
| Reserve for Inventories | 249,394 | - | - | - | - | - | 249,394 |
| Reserve for LT Receivables | 15,309,559 | - | - | 500,000 | - | - | 14,809,559 |
| Reserve for Prepaid Items | 225,443 | - | - | - | - | - | 225,443 |
| Restricted | | | | | | | |
| Affordable Housing Reserve | 4,199,525 | - | 22,359 | - | - | - | 4,221,884 |
| Hoag Circulation Improvements | - | - | - | - | - | - | - |
| Park In Lieu Fees | - | - | - | - | - | - | - |
| Oceanfront Encroachment | 1,190,285 | - | 224,000 | - | - | - | 1,414,285 |
| Committed | | | | | | | |
| Bike Safety | 2,627 | - | - | - | - | - | 2,627 |
| Off Street Parking | - | - | - | - | - | - | - |
| In Lieu Parking Fees | 69,232 | - | - | - | - | - | 69,232 |
| Neighborhood Enhncmt Res. A | 438,295 | - | - | - | - | - | 438,295 |
| Neighborhood Enhncmt Res. B | 212,470 | - | - | - | - | 197,000 | 15,470 |
| Cable Franchise | 627,889 | - | 264,000 | 100,000 | - | - | 791,889 |
| Encumbrances | 4,140,244 | - | - | - | - | - | 4,140,244 |
| CIP Reapproprtns (Rebudget) | 6,357,095 | - | - | 6,357,095 | - | - | - |
| City Manager Assignments | | | | | | | |
| City Manager Assignments | 1,421,226 | - | - | 609,860 | - | - | 811,366 |
| Reserve for PERS Rate Chgs | - | - | - | - | - | - | - |
| Unassigned | | | | | | | - |
| Contingency Reserve | 41,314,870 | - | 2,502,017 | - | - | - | 43,816,887 |
| Residual Fund Balance | 14,194,388 | - | - | 313,494 | - | - | 13,880,894 |
| TOTAL | 89,952,542 | 191,783,765 | 17,260,347 | 24,169,361 | 178,325,729 | 11,614,095 | 84,887,469 |
| Ackerman Donation Fund | | | | | | | |
| Appropriations Reserve | - | 11,814 | | 11,814 | - | - | - |
| Approprtns Reserve - Schlrshp | 148,404 | - | 4,017 | | 5,000 | - | 147,421 |
| Approprtns Reserve - Hi Tech | 47,349 | - | 7,797 | 43,985 | - | - | 11,161 |
| Perm Scholrshp Endowmt Resv | 263,372 | - | - | - | - | - | 263,372 |
| Perm Equip Endowmt Resv | 721,792 | - | - | - | - | - | 721,792 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrance | - | - | - | - | - | - | - |
| CDBG Fund | - | | | | | | |
| Appropriations Reserve | (46,891) | 449,937 | - | - | 324,617 | 125,320 | (46,891) |
| Reserve for Encumbrance | - | - | - | - | | - | - |
| AQMD Fund | | | | | | | |
| Appropriations Reserve | 980,187 | 110,127 | - | - | 154,631 | - | 935,683 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrance | - | - | - | - | - | - | - |
| Asset Forfeiture Fund | | | | | | | |
| Appropriations Reserve | 675,279 | 5,901 | - | - | 887,358 | - | (206,178) |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| OTS Grant Fund | (90,516) | 87,511 | - | - | 87,511 | - | (90,516) |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| SLESF - COPS Fund | - | 138,000 | - | - | 138,000 | - | - |
| Appropriations Reserve | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| State Gas Tax Fund | | | | | | | |
| Appropriations Reserve | 1,360,532 | 1,854,846 | 4,274,146 | - | - | 6,627,196 | 862,328 |
| CIP Reapproprtns (Rebudget) | 4,274,146 | - | - | 4,274,146 | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |

## SUMMARY OF ESTIMATED 2015-16 YEAR END FUND BALANCES

| Fund / Account | Estimated Fund Balance 2014-15 | Adopted Revenue 2015-16 | Transfers In | Transfers Out | Adopted Budget Expenditures 2015-16 | Adopted Capital Improvements 2015-16 | Estimated Year End Fund Balance 2015-16 |
|---|---|---|---|---|---|---|---|
| Measure M Fund | | | | | | | |
| Measure M 2 | 1,532,049 | 2,003,484 | 714,800 | - | - | 3,092,900 | 1,157,433 |
| Measure M 2 Fair Val Adj. Resv | - | - | - | - | - | - | - |
| Measure M 2 Encumbrances | - | - | - | - | - | - | - |
| Competitive | (6,885,283) | 3,652,357 | 3,311,830 | - | - | 3,311,830 | (3,232,926) |
| CIP Reapproprtns (Rebudget) | 4,026,630 | - | - | 4,026,630 | - | - | - |
| Competitive Fair Val Adj. Resrv | - | - | - | - | - | - | - |
| Competitive Encumbrances | - | - | - | - | - | - | - |
| Tide & Submerged Land Operating Fund | | | | | | | |
| Appropriation Reserve | - | 12,144,798 | 1,089,090 | 7,101,482 | 2,833,306 | 3,299,100 | - |
| Fair Value Adj. Reserve | 14,990 | - | - | 14,990 | - | - | - |
| CIP Reapproprtns (Rebudget) | 1,074,100 | - | - | 1,074,100 | - | - | - |
| Reserve for Encumbrances | 678,184 | - | - | - | - | - | 678,184 |
| Upper Bay Reserve | 544,187 | - | 108,100 | - | - | - | 652,287 |
| Oil and Gas | 520,000 | - | 40,000 | - | - | - | 560,000 |
| Tide & Submerged Land Harbor Capital Fund | | | | | | | |
| Appropriation Reserve | (7,792,372) | 2,298,286 | 647,700 | - | - | 1,523,000 | (6,369,386) |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | 647,700 | - | - | 647,700 | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Contributions Fund | | | | | | | |
| Misc. Cooperative Projects | (6,775,516) | 1,000,000 | 6,700,590 | - | - | 6,802,959 | (5,877,885) |
| Bristol Street Relinquishment | - | - | - | - | - | - | - |
| Bristol St. Fair Val Adj. Reserve | - | - | - | - | - | - | - |
| PCH Relinquishment | 2,511,369 | 39,006 | 1,394,800 | - | - | 1,394,800 | 2,550,375 |
| PCH Relnqshmt Fair Val Adj. Rsv | - | - | - | - | - | - | - |
| Environmental Contributions | (191,321) | - | 205,230 | - | - | 960,000 | (946,091) |
| Environmental Fair Val Adj. Rsv | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | 7,255,390 | - | - | 7,255,390 | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Transportation and Circulation Fund | | | | | | | |
| Appropriations Reserve | 558,550 | 255,008 | 129,570 | 72,917 | - | 219,570 | 650,641 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | 129,570 | - | - | 129,570 | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Building Excise Tax Fund | | | | | | | |
| Appropriations Reserve | 766,349 | 630,616 | - | - | - | 710,000 | 686,965 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Environmental Liability Fund | | | | | | | |
| Appropriation Reserve | 5,765,709 | 633,613 | - | - | 199,030 | - | 6,200,292 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Reserve for Prepaid Items | - | - | - | - | - | - | - |
| Newport Annexation Funds | | | | | | | |
| Receipt Fund | 2,400,000 | 24,000 | - | 1,224,000 | - | - | 1,200,000 |
| Fair Value Adj. Resv-Receipt | - | - | - | - | - | - | - |
| Allocation Fund | - | - | 1,200,000 | - | 1,200,000 | - | - |
| Fair Value Adj. Reserve-Allocn | - | - | - | - | - | - | - |
| Building Fund | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve-Bldg | - | - | - | - | - | - | - |
| Reserve for Encum-Building | - | - | - | - | - | - | - |
| Debt Service Fund | | | | | | | |
| Appropriation Reserve | 2,350,210 | 2,350,127 | 8,172,755 | - | 10,596,937 | - | 2,276,155 |
| Reserve for Debt Service | - | - | - | - | - | - | - |

## SUMMARY OF ESTIMATED 2015-16 YEAR END FUND BALANCES

| Fund / Account | Estimated Fund Balance 2014-15 | Adopted Revenue 2015-16 | Transfers In | Transfers Out | Adopted Budget Expenditures 2015-16 | Adopted Capital Improvements 2015-16 | Estimated Year End Fund Balance 2015-16 |
|---|---|---|---|---|---|---|---|
| Assessment District Projects | | | | | | | |
| Appropriation Reserve | 409,552 | 9,096 | - | - | - | 100,000 | 318,648 |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Facilities Financing Plan Fund | | | | | | | |
| Appropriations Reserve | 13,928,520 | 139,521 | 8,500,000 | 8,862,635 | - | - | 13,705,406 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Major Facilities Replacement | | - | | | | | - |
| Civic Center | 1,735,603 | 18,377 | - | - | - | 152,585 | 1,601,395 |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumb-Civic Ctr | - | - | - | - | - | - | - |
| Reserve for Prepaid Items | - | - | - | - | - | - | - |
| | 1,735,603 | 18,377 | - | - | - | 152,585 | 1,601,395 |
| Parks & Community Centers | 1,951,745 | - | | - | - | 565,451 | 1,386,294 |
| Marina Park | (2,891,089) | 30,222 | - | - | - | 780,000 | (3,640,867) |
| Sunset Ridge Park | 2,869,349 | 23,122 | - | - | - | 292,000 | 2,600,471 |
| Police Facility | - | - | - | - | - | - | - |
| Lifeguard Headquarters | (121,076) | - | 138,585 | - | - | - | 17,509 |
| Strategic Planning | 39,994 | 392 | - | | - | 150,000 | (109,614) |
| Corporate Yard Consolidation | (165,394) | - | - | - | - | - | (165,394) |
| Fire Station Rebuild | 6,207,286 | 5 | - | - | - | 7,765,100 | (1,557,809) |
| West Newport Community Ctr | (33,500) | - | - | - | - | 450,000 | (483,500) |
| 15th St Restrm Cmplx (Design) | - | 44,864 | - | - | - | - | 44,864 |
| Facilities Miscellaneous | (502,205) | - | 551,295 | - | - | - | 49,090 |
| Big Canyon Resrvr Aux Mnt Yrd | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Public Arts & Culture | 343,495 | 152,904 | 64,685 | - | - | 64,685 | 496,399 |
| CIP Reapproprtns (Rebudget) | 64,685 | - | - | 64,685 | - | - | - |
| CIOSA Fund | | | | | | | |
| Appropriation Reserve | - | - | 72,917 | - | 72,917 | - | - |
| Fair Value Adj. Reserve | - | - | | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Newport Uptown Undergrounding | (119,000) | - | - | - | - | - | (119,000) |
| Balboa Village Parking Mgmt District | 105,820 | 398,537 | - | - | - | 468,500 | 35,857 |
| Neighborhood Enhancement | - | - | 900,000 | - | - | 900,000 | - |
| Misc. SAH Projects Fund | | | | | | | - |
| Appropriation Reserve | (15,291) | - | 15,291 | - | - | - | - |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Facilities Maintenance Fund | | | | | | | |
| Appropriation Reserve | 1,934,066 | 54,106 | 1,500,000 | - | - | 2,500,000 | 988,172 |
| Reserve for Encumbrance | - | - | - | - | - | - | - |
| Newport Bay Dredging Fund | | | | | | | |
| Permanent Endowment | 3,890,072 | 49,501 | - | - | - | - | 3,939,573 |
| Appropriation Reserve | 1,075,663 | - | - | - | - | - | 1,075,663 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Insurance Reserve Fund | - | - | | | | | |
| Workers Comp Reserve | 15,828,369 | 2,888,949 | | - | 3,374,000 | - | 15,343,318 |
| General Liability Reserve | 6,914,651 | 4,068,231 | - | - | 8,365,020 | - | 2,617,862 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Retiree Medical Fund | | | | | | | |
| Operating Fund | 2,250,679 | 6,052,824 | - | - | 7,605,895 | - | 697,608 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |

## SUMMARY OF ESTIMATED 2015-16 YEAR END FUND BALANCES

| Fund / Account | Estimated Fund Balance 2014-15 | Adopted Revenue 2015-16 | Transfers In | Transfers Out | Adopted Budget Expenditures 2015-16 | Adopted Capital Improvements 2015-16 | Estimated Year End Fund Balance 2015-16 |
|---|---|---|---|---|---|---|---|
| Pension Management Fund | | | | | | | |
| Appropriation Reserve | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Compensated Absence Fund | | | | | | | |
| Appropriation Reserve | 3,941,403 | 2,373,066 | | - | 2,145,075 | - | 4,169,394 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Information Technology Fund | 9,864,061 | 4,806,621 | 360,000 | - | 8,555,506 | - | 6,475,176 |
| Appropriation Reserve | - | - | - | - | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Equipment Fund | | | | | | | |
| Equipment Maintenance | (10,828) | 1,703,504 | - | | 1,697,087 | - | (4,411) |
| Equip Replacement - All Other | 9,358,244 | 2,941,022 | - | - | 2,339,509 | - | 9,959,757 |
| Equip Replacement - PD | 3,907,436 | 646,039 | - | - | 1,582,482 | - | 2,970,993 |
| Equip Replacement - Fire | 406,400 | 90,000 | - | - | - | - | 496,400 |
| 800 MHz Equipment | 2,170,015 | 26,654 | 1,000,000 | - | 1,000,279 | - | 2,196,390 |
| Parking Equipment | 405,425 | 354,954 | - | - | 265,000 | - | 495,379 |
| Recreation Equipment | - | 176,769 | 609,860 | - | 431,540 | - | 355,089 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| Water Enterprise Fund | | | | | | | |
| Residual Working Capital | 11,604,166 | 28,820,679 | - | 4,302,394 | 22,852,628 | 8,234,900 | 5,034,923 |
| Stabilization Reserve | 9,640,549 | - | - | - | - | - | 9,640,549 |
| Reserve for Future Infrastructure | 5,434,891 | - | 4,302,394 | - | - | - | 9,737,285 |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| CIP Reapproprtns (Rebudget) | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| | 26,679,606 | 28,820,679 | 4,302,394 | 4,302,394 | 22,852,628 | 8,234,900 | 24,412,757 |
| Wastewater Enterprise Fund | | | | | | | |
| Residual Working Capital | 883,078 | 3,054,551 | 144,747 | 573,762 | 3,388,614 | 120,000 | - |
| Stabilization Reserve | 1,422,956 | - | - | 144,747 | - | - | 1,278,209 |
| Reserve for Future Infrastructure | 737,552 | - | 573,762 | - | - | 400,000 | 911,314 |
| CIP Reapproprtns (Rebudget) | - | - | - | | - | - | - |
| Fair Value Adj. Reserve | - | - | - | - | - | - | - |
| Reserve for Encumbrances | - | - | - | - | - | - | - |
| | 3,043,586 | 3,054,551 | 718,509 | 718,509 | 3,388,614 | 520,000 | 2,189,523 |
| TOTAL | 222,884,032 | 278,397,706 | 63,994,308 | 63,994,308 | 258,427,672 | 62,623,991 | 180,230,077 |

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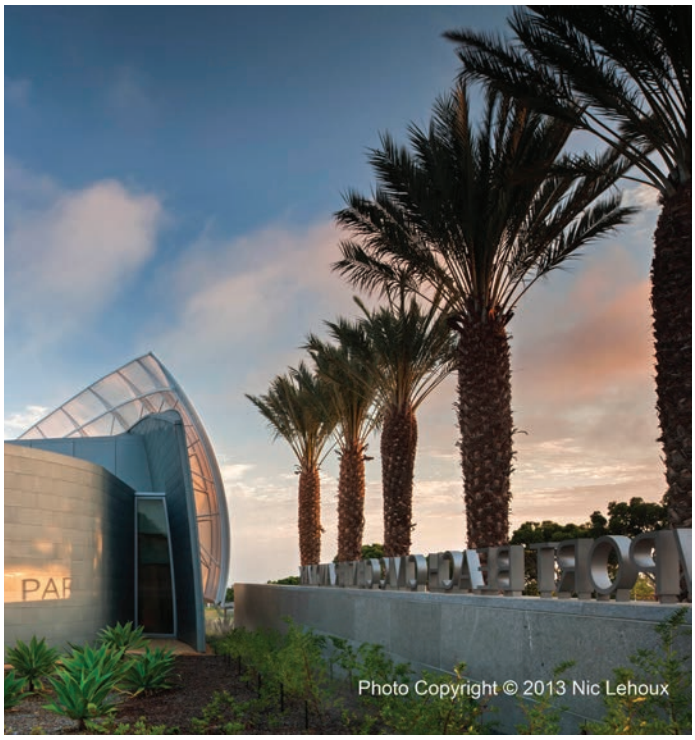
# CITY COUNCIL

## MISSION STATEMENT

To protect and enhance Newport Beach's unique quality of life for the full enjoyment of its residents, visitors and business owners and to direct the efficient and effective delivery of municipal services in a transparent and accessible way.

## OVERVIEW

Newport Beach is a charter city with a Council-Manager form of government. Unlike a general law city that only has certain powers granted by the state, a city governed by a voter-approved charter establishes its own powers and authorities.




The seven members of the Newport Beach City Council each represent and reside in one of seven districts, but they are elected at-large by all of the community's registered voters and therefore serve a broader constituency.

While being a City Council member is considered a part-time job, the actual time commitment can be significant. In addition to City Council meetings, Council Members hold special local and regional committee assignments, meet frequently with local residents and business owners as well as City staff to discuss issues and projects, and regularly attend a variety of community events.

Per the charter, the City Council hires three people: the City Manager, the City Clerk and the City Attorney. The City Manager oversees the hiring and management of the rest of the staff. It is the City Council's responsibility to enact policy and the City Manager's job to implement the Council's wishes.

## GOALS

In Newport Beach, the City Council reviews and approves various tools that are critical to implementing policy. The City's yearly budget is one of the most vital tools, as it applies resources to the Council's recommended policies, goals, and programs.

Several major milestones were accomplished in FY 14-15 and in years previous, including the extension of the John Wayne Airport Settlement Agreement, record low crime rates, the completion of the Civic Center and Sunset Ridge Park, a significant paydown of unfunded pension liability, dredging of the Upper and Lower Newport Bays, improved water quality in the

ocean and bay, and creating a smaller, smarter government. Following on that, the Council in FY 15-16 expects to focus on these issues, among others:

1. Fostering transparency and quality communications with residents and businesses;

2. Completing the Marina Park project on the Balboa Peninsula;

3. Improving the efficiency of local government, including added review of major cost items such as facilities;

4. Renewed analysis of our tidelands operations, including rental rates charged and expenditures from the Tidelands Fund.

## TOTAL CITY COUNCIL COSTS:

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 177,709 | $ 177,194 | $ 265,382 | $ 291,982 |
| Maintenance and Operations | $ 818,394 | $ 1,332,201 | $ 1,177,746 | $ 817,350 |
| Capital Equipment | $ 849 | $ - | $ 1,800 | $ 1,800 |
| Total | $ 996,952 | $ 1,509,395 | $ 1,444,928 | $ 1,111,132 |

# CITY CLERK

## MISSION STATEMENT

To provide service to the Mayor and City Council, City Manager, City Departments and the public in a courteous, timely and efficient manner while remaining neutral and impartial. To improve the administration of the affairs of the City Clerk's Office consistent with applicable laws and through sound management practices to provide easier access to local government and fulfill our responsibility to the residents of Newport Beach.

## DEPARTMENT OVERVIEW

The City Clerk's Office provides service and support to the Mayor, City Council, City Manager and administrative departments, as well as the public. As the office of record, the City Clerk has responsibility for maintaining the official records of City Council actions in accordance with the legal requirements for public meetings and execution of all minutes, ordinances, resolutions and contracts. Services to the public include assistance with understanding and participating in the decision and policy making process and asssistance with day to day inquiries.

## GOALS

- Increase ease of access to City records, enhance transparency, and create a more paperless environment through the implementation of a records management system (Laserfiche) and an agenda management workflow system.
- Provide continued support to staff and improve various City processes, e.g. Board, Commission, and Committees, and the agenda packet process.
- Continue to assist the public in the democratic process for local government.

## DEPARTMENT CORE FUNCTIONS

- Prepare, publish and notice agendas and documents for City Council meetings. Record and maintain the proceedings of all City Council meetings.
- Maintain the document imaging system in order to reduce staff time in searching, retrieving and copying records, as well as providing storage for permanent records.
- Provide staff and the residents with online access to the Newport Beach Municipal Code;

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| Council Meetings, Regular | 22 | 22 | 22 | 22 |
| Council Meetings, Special or Adjourned | 22 | 22 | 22 | 22 |
| Resolutions adopted | 126 | 80 | 105 | 105 |
| Ordinances adopted | 22 | 27 | 25 | 25 |
| Claims/Summons and Complaints processed | 100 | 142 | 120 | 120 |
| Contracts/Agreements processed | 470 | 448 | 460 | 460 |
| Notices of Completion/Release Bonds | 23 | 12 | 20 | 20 |
| Documents process to Orange County Recorder | 45 | 15 | 30 | 30 |
| Public Records Act requests processed | 290 * | 506 | 400 | 400 |
| FPPC Form management | 370 | 315 | 345 | 345 |
| Notaries | 180 | 128 | 150 | 150 |
| BID Openings | 20 ** | 36 | 30 | 30 |

* Effective January 2012 (pursuant Council Policy E-1)

** Prior to FY 12/13 this workload indicator was not tracked

Council Policy Manual; Boards, Commissions and Committees Manual; applications and vacancy notices for Boards and Commissions; and City Council agendas, minutes and staff reports.

- Maintain the Appointive List for Boards and Commissions as required under the Maddy Appointive List Act.
- Process legal publications, postings and notices.
- Ensure accurate codification of City-adopted ordinances.
- Act as Filing Officer for the Political Reform Act of 1974 regulations (Campaign Disclosure Forms and Statements of Economic Interest.)
- Receive and open bids for City projects.
- Accept and transmit Claims for damages, and Summons and Complaints against the City.
- Serve as the City's Election Official and receive petitions relating to initiatives, referendums or recalls.
- Administer oaths, affirmations and acknowledgements.
- Receive and transmit Public Records Act requests.

## DEPARTMENT WORK PLAN

- Continue efforts to reduce hard-copy agenda packets, make available on the website and assist residents with the location of such documents.
- Promote the use of electronics in lieu of paper.
- Assist with the implementation of various software for the Civic Center, including a Council Chambers voting system and agenda management system.
- Transition from the previous records management software with the updated Laserfiche software.
- Ensure transition is quality assured and provide necessary assistance to staff and the public.
- Preserve permanent records in a newly improved vault.
- Continue to update and improve documentation provided on the City's website.
- Make documents better attainable using the new records management software.
- Revise pursuant to the Maddy Act and continue to issue updates as they occur.
- Continue to follow publication and posting requirements in accordance with State mandates, and make this information available on the City's webpage.
- Work with City staff in the preparation and timing of notices for publication.
- Work closely with the City's codifier to ensure an accurate Newport Beach Municipal Code.
- Notify and follow up with all Form 400 and Form 700 filers of their filing obligations pursuant to FPPC regulations.
- Work with City departments to schedule bid openings and have appropriate staff in attendance during the openings to answer any questions.
- Process in a timely manner and maintain the official Claims log for the City.
- Provide the public, Risk Management and our Third Party Administrator with requests and necessary information.
- Comply with all laws and regulations related to the conduct of elections.
- Continue to administer the Oath or Affirmation to new officials.
- Consistent with City Council Policy E-1, assist the public and staff on all requests.

## TOTAL CITY CLERK PROGRAM COSTS:

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 473,860 | $ 523,789 | $ 537,250 | $ 580,854 |
| Maintenance and Operations | $ 206,363 | $ 154,090 | $ 210,398 | $ 145,969 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Subtotal | $ 680,223 | $ 677,879 | $ 747,648 | $ 726,823 |
| Elections | $ 68,027 | $ 4,961 | $ 100,000 | $ 5,000 |
| Total | $ 748,250 | $ 682,840 | $ 847,648 | $ 731,823 |

## TOTAL CITY CLERK BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| City Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| Department Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Deputy City Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *4.0* | *4.0* | *4.0* | *4.0* |
| **Total Budgeted Staffing** | **4.0** | **4.0** | **4.0** | **4.0** |

# CITY MANAGER

## MISSION STATEMENT

Efficiently and effectively deliver outstanding amenities, quality programs, strong services, and provide for strong community engagement.

## DEPARTMENT OVERVIEW

The City of Newport Beach operates under a Council-Manager form of government. The elected seven-member City Council appoints the city manager to provide executive leadership and oversee the day-to-day business of the City government. The city manager is responsible for implementing City Council policies, directing City departments and operations, and developing and managing the City's capital and operating budgets.

The City Manager's Office includes the public information, economic development and information technology divisions.

## KEY DEPARTMENT PROGRAMS

- City Management
- Public Information
- Economic Development
- Information Technology

## GOALS

- Provide leadership and strategic direction to the City's operating departments;
- Maintain strong fiscal accountability and improved transparency of public funds and resources;
- Provide direction and oversight to the development and execution of the City's annual budget and Capital Improvement Program, including the Facilities Financing Program (FFP);
- Effectively engage the public;
- Provide an information technology infrastructure and top quality IT support to help the City remain an efficient organization.

## TOTAL CITY MANAGER DEPARTMENT COSTS

| | 2012-13◦ Actual | 2013-14• Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,458,842 | $ 1,494,738 | $ 1,481,100 | $ 1,597,934 |
| Maintenance and Operations | $ 651,636 | $ 1,199,268 | $ 1,654,529 | $ 1,425,426 |
| Capital Equipment | $ 1,448 | $ 2,304 | $ 3,854 | $ 3,854 |
| Information Technology Program | $ 5,017,254 | $ 4,232,060 | $ 8,520,464 | $ 8,555,505 |
| Total | $ 7,129,180 | $ 6,928,370 | $ 11,659,947 | $ 11,582,719 |

◦ Police Department Information Technology functions moved to the Police Department budget in FY 2012-13.

• Expenditures for the City's new ERP system and CAD/RMS systems were budgeted for FY 2013-14.

# PROGRAMS

## CITY MANAGEMENT

The executive staff, led by the City Manager, is responsible for the implementation of City Council goals, oversight of day-to-day organizational operations and delivering a balanced budget. The City Manager continues to modernize the City's organizational structure to improve efficiency and customer service and to reduce operational costs and long-term financial obligations.

## CITY MANAGEMENT PROGRAM COSTS

| | 2012-13 Actual* | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,028,673 | $ 1,118,928 | $ 1,116,681 | $ 1,202,784 |
| Maintenance and Operations | $ 396,330 | $ 508,153 | $ 589,743 | $ 507,194 |
| Capital Equipment | $ 1,448 | $ 1,841 | $ 3,854 | $ 3,854 |
| Total | $ 1,426,451 | $ 1,628,921 | $ 1,710,278 | $ 1,713,832 |

*50% of HR Director/Deputy City Manager transferred to division in FY 2012-13.

## CITY MANAGEMENT BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant to Assistant City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant to the City Manager | 1.00 | - | - | - |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Manager | - | 0.50 | 0.50 | 0.50 |
| Executive Assistant to City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| IT Manager | - | 0.50 | 0.50 | 0.50 |
| ***Total Full-Time*** | *5.00* | *5.00* | *5.00* | *5.00* |
| **Part-Time** | | | | |
| Intern | - | - | 0.24 | 0.24 |
| ***Total Part-Time*** | - | - | *0.24* | *0.24* |
| **Total Budgeted Staffing** | **5.00** | **5.00** | **5.24** | **5.24** |

# PUBLIC INFORMATION

## INTENDED OUTCOME

To effectively deliver information about City policies and programs, understand community interests, and engage our residents, businesses and visitors early and often.

## CORE FUNCTIONS

- Provide community outreach, media relations and public relations assistance to City departments to facilitate communication with the community and help identify potential issues and solutions.
- Provide information, both proactively and in response to inquiries, to members of the news media and the public.
- Encourage citizen engagement by using interactive communication tools and techniques to share and gather information.

## WORK PLAN

- Improve community engagement through expanded use of digital communication tools including Connect Newport Beach and social media.
- Develop and execute a communication training program to help equip City employees with the skills and tools needed to help provide accurate and timely information about City programs and projects.
- Review and update (as needed) City communication policies.
- Continue to create web and social media content, print materials, and videos focused on current community projects, programs and issues.

## PUBLIC INFORMATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 430,169 | $ 375,810 | $ 333,446 | $ 362,048 |
| Maintenance and Operations | $ 99,266 | $ 185,776 | $ 332,536 | $ 340,983 |
| Capital Equipment | $ - | $ 463 | $ - | $ - |
| Total | $ 529,435 | $ 562,050 | $ 665,982 | $ 703,031 |

## PUBLIC INFORMATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Analyst | - | - | - | 1.0 |
| Public Information Specialist | 1.0 | 1.0 | 1.0 | - |
| Public Information Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *2.0* | *2.0* | *2.0* | *2.0* |
| **Part-Time** | | | | |
| Production Assistant | 2.45 | - | - | - |
| ***Total Part-Time*** | *2.45* | - | - | - |
| **Total Budgeted Staffing** | **4.45** | **2.0** | **2.0** | **2.0** |

# ECONOMIC DEVELOPMENT

## INTENDED OUTCOME

To create quality infrastructure and services, to make it easy and simple for businesses to secure permits and plan check, and to further strengthen City/business relationships.

## WORK PLAN

- Support efforts and identify projects and funding sources to revitalize the physical environment and public infrastructure in the City's commercial districts.
- Foster relationships with business owners and representatives in each of the City's core business sectors.
- Support the community's merchants associations and business improvement districts.
- Simplify City procedures and improve clarity and ease of access for businesses.

## ECONOMIC DEVELOPMENT PROGRAM COSTS

| | 2012-13 Actual* | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ - | $ - | $ 30,973 | $ 33,102 |
| Maintenance and Operations | $ 156,041 | $ 505,339 | $ 732,249 | $ 577,249 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 156,041 | $ 505,339 | $ 763,222 | $ 610,351 |

*This new division was created in FY 2012-13; formerly CDD - Econ Devt division 2720.

## ECONOMIC DEVELOPMENT BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Part-Time** | | | | |
| Fiscal Clerk, P/T | - | - | 0.50 | 0.50 |
| ***Total Part-Time*** | - | - | *0.50* | *0.50* |
| **Total Budgeted Staffing** | **0.0** | **0.0** | **0.50** | **0.50** |

NEWPORT BEACH RESTAURANT ASSOCIATION

# INFORMATION TECHNOLOGY

## INTENDED OUTCOME

To partner with and provide City departments with tools and technological solutions, both hardware and software, to enable them to deliver top quality service to our residents, business customers and staff.

## CORE FUNCTIONS

- Application Development and Support
- PC and Data Center Hardware Maintenance and Support
- Network Administration
- GIS Mapping Administration and Support
- Phone/Communications Systems Administration and Support
- Document Management and Workflow Support
- Database Management

- Development and Administration of the City's web sites
- E-mail & Voicemail Support
- Cyber Security

CITY NEWPORT BEACH "Partners in the pursuit of innovative solutions"

## WORK PLAN

- Continue implementing the IT Strategic Plan including;
- Implement the new Enterprise Resource Planning (ERP - Finance, HR, Budget, Payroll, Utility Billing etc.) system. Finance/Budget goes live in July 2015, HR/Payroll goes live January 2016 and others follow shortly thereafter.
- Create paperless workflows to increase organization efficiency and reduce paper use.
- Upgrade our network infrastructure to increase bandwidth capability and create back up redundancy.
- Provide efficient tools for field personnel. (e.g., Tablets with mapping tools for maintenance staff)
- Expand City information access through next generation of GIS maps and website/app design to improve how complicated City data is summarized in intuitive and interactive ways.
- Overall, the IT Division continues to help the City further streamline its operations by using cutting-edge, off-the-shelf technology that has greater flexibility and skill, and utilizes private resources where appropriate.

## INFORMATION TECHNOLOGY PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15◦ Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,068,087 | $ 2,079,177 | $ 2,270,981 | $ 2,599,666 |
| Maintenance and Operations | $ 1,168,587 | $ 2,033,661 | $ 4,870,647 | $ 3,927,776 |
| Capital Equipment | $ 1,780,579 | $ 119,222 | $ 1,378,836 | $ 2,028,064 |
| Total | $ 5,017,254 | $ 4,232,060 | $ 8,520,464 | $ 8,555,506 |

◦ Expenditures for the City's new ERP system budgeted for FY 2014-15

## INFORMATION TECHNOLOGY BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Applications Coordinator P.D. | 2.0 | - | - | - |
| Chief Information Officer | 1.0 | - | - | - |
| Electronics Specialist | - | - | - | - |
| Engineering Technician | 0.5 | 0.5 | 0.5 | 0.5 |
| GIS Analyst | 2.0 | 2.0 | 2.0 | 2.0 |
| GIS Technician | 1.0 | 1.0 | 1.0 | 1.0 |
| Information Systems Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| IT Applications Analyst | 3.0 | 3.0 | 3.0 | 3.0 |
| IT Applications Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| IT Manager | - | 0.5 | 0.5 | 0.5 |
| IT Operations Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| IT Specialist III | 2.0 | 2.0 | 1.0 | 1.0 |
| IT Technician | 1.0 | 1.0 | 2.0 | 2.0 |
| Library Information Systems Administrator | 1.0 | - | - | - |
| Personal Computer/Network Coordinator | 1.0 | - | - | - |
| Police Computer Systems Manager | 1.0 | - | - | - |
| Police MIS Specialist | 1.0 | - | - | - |
| Senior IT Applications Analyst | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior IT Specialist | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *21.5* | *15.0* | *15.0* | *15.0* |
| **Part-Time** | | | | |
| GIS Technical Aide | 0.5 | 0.5 | 0.5 | 0.5 |
| Accountant P/T Limited Term | - | - | - | 1.0 |
| Human Resources Analyst P/T Limited Term | - | - | - | 1.0 |
| Sr. Fiscal Clerk P/T Limited Term | - | - | - | 1.75 |
| ***Total Part-Time*** | *0.5* | *0.5* | *0.5* | *4.25* |
| **Total Budgeted Staffing** | **22.0** | **15.5** | **15.5** | **19.25** |

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# HUMAN RESOURCES

## MISSION STATEMENT

To hire and retain quality employees to fulfill the City's organizational goals, reduce City's liability costs through proactive, sound administrative measures and serve as advisor to internal City and external customers.

## DEPARTMENT OVERVIEW

The Human Resources (HR) Department provides professional customer service and support to City Council, Civil Service Board, City departments, employees, and the public. We provide organizational strategy and analytical information to the City Manager in order to meet key Council goals established for negotiations with bargaining units, working towards organizational transparency and assist in restructuring/improving departments to plan for the future workforce.

We continue to offer sound, diversified training opportunities to help staff meet and anticipate the needs of the community, while maintaining the City of Newport Beach as an exceptional place to work. HR is committed to hiring capable, versatile and highly-qualified talent for the organization, while adhering to budgetary parameters.

We provide expertise in employment-related laws and best practices to departments to minimize or avoid City liability. This includes areas such as workers' compensation, safety, liability prevention, risk management topics, and an annual assessment of the benefit program for viability and cost effectiveness. By staying proactive with the many employment changes, we are able to adjust programs accordingly and remain legally compliant.

Deputy City Manager/Human Resources Director Terri Cassidy is the Secretary to the Civil Service Board and works collaboratively with the City Attorney's Office to help the Board comply with the City Charter, Civil Service Board Rules, Procedural Hearing Rules, City Policy, Memoranda of Understanding (labor contracts), employee/employer relations and to maintain best practices in government and industry.

## KEY DEPARTMENT PROGRAMS

- Benefits
- City-wide Administration
- Civil Service Board Support
- Labor Relations/Contract Administration & Implementation
- Recruitment & Selection
- Risk Management
- Training (City-wide)

## GOALS

- Assist City Council and City Manager's Office in reaching their annual goals.
- Maintain risk avoidance and low levels of liability for the City.
- Offer viable and cost-effective resources and benefits to City employees.
- Continue to enhance administrative and talent management in all departments through the use of online services, in-house training and employee relations/counseling and other measures.

- As one of the lead departments, successfully help design, train and implement the new, City-wide Enterprise Resource Planning computer program (change management). The new program will provide better tools and services for the community as well as improve the records, benefits and employee resource processes.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| Recruiting & Administration Division | | | | |
| Full-time Recruitments | 48 | 51 | 46 | 50 |
| Part-time Recruitments | 25 | 34 | 35 | 40 |
| Tuition Reimbursements | 192 | 204 | 205 | 225 |
| Unemployment Claims | 20 | 37 | 37 | 37 |
| Classification & Compensation Studies | 0 [1] | 0 [1] | 0 [1] | 0 [1] |
| Benefits & Risk Management Division | | | | |
| Benefit Transactions | 2,730 | 3,300 | 3,630 | 3,810 |
| Retirements | 35 | 19 | 13 | 17 |
| General Liability Claims | 107 | 100 | 100 | 105 |
| Industrial Disability Retirements | 4 | 6 | 4 | 7 |
| Workers' Comp & Disability Claims | 137 | 107 | 107 | 110 |

[1] HR has withheld conducting classification studies as a result of the Fox Lawson & Associates City-wide study, which was initiated in August 2012. The proposed new classification structure is a revision to the current system, affecting the majority of City classifications. Study conclusion and implementation of certain changes is anticipated to occur in FY2015-16

## TOTAL HUMAN RESOURCES DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,520,624 | $ 1,579,754 | $ 1,668,602 | $ 1,608,179 |
| Maintenance and Operations | $ 934,996 | $ 982,900 | $ 1,020,901 | $ 997,860 |
| Capital Equipment | $ 8,138 | $ 2,264 | $ 5,634 | $ 5,634 |
| Total | $ 2,463,759 | $ 2,564,918 | $ 2,695,137 | $ 2,611,673 |

| CORE FUNCTIONS | WORK PLAN |
|---|---|
| • Coordinate, organize and provide City-wide training to facilitate employee's knowledge of current practices. | • Organize, track and ensure Mandated Training Compliance (Sexual Harassment/ Discrimination/Bullying Prevention).<br>• Perform and/or Organize City-wide trainings such as Organizational Effectiveness, Performance Pro Software (Employee Performance Evaluations), Quarterly Administrative Meetings and others. |
| • Facilitate collective bargaining for all exclusively recognized bargaining units (currently 10 associations) and administer unrepresented Key & Management Work Rules. | • Negotiate with the bargaining units in good faith resulting in collaborative bargaining and a Memorandum of Understanding.<br>• Provide resources for City departments and staff. |
| • Provide resources for City departments and staff. | • Open Enrollment and Employee Health Fair<br>• New Hire Orientation<br>• Public Agency Retirement Services (PARS) Coordination<br>• Retirement Procedures<br>• Employee Assistance Program |
| • Ensure compliance with local, state and federal rules & regulations | • Review and update Personnel documents and processes, such as: the Employee Policy Manual, new hire orientation, pre-employment, training materials and forms - for compliance with new laws and regulations such as but not limited to:<br>• Affordable Care Act<br>• Americans with Disabilities Act<br>• Consolidated Omnibus Budget Reconciliation Act (COBRA)<br>• DMV Employer Pull Program<br>• Department of Transportation Mandatory Drug Testing Program<br>• Family Medical Leave Act (FMLA) Compliance<br>• Health Insurance Portability and Accountability Act (HIPAA) Compliance<br>• Federal/State Labor Laws & Labor Code<br>• Safety Program (OSHA)<br>• Worker's Compensation Program |

| CORE FUNCTIONS | WORK PLAN |
|---|---|
| • Initiate, coordinate, facilitate and process recruitments and selection of City employees. | • Develop effective recruitment plans and processes to ensure the selection and retention of qualified talent.<br>• Facilitate job offers and promotions to provide excellent customer service and meet all City departments' staffing needs.<br>• Continue to gain knowledge and provide assistance with the online recruitment software (NeoGov) and other employment resources. |
| • Actively serve as part of the Enterprise Resource Planning system City-wide Implementation Team. | • Provide staff support in designing, implementing and training to ensure an effective system and develop improved practices and employee resources. |
| • To administer and train employees on the City's benefit programs. | • Coordinate and assist all eligible, City employees with the Health/Dental/Vision and Retirement Benefits and Deferred Compensation program.<br>• Facilitate and train employees on Disability Benefits and Workers' Compensation programs.<br>• Provide direction and guidance in using the Employee Assistance Program (on a voluntary or mandatory basis.) |
| • Organize and administer City-wide events and programs. | • Solicit nominations from local schools and employees and facilitate the Ackerman Trust Scholarship program, annually.<br>• Coordinate and organize the annual Employee Recognition event, which includes administering the Employee of the Year process and award.<br>• Lead the Healthy Eating Active Living (HEAL) and Innovation/ Improvement Incentive Program (IIIP) activities and ideas.<br>• Providing restructuring assistance & transitional support to management and employees.<br>• Assist employees and assure compliance with the Tuition Reimbursement program. |

| CORE FUNCTIONS | WORK PLAN |
|---|---|
| • Provide counseling to City departments and staff members. | • Employee Career and Promotional Counseling<br>• Supervisor Succession Planning<br>• Employee Relations Progressive Discipline Policy<br>• Grievances<br>• Pensions/Related Topics |
| • Supports the City's Civil Service Board (CSB) and maintains the integrity of the Civil Service Rules & Regulations System and Hearing Procedures. | • Provide staff support and guidance in all matters pertaining to the CSB, specifically administrative hearings. |
| • City-wide classification and compensation study. | • With the completion of the preliminary classification structure, continue research and study of the compensation portion; which is anticipated to finalize this fiscal year. |
| • Oversee and maintain administrative procedures. | • Administer insurance programs to protect City operators/activities and property<br>• City Hall Access/Security<br>• General Liability Claims Regarding Personal Injury and Property Damage<br>• Records Management<br>• Special Events Review<br>• Update and Maintain Employee Records in Database<br>• Verifications of Employment<br>• Administer Insurance Programs to Protect City Operators/Activities and Property |

## RECRUITING & ADMINISTRATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 825,145 | $ 848,583 | $ 934,268 | $ 974,670 |
| Maintenance and Operations | $ 596,385 | $ 677,783 | $ 605,659 | $ 606,649 |
| Capital Equipment | $ 8,138 | $ 2,264 | $ 5,634 | $ 5,634 |
| Total | $ 1,429,668 | $ 1,528,629 | $ 1,545,561 | $ 1,586,953 |

## RECRUITING & ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant to the HR Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Department Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Manager | - | 0.25 | 0.25 | 0.25 |
| HR/RM Department Administrator | 0.50 | 0.25 | 0.25 | - |
| Human Resources Analyst | 1.00 | 1.00 | 1.00 | - |
| Human Resources Director | 0.50 | - | - | - |
| Human Resources Manager | - | - | - | 1.00 |
| Human Resources Specialist II | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Supervisor | 1.00 | 1.00 | 1.00 | - |
| Senior Human Resources Analyst | 1.00 | 1.00 | 1.00 | 2.00 |
| ***Total Full-Time*** | *7.00* | *6.50* | *6.50* | *6.25* |
| **Part-Time** | | | | |
| Office Assistant P/T | - | - | 0.30 | 0.30 |
| ***Total Part-Time*** | - | - | *0.30* | *0.30* |
| **Total Budgeted Staffing** | **7.00** | **6.50** | **6.80** | **6.55** |

## BENEFITS & RISK MANAGEMENT PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 695,480 | $ 731,171 | $ 734,334 | $ 633,508 |
| Maintenance and Operations | $ 338,611 | $ 305,118 | $ 415,242 | $ 391,211 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 1,034,091 | $ 1,036,288 | $ 1,149,576 | $ 1,024,719 |

## BENEFITS & RISK MANAGEMENT BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Department Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Manager | - | 0.25 | 0.25 | 0.25 |
| HR/RM Department Administrator | 0.50 | 0.75 | 0.75 | - |
| Human Resources Director | 0.50 | - | - | - |
| Human Resources Manager | - | - | - | 1.00 |
| Human Resources Specialist I | 1.00 | 1.00 | 1.00 | - |
| Human Resources Specialist II | 1.00 | 1.00 | 1.00 | 2.00 |
| Human Resources Supervisor | 1.00 | 1.00 | 1.00 | - |
| ***Total Full-Time*** | *5.00* | *5.00* | *5.00* | *4.25* |
| **Total Budgeted Staffing** | **5.00** | **5.00** | **5.00** | **4.25** |

# CITY ATTORNEY

## MISSION STATEMENT

The City Attorney's Office provides timely, cost-effective, quality legal advice and services to support the City Council, the City Manager and all City departments, boards, commissions and committees in achieving the City Council's goals while limiting risk and costs to the taxpayers.

## DEPARTMENT OVERVIEW

The City Attorney's Office provides legal advice and services to the City Council, City staff, boards, commissions and committees through the preparation of ordinances, resolutions, contracts and legal opinions relating to land use, public safety and other municipal law matters. As the prosecutor for the City, the City Attorney's Office protects the health, safety and welfare of the public through the effective prosecution of violations of the Charter and Municipal Code. The City Attorney's Office also represents the City, its officers and staff in civil litigation matters and manages the legal services provided to the City by outside legal counsel.

## KEY DEPARTMENT PROGRAMS

- Advisory
- Representation

## GOALS

- Continue to provide the highest quality legal services in an efficient and cost effective manner to the City Council, City officials, City staff, boards, commissions and committees.
- Assist in developing legal strategies for implementing City Council goals, identifying legal issues related to community development proposals, and responding to community concerns.
- Propose alternative and legally acceptable ways to accomplish the City Council's objectives when the City encounters legal obstacles.
- Maintain an accessible attorney staff, provide timely responses to formal and informal requests for legal advice and enhance legal support to City departments.
- Represent the City in legal proceedings and effectively manage legal services provided by outside counsel.

- Support City staff's efforts to resolve violations of the Charter and Municipal Code in a fair and timely manner.
- Pursue cost controls and expenditure restrictions to decrease costs and promote efficiencies in the legal services provided to the City.
- Attract, develop, and retain qualified and experienced legal staff.

## CITY ATTORNEY'S OFFICE PROGRAMS

The City Attorney's Office, led by the City Attorney, is responsible for advising the City Council, the City Manager and all City departments, boards, commissions and committees regarding applicable legal requirements, as well as representing the City in administrative proceedings and litigation.

### CITY ATTORNEY'S OFFICE PROGRAM COSTS:

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,264,453 | $ 1,280,963 | $ 1,284,034 | $ 1,363,448 |
| Maintenance and Operations | $ 213,997 | $ 198,587 | $ 286,479 | $ 214,200 |
| Capital Equipment | $ 664 | $ 3,653 | $ 7,262 | $ 3,000 |
| Outside Counsel | $ 553,915 | $ 607,413 | $ 715,000 | $ 715,000 |
| Total | $ 2,033,029 | $ 2,090,616 | $ 2,292,775 | $ 2,295,648 |

### CITY ATTORNEY'S OFFICE BUDGETED STAFFING:

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Assistant City Attorney | 2.0 | 3.0 | 3.0 | 3.0 |
| Administrative Assistant to the City Attorney | 1.0 | 1.0 | 1.0 | 1.0 |
| Budget Analyst | 0.1 | 0.1 | - | - |
| City Attorney | 1.0 | 1.0 | 1.0 | 1.0 |
| Deputy City Attorney | 2.0 | - | - | - |
| Legal Assistant | 1.0 | 1.0 | - | - |
| Paralegal | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *8.1* | *7.1* | *6.0* | *6.0* |
| **Part-Time** | | | | |
| Paralegal, P/T | - | - | 0.5 | 0.5 |
| ***Total Part-Time*** | - | - | *0.5* | *0.5* |
| **Total Budgeted Staffing** | **8.1** | **7.1** | **6.5** | **6.5** |

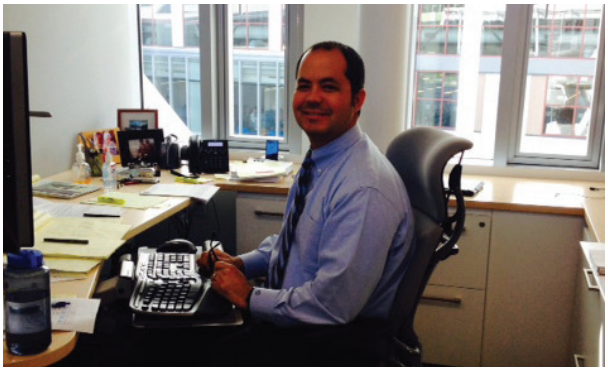
## ADVISORY

### INTENDED OUTCOME:

To provide the highest quality legal advice and services to the City Council, City officers, City staff, boards, commissions and committees.

### CORE FUNCTIONS:

- Provide support at meetings of the City Council, boards, commissions and committees.
- Develop and maintain systems to provide legal services in a timely, accurate and efficient manner.
- Provide timely and accurate legal advice to all departments, including reviewing and/or preparing all contracts, ordinances, resolutions and other legal documents.
- Provide support to the City Clerk's Office in regards to Public Records Act requests.
- Continue to assist City staff to manage risk in an appropriate manner.



### WORK PLAN:

- Coordinate with City departments to ensure that attorneys are properly assigned to cover meetings and participate in training staff, commissioners, board members and committee members regarding applicable legal requirements.
- Utilize technology to allow for the timely, accurate and efficient provision of contracts, ordinances and resolutions.
- Assign work to attorneys with requisite experience to handle matters in a timely/ accurate manner.
- Ensure that all attorneys continue to participate in continuing education courses.
- Assist the City Clerk to interpret legal requirements under the Public Records Act.
- Continue to work with the City's Risk Manager to appropriately limit risk.

# REPRESENTATION

## INTENDED OUTCOME:

To represent the City of Newport Beach in litigation and administrative matters in a cost effective manner.

## CORE FUNCTIONS:

- Represent the City of Newport Beach in litigation related to violations of the City's Charter and Municipal Code.
- Provide representation to the City in administrative matters and litigation.
- Effectively monitor outside counsel's representation of the City in litigation matters.

## WORK PLAN:

- Coordinate with the City's Code Enforcement and Planning Divisions to ensure that City staff is appropriately trained regarding legal requirements.
- Collaborate with City staff to ensure that code enforcement matters are resolved in a timely, fair and consistent manner.
- Continue to represent the City at administrative hearings and in litigation matters.
- Ensure that outside counsel continue to comply with billing guidelines and that outside counsel are providing quality legal services in a timely and cost effective manner.

## PERFORMANCE MEASURES:

The following service indicators are provided as a means to quantify some of the general work performed by the City Attorney's Office throughout the year.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| City Council, Board, Commission and Committee Meetings | 120 | 103 | 105 | 105 |
| City Council, Board, Commission, Committee and Staff Training | 17 | 17 | 18 | 20 |
| Preparation/review of Contracts, Agreements, MOUs | 500 * | 568 | 572 | 550 |
| Preparation/review Ordinances | 26 | 26 | 28 | 26 |
| Preparation/review Resolutions | 140 | 86 | 92 | 85 |
| Respond to Records Requests | 40 | 60 | 122 | 60 |
| Subpoenas | 60 | 97 | 78 | 95 |
| Pitchess Motions | 3 | 5 | 4 | 5 |
| Criminal/Civil Litigation Caseload | 75 | 92 | 176 | 170 |

* Beginning in Fiscal Year 2012-13, CAO treated all amendments to an agreement as one in the same agreement for tracking purposes.

# FINANCE

## MISSION STATEMENT

The Finance Department is committed to providing prudent financial management of publicly entrusted resources and providing the organization with the highest quality financial planning and control, accounting, financial reporting, analytical support and revenue administration. We will establish and maintain a level of trust with our community and our City Council. We will value input and continually strive to provide the best service possible to the departments we serve.

## DEPARTMENT OVERVIEW

The Department's primary purpose is to act as the chief financial steward over all public resources and to provide a wide variety of financial, technical, and support functions generally encompassed by treasury, accounting, budgeting, long-term financial planning, auditing, and revenue administration. Prudent financial services are critical to the City's financial stability, and the City's ability to consistently deliver the highest quality of municipal services our residents have grown to expect and deserve.

Financial reporting is critical to the financial credibility of the City and intelligent decision making. The City places a high value on transparency in all matters concerning the City's financial position and cost of operations. To this end, Finance shall provide clarity and full disclosure in all financial documents, including but not limited to, the City's Budget, Quarterly Financial Reports, Comprehensive Annual Financial Reports, and compliance filings. We will go beyond the minimum reporting requirements established by professional standards organizations, including applying to professional certificate achievement programs and completing voluntary event disclosure filings. We will provide accurate, reliable, and timely financial information to the entire organization and members of the public.

The Finance Department is committed to supporting the Council's Fiscal Sustainability Plan by maintaining appropriate cash reserves, ensuring that Newport Beach continues to receive the highest possible rating from credit agencies, and accurately reporting and forecasting revenue and expenditure performance on a quarterly basis and appropriately calculating fair and defensible cost recovery targets. The Finance Department is also a key component in the implementation of the integrated Enterprise Resource Planning Software System (ERP) in FY 2015-16. This comprehensive financial and human resource software system, including implementation services, training, and technical support, will result in stronger decision support by providing more accurate, integrated and timelier information; improve customer service by

expanding the use of web and mobile device applications; and provide numerous workflow process improvements that will streamline and enhance workplace efficiency. The ERP consists of four major phases and will be implemented through 2016.

## KEY DEPARTMENT DIVISIONS

- Administration
- Financial Planning
- Revenue Administraton
- Financial Reporting

## GOALS

- Manage public resources by providing prudent financial planning, reporting, and control to manage and protect City assets, with the intended outcome of long-term fiscal sustainability.
- Provide accurate, relevant, and reliable information about the City's financial condition to City Council, departments, and the public to improve accountability, maintain the public's trust and assist City Council and the City Manager in making well-informed financial decisions.
- Actively serve on the implementation team for the ERP system to update our financial systems, improve business processes, and electronic workflow.
- Partner with departments to plan and implement strategic business and financial direction to ensure sound financial decisions.

## TOTAL FINANCE DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 4,517,037 | $ 3,982,750 | $ 4,316,021 | $ 4,673,594 |
| Maintenance and Operations | $ 1,883,760 | $ 2,382,425 | $ 2,729,074 | $ 2,590,063 |
| Capital Equipment | $ 323,520 | $ 1,283 | $ 27,489 | $ 14,000 |
| Total | $ 6,724,317 | $ 6,366,458 | $ 7,072,584 | $ 7,277,657 |

# PROGRAMS

## ADMINISTRATION

### INTENDED OUTCOME

- Provide prudent financial planning and management of public resources to ensure fiscal sustainability, and maintain high quality, accurate and timely financial reporting and services that our community, departments, and City Council can rely upon to make informed financial decisions.

### CORE FUNCTIONS

- Provide effective leadership to the Finance Department by providing clear well-defined goals and expectations; which encourage employees to perform their duties with high standards and ethics, always keeping in mind the customer's and City Council's priorities.
- Ensure staff has the resources and professional training necessary to achieve success in the performance of all duties.
- Recommend and maintain prudent fiscal policies to ensure financial stability and protection of City assets.
- Provide long-term financial planning and recommend financial strategies for liquidity management, capital planning, public financing, and debt management.
- Provide economic analysis to support revenue and expenditure assumptions and forecasting.
- Actively serve on the ERP implementation team and provide technical staff to assist in the implementation to ensure a high quality system which focuses on business process improvements, accurate and timely reporting, and overall protection of all City resources.

### WORK PLAN

- Take a leadership role in the implementation of the new ERP system.
- Further refine as necessary and maintain the Facilities Financing Planning Tool (FFPT) to provide sufficient resources for the long-term Facilities Financial Planning Reserve.
- Evaluate, and make recommendations to the City Council as needed regarding the City's Reserve Policy (F-2) to make sure it remains relevant given the City's strategic objectives and financial risks.
- Assist the City Council with developing the best pension funding policy going forward by providing analysis of CalPERS changes regarding actuarially determined employer contribution rates, and by assessing how the impact of actuarial studies (e.g., payroll growth, mortality, wage inflation, discount rate, etc.) impact employer rates.

- Review the City's investment policy and seek policy guidance from the Finance Committee and City Council regarding the scope, objectives, and standards that govern the City's investment portfolio.
- Oversee the compilation of the Quarterly Financial Report.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| *Outcome: Finance is prudent in planning, managing and protecting public resources with the long-term goal of fiscal sustainability. Finance always provides high quality, accurate and timely reports and analysis.* | | | | |
| Prudent Financial Management | | | | |
| Credit Rating (Issuer Credit Rating) [1] | AA | AAA | AAA | AAA |
| Facilities Financing Plan Updated Reviewed Annually | Yes | Yes | Yes | Yes |
| Periodic Financial Reporting and Monitoring | | | | |
| Quarterly Financial Reports Submitted | 4 | 4 | 3 | 4 |
| Investment Portfolio Management | | | | |
| Safety: Avg Credit Quality | AA | AAA | AAA | AAA |
| Liquidity: Duration | 1.96 Yrs | 1.93 Yrs | 1.9 Yrs | 1.9 Yrs |
| Yield: Yield to Maturity at Cost | 0.76% | 0.73% | 0.80% | 0.82% |
| Fiscal Sustainability | | | | |
| Contingency Reserve >15% of Operating Budget | Yes | Yes | Yes | Yes |
| Review financial policies annually and update (if needed) | Yes | Yes | Yes | Yes |
| Recommended a balanced budget at adoption | Yes | Yes | Yes | Yes |
| Bonded Debt Service <8% of General Fund Revenues | 4.77% | 4.72% | 4.68% | 4.62% |
| 40 Hours of Continuing Professional Education met Annually | Yes | Yes | Yes | Yes |

1 Moody's Investor Service, Standard & Poor's and Fitch Ratings have all assigned the City of Newport Beach an AAA credit rating, the highest possible underlying rating, one of only five agencies in California to receive an AAA rating from all three rating agencies.

## ADMINISTRATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 718,508 | $ 746,613 | $ 793,618 | $ 846,029 |
| Maintenance and Operations | $ 168,305 | $ 154,072 | $ 198,591 | $ 146,603 |
| Capital Equipment | $ 130 | $ 1,239 | $ 20,989 | $ 7,500 |
| Total | $ 886,943 | $ 901,923 | $ 1,013,198 | $ 1,000,132 |

## ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Support Services Coordinator | 1.0 | 1.0 | 1.0 | - |
| Administrative Assistant | - | - | - | 1.0 |
| Deputy Finance Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Finance Director/Treasurer | 1.0 | 1.0 | 1.0 | 1.0 |
| Fiscal Clerk | - | 1.0 | 1.0 | 1.0 |
| Graphics & Printing Specialist | 1.0 | - | - | - |
| Printing Services Supervisor | 1.0 | - | - | - |
| Senior Mail Processing Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *6.0* | *5.0* | *5.0* | *5.0* |
| **Part-Time** | | | | |
| Student Aide | - | - | 1.0 | 1.0 |
| ***Total Part-Time*** | *-* | *-* | *1.0* | *1.0* |
| **Total Budgeted Staffing** | **6.0** | **5.0** | **6.0** | **6.0** |

# FINANCIAL PLANNING

## INTENDED OUTCOME

Develop and manage a cost effective means for processing budget, payroll, accounts payable, and purchasing transactions in a manner that ensures the proper allocation of City resources. Provide accurate and reliable financial reports to the City Council, the City Manager, and departments so they can make informed decisions.

## CORE FUNCTIONS:

- Develop and manage (or administer) the City's operating budget including monthly monitoring to ensure budgetary control, accuracy of revenues, and expenditure compliance.
- Coordinate and process the City's biweekly payroll function.
- Provide accounts payable and purchasing services to all departments and administer the Citywide purchasing card program.
- Prepare financial analysis as directed by management in a timely and accurate manner.

## WORK PLAN:

- Provide administrative and technical support to the City Council and departments as they develop and implement a strategy-driven budgeting process that is reflective of high-level priorities.
- Be actively involved in the implementation of the ERP system for a smooth transition from our legacy financial system.
- Provide analytical reports and analysis to management for use in employee contract negotiations.
- Provide the City Council with periodic financial reports and updates to align the budget with actual revenues and expenditures and report performance measure outcomes.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| *Outcome: Develop and mange cost effective processes over Budget, Payroll, A/P and Purchasing and provide accurate and timely financial reports to the City Manager, City Council and departments so they can make informed decisions.* | | | | |
| Total Budget Administered [1] | $386,806,682 | $370,056,020 | $305,743,161 | $309,000,000 |
| General Fund Budget | $190,305,040 | $184,405,887 | $175,824,439 | $180,400,000 |
| Total Value of Payables Processed | $176,800,000 | $171,439,029 | $169,000,000 | $172,500,000 |
| Days to issue vendor payments-target < 7 days | 100% | 100% | 100% | 100% |
| Purchase Orders Issued | 741 | 775 | 780 | 850 |
| Days to issue purchase order-target 5 days | 3 | 3 | 2 | 2 |
| # of Request for Proposals processed | 116 | 130 | 140 | 170 |
| Administrative Policies established or revised-target 4 | 1 | 2 | 4 | 4 |
| Training seminars given to City employees-target 8 | 8 | 11 | 8 | 8 |
| # of budget adjustments | 139 | 140 | 145 | 160 |
| Single audit finding-target none [2] | 0 | 0 | 0 | 0 |
| # of paychecks processed | 25,170 | 25,320 | 25,222 | 25,124 |

1 Budget Administered represents the gross budget administered (including internal service charges).

2 No potential loss of grant funding.

## FINANCIAL PLANNING PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,091,851 | $ 1,104,086 | $ 1,210,117 | $ 1,348,327 |
| Maintenance and Operations | $ 215,138 | $ 183,949 | $ 203,616 | $ 243,591 |
| Capital Equipment | $ 1,122 | $ 44 | $ - | $ - |
| Total | $ 1,308,111 | $ 1,288,079 | $ 1,413,733 | $ 1,591,918 |

## FINANCIAL PLANNING BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Budget Analyst | 1.4 | 1.4 | 1.5 | 1.5 |
| Budget Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Buyer | 1.0 | 1.0 | 1.0 | 1.0 |
| Fiscal Specialist | 2.0 | 2.0 | 2.0 | 2.0 |
| Inventory Analyst | 1.0 | 1.0 | 1.0 | 1.0 |
| Purchasing Agent | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Budget Analyst | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Fiscal Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *9.4* | *9.4* | *9.5* | *9.5* |
| **Part-Time** | | | | |
| Fiscal Clerk Part-time | 0.5 | - | - | - |
| Student Aide | 0.5 | 0.5 | - | - |
| ***Total Part-Time*** | *1.0* | *0.5* | - | - |
| **Total Budgeted Staffing** | **10.4** | **9.9** | **9.5** | **9.5** |

# REVENUE

## INTENDED OUTCOME

- Safeguard and maximize City revenues, and provide excellent customer service.

## CORE FUNCTIONS

- Implement and enforce Municipal Code revenue programs, primarily but not limited to, business license administration, parking administration, auditing, fee and tax collection, billing, citations processing, permitting and fee schedule development and maintenance.
- Work with City Council to develop new revenue programs and streamline current programs for the benefit of the Newport Beach business and residential community and the general public.
- Monitor legislative changes impacting revenue services, with a particular focus on revenue enhancements, parking revenues, tax collection, tax programs, municipal billing, user fees, business license tax, payment transactions, and revenue controls.
- Review the accuracy of subventions collected from state and local government agencies.
- Ensure compliance of City's revenue programs, including, but not limited to, the transient occupancy tax ordinances, sales and use tax ordinances, business license program, parking program, and lease agreements.
- Maintain high-quality customer service.
- Collect revenues through online services (credit card), in person (cash), mail (checks), process other departmental checks and credit cards; and perform reconciliations.
- Maintain accurate records and book keeping for all payments received; maintain security controls to prevent theft, fraud, or mishandling of public funds.

- Monitor external contracts for parking lot and meter management services, sales tax reviews, dog licensing, commercial filming, and others, to ensure City revenues are maximized and that consultants are adhering to contract terms.
- Be actively involved in the implementation of the ERP system for a smooth transition from our legacy financial system.
- Research new technologies that have the potential for improving efficiency and service to the public.

## WORK PLAN:

- Update fee schedule pursuant to the cost-of-services study.
- Participate in local and state-wide advocacy groups to anticipate and recommend legislative changes furthering Council priorities and enhancing City revenues.
- Ensure a customer-centric, fair and consistent parking enforcement operation, continue to modernize parking equipment, analyze and recommend improvements to on-street and off-street parking meters, pay stations and permit programs.

- Develop parking validation programs for the City's business districts.
- Explore and implement new business license software to increase cost efficiency, improve workflow, and improve the quality of online access to taxpayers.
- Audit external contracts, tax payments and internal processes to ensure compliance, service efficiencies and the safeguarding and maximization of City revenues.
- Automate services to the public, improve online bill pay, billing, general customer service functionality, and provide a more user-friendly system.
- Provide timely and just adjudication decisions.
- Provide regular and timely agreement, tax and franchise audits.
- Restructure staff responsibilities where necessary to increase efficiencies while maintaining excellent customer service.
- Improve work flow procedures to expedite processing of administrative citations and payments posting, and in identifying non-licensed businesses.
- Improve receipting processes to promote a paper free environment.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| *Outcome: Protect and maximize City revenue sources in a timely and conscientious manner; provide superior customer service.* | | | | |
| Customer issues resolved w/in 24 hours-target 100% | 99% | 99% | 99% | 99% |
| All City billings | 278,317 | 251,106 | 252,000 | 252,000 |
| Paperless billings (percentage of all City billings) | 9% | 11% | 11% | 12% |
| New business licenses (paper)-target 0% | 10% | 7% | 9% | 7% |
| New business licenses (online)-target 100% | 90% | 93% | 91% | 93% |
| Business license renewals (paper)-target 0% [3] | 68% | 63% | 60% | 64% |
| Business license renewals (online)-target 100% [3] | 32% | 37% | 40% | 36% |
| Parking citations processed | 56,033 | 50,012 | 50,000 | 52,000 |
| # completely automated customer service transactions [1] | 80,809 | 91,035 | 95,600 | 98,500 |
| # of electronic customer service transactions [2] | 101,190 | 111,635 | 116,200 | 119,100 |
| Administrative citations processed | 2,789 | 1,597 | 1,600 | 1,600 |
| Adjudications | 4,026 | 5,238 | 5,200 | 5,200 |
| # of payments processed w/remittance processor | 82,395 | 80,084 | 74,000 | 72,500 |
| Compliance & Performance Audits - New FY15 | | | 12 | 20 |
| State Mandate Cost Reimbursement Filings - New FY15 | 8 | 5 | 5 | 5 |
| Transient Occupancy Tax (TOT) audit recovery | $5,000 | $0 | $5,000 | $5,000 |
| Corona del Mar & Balboa lots revenue - New FY15 | $ 2,464,271 | $ 2,461,516 | $ 2,747,900 | $ 2,830,338 |
| Pay Station Credit Card Adoption (% of total transactions) - New FY15 | 80.99% | 82.63% | 82.10% | 82.00% |
| IPS Parking Meter Credit Card Adoption (% of total transactions - New FY15) | 25.30% | 28.84% | 32.13% | 36.00% |

1 Requires no staff support, includes Web and phone payments and sign-ups for APP and paperless billing.

2 May require some staff support, includes Web and phone payments, sign-ups for APP and paperless billing, and Quest service requests.

3 Counts and percentages are estimates.

## REVENUE PROGRAM COSTS

| | 2012-13 Actual | 2013-14* Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,069,805 | $ 1,478,131 | $ 1,605,463 | $ 1,725,904 |
| Maintenance and Operations | $ 1,388,408 | $ 1,934,413 | $ 2,183,179 | $ 2,019,768 |
| Capital Equipment | $ 322,199 | $ - | $ - | $ - |
| Total | $ 3,780,412 | $ 3,412,544 | $ 3,788,642 | $ 3,745,672 |

* Parking Lots were contracted out to an outside vendor in FY 2013-14.

## REVENUE BUDGETED STAFFING

Budgeted Staffing:

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Accountant, Senior | - | 1.0 | 1.0 | 1.0 |
| Fiscal Clerk | 5.0 | 2.0 | 2.0 | 2.0 |
| Fiscal Process Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Fiscal Specialist | 2.0 | 2.0 | 2.0 | 2.0 |
| License Inspector | 1.0 | - | - | - |
| License Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Mail Processing Clerk | 1.0 | - | - | - |
| Parking Lot Supervisor | 1.0 | - | - | - |
| Revenue Auditor | 1.0 | 1.0 | 1.0 | 1.0 |
| Revenue Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Fiscal Clerk | 3.0 | 3.0 | 3.0 | 3.0 |
| ***Total Full-Time*** | *17.0* | *12.0* | *12.0* | *12.0* |
| **Part-Time** | | | | |
| Fiscal Clerk Part-time | - | - | - | - |
| Fiscal Specialist Part-time | 0.45 | 0.45 | 0.45 | 0.45 |
| Lead Parking Lot Attendant | 1.2 | - | - | - |
| Parking Lot Attendant | 5.9 | - | - | - |
| Review Officer | 0.76 | 0.76 | 0.76 | 0.76 |
| Senior Fiscal Clerk Part-Time, PERS | 0.75 | 0.50 | 0.50 | 0.50 |
| Senior Fiscal Clerk Part-Time, PARS | - | - | - | 0.31 |
| Student Aide | 0.39 | 0.39 | - | - |
| ***Total Part-Time*** | *9.45* | *2.1* | *1.71* | *2.02* |
| **Budgeted Total Staffing** | **26.45** | **14.10** | **13.71** | **14.02** |

# FINANCIAL REPORTING

## INTENDED OUTCOME

Ensure compliance with the Governmental Accounting Standards Board (GASB), Council, State, and Federal regulations and provide accurate, reliable, and timely financial reports to our stakeholders.

## CORE FUNCTIONS

- Prepare, reconcile, and present the Comprehensive Annual Financial Report (CAFR) to the external auditors.
- Continue to strive for the Government Finance Officers Association "Award for Certificate of Excellence in Financial Reporting," which the City has received for the last 21 years.
- Coordinate all accounting, audit management, and financial reporting.
- Monitor and implement new accounting pronouncements to ensure the City adheres to generally accepted accounting practices.
- Manage general ledger maintenance, debt administration, and assessment district administration.

- Maintain the accounting and reporting for capital assets.
- Track and manage cash flows and treasury requirements.
- Safeguard the City's cash from fraudulent activity through daily monitoring of reverse positive pay.
- Continue to update and maintain the Facilities Financing Plan.
- Assist with the compilation of the Quarterly Financial.

## WORK PLAN:

- Monitor, interpret, and implement new GASB pronouncments as needed, including the recent exposure draft on new pension disclosures.
- Monitor performance and produce quarterly financial status reports for the City Manager and Council to keep them abreast of the City's financial condition and any challenges or solutions identified to keep our General Fund balanced.
- Automate the allocation of interest income on a monthly basis.
- Continue to issue CAFR reports in accordance with generally accepted accounting principles that meet the Government Finance Officers Association's program requirements for excellence in financial reporting.
- Improve on analytical review of all revenues/expenditures by developing or acquiring modern forecasting and business analytics tools.
- Be actively involved in the implementation of the ERP system for a smooth transition from our legacy financial system.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| *Outcome: Ensure compliance with all Federal, State and local regulations and standards while providing high-quality, accurate and timely financial information to all stakeholders.* | | | | |
| Maintain Underlying AAA Credit Rating | Yes | Yes | Yes | Yes |
| Track & Manage Cash Flows and Treasury Requirements on a daily basis | Yes | Yes | Yes | Yes |
| Daily monitoring of fraudulant account activity | Yes | Yes | Yes | Yes |
| GFOA Award for Excellence Received for CAFR | Yes | Yes | Yes | Yes |
| External Audit of CAFR results in a "Clean" Opinion | Yes | Yes | Yes | Yes |
| Days after fiscal year end CAFR available-target < 180 | 177 | 178 | 178 | 178 |
| Update Compliance with Reserve Policy Annually | Yes | Yes | Yes | Yes |
| No. of Continuing Disclosure Filings- Target ALL | 17 | 3 | 3 | 3 |

1 Moody's Investor Service, Standard & Poor's and Fitch Ratings have all assigned the City of Newport Beach an AAA credit rating, the highest possible underlying rating, one of only five agencies in California to receive an AAA rating from all three rating agencies.

## FINANCIAL REPORTING PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 636,873 | $ 653,921 | $ 706,823 | $ 753,335 |
| Maintenance and Operations | $ 111,908 | $ 109,991 | $ 143,689 | $ 180,101 |
| Capital Equipment | $ 70 | $ - | $ 6,500 | $ 6,500 |
| Total | $ 748,851 | $ 763,912 | $ 857,012 | $ 939,936 |

## FINANCIAL REPORTING BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Accountant | 2.0 | 2.0 | 2.0 | 2.0 |
| Accounting Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Fiscal Specialist | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Accountant | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *5.0* | *5.0* | *5.0* | *5.0* |
| **Part-Time** | | | | |
| Fiscal Clerk Part-time | 0.25 | - | - | - |
| ***Total Part-Time*** | *0.25* | - | - | - |
| **Total Budgeted Staffing** | **5.25** | **5.0** | **5.0** | **5.0** |

# POLICE

## MISSION STATEMENT

The Newport Beach Police Department is committed to providing our Community with the highest quality police services possible to maintain the quality of life that is cherished by those who reside, work, and visit here. Our mission is to:

"Respond positively to the Community's needs, desires, and values and in so doing be recognized as an extension and reflection of those we serve. Strive to provide a safe and healthy environment for all, free from violence and property loss resulting from criminal acts, and injuries caused by traffic violators. Manage inevitable change and welcome the challenge of future problems with creative solutions which are financially prudent and consistent with Community values."

## DEPARTMENT OVERVIEW

With over one hundred years of service to the citizens of Newport Beach, the Police Department stands as an example of municipal efficiency with a workforce committed to the Community and its visitors. During this fiscal year, we have experienced the lowest crime rates in the history of the City of Newport Beach. This milestone could not have been accomplished without the collaborative efforts of our employees, our fellow City Government partners and our Community Stakeholders.

Members of the Police Department's Patrol/ Traffic Division are the Community's front line defense against criminal activity and quality of life concerns, as well as offering ancillary services such as parking enforcement, animal control, and detention services.

The Detective Division is the investigative arm of the Police Department and is responsible for providing investigative follow up for more than 6,000 reports the Police Department takes each year. The Division is also responsible for narcotics and vice enforcement, criminal intelligence, crime analysis, School Resource Officers, court liaison services and crime scene investigation.

Offering administrative, fleet and clerical support to the Police Department is the Support Services Division. During the last fiscal year, the Division's Communications Section was responsible for taking 201,494 telephone calls and dispatching over 76,000 calls for service,

while the Records Section helped process the 10,336 reports generated by Police Department employees. The Division's additional responsibilities include the Property and Evidence Unit, Personnel and Training, Fiscal Services, Range Operations, Information Technology, and Fleet Maintenance.

The Office of the Chief of Police is responsible for the effective and responsive leadership of the Police Department. The Office is also responsible for the organization's community outreach and education programs as well as internal quality controls and professional standards.

## KEY DEPARTMENT PROGRAMS

- Office of the Chief of Police
- Support Services Division
- Patrol Division
- Traffic Division
- Detective Division

## GOALS

*FOCUS ON REDUCING CRIME AND INCREASING THE QUALITY OF LIFE FOR OUR CITIZENS AND VISITORS IN NEWPORT BEACH*

The Police Department has established measurable goals that focus on Enhancing the Feeling of Safety in the Community. These efforts will include:

- A Department-wide focus on crime reduction, where accountability is reinforced through monthly Crime Stat meetings.
- Information dissemination by use of media sources, informational sign boards, and Social Media sources such as Facebook, Twitter, and Nixle.
- Conducting Parole and Probation operations to ensure compliance by parolees and probationers.
- Tracking and reducing response times to emergency calls for service, and reducing call answering times for calls into the Communications Center.
- Tracking and increasing criminal investigation clearance rates.
- Targeting our Community's highest volume crime: burglary/theft from motor vehicles.
- Conducting bicycle safety seminars for adults and bicycle safety rodeos for children.

- Conducting Boardwalk Safety operations.
- Exploring other options to address problem party residences.
- Increasing Neighborhood Watch participation.
- Conducting outreach efforts to our homeless population.
- Conducting various Community Outreach events across the City.
- Continued development of the newly implemented Crime Suppression Unit (CSU).

## *EXPAND ORGANIZATIONAL DEVELOPMENT AND TRAINING*

The Police Department has set measurable goals that focus on developing both the individual members of the Police Department as well as the Organization as a whole. These efforts will include:

- A Department-wide focus on taking training and development to a level surpassing previous years.
- Continue development of the Training Program, organizing disparate department training efforts and optimizing administrative processes.
- A focused development of timely and up to date training for all department personnel from our recently added training coordinator position.
- Centralizing training oversight.
- Improving overall emergency preparedness, including Emergency Operations Center training for all Department supervisors, and disaster training for field personnel.
- Conducting evacuation procedure reviews with employees.
- Updating of the Department's Succession Plan and establishing leadership programs for line-level personnel, both sworn and professional staff.
- Conducting regular meetings with all Management Staff.
- Reviewing scheduling options for uniformed divisions.
- Conducting a review of all Patrol beat assignments to ensure maximum efficiency.
- Conducting Family Outreach events for employees.
- Continuing interdepartmental relations meeting with our counterparts in other City departments.
- Distributing monthly Department-wide reports on favorable conduct of employees.

## *IMPLEMENT AND BETTER UTILIZE STATE-OF-THE-ART TECHNOLOGY AND PROCESSES TO IMPROVE EFFICIENCY AND EFFECTIVENESS*

The Police Department will continue to explore methods for better utilization of state-of-the-art technology and processes. These efforts will include:

- Improvement of crime analysis capabilities.
- Increasing information sharing through technology.
- Modernizing technology infrastructure.
- Utilizing the implemented Computer Aided Dispatch and Records Management System (CAD/RMS) system.
- Fully implement the e-Citation Program, including citation, field interview and accident data feeds to the Records Management System.
- Improving Mobile Data Computer connectivity.
- Implementing "dashboards" for tracking crime and administrative data.
- Implementing an optimized document imaging and work flow management software system.
- Improving intelligence-gathering capabilities.

## *MAINTAIN THE POLICE DEPARTMENT AS A HIGH-PERFORMING TEAM, BUILT ON TRUST, WITH A HIGH STANDARD OF ETHICS AND INTEGRITY, DEVOTED TO SERVING THE COM MUNITY AND EACH OTHER*

- The Police Department has set measurable goals that focus on the improvement of the team environment within the organization, accountability, and employee development. These efforts will include:
- Continued enhancement of the geographic and team policing aspects of the revised patrol schedule that was recently implemented.
- Creating team-building workshops.
- Reviewing Department-wide auditing procedures.
- Developing a comprehensive employee wellness program.
- Implementing recommendations acquired through Department wide audits.

## *CUSTOMER SERVICE*

The Department will continue to explore options to improve methods of delivering service to our

Community. These options may include:

- Expanding the Crime Suppression Unit.
- Creating a full-time bicycle unit and designated foot-beat patrols in high volume areas.
- Evaluating Department systems to ensure efficient reporting of traffic-related information.
- Fully participating in the Visit Newport Beach Ambassador Training Program.
- Reviewing and improving policies for recognition of Department employees and Community members.

## TOTAL POLICE DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 36,913,167 | $ 38,299,393 | $ 44,880,501 | 44,943,025 |
| Maintenance and Operations | $ 6,898,441 | $ 5,973,934 | $ 6,599,226 | 7,374,309 |
| Capital Equipment | $ 54,666 | $ 8,713 | $ 7,694 | 17,695 |
| Total | $ 43,866,274 | $ 44,282,040 | $ 51,487,421 | $ 52,335,029 |

## SERVICE INDICATORS

The following indicators are provided as a means to quantify some of the work accomplished by the Police Department throughout the year. These measures reflect some of the many responsibilities and actions of Police Department staff, and are useful as a set of statistics that can be monitored year-by-year, as well as compared to other cities. The Police Department is committed to creating a safe environment for all residents and visitors to the City, and strives to maintain the exceptional level of service that the Community has come to expect from us.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected ** |
|---|---|---|---|---|
| Part One Crimes* | 2,325 | 2,038 | 2,221 | 2,350 |
| Adult Arrests | 3,161 | 2,794 | 2,964 | 3,017 |
| Juvenile Detentions | 153 | 150 | 169 | 192 |
| Total Crime and Misc. Reports | 11,642 | 10,336 | 11,026 | 11,268 |
| Calls for Service | 70,044 | 76,672 | 71,625 | 69,365 |
| Field Interviews Conducted | 4,470 | 2,873 | 3,611 | 3,796 |
| False Alarms Handled | 2,980 | 3,208 | 3,084 | 3,103 |
| Vehicle Code Citations/Warnings Issued | 13,704 | 12,202 | 13,033 | 14,087 |
| Other Citations Issued (exclusive of Parking Citations) | 2,188 | 1,601 | 1,989 | 2,422 |

* Part One are the eight most serious crimes (Homicide, Forcible Rape, Robbery, Aggravated Assault, Burglary, Larceny-Theft, Auto Theft, and Arson) as defined by the FBI in the Uniform Crime Reports.

** Projected Service Indicators for FY 2014-15 are derived from mathematical formulas based on historical data and are not indicative of recent downward trends.

# PROGRAMS

## OFFICE OF THE CHIEF OF POLICE

### INTENDED OUTCOME

The Office of the Chief of Police is responsible for assisting the Chief of Police in the management and administration of the Police Department. This Section works closely with the Community, and encourages residents to partner with the Police Department through programs such as Neighborhood Watch. The Professional Standards Unit coordinates the investigation of Personnel Complaints, and ensures that the Department is adhering to procedures and providing the desired level of service to the Community.

### CORE FUNCTIONS

- Executive Leadership
- Community Relations and Crime Prevention
- Professional Standards Unit
- Payroll
- Educational Programs
- Volunteer Programs
- Auditing of Department Performance and Procedures and Resources
- Media Relations
- Risk Management

### WORK PLAN

- Provide leadership and vision for the Department.
- Collaborate with other City Departments to fulfill the goals and objectives of the Department and the City of Newport Beach.
- Coordinate the Citizen's Police Academy and Teen Academy Programs.
- Issue Press Releases and liaison with the Media.
- Provide Internet Safety Classes and Crime Prevention Classes to the Community.
- Host Meetings for Neighborhood Watch and Business Watch.
- Coordinate the use of Social Media for disseminating useful information to the Community.
- Investigate complaints and claims against the Department or its employees.
- Track personnel data and payroll.

- Provide classes to school children on the Step UP! bystander intervention program.
- Coordinate and assign duties for all Police Department Volunteers, who donated over 6,100 hours of service in Fiscal Year 2014.
- Audit department procedures and systems to improve service delivery and optimize department performance.
- Partner with governmental and non-governmental agencies on community-wide events that communicate the Department's mission and core values.

## OFFICE OF THE CHIEF OF POLICE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,627,909 | $ 1,694,275 | $ 1,927,027 | $ 1,899,991 |
| Maintenance and Operations | $ 56,564 | $ 64,973 | $ 209,272 | $ 98,673 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 1,684,473 | $ 1,759,248 | $ 2,136,299 | $ 1,998,664 |

## OFFICE OF THE CHIEF OF POLICE BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Police Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Lieutenant | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Sergeant | 2.0 | 2.0 | 2.0 | 2.0 |
| ***Total Full-Time*** | *4.0* | *4.0* | *4.0* | *4.0* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Administrative Assistant to the Police Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Crime Prevention Specialist | 2.0 | 3.0 | 3.0 | 3.0 |
| Police Community Service Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *4.0* | *5.0* | *5.0* | *5.0* |
| **Total Budgeted Staffing** | **8.0** | **9.0** | **9.0** | **9.0** |

# SUPPORT SERVICES

## INTENDED OUTCOME

The Support Services Division provides operational support to all Divisions in the Police Department.

## CORE FUNCTIONS

- Front Desk Operations
- Emergency Dispatch
- Records & Identification
- Property & Evidence
- Alarms (Residential and Commercial)
- Personnel & Training
- Planning & Research
- Range Operations
- Facility Maintenance
- Fiscal Services / Budget Management
- Purchasing
- Warrant Processing
- Electronics Maintenance and Repair
- Video Evidence
- Information Technology
- Fleet Maintenance

## WORK PLAN:

- Utilize civilian employees in a variety of positions. This not only reduces staffing costs, but also allows for additional continuity and specialization of staff and ensures that more sworn Officers are assigned to field positions.
- Provide emergency and non-emergency Dispatch services. In Fiscal Year 2014, approximately 98% of Emergency Calls (defined as a present and imminent threat to life or property) were answered by a Dispatcher within 10 seconds.
- Process and identify arrestees, conduct warrant checks, and prepare Court Packages.
- Process Citations and requests for copies of Police Reports.
- Process, retain, release, and dispose of all Found Property, Evidence, and Safekeeping

Property booked in the City.

- Maintain an indoor Shooting Range, and provide quarterly firearms qualifications for all sworn Officers.
- Service and maintain specialized electronics in the Department and fleet vehicles.
- Retain and catalog Mobile Video System recordings, which are utilized by sworn Officers in the field.
- Perform routine maintenance, conduct repairs, and track the service history on a fleet of over 100 vehicles, including marked Police Cars and SUV's, marked Police Motorcycles, unmarked vehicles, ATV's (for use on the beaches), Parking Control Trucks, Animal Control Trucks, Transportation Vans, a Mobile Command Post, and specialized vehicles for the S.W.A.T. team.
- Prepare and manage Department budget and utilize cost saving measures for procurement.
- Maintain the security of the police building ensuring a safe and functioning facility.
- Provide customer service to the community by taking police reports and answering a variety of inquiries.

## SUPPORT SERVICES PROGRAM COSTS

| | 2012-13* Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 6,899,245 | $ 7,121,324 | $ 7,303,130 | $ 7,781,155 |
| Maintenance and Operations | $ 5,441,698 | $ 4,509,415 | $ 4,643,053 | $ 5,211,997 |
| Capital Equipment | $ 44,311 | $ 8,713 | $ 7,694 | $ 17,694 |
| Total | $ 12,385,254 | $ 11,639,452 | $ 11,953,877 | $ 13,010,846 |

Includes Fleet Maintenance Division

*Police Department Information Technology expenditures transferred from the City Manager's Office for FY 2012-13.

## SUPPORT SERVICES BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Police Lieutenant | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Officer | 1.0 | - | - | - |
| Police Sergeant | 1.0 | 2.0 | 2.0 | 2.0 |
| ***Total Full-Time*** | *3.0* | *3.0* | *3.0* | *3.0* |
| **Part-Time** | | | | |
| Police Officer Part-time | 0.26 | 0.26 | - | - |
| ***Total Part-Time*** | *0.26* | *0.26* | - | - |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Applications Coordinator, Police Department | - | 2.0 | 2.0 | 2.0 |
| Civilian Supervisor | 2.0 | 2.0 | 2.0 | 2.0 |
| Electronics Specialist | 1.0 | 1.0 | 1.0 | 1.0 |
| Personal Computer/Network Coordinator | - | 1.0 | 1.0 | 1.0 |
| Police Community Service Officer | 18.0 | 18.0 | 18.0 | 18.0 |
| Police Computer Systems Manager | - | 1.0 | 1.0 | 1.0 |
| Police Dispatcher | 11.0 | 11.0 | 11.0 | 11.0 |
| Police Fiscal Services/Facilities Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Mechanic II | 1.0 | 1.0 | 1.0 | 1.0 |
| Police MIS Specialist | - | 1.0 | 1.0 | 1.0 |
| Police Support Services Division Administrator | 1.0 | 1.0 | 1.0 | 1.0 |
| Rangemaster-Armorer | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Police Community Service Officer | 2.0 | 2.0 | 2.0 | 2.0 |
| Senior Police Dispatcher | 3.0 | 3.0 | 3.0 | 3.0 |
| Senior Police Mechanic | 1.0 | 1.0 | 1.0 | 1.0 |
| Station Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *43.0* | *48.0* | *48.0* | *48.0* |
| **Part-Time** | | | | |
| Police Cadet | 1.70 | 1.70 | 1.70 | 1.70 |
| Police Community Service Officer P/T | 0.94 | 0.94 | 1.20 | 1.20 |
| Police Dispatcher P/T | 2.22 | 2.22 | 2.22 | 2.22 |
| ***Total Part-Time*** | *4.86* | *4.86* | *5.12* | *5.12* |
| **Total Budgeted Staffing** | **51.12** | **56.12** | **56.12** | **56.12** |

# PATROL DIVISION

## INTENDED OUTCOME

The primary purpose of the Patrol Division is to maintain the safety and security of the Community. The Patrol Division is on-duty 24 hours per day, every day of the year.

## CORE FUNCTIONS

- Uniformed Patrol
- Field Training Program
- Gang Suppression
- S.W.A.T. Unit
- Crisis Negotiation Team
- Bicycle and ATV Patrols
- Canine Officers
- Jail Operations
- Reserve Officer Program
- Explorer and Cadet Program
- R.A.C.E.S. Volunteer Program
- Mounted Equestrian Officers
- Crime Suppression Unit

## WORK PLAN:

- Respond to Calls for Service. In Fiscal Year 2014, the average response time to a top priority call was 2 minutes, 55 seconds from the moment the call was received until an Officer arrived on scene.
- Conduct preliminary investigations on all reported crimes.
- Control crowds and keep the peace.
- Enforce local laws and ordinances.
- Take preventative measures to actively stop crime and disturbances before they occur through an area command model and monthly “Crimestat” meetings.
- Utilize Specialized Units to augment regular Patrol functions when possible.
- Provide short-term custody facilities.
- Utilize the Reserve Officer Program to provide transportation and administrative assistance to regular Patrol Officers, allowing those Officers to remain in the field for a larger portion of their assigned shift.

- The Explorer Unit is affiliated with the Boy Scouts of America, and is a volunteer unit of persons between the ages of 14 and 21. These young people volunteer over 2,000 hours annually in support of Police Department functions.
- R.A.C.E.S. (Radio Amateur Civil Emergency Service) Volunteers conduct over 3,000 hours of training annually, to support City-Wide communication through the use of ham radios in case of a communications failure.

## PATROL PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 17,622,853 | $ 18,351,888 | $ 22,350,885 | $ 22,349,567 |
| Maintenance and Operations | $ 948,617 | $ 934,652 | $ 1,204,318 | $ 1,449,500 |
| Capital Equipment | $ 10,354 | $ - | $ - | $ - |
| Total | $ 18,581,824 | $ 19,286,540 | $ 23,555,203 | $ 23,799,067 |

## PATROL BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Assistant Police Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Lieutenant | 4.0 | 4.0 | 4.0 | 4.0 |
| Police Officer | 70.0 | 73.0 | 74.0 | 77.0 |
| Police Sergeant | 12.0 | 13.0 | 13.0 | 14.0 |
| ***Total Full-Time*** | *87.0* | *91.0* | *92.0* | *96.0* |
| **Part-Time** | | | | |
| Police Reserve Officer | 4.17 | 4.17 | 4.17 | 4.17 |
| ***Total Part-Time*** | *4.17* | *4.17* | *4.17* | *4.17* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Civilian Custody Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Custody Officer | 8.0 | 7.0 | 8.0 | 8.0 |
| Police Community Service Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *10.0* | *9.0* | *10.0* | *10.0* |
| **Total Budgeted Staffing** | **101.17** | **104.17** | **106.17** | **110.17** |

# TRAFFIC DIVISION

## INTENDED OUTCOME

The primary purpose of the Traffic Division is to promote Traffic safety through education and enforcement.

## CORE FUNCTIONS

- Reduce injuries from Traffic Collisions
- Traffic Collision Investigation
- Motorcycle Officer Patrol
- Follow-Up Investigations on Fatal Traffic Collisions and Traffic-related Felony Crimes
- DUI Enforcement and Checkpoints
- Parking Enforcement
- Animal Control
- Special Events Coordinator

## WORK PLAN

- Investigate Traffic Collisions. In Fiscal Year 2014, the Traffic Division handled 7 Fatal Traffic Collisions involving 7 fatalities, 469 Injury Traffic Collisions, and 461 Property Damage Traffic Collisions.
- Investigate public concerns and complaints regarding traffic issues.
- Increase the traffic awareness for all members of the Community through Traffic Education Programs and enforcement.
- Review applications and make recommendations on Special Events throughout the City and provide Police staff when necessary. In Fiscal year 2014, over 300 Special Event Permits were reviewed.
- Utilize Office of Traffic Safety grant funds to aggressively enforce DUI criminal statutes, bicycle and pedestrian safety issues, and other significant traffic concerns.
- Conduct Parking Enforcement patrols. In Fiscal Year 2014, 30,891 Parking Citations were issued throughout the City for various infractions.
- Provide Animal Control services. In Fiscal Year 2014, 372 stray or injured animals were impounded and 226 Animal Control Citations were issued.

## TRAFFIC PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 3,741,397 | $ 4,044,991 | $ 5,133,920 | $ 4,589,847 |
| Maintenance and Operations | $ 312,021 | $ 317,275 | $ 381,224 | $ 442,687 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 4,053,418 | $ 4,362,266 | $ 5,515,144 | $ 5,032,534 |

## TRAFFIC BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Police Lieutenant | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Officer | 11.0 | 11.0 | 11.0 | 11.0 |
| Police Sergeant | 2.0 | 2.0 | 2.0 | 2.0 |
| ***Total Full-Time*** | *14.0* | *14.0* | *14.0* | *14.0* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Animal Control Officer | 2.0 | 2.0 | 3.0 | 3.0 |
| Police Community Service Officer | 4.0 | 4.0 | 3.0 | 3.0 |
| Senior Animal Control Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Police Community Service Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *8.0* | *8.0* | *8.0* | *8.0* |
| **Part-Time** | | | | |
| Police Community Service Officer P/T | 2.69 | 3.49 | 3.49 | 3.49 |
| ***Total Part-Time*** | *2.69* | *3.49* | *3.49* | *3.49* |
| **Total Budgeted Staffing** | **24.69** | **25.49** | **25.49** | **25.49** |

# DETECTIVE DIVISION

## INTENDED OUTCOME

The Detective Division conducts follow-up investigation on all reported crimes and (non-Traffic related) felony and misdemeanor arrests. The Detective Division also handles juvenile investigations, and issues that concern juvenile welfare, that occur within the City.

## CORE FUNCTIONS

- Burglary, Auto Theft, and Theft Section
- Narcotics and Special Investigations
- Crimes Against Persons Section
- Economic Crimes Section
- Juvenile and Sexual Assault Section
- School Resource Officers
- Court Liaison Officer
- Crime Analyst
- Crime Scene Investigation
- Liaisons for O.C.A.T.T. (Orange County Auto Theft Task Force) and R.N.S.P. (Regional Narcotics Suppression Program)

## WORK PLAN

- Conduct investigations and apprehend suspects. In Fiscal Year 2014, 6,284 cases were assigned for Investigation, including 210 Domestic Violence Cases. On average, each Detective was assigned 224 cases throughout the year.
- Recover stolen property. In Fiscal Year 2014, investigations resulted in the recovery of property valued at $1,667,564.
- Prepare cases for presentation in Court.
- Monitor Massage Establishments.
- Monitor Pawn Shop transactions.
- Gather, track, and conduct analysis of Crime Statistics.
- Liaison with the Orange County Superior Court and the Orange County District Attorney's Office.
- Monitor establishments that are licensed by the California Alcoholic Beverage Control.
- Coordinate the grant-funded "Every 15 Minutes" DUI Awareness Program annually in local schools.

## DETECTIVE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 7,021,763 | $ 7,086,914 | $ 8,165,539 | $ 8,322,466 |
| Maintenance and Operations | $ 139,541 | $ 147,620 | $ 161,360 | $ 171,452 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 7,161,304 | $ 7,234,535 | $ 8,326,899 | $ 8,493,918 |

## DETECTIVE BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Assistant Police Chief | 1.0 | - | - | 1.0 |
| Police Captain | - | 1.0 | 1.0 | - |
| Police Lieutenant | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Officer | 22.0 | 22.0 | 22.0 | 22.0 |
| Police Sergeant | 5.0 | 5.0 | 5.0 | 5.0 |
| ***Total Full-Time*** | *29.0* | *29.0* | *29.0* | *29.0* |
| **Part-Time** | | | | |
| Police Reserve Officer | 0.19 | 0.19 | 0.19 | 0.19 |
| ***Total Part-Time*** | *0.19* | *0.19* | *0.19* | *0.19* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Crime Scene Investigator | 4.0 | 4.0 | 4.0 | 3.0 |
| Police Community Service Officer | 2.0 | 2.0 | 2.0 | 1.0 |
| Senior Crime Analyst | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Crime Scene Investigator | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Civilian Investigator | - | - | - | 3.0 |
| ***Total Full-Time*** | *8.0* | *8.0* | *8.0* | *9.0* |
| **Total Budgeted Staffing** | **37.19** | **37.19** | **37.19** | **38.19** |

# FIRE

## MISSION STATEMENT

Protect life, property and the environment with innovative professionalism, and organizational effectiveness using highly trained professionals committed to unparalleled service excellence.

## VISION

The Newport Beach Fire Department will be engaged in the community, and recognized for exemplary lifesaving services, fire protection, prevention and preparedness by investing in our employees and the people we serve.

## BASIC OPERATING PRINCIPLES

Safety, Service, Professionalism

## CORE VALUES

Integrity, Teamwork, Caring, Respect, Innovation

## DEPARTMENT OVERVIEW

Newport Beach has a full service fire department providing our residents and visitors with exemplary customer service twenty-four hours a day. The terrain and geologic features create a challenging and diversified environment influenced by residential, commercial, mercantile, retail, and manufacturing businesses, as well as a wildland and ocean interface. In order to serve our customers, the department has eight strategically located fire stations; three lifeguard offices on the beach; and thirty-eight lifeguard towers.

The fire department is divided into five divisions, Administration, Fire Operations, Life Safety Services, Emergency Medical Services, and Marine Operations. Our full service department delivers advanced life support provided by paramedic/firefighters, basic life support provided by EMT/firefighters and EMT/lifeguards, fire and building inspections, construction plan review, special event permits, fuel modification/brush clearance, fire suppression, urban search and rescue, ocean rescue, under water search and rescue, community emergency response teams, and most of all public education on our beaches and in our schools.

The fire department continues on the path to change by exploring innovation, efficiencies, effectiveness and new optimum, service delivery models. In fiscal year 2014-2015, significant achievements in the move towards a more EMS focused delivery model were completed. Those achievements were centered on the creation of the Emergency Medical Services (EMS) Division with specialized staff and a restructured budget that accurately reflects ambulance transport and Advanced Life Support expenditures. With nearly 80% of our calls for service being for medical assistance, the new EMS Division will continue to ensure that the Fire Department provides the fastest and highest quality of life-saving interventions possible. In fiscal year 2015-2016, we will maintain our efforts to innovate and evolve our service delivery through the implementation of a pilot study on the new model of community-based health care known as “Community

Paramedicine." The fire department, along with other healthcare partners, will participate in the pilot study where paramedics with advanced training function outside of their customary roles to facilitate the most appropriate access to medical care. This innovative model of community-based healthcare has sparked recent interest because of its benefits of improving access to quality care while reducing costs.

In fiscal year 2015-16, the fire department will maintain full-time staff to meet strategic planning needs, mitigate risks, balance responsibilities with operational priorities and protect capital assets. Staff members will take leadership roles in the development of a Community Risk Reduction Program; planning for replacement facilities; development of new succession planning and training programs; and enhancement of department policies and procedures. In addition, we will continue to carefully manage the utilization of professional contract service agreements in EMS to train our personnel and update new protocols in line with continually evolving federal, state, and local regulatory guidelines and in Life Safety Services for building plan checks.

## KEY DEPARTMENT PROGRAMS

- Administration
- Emergency Medical Services
- Fire Operations
- Life Safety Services
- Marine Operations

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| Fire Responses | 342 | 356 | 360 | 360 |
| Medical Responses | 7,716 | 7,751 | 8,000 | 8,250 |
| Fire Alarm Responses | 810 | 766 | 800 | 800 |
| Other Emergency Responses | 1,297 | 1,343 | 1,385 | 1,425 |
| Fire Medics Memberships | 5,296 | 5,239 | 5,000 | 5,000 |
| Water Rescues | 3,811 | 4,860 | 5,000 | 5,150 |
| Lifeguard Medical Aids | 8,045 | 6,318 | 6,500 | 6,700 |
| Boats in Distress/Warnings | 103 | 157 | 160 | 165 |
| Beach Attendance | 9,703,500 | 9,197,770 | 9,475,000 | 9,750,000 |
| Preventive Marine Safety Actions | 149,501 | 223,950 | 230,500 | 237,500 |
| Annual Fire Inspection Activities | 4,338 | 3,352 | 4,000 | 4,500 |
| New Construction Plan Review Activities | 586 | 813 | 840 | 870 |
| New Construction Inspection Activities | 716 | 1,729 | 1,780 | 1,830 |
| Special Events | 242 | 259 | 267 | 275 |

## TOTAL FIRE DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 30,044,007 | $ 31,328,629 | $ 36,102,730 | $ 35,458,974 |
| Maintenance and Operations | $ 5,930,580 | $ 6,148,692 | $ 7,163,708 | $ 7,588,045 |
| Capital Equipment | $ 260,105 | $ 124,891 | $ 413,677 | $ 199,266 |
| Total | $ 36,234,692 | $ 37,602,212 | $ 43,680,115 | $ 43,246,285 |

## GOALS

1. Assure success of self-funded programs (Junior Lifeguards, Fire Medics, START). Several Fire sponsored programs create a large benefit to the community, as well as assist in preparing the next generation to be safety conscious. Strategic management will maintain the excellence of each program while assuring these programs are cost effective, thereby minimizing general fund subsidization.

**Performance Measures**

| **Junior Lifeguards** | **FY13 Actual** | **FY14 Actual** | **FY15 Estimated** | **FY16 Projected** |
|---|---|---|---|---|
| ***# Participants*** | 1,309 | 1,409 | 1,343 | 1,350 |
| ***$ Revenue*** | $1,001,308 | $1,081,732 | $1,055,000 | $1,060,000 |
| ***$ Expenses (Labor, M&O)*** | $1,033,561 | $1,009,978 | $1,078,850 | $1,078,850 |
| ***% Cost Recovery*** | 97% | 107% | 98% | 98% |

| **START Triage Program** | **FY13 Actual** | **FY14 Actual** | **FY15 Estimated** | **FY16 Projected** |
|---|---|---|---|---|
| ***# Orders Placed*** | 89 | 42 | 45 | 45 |
| ***$ Revenue*** | $10,929 | $4,838 | $5,000 | $5,000 |
| ***$ Expenses (M&O)*** | $7,723 | $3,106 | $3,000 | $3,000 |
| ***% Cost Recovery*** | 142% | 156% | 166% | 166% |

| **Fire Medics** | **FY13 Actual** | **FY14 Actual** | **FY15 Estimated** | **FY16 Projected** |
|---|---|---|---|---|
| ***# Participants*** | 5,321 | 5,239 | 5,000 | 5,000 |
| ***$ Revenue*** | $255,416 | $246,382 | $240,000 | $240,000 |

2. Increase reimbursable training hours with College affiliation programs. A joint partnership program with Santa Ana College provides a revenue stream from training hours completed by field personnel. The program is supervised to assure fulfillment of specified core curriculum. Revenue from the program funds a department Career Development program dedicated to succession planning, increased workforce value, promotional opportunities and staff motivation incentive. The amount of revenue reimbursed is based on training hours, as well as the number of participants.

| Performance Measures | FY13 Actual | FY14 Actual | FY15 Estimate | FY16 Projected |
|---|---|---|---|---|
| *# Training hours completed* | 321 | 323 | 320 | 320 |
| *$ Revenue reimbursed* | $122,685 | $92,596 | $100,000 | $100,000 |

3. Increase the number of community outreach and educational programs. Continuous educational prevention and preparedness programs extended to adults and youths are a priceless investment in maintaining the value of our community. This interactive partnership expands the reach of our fire staff in maintaining a safe environment for the enjoyment of our residents and visitors. Not only is the community better informed on preventative measures, but also well-equipped at any age level to deal with diverse types of emergencies.

| Performance Measures | FY13 Actual | FY14 Actual | FY15 Estimate | FY16 Projected |
|---|---|---|---|---|
| *# CERT Program Graduates* | 154 | 127 | 120 | 120 |
| *# Educational Presentations* | 172 | 212 | 200 | 200 |

# PROGRAMS

## ADMINISTRATION

### CORE FUNCTIONS

- Leadership, direction, motivation, enforcement and supervision
- Succession planning
- Payroll processing
- Personnel facilitation
- Budget development, implementation and management
- Interdepartmental collaboration
- Procurement
- Support services
- Policy development and guidance

- Council proposals
- Intergovernmental relations
- Community engagement

## WORK PLAN:

Fire Administration is the core of the department providing leadership and administrative support to all divisions in order to achieve the organizational missions and standards set by Fire Chief Scott Poster. Assisting with oversight of the Chief's schedule and Department needs is the Administrative Assistant to the Fire Chief. All fiscal and administrative functions of the Department are performed by the Administrative Manager. The Fire Facilities Coordinator manages the maintenance, repair, and replacement of Fire Department facilities and specialized equipment. Two part-time Support Service Aides provide logistical support to all eleven facilities.

### *WORK PLAN CONCENTRATION AREAS:*

- Continue efforts to streamline the budget and create fiscal efficiencies. Focus on the integration of current fiscal practices into the new ERP system.
- Implement strategic planning to chart a course for future innovation, efficiencies and effectiveness throughout the emergency response delivery system. Oversee a new EMS service delivery model to sustain exemplary emergency services.
- Continue to improve operational efficiencies and promote utilization of best practices through policy and procedural revisions and new direction.
- Foster workforce excellence through improved methods of communication and clarity.
- Celebrate and recognize employees who deliver outstanding customer service.
- Develop a Fire Department Speakers Network made of up firefighters, lifeguards, and other topical experts who are dedicated to assisting the department in speaking to community-based organizations, schools and other targeted groups.
- Continue to protect capital assets including facilities and specialized equipment through structured maintenance and repair programs.

## ADMINISTRATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 651,636 | $ 691,630 | $ 854,491 | $ 864,806 |
| Maintenance and Operations | $ 218,329 | $ 293,757 | $ 231,468 | $ 186,590 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 869,965 | $ 985,386 | $ 1,085,959 | $ 1,051,396 |

## ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Fire Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *1.0* | *1.0* | *1.0* | *1.0* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Administrative Analyst | 1.0 | 1.0 | - | - |
| Administrative Manager | - | - | 1.0 | 1.0 |
| Administrative Assistant to the Fire Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Fire Facilities Coordinator | - | - | 1.0 | 1.0 |
| ***Total Full-Time*** | *2.0* | *2.0* | *3.0* | *3.0* |
| **Part-Time** | | | | |
| Support Services Aide P/T | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Part-Time*** | *1.0* | *1.0* | *1.0* | *1.0* |
| **Total Budgeted Staffing** | **4.0** | **4.0** | **5.0** | **5.0** |

# FIRE OPERATIONS

## CORE FUNCTIONS:

- Fire suppression
- Emergency Medical Services
- Urban Search and Rescue
- Fire investigation
- Hazardous materials response
- Training and certification
- Fire Explorer Program
- Media/Public Information
- Public Education and Community Training

## WORK PLAN

Fire Operations is committed to safeguarding the general welfare and economy of the City of Newport Beach. The safety and well-being of residents, visitors, property and community is our highest priority. Response time is provided by 8 strategically located fire stations, 119 full-time suppression staff, and a fleet of 8 fire engines, 2 fire trucks, and 1 Urban Search and Rescue unit (USAR). Calls for service cover a broad range which is generally classified into five categories – fire suppression, technical rescue, emergency medical aid, hazardous materials and public assistance.

### *WORK PLAN CONCENTRATION AREAS*

- Implement Automatic Vehicle Location (AVL) dispatching for emergency response to decrease response times and to ensure that the closest unit based on exact geographic location is dispatched.
- Continue to collect response time data to improve response times based on empirical findings.
- Accept delivery of two new fire engines. On schedule vehicle replacements minimize operational mechanical deficiencies resulting in improved service delivery.
- Continue to review and update operating policies and procedures to meet the changing needs of the community.
- Upgrade response capability to communicable diseases to ensure protection of the community and our staff.
- Work collaboratively with Public Works Department staff to plan for CIP projects for the replacement of two fire stations.
- Continue to focus on staff training. This year's training, developed and organized by the Training Battalion Chief with the assistance of the staff Training Captain, will include: professional development for company officers, leadership training to develop leaders in all levels, ethics and risk management training for all personnel, and incident management and command training.
- Conduct a marine rescue operations drill with grant funding provided by Urban Area Security Initiative (UASI).
- Work collaboratively with Human Resources Department staff to develop promotional training and testing.

## FIRE OPERATIONS PROGRAM COSTS

| | 2012-13* Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 22,163,707 | $ 22,975,685 | $ 23,824,570 | $ 22,715,041 |
| Maintenance and Operations | $ 3,316,538 | $ 3,334,575 | $ 3,855,642 | $ 4,086,940 |
| Capital Equipment | $ 159,489 | $ 65,162 | $ 265,455 | $ 144,077 |
| Total | $ 25,639,734 | $ 26,375,422 | $ 27,945,667 | $ 26,946,058 |

* Division 2351 for Fire Training is being absorbed into Fire Operations beginning FY 2012-13.

## FIRE OPERATIONS BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Fire Assistant Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Fire Battalion Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Fire Captain | 25.5 | 25.5 | 25.5 | 25.5 |
| Fire Division Chief | - | 2.0 | 2.0 | 2.0 |
| Fire Engineer | 30.0 | 30.0 | 30.0 | 30.0 |
| Fire Line Battalion Chief | 3.0 | 1.0 | 1.0 | 1.0 |
| Fire Paramedic | 6.0 | 6.0 | 12.0 | 12.0 |
| Firefighter | 30.0 | 30.0 | 24.0 | 24.0 |
| ***Total Full-Time*** | *96.5* | *96.5* | *96.5* | *96.5* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Department Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *1.0* | *1.0* | *1.0* | *1.0* |
| **Total Budgeted Staffing** | **97.5** | **97.5** | **97.5** | **97.5** |

# LIFE SAFETY SERVICES

## CORE FUNCTIONS

- Fire code enforcement
- Fire code development
- Issuance of fire code permits
- Fire and Life Safety review for new contraction and tenant improvement projects
- Fire and Life Safety building inspections
- Fire and Life Safety special event inspections
- Wildland vegetation fuel management
- Very High Fire Hazard Severity Zone enforcement
- Hazardous materials disclosure program
- Community education programs
- Community preparedness

## WORK PLAN

The Life Safety Services Division provides cost effective fire prevention, life safety, and emergency preparedness services through education, enforcement and awareness. This is the Department's smallest division with a staff of seven dedicated to providing proactive, effective, and efficient services. Staff is responsible for delivering a wide range of life safety technical services and promoting community disaster preparedness by working cooperatively with businesses, community partners, and individuals. Staff is committed to providing the highest level of service and expertise in partnership with our community.

### *WORK PLAN CONCENTRATION AREAS:*

- Ensure Records Management System (RMS) support for its core functions.
- Maintain a risk based fire inspection program designed to minimize risk and loss in compliance with state of California mandated and required inspections.
- Confirm fire and life safety plan review turnaround times are in step with the Community Development Department timelines to ensure a seamless and efficient customer experience.
- Build upon its nationally recognized community outreach, CERT, and preparedness programs by continuing to implement innovative methods, curriculum, and tools.

## LIFE SAFETY PROGRAM COSTS

| | 2012-13* Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16** Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,282,729 | $ 1,369,887 | $ 1,482,165 | $ 1,362,793 |
| Maintenance and Operations | $ 629,232 | $ 683,998 | $ 740,357 | $ 652,791 |
| Capital Equipment | $ 29,726 | $ 22,511 | $ 27,976 | $ 20,976 |
| Total | $ 1,941,687 | $ 2,076,396 | $ 2,250,498 | $ 2,036,560 |

* Divisions 2354, 2355 & 2356 became Division 2335 beginning FY 2012-13.

## LIFE SAFETY BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Fire Assistant Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *1.0* | *1.0* | *1.0* | *1.0* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Community Preparedness Coordinator | 1.0 | - | - | - |
| Confidential Administrative Assistant | 1.0 | - | - | - |
| Department Assistant | - | 1.0 | 1.0 | 1.0 |
| Emergency Services Coordinator | 1.0 | 1.0 | 1.0 | - |
| Fire Prevention Plans Examiner Non-Sworn | 2.0 | - | - | - |
| Fire Prevention Specialist Non-Sworn | 2.0 | - | - | - |
| Life Safety Specialist II | - | 4.0 | 4.0 | 4.0 |
| Life Safety Specialist III | - | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *7.0* | *7.0* | *7.0* | *6.0* |
| **Total Budgeted Staffing** | **8.0** | **8.0** | **8.0** | **7.0** |

# EMERGENCY MEDICAL SERVICES

## CORE FUNCTIONS

- Response to calls for emergency medical service
- Medical transport
- Emergency preparedness
- Training and certification
- Regulatory monitoring

## WORK PLAN

Emergency Medical Services provides the fastest and highest quality of basic and advanced life support services to the residents and visitors of our community 24 hours per day. Services are provided by 25 full-time, well trained and certified staff, and a fleet of 3 fire paramedic transport units and 2 surge ambulances.

### *WORK PLAN CONCENTRATION AREAS:*

- Participation in the Orange County Community Paramedicine pilot study, designed to study the feasibility and safety of assessing and transporting 9-1-1 patients with lower acuity conditions to urgent care clinics instead of to the hospital emergency departments. Provide advanced training for up to 9 Paramedics for participation.
- Revitalize the Fire Medics Subscription Program and START triage training materials through updated brochures and expanded distribution.
- Enhance training programs utilizing contract nurse educators with oversight by a physician medical director to ensure the highest level of medical expertise of our EMT's and Paramedics.
- Continue on a path to an optimum service delivery model that provides the fastest and highest quality of life saving interventions possible.

## EMERGENCY MEDICAL SERVICES PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,969,474 | $ 2,082,853 | $ 5,438,799 | $ 5,859,202 |
| Maintenance and Operations | $ 679,124 | $ 835,941 | $ 1,094,246 | $ 1,328,687 |
| Capital Equipment | $ 41,981 | $ 12,286 | $ 57,783 | $ - |
| Total | $ 2,690,579 | $ 2,931,080 | $ 6,590,828 | $ 7,187,889 |

*EMS Personnel costs previously expensed to Fire Ops division. Budgeted in EMS division beginning in FY 15.

## EMERGENCY MEDICAL SERVICES BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Fire Captain | 4.5 | 4.5 | 5.5 | 5.5 |
| Fire Paramedic | 18.0 | 18.0 | 18.0 | 18.0 |
| ***Total Full-Time*** | *22.5* | *22.5* | *23.5* | *23.5* |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Department Assistant | 1.0 | 1.0 | 1.0 | 0.0 |
| EMS Division Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Fiscal Clerk | - | - | - | 1.0 |
| ***Total Full-Time*** | *2.0* | *2.0* | *2.0* | *2.0* |
| **Total Budgeted Staffing** | **24.5** | **24.5** | **25.5** | **25.5** |

# MARINE OPERATIONS

## CORE FUNCTIONS

- Ocean, open water and beach safety
- Preventing and responding to ocean rescues
- Enforce City Municipal Codes and State Navigational Codes
- Providing emergency medical assistance to beach visitors
- Training and certification
- Junior Lifeguard program
- Underwater rescue dive team
- Rescue boat operations
- Urban Search and Rescue – swift water response
- Community education
- CPR instruction for schools
- Citywide Training and Emergency preparedness
- Grant management

## WORK PLAN

Marine Operations provides year-round, high quality water rescue, emergency response, prevention, and beach safety services. A staff of fourteen full-time, professionally trained and certified Marine Safety personnel, along with 200 seasonal part-time lifeguards, maintain ocean water safety for over 10 million beach and bay visitors annually.

*WORK PLAN CONCENTRATION AREAS:*

- Maintain an exceptional Junior Lifeguard program to educate and prepare our community youth on ocean safety.
- Provide CPR, First Aid and Ocean Safety instruction to the community schools, CERT program, and group associations.
- Evaluate service models for cost efficiencies while maintaining dedicated ocean safety measures.
- Continue to participate in grant funding opportunities to support the Fire Department and community efforts to mitigate community risks, and improve service levels.
- Prepare City employees as disaster service workers and incident management team members in the event of a City, or regional emergency.
- Enhance training programs to better serve the community in public safety and customer service.

## MARINE OPERATIONS PROGRAM COSTS

| | 2012-13* Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16** Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 3,976,460 | $ 4,208,575 | $ 4,502,706 | $ 4,657,132 |
| Maintenance and Operations | $ 1,087,356 | $ 1,000,421 | $ 1,270,245 | $ 1,333,037 |
| Capital Equipment | $ 28,909 | $ 24,931 | $ 34,213 | $ 34,213 |
| Total | $ 5,092,725 | $ 5,233,927 | $ 5,807,164 | $ 6,024,382 |

* Division 2352 for Lifeguard Training was absorbed into this division beginning FY 2012-13.
**Emergency Preparedness (Division 2335) reported here beginning FY 16.

## MARINE OPERATIONS BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **SAFETY** | | | | |
| **Full-Time** | | | | |
| Lifeguard Battalion Chief | 2.0 | 2.0 | 2.0 | 2.0 |
| Lifeguard Captain | 5.0 | 5.0 | 6.0 | 9.0 |
| Lifeguard Captain Boat | 1.0 | 1.0 | - | - |
| Lifeguard Officer | 3.0 | 4.0 | 4.0 | - |
| Lifeguard Operations Assistant Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *12.0* | *13.0* | *13.0* | *12.0* |
| **Part-Time** | | | | |
| Part-time Lifeguard Officer | 0.4 | - | - | 2.16 |
| ***Total Part-Time*** | *0.4* | - | - | 2.16 |
| **MISC** | | | | |
| **Full-Time** | | | | |
| Department Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Emergency Services Coordinator | - | - | - | 1.0 |
| ***Total Full-Time*** | *1.0* | *1.0* | *1.0* | *2.0* |
| **Part-Time** | | | | |
| Lifeguard Cadet | 0.64 | 0.64 | 0.87 | 0.87 |
| Lifeguard I | 16.31 | 16.31 | 17.16 | 17.66 |
| Lifeguard II | 14.65 | 14.65 | 15.14 | 15.29 |
| Lifeguard III | 2.33 | 2.33 | 2.42 | 2.97 |
| Lifeguard Trainee | 1.20 | 1.20 | 1.32 | 1.38 |
| ***Total Part-Time*** | *35.13* | *35.13* | *36.91* | *38.17* |
| **Total Budgeted Staffing** | **48.53** | **49.13** | **50.91** | **54.33** |

# COMMUNITY DEVELOPMENT

## MISSION STATEMENT

A responsive, knowledgeable team of professionals guiding community development in the public interest and promoting the quality of life and safety of those that live, work, and visit the City of Newport Beach.

## DEPARTMENT OVERVIEW

The Community Development Department's services encompass revitalization of targeted areas, retaining and attracting businesses to Newport Beach, and creating and maintaining high-quality residential neighborhoods and business areas to ensure that Newport Beach provides safe, economically vital, and aesthetically pleasing places in which to live, work, and visit.
The Department administers the City's land use policies, including the general plan, zoning, building, subdivision, and environmental regulations, to ensure the orderly physical growth of the community. Program activities range from advanced and current planning to building permit inspection, plan check, code enforcement, Real Property and Asset Management Program and oversight of the Community Development Block Grant Program.

## KEY DEPARTMENT PROGRAMS:

- Building
- Code Enforcement
- Planning
- Systems and Administration

## DEPARTMENT GOALS

For Fiscal Year 15/16, the following Department goals have been identified:

- Continue to prepare and implement short- and long-term strategies that promote City Council priorities for enhancing the City's physical environment and the character and quality of its neighborhoods;
- Continue to explore and implement new online services such as permitting and electronic plan review;
- Continue to reevaluate operations in the Permit Center to ensure staff is providing the best customer service as possible;
- Continue to improve electronic document storage and retrieval for all department records utilizing the new content management system;
- Continue to refine and improve internal and external customer service and streamline the development review process; and
- Continue to consistently implement the codes, policies, and regulatory requirements to ensure quality residential neighborhoods and commercial districts throughout the City.

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| Building Division | | | | |
| Plan Submittals | | | | |
| *Total Plan Checks:* | 2,649 | 3,114 | 2,583 | 2,853 |
| *Permits Issued* | | | | |
| Building/Combination Permits | 3,175 | 3,509 | 3,662 | 3,479 |
| Electrical Permits | 2,379 | 2,667 | 2,754 | 2,616 |
| Plumbing Permits | 2,018 | 2,176 | 2,352 | 2,234 |
| Mechanical Permits | 1,608 | 1,778 | 1,946 | 1,849 |
| Pool/Spa Permits | 128 | 136 | 136 | 129 |
| Harbor Permits | 48 | 51 | 52 | 49 |
| Fire Permits | 511 | 604 | 538 | 511 |
| *Total Permits Issued:* | 9,867 | 10,921 | 11,440 | 10,867 |
| *Inspections* | | | | |
| Inspections Related to Complaints | 1,396 | 1,125 | 1,061 | 1,114 |
| RBR Inspections | 754 | 588 | 451 | 474 |
| Construction Inspections | 35,335 | 39,501 | 42,060 | 44,163 |
| *Total Inspections:* | 37,485 | 41,214 | 43,572 | 45,751 |
| Code Enforcement Division | | | | |
| Administrative Citations Issued | 354 | 320 | 350 | 330 |
| Notice of Violations Issued | 1,552 | 1,123 | 1,250 | 1,300 |
| Verbal Warnings | N/A | 244 | 250 | 260 |
| Code Enforcement Investigations | 2,330 | 2,068 | 2,200 | 2,200 |
| Planning Division | | | | |
| *Planning Applications Received:* | 182 | 171 | 181 | 190 |
| Actions taken by Approval Authority | | | | |
| City Council | 41 | 36 | 35 | 38 |
| Planning Commission | 35 | 38 | 40 | 44 |
| Zoning Administrator | 62 | 81 | 67 | 73 |
| Hearing Officer | 1 | 1 | 1 | 1 |
| *Totals:* | 139 | 156 | 143 | 156 |

## TOTAL COMMUNITY DEVELOPMENT DEPARTMENT COSTS

| | 2012-13• Actual | 2013-14* Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 7,172,860 | $ 6,995,026 | $ 7,361,252 | $ 8,067,380 |
| Maintenance and Operations | $ 1,323,555 | $ 2,245,475 | $ 3,073,983 | $ 2,221,174 |
| Capital Equipment | $ 23,663 | $ 4,166 | $ 75,569 | $ 51,686 |
| CDBG Fund | $ 113,046 | $ 123,553 | $ 140,929 | $ 117,311 |
| Total | $ 8,633,124 | $ 9,368,220 | $ 10,651,733 | $ 10,457,551 |

• In FY 2012-13, the Economic Development Division transferred to a new City Manager Division, 0340.

* In FY 2013-14, the Real Property Division 2970 was added to Building.

# BUILDING DIVISION

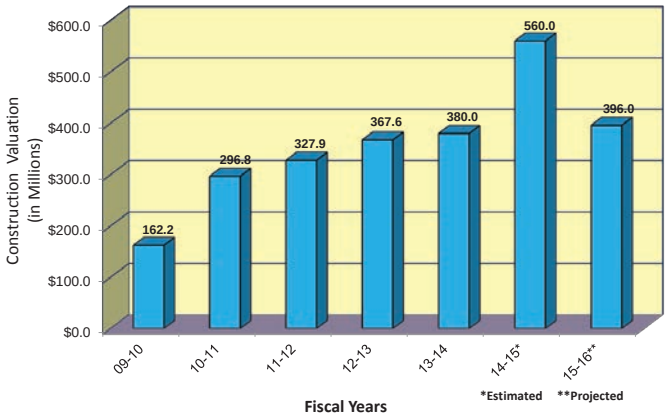
## CORE FUNCTIONS

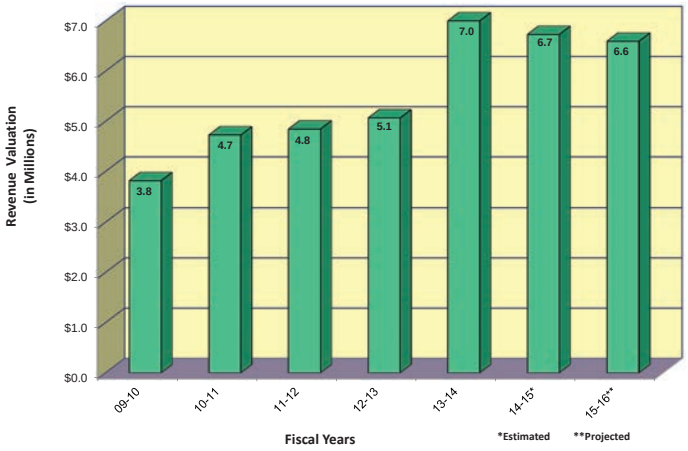
- Ensure plans and construction adhere to adopted codes and minimum design standards for the protection of life and property;
- Expeditiously process utility releases; code modification and hardship requests, applications for alternate materials and methods of construction, flood zone determinations, building code violations, handicap accessibility complaints, and temporary occupancy requests;
- Provide thorough and detailed building inspections within 24 hours of requests to ensure compliance with approved plans, applicable codes, and local ordinances;
- Implement exceptional customer service, effective project management, and a responsive and accountable staff;
- Provide over-the-counter plan review services for building code compliance to ensure a quick review time for smaller projects;
- Provide staff training opportunities to be current on the latest science and technologies available in engineering and construction;
- Provide accurate and timely Residential Building Records to the real estate community;
- Review existing lease agreements and ensure tenants are in compliance with the terms of their agreements;
- Continue to evaluate the real property asset portfolio of the City and provide recommendations to City Council; and
- Provide necessary staff support to the Building and Fire Board of Appeals.

## WORK PLANS

- Utilize all training opportunities to ensure staff is fully prepared and knowledgeable in all areas and disciplines;
- Cross train the inspection staff in both commercial and residential development. Ensure a versatile, responsive, and well-trained inspection team;
- Provide a minimum of three code training workshops for the public;
- Ensure that a minimum of 80% of all building permit applications are reviewed at the front counter, the same day an applicant applies for a permit;
- Ensure that a minimum of 90% of all building permit applications are reviewed within ten days;
- Implement Federal Emergency Management Agency's revised Base Flood Elevation for the Newport Harbor area;
- Implement the updated 2013 California Energy Code;
- Adopt an ordinance to expedite the plan review process for photovoltaic systems as required by State law;

- Utilize and leverage the use of professional consultants to augment the plan review and inspection processes;
- Implement the Accela Automation online permits system allowing the public to obtain simple permits from home or work;
- Update the Residential Building Records ordinance to be in-line with current activities and industry practices;
- Execute a lease agreement with Wells Fargo for an ATM kiosk at Palm Street parking lot on Balboa Peninsula;
- Issue agreements to govern fisherman's use of City property at the Dory Fishermen's Fleet;
- Select tenant and negotiate a lease for the Newport Pier restaurant;
- Continue to manage rates, track insurance, and issue permits and leases for Commercial Tidelands in Newport Harbor;
- Continue to process new lease agreement and assignments for Beacon Bay dwelling units; and,
- Archive, record and enter all real estate transactions in a database.




## BUILDING PROGRAM COSTS

| | 2012-13 Actual | 2013-14* Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 4,100,123 | $ 4,016,592 | $ 4,264,336 | $ 4,246,210 |
| Maintenance and Operations | $ 837,662 | $ 1,117,591 | $ 1,914,470 | $ 1,599,166 |
| Capital Equipment | $ 22,138 | $ 4,156 | $ 71,579 | $ 45,686 |
| Total | $ 4,959,923 | $ 5,138,339 | $ 6,250,385 | $ 5,891,062 |

* In FY 2013-14, the Real Property Division 2970 was added to Building.

## BUILDING BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Building Department Specialist | 1.0 | 1.0 | 1.0 | 1.0 |
| Building Inspector II | 3.0 | 3.0 | 3.0 | 3.0 |
| Building Manager/Chief Building Official | 1.0 | 1.0 | 1.0 | 1.0 |
| Chief Building Inspector | 1.0 | - | - | - |
| Civil Engineer Plan Check | 1.0 | - | - | - |
| Code Enforcement Officer Trainee | - | - | 0.5 | 0.5 |
| Department Assistant | 1.0 | 1.0 | 1.0 | - |
| Office Assistant | 1.0 | 1.0 | - | - |
| Permit Counter Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Permit Technician II | 4.0 | 4.0 | 4.0 | 4.0 |
| Principal Building Inspector | 2.0 | 2.0 | 2.0 | 2.0 |
| Principal Civil Engineer | 1.0 | 1.0 | 1.0 | 1.0 |
| Principal Civil Engineer Plan Check | 1.0 | 1.0 | 1.0 | 1.0 |
| Real Property Administrator | 1.0 | 1.0 | 1.0 | - |
| Records Specialist | 1.0 | 1.0 | 1.0 | - |
| Residential Building Records Inspector | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Building Inspector | 2.0 | 2.0 | 2.0 | 2.0 |
| Senior Civil Engineer Plan Check | 5.0 | 6.0 | 6.0 | 6.0 |
| Subtrade Plans Examiner | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *29.0* | *28.0* | *27.5* | *24.5* |
| **Part-Time** | | | | |
| Permit Technician II Part-time | 0.5 | 0.5 | 0.5 | 0.5 |
| ***Total Part-Time*** | 0.5 | 0.5 | 0.5 | 0.5 |
| **Total Budgeted Staffing** | **29.5** | **28.5** | **28.0** | **25.0** |

# CODE ENFORCEMENT DIVISION

## CORE FUNCTIONS

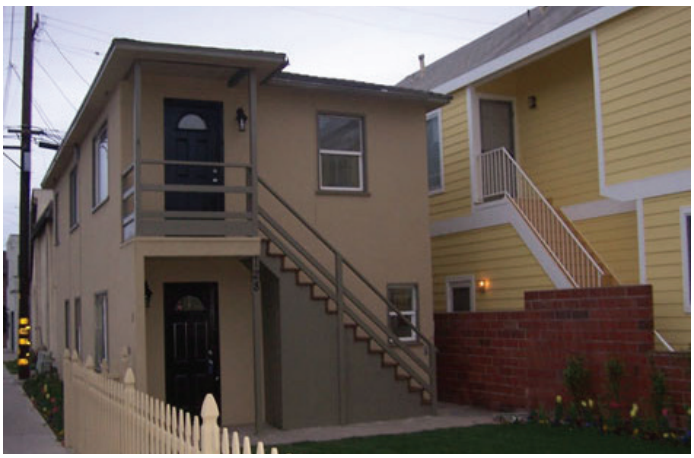
- Coordinate with other City Departments and outside agencies to ensure the health, safety and general welfare of the community is preserved through the effective enforcement of City and state laws as they relate to land use, building codes, and property maintenance standards;
- Provide the highest level of customer service by ensuring that all calls for service are responded to within 24 hours;
- Conduct detailed and comprehensive investigations in response to citizen complaints and abate violations through effective and efficient enforcement;
- In residential areas, focus on property maintenance conditions, nuisance violations, adherence to Zoning Code entitlements, development agreements, and construction activity without approved permits;
- Facilitate meetings with Homeowners Associations (HOAs), ad hoc citizen committees, residents, and business owners to further the division's goals of education and voluntary compliance;
- Assist with implementation of the City's Water Conservation Program;
- Monitor, evaluate and recommend Code revisions to achieve practical and equitable regulations and streamline code enforcement programs; and
- Assist the City Attorney's Office with preparing cases and prosecuting violations of the Newport Beach Municipal Code.

## WORK PLANS

- Maintain prompt and thorough reactive code enforcement. For FY15, 89% of all complaints had an average response time of one day or less from the filing of the complaint until completion of the initial investigation;
- Ensure that all complaints are investigated and resolved in a timely manner. For FY15, approximately 78% of all cases were closed in 30 days or less and 91% resolved within 90 days;
- Develop and implement special enforcement programs addressing community specific concerns related to the Zoning Code and property maintenance;
- Continue to implement educationally based public outreach pertinent to community aesthetics, consistent with traditions of excellence that define Newport Beach;
- Take advantage of all training and development opportunities to ensure Code Enforcement Officers and support staff are current on changes in applicable codes, and best business practices;
- Continue to provide support to special abatement programs, including summer weekend enforcement and annual reviews of use permits and development agreements;
- Coordinate with Public Works and Utilities staff to implement an education program for the City's Water Conservation Ordinance;

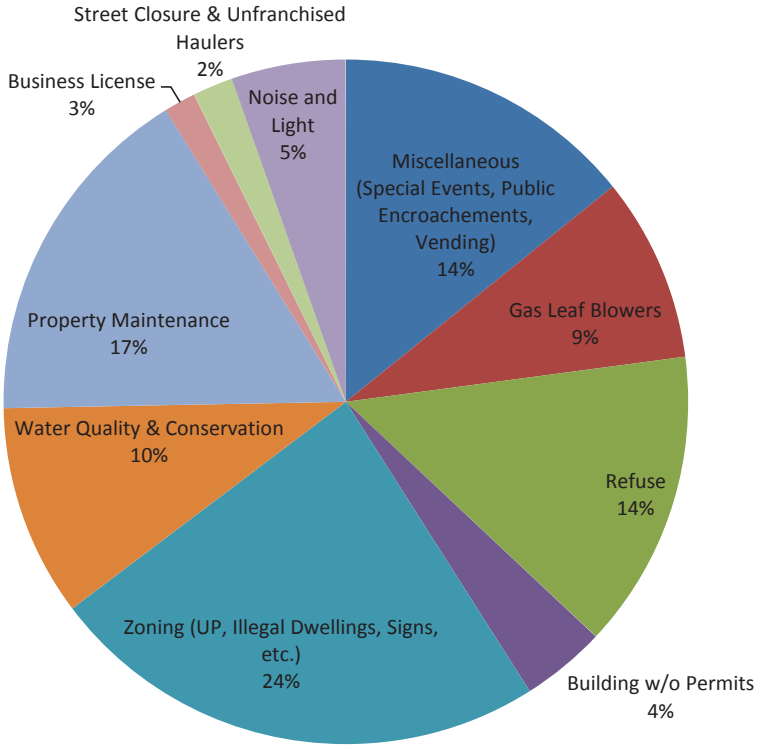
- Coordinate with the Newport Beach Police Department and the California Department of Alcohol Beverage Control (ABC) to inspect all Newport Beach restaurants and/or bars with ABC licenses and use permits;
- Proactive enforcement of quality of life concerns such as gas leaf blowers, refuse related nuisances, unwanted solicitation, illegal vending on public property and noise violations from private gatherings or special events; and
- Establish a Code Enforcement liaison to meet with representatives from various community groups, resident associations, and business groups on a quarterly basis.

*BEFORE*



*AFTER*

**Types of Cases as a percentage of workload**



## CODE ENFORCEMENT PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 461,061 | $ 500,617 | $ 538,517 | $ 586,280 |
| Maintenance and Operations | $ 79,682 | $ 78,407 | $ 90,613 | $ 123,204 |
| Capital Equipment | $ 1,341 | $ - | $ - | $ 4,000 |
| Total | $ 542,084 | $ 579,024 | $ 629,131 | $ 713,484 |

## CODE ENFORCEMENT BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Code & Water Quality Enforcement Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| Code & Water Quality Enforcement Officer I | - | - | 1.0 | 1.0 |
| Code & Water Quality Enforcement Officer Trainee | 1.0 | 1.0 | - | - |
| Code Enforcement Officer Trainee | - | - | 0.5 | 0.5 |
| Code Enforcement Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Code & Water Quality Enforcement Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *4.0* | *4.0* | *4.5* | *4.5* |
| **Total Budgeted Staffing** | **4.0** | **4.0** | **4.5** | **4.5** |

# PLANNING DIVISION

## CORE FUNCTIONS

- Maintain and apply the provisions of the General Plan, Zoning Code, Local Coastal Program, and related policy documents;
- Provide high quality customer service through efficient case management and plan check processing;
- Determine appropriate uses of properties, suitable site plan configurations and in designing buildings of size, scale, and character consistent with traditions of excellence that define Newport Beach;
- Review building plan checks for compliance with the Zoning Code and required conditions of approval;
- Review and process development applications to ensure compliance with the City's General

Plan, Zoning requirements, community goals, and the California Environmental Quality Act (CEQA);

- Provide critical information and recommendations to the Hearing Officer, Zoning Administrator, Planning Commission, and City Council to assist in decisions pertaining to a variety of development projects and land use policies;
- Maintain and implement the City's Housing Programs;
- Provide assistance to other departments in demonstrating compliance with CEQA and the City's Local Coastal Program; and
- Provide assistance to other departments in demonstrating compliance with the City's General Plan, Zoning requirements, community goals, and CEQA.

## WORK PLANS

- With support from the Balboa Village Advisory Committee, implement the revitalization strategies detailed in the Balboa Village Master Plan and approved by the City Council;
- Submit and obtain certification from the California Coastal Commission for the draft Local Coastal Program Implementation Plan ;
- Amend the Zoning Code where appropriate to address inconsistencies or inaccurate regulations;
- Manage the preparation of environmental documentation and project entitlements for the following major proposals:

  - ExplorOcean in Balboa Village

  - Koll Center Newport in the Airport Area;

  - Newport Center Villas

- Develop and implement a program to conduct comprehensive assessment of Mariners' Mile, which includes community engagement, focused on accessibility and revitalization of the area.

## PLANNING PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,032,732 | $ 1,867,629 | $ 1,891,081 | $ 2,128,989 |
| Maintenance and Operations | $ 293,958 | $ 937,607 | $ 854,144 | $ 262,269 |
| Capital Equipment | $ 125 | $ 10 | $ 3,990 | $ 2,000 |
| CDBG Fund | $ 113,046 | $ 123,553 | $ 140,929 | $ 117,311 |
| Total | $ 2,439,861 | $ 2,928,799 | $ 2,890,144 | $ 2,510,569 |

## PLANNING BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Assistant Planner | 5.0 | 3.0 | 3.0 | 3.0 |
| Associate Planner | 3.0 | 3.0 | 3.0 | 3.0 |
| Department Assistant | 2.0 | 2.0 | 1.0 | 1.0 |
| Deputy Community Development Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Planning Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Planning Technician | 1.0 | 1.0 | 1.0 | 1.0 |
| Principal Planner | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Planner | 2.0 | 2.0 | 2.0 | 2.0 |
| ***Total Full-Time*** | *17.0* | *15.0* | *14.0* | *14.0* |
| **Part-Time** | | | | |
| Department Assistant P/T | - | - | 0.6 | 0.6 |
| ***Total Part-Time*** | - | - | *0.6* | *0.6* |
| **Total Budgeted Staffing** | **17.0** | **15.0** | **14.6** | **14.6** |

# SYSTEMS & ADMINISTRATION DIVISION

## CORE FUNCTIONS

- Integration and leveraging of technology to streamline and automate daily operations to better serve internal and external customers;
- Field phone calls and assist customers;
- Prepare, facilitate, and monitor the annual operating budget which includes: contracts and agreements, revenue and fee analysis, developer deposit accounts and all other department expenditures;
- Provide administrative support services to ensure consistency of standard operating procedures and to avoid duplication of efforts;
- Maintain department documents in an electronic format to increase public accessibility and reduce staff research time;

- Manage the department's Geographic Information System (GIS) which includes the maintenance of all regulatory maps and documents, and statistical information;
- Develop reports for tracking and monitoring permit activity and customer service performance within the department;
- Maintain the department's web site; and
- Ensure that the preparation and posting of public notices, meeting agendas, and minutes for the Planning Commission, Zoning Administrator, Hearing Officer, City Council-directed sub-committees, and the Building and Fire Board of Appeals are in compliance with the Brown Act.

## WORK PLANS

- Continue to work with the City Clerk's office to refine the electronic agenda process;
- Continue to improve the Department's GIS by establishing convenient linkages to the City's content management system to assist in record retrieval and develop additional informational layers that will assist staff with reviewing project applications;
- Complete implementation of on-line permitting and develop and test workflow process for electronic plan review;
- Continue to identify opportunities to automate clerical functions, such as weekly permit and plan check expiration letters;
- Continue to work with the IT Division and Finance Department in the implementation of the City's Enterprise Resource Planning (ERP) software;
- Continue to review fees for Building and Planning Division services; and
- Provide GIS Support for the Local Coastal Program Implementation Plan with various exhibits, maps, and analysis.

## SYSTEMS AND ADMINISTRATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 578,942 | $ 610,187 | $ 667,317 | $ 1,105,901 |
| Maintenance and Operations | $ 112,253 | $ 111,870 | $ 214,755 | $ 236,535 |
| Capital Equipment | $ 59 | $ - | $ - | $ - |
| Total | $ 691,254 | $ 722,057 | $ 882,072 | $ 1,342,436 |

## SYSTEM AND ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Analyst | 1.0 | 1.0 | 1.0 | 1.0 |
| Community Development Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Department Assistant | - | - | - | 1.0 |
| Real Property Administrator | - | - | - | 1.0 |
| Records Specialist | - | - | - | 1.0 |
| Systems & Administrative Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *3.0* | *3.0* | *3.0* | *6.0* |
| **Part-Time** | | | | |
| Student Aide | 1.06 | 1.9 | 3.0 | 3.0 |
| ***Total Part-Time*** | *1.06* | *1.9* | *3.0* | *3.0* |
| **Total Budgeted Staffing** | **4.06** | **4.9** | **6.0** | **9.0** |

# MUNICIPAL OPERATIONS

## MISSION STATEMENT

To provide clean, safe, and responsive utility and infrastructure maintenance services to the community of Newport Beach.

## DEPARTMENT OVERVIEW

The Municipal Operations Department is committed to providing a safe reliable source of water for drinking, irrigation and fire protection, as well as wastewater services to convey wastewater from homes and businesses for treatment and disposal. We are also responsible for maintaining all city public property such as beaches, streets, sidewalks, parks, and trees. We understand that maintaining these assets at a high level increases the quality of life for our residents and enjoyment of our visitors. It is our goal to keep the city looking great and seek out opportunities to make improvements. Our staff also oversees multiple contracts that provide service to our community such as refuse collection, facility custodial services, street sweeping, oil well operations, storm drain cleaning, water testing, and wastewater video. The Department also maintains the City's vehicle fleet and hundreds of vehicles, from fire trucks to beach cleaners and lifeguard boats, are serviced and maintained at our Corporation Yard. Providing these diverse services requires dedicated city staff members and responsive contractors.

The Municipal Operations Department is divided into eleven key department programs or divisions that are responsible for our core functions. For example, the Water Division has sections that include water maintenance and repair, water production, and water system services, all focused on providing water service and funded from the Water Enterprise Fund. Each division is led by a Manager who oversees the performance of the sections and assures that goals are being met efficiently, on time, and with the public in mind. The Department operates from two maintenance yards located at 592 Superior Avenue and 949 West 16th Street.

## KEY DEPARTMENT PROGRAMS:

- Administration
- Facilities Maintenance
- Streetlights
- Beaches/Sidewalks/Streets
- Fleet Maintenance
- Oil and Gas Operations
- Storm Drain/Street Sweeping
- Landscape Maintenance
- Refuse
- Water Supply
- Wastewater

## DEPARTMENT GOALS

- Operate, maintain and repair the City's water system to provide a safe reliable source of water for drinking, irrigation, commercial use and fire suppression. Continue to comply with all regulations and plan for the future.
- Operate, maintain and repair the City's sewer collection system to convey wastewater to the Orange County Sanitation District for treatment. Make every effort to minimize spills and continue to comply with all regulations.
- Maintain all City-owned public facilities such as libraries, piers, beach and park restrooms, fire stations, and the Civic Center including managing the contracts for janitorial services.
- Continually maintain streets, sidewalks and beaches to assure the areas are clean, kept in a safe condition, and aesthetically pleasing.
- Provide maintenance activities to City-owned parks, trees and median landscaping focusing on a well maintained look and properly trimmed trees.
- Service all City-owned vehicles including cars, trucks, heavy equipment, fire trucks, and small equipment and manage the replacement of vehicles and equipment at the end of their economical service life.
- Operate, maintain and repair the City's storm drain and tide valve system to avoid street and property flooding and proper operation.
- Quickly respond to all emergencies that arise at any time, during working hours or at nights and on weekends.
- Provide superior customer service to residents, businesses, and visitors.
- Participate with various agencies and surrounding communities in meetings and training sessions to stay informed of changes and opportunities required to comply with changing regulations and perform our functions in the most efficient and economic manner.

## TOTAL MUNICIPAL OPERATIONS DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| **General Fund** | | | | |
| Salaries and Benefits | $ 9,718,305 | $ 8,732,666 | $ 8,535,083 | $ 8,662,125 |
| Maintenance and Operations | $ 14,169,413 | $ 16,354,345 | $ 18,719,394 | $ 19,379,222 |
| Capital Outlay | $ 4,780 | $ 18,039 | $ 335,050 | $ 373,050 |
| General Fund Total | $ 23,892,498 | $ 25,105,050 | $ 27,589,527 | $ 28,414,397 |
| **Water Fund** | | | | |
| Salaries and Benefits | $ 3,938,918 | $ 3,927,478 | $ 3,925,436 | $ 4,356,962 |
| Maintenance and Operations | $ 13,786,521 | $ 15,276,468 | $ 16,745,396 | $ 18,249,446 |
| Capital Outlay | $ 3,622 | $ 152,110 | $ 175,618 | $ 246,220 |
| Water Fund Total | $ 17,729,061 | $ 19,356,056 | $ 20,846,450 | $ 22,852,628 |
| **Wastewater Fund** | | | | |
| Salaries and Benefits | $ 1,449,941 | $ 1,440,032 | $ 1,616,872 | $ 1,532,098 |
| Maintenance and Operations | $ 1,085,970 | $ 1,108,023 | $ 1,595,225 | $ 1,823,516 |
| Capital Outlay | $ 33,830 | $ 10,653 | $ 33,000 | $ 33,000 |
| Wastewater Fund Total | $ 2,569,741 | $ 2,558,708 | $ 3,245,097 | $ 3,388,614 |
| **Tidelands Fund** | | | | |
| Salaries and Benefits | $ - | $ - | $ - | $ - |
| Maintenance and Operations | $ 829,528 | $ 1,163,124 | $ 857,700 | $ 857,201 |
| Capital Outlay | $ - | $ - | $ - | $ - |
| Tidelands Fund Total | $ 829,528 | $ 1,163,124 | $ 857,700 | $ 857,201 |
| **Operations - All Funds** | $ 45,020,828 | $ 48,182,939 | $ 52,538,774 | $ 55,512,840 |
| **Equipment Funds** | | | | |
| Equipment Maintenance Program | $ 2,780,539 | $ 5,680,355 | $ 7,711,339 | $ 4,036,596 |
| **Capital Improvement Projects (CIP)** | | | | |
| Water | $ 5,503,478 | $ 8,131,391 | $ 1,175,288 | $ 6,377,000 |
| Wastewater | $ 118,145 | $ 319,926 | $ 882,508 | $ 520,000 |
| CIP Total | $ 5,621,623 | $ 8,451,317 | $ 2,057,796 | $ 6,897,000 |
| Total | $ 53,422,990 | $ 62,314,611 | $ 62,307,909 | $ 66,446,436 |

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| Beach Debris Collected (tons) | 594 | 687 | 700 | 700 |
| Curb & Gutter Replacement (linear feet) | 2,530 | 1,815 | 2,100 | 2,100 |
| Graffiti Incidents | 4,685 | 5,176 | 5,666 | 5,348 |
| Landscaped Acres Maintained | 641 | 700 | 715 | 726 |
| Oil Produced for Sale (barrels) | 25,824 | 22,952 | 23,896 | 25,550 |
| Parks Maintained | 58 | 58 | 59 | 61 |
| Pipe Cleaned (miles) | 250 | 234 | 240 | 240 |
| Pipe Video Inspected (miles) | 23 | 37 | 40 | 40 |
| Reclaimed Water Used (acre feet) | 466 | 475 | 515 | 525 |
| Residential Refuse Collected (tons) | 33,400 | 33,509 | 33,700 | 34,000 |
| Sidewalk Repair (square feet) | 37,607 | 30,194 | 28,000 | 30,000 |
| Street & Pavement Marking (linear feet) | 370,795 | 593,461 | 350,000 | 450,000 |
| Street Sweeping (cubic yards) | 5,734 | 6,902 | 7,430 | 6,411 |
| Street Light Service Requests | 440 | 284 | 553 | 425 |
| Trees Planted | 264 * | 266 | 500 | 600 |
| Trees Removed | 140 | 604 | 200 | 750 |
| Trees Trimmed | 14,575 | 22,015 | 16,500 | 14,000 |
| Wastewater Repairs | 50 | 53 | 50 | 50 |
| Wastewater Services Requests | 300 | 435 | 400 | 400 |
| Water Main Breaks | 18 | 14 | 15 | 13 |
| Water Purchased/Produced (acre feet) | 15,915 | 17,106 | 16,400 | 16,500 |
| Water Service Requests | 2,715 | 1,942 | 6,000 ** | 5,500 ** |

1 Acre foot = 325,850 gallons
* Includes Civic Center
** Includes all water divisions

# ADMINISTRATION

## CORE FUNCTIONS

- Contract administration
- Create and oversee the annual budget
- Provide administrative support to operations divisions
- Ensure regulatory compliance
- Provide customer service to internal customers and the public

## WORK PLAN

- Oversee contract development to implementation

- Enforce contractor insurance requirements
- Monitor expenditures and revenues on an on-going basis
- Receive and route in-person, telephone, and online customer inquiries

## ADMINISTRATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 728,557 | $ 698,772 | $ 663,198 | $ 778,881 |
| Maintenance and Operations | $ 161,492 | $ 126,385 | $ 169,304 | $ 124,715 |
| Capital Equipment | $ 451 | $ 878 | $ 2,500 | $ 2,500 |
| Total | $ 890,500 | $ 826,036 | $ 835,002 | $ 906,096 |

## ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Administrative Manager | 0.5 | 0.5 | 0.5 | 0.5 |
| Department Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Deputy MOD Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Management Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| MOD Director | 0.5 | 0.5 | 0.5 | 0.5 |
| ***Total Full-Time*** | *5.0* | *5.0* | *5.0* | *5.0* |
| **Total Budgeted Staffing** | **5.0** | **5.0** | **5.0** | **5.0** |

# EQUIPMENT MAINTENANCE

## CORE FUNCTIONS

- Service and repair vehicles
- Fabricate and repair metal parts
- Procure vehicles and equipment
- Dispose of out-of-service vehicles

## WORK PLAN

- Custom-engineer metal parts for vehicles, facilities, beaches/harbor
- Perform scheduled maintenance and as-needed repair services to the City fleet
- Provide loaner vehicles while vehicles are being serviced
- Examine ways to increase the efficiency of the City fleet by the purchase of smaller vehilces and those powered by hybrid systems or compressed natural gas (CNG).

## EQUIPMENT MAINTENANCE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,282,870 | $ 1,275,064 | $ 1,158,858 | $ 1,018,682 |
| Maintenance and Operations | $ 727,194 | $ 666,699 | $ 575,448 | $ 637,905 |
| Capital Equipment | $ 770,475 | $ 3,738,592 | $ 5,977,033 | $ 2,380,009 |
| Total | $ 2,780,539 | $ 5,680,355 | $ 7,711,339 | $ 4,036,596 |

## EQUIPMENT MAINTENANCE BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Automotive Parts Buyer | 1.0 | 1.0 | 1.0 | 1.0 |
| Equipment Maintenance Superintendent | 1.0 | 1.0 | 1.0 | 0.5 |
| Equipment Maintenance Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Equipment Mechanic I | 1.0 | 1.0 | 1.0 | 1.0 |
| Equipment Mechanic II | 5.0 | 5.0 | 3.0 | 3.0 |
| Inventory Assistant | 1.0 | 1.0 | 1.0 | - |
| Senior Equipment Mechanic | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *11.0* | *11.0* | *9.0* | *7.5* |
| **Part-Time** | | | | |
| Maintenance Aide | 0.75 | 0.75 | 0.75 | - |
| ***Total Part-Time*** | *0.75* | *0.75* | *0.75* | - |
| **Total Budgeted Staffing** | **11.75** | **11.75** | **9.75** | **7.50** |

# FACILITIES MAINTENANCE

## CORE FUNCTIONS

- Maintain and repair public buildings
- Maintain and repair public piers and floats
- Maintain and repair public restrooms

## WORK PLAN

- Perform repair services through a variety of specialty contractors
- Manage janitorial contractors cleaning City facilities and beach and park restrooms
- Manage a preventative maintenance program for all facilities

## FACILITIES MAINTENANCE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ - | $ 668,211 | $ 668,268 | $ 808,991 |
| Maintenance and Operations | $ - | $ 460,435 | $ 1,572,008 | $ 1,932,680 |
| Capital Equipment | $ - | $ - | $ - | $ 26,000 |
| Total | $ - | $ 1,128,646 | $ 2,240,276 | $ 2,767,671 |

## FACILITIES MAINTENANCE BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Electrician | - | - | 1.0 | - |
| Facilities Maint Tech | - | - | 4.0 | 4.0 |
| Facilities Maint Crew Chief | - | - | 1.0 | - |
| Facilities Maint Supervisor | - | - | - | 1.0 |
| Equipment Maint Supertndt | - | - | - | 0.5 |
| Maint & Ops Specialist | - | - | - | 1.0 |
| ***Total Full-Time*** | - | - | 6.0 | 6.5 |
| **Total Budgeted Staffing** | - | - | **6.0** | **6.5** |

# STREET, SIDEWALK, BEACH MAINTENANCE

## CORE FUNCTIONS

- Conduct street inspections
- Inspect, maintain, and repair sidewalk and curb/gutter
- Maintain beaches and fire rings
- Maintain horse trails
- Repair asphalt streets
- Maintain regulatory signage and street and curb painting

## WORK PLAN:

- Collect and dispose of beach refuse and debris
- Clean and maintain fire rings
- Paint traffic markings
- Patch and repair asphalt streets
- Inspect and grind damaged areas of sidewalk
- Replace sidewalk, curb and gutter when remedial repairs cannot be completed
- Replace old and worn signage and street/curb markings

## STREET, SIDEWALK, BEACH MAINTENANCE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,203,251 | $ 2,119,668 | $ 2,388,375 | $ 3,655,075 |
| Maintenance and Operations | $ 1,105,628 | $ 1,219,039 | $ 1,293,232 | $ 2,350,229 |
| Capital Equipment | $ 915 | $ - | $ 2,000 | $ 14,000 |
| Total | $ 3,309,794 | $ 3,338,708 | $ 3,683,607 | $ 6,019,304 |

## STREET, SIDEWALK, BEACH MAINTENANCE BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Concrete Finisher | 2.0 | 2.0 | 2.0 | 2.0 |
| Concrete Maintenance Crew Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Concrete Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Equipment Operator I | 2.0 | 2.0 | 2.0 | 3.0 |
| Equipment Operator II | 5.0 | 5.0 | 5.0 | 8.0 |
| Field Maintenance Superintendent | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance Worker I | 1.0 | 1.0 | 4.0 | 7.0 |
| Maintenance Worker II | 5.0 | 5.0 | 3.0 | 5.0 |
| Street Maintenance Crew Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Street Maintenance Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Beach Maint Supervisor | - | - | - | 1.0 |
| Traffic Painter | 1.0 | - | - | - |
| ***Total Full-Time*** | *21.0* | *20.0* | *21.0* | *31.0* |
| **Part-Time** | | | | |
| Temporary Labor | 0.75 | - | - | - |
| **Total Part-Time** | *0.75* | - | - | - |
| **Total Budgeted Staffing** | **21.75** | **20.0** | **21.0** | **31.0** |

## OIL AND GAS

### CORE FUNCTIONS

- Maintain oil and natural gas production facilities
- Sell oil and natural gas

### WORK PLAN:

- Monitor oil and gas production
- Monitor oil and gas revenue
- Perform repair services through a variety of specialty contractors

### OIL AND GAS PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ - | $ - | $ - | $ - |
| Maintenance and Operations | $ 829,528 | $ 1,163,124 | $ 857,700 | $ 857,201 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 829,528 | $ 1,163,124 | $ 857,700 | $ 857,201 |

## STORM DRAIN, STREET SWEEPING, TIDE VALVES, GRAFFITI

### CORE FUNCTIONS

- Maintain and repair the storm drain system
- Monitor and operate tide valves
- Remove debris from streets and alleyways
- Remove graffiti

### WORK PLAN:

- Manage contractors providing storm drain cleaning and graffiti removal services
- Provide 24-hour monitoring and coverage to reduce street end and property flooding
- Remove debris and chemical spills from gutters, vaults, drainage ditches
- Document graffiti to assist Orange County Sheriff in prosecution of offenders

## STORM DRAIN, STREET SWEEPING, TIDE VALVES, GRAFFITI PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,709,995 | $ 2,005,949 | $ 2,249,355 | $ 1,173,059 |
| Maintenance and Operations | $ 3,407,762 | $ 3,399,780 | $ 2,757,188 | $ 1,776,124 |
| Capital Equipment | $ 2,534 | $ 16,144 | $ 17,550 | $ 17,550 |
| Total | $ 6,120,291 | $ 5,421,874 | $ 5,024,094 | $ 2,966,733 |

## STORM DRAIN, STREET SWEEPING, TIDE VALVES, GRAFFITI STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Beach Maintenance Supervisor | 1.0 | 1.0 | 1.0 | - |
| Electrician | 1.0 | 1.0 | - | - |
| Equipment Operator I | 1.0 | 1.0 | 1.0 | - |
| Equipment Operator II | 6.0 | 6.0 | 6.0 | 3.0 |
| Facilities Maintenance Crew Chief | 1.0 | 1.0 | - | - |
| Facilities Maintenance Tech | 4.0 | 4.0 | - | - |
| Maintenance Worker I | 4.0 | 4.0 | 4.0 | 1.0 |
| Maintenance Worker II | 3.0 | 3.0 | 3.0 | 1.0 |
| Operations Support Superintendent | 1.0 | 1.0 | 1.0 | 0.5 |
| Storm Drain/Street Sweeping Crew Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Storm Drain/Street Sweeping Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance & Operations Specialist | - | - | - | 0.5 |
| Temporary Labor | 2.0 | - | - | - |
| ***Total Full-Time*** | *26.0* | *24.0* | *18.0* | *8.0* |
| **Total Budgeted Staffing** | **26.0** | **24.0** | **18.0** | **8.0** |

# LANDSCAPE MAINTENANCE

## CORE FUNCTIONS

- Abate weeds to reduce fire hazards in City-owned wildland areas
- Facilitate donation program for park amenities Maintain landscaped roadsides and medians using contract forces
- Maintain parks utilizing a combination of contract and City staff
- Maintain trees in right of way and public areas
- Maintain the computerized tree inventorySupport Parks, Beaches, and Recreation Commission

## WORK PLAN

- Mow, trim, seed, renovate, and remove turf and plant materials in parks, on street medians and roadside areas, and at City facilities
- Manage the pruning, planting and removal of City trees in parks, parkways, on slopes and at City facilities
- Implement the revised G-1 and G-6 Council Policies, and new Street Tree Designation List

## LANDSCAPE MAINTENANCE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,605,216 | $ 1,554,327 | $ 1,792,288 | $ 1,978,853 |
| Maintenance and Operations | $ 5,213,464 | $ 6,154,550 | $ 6,538,786 | $ 7,169,866 |
| Capital Equipment | $ 880 | $ 1,017 | $ 313,000 | $ 313,000 |
| Total | $ 6,819,561 | $ 7,709,894 | $ 8,644,074 | $ 9,461,719 |

## LANDSCAPE MAINTENANCE BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Groundsworker I | 3.0 | 2.0 | 5.0 | 3.0 |
| Groundsworker II | 3.0 | 3.0 | 3.0 | 5.0 |
| Irrigation Specialist | 1.0 | 1.0 | 1.0 | - |
| Maint & Ops Specialist | - | - | - | 1.0 |
| Parks & Trees Superintendent | 1.0 | 1.0 | 1.0 | 1.0 |
| Park Maintenance Crew Chief | 3.0 | 3.0 | 3.0 | 3.0 |
| Park Maintenance Supervisor | 2.0 | 2.0 | 2.0 | 2.0 |
| Urban Forester | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *14.0* | *13.0* | *16.0* | *16.0* |
| **Total Budgeted Staffing** | **14.0** | **13.0** | **16.0** | **16.0** |

# REFUSE

## CORE FUNCTIONS

- Administer the Non-Exclusive Solid Waste Franchises
- Provide for the collection, recycling, and disposal of residential solid waste
- Administer solid waste collection contracts for City facilities and public areas
- Ensure regulatory compliance

## WORK PLAN:

- Manage the contract for collection residential waste, bulky items, sharps, and electronic waste
- Manage contracts for waste collection from City facilities, Pier and street end waste containers, and beach containers
- Compile and report refuse data to local and state agencies

## REFUSE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,471,286 | $ 1,685,738 | $ 773,599 | $ 267,267 |
| Maintenance and Operations | $ 3,383,828 | $ 4,109,770 | $ 5,345,259 | $ 4,952,595 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 5,855,114 | $ 5,795,509 | $ 6,118,858 | $ 5,219,862 |

## REFUSE BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Refuse Superintendent | 1.0 | 1.0 | 1.0 | 0.0 |
| Refuse Supervisor | 1.0 | 1.0 | 1.0 | - |
| Refuse Worker I | 8.0 | 5.0 | 2.0 | - |
| Refuse Worker II | 14.0 | 11.0 | - | - |
| Sr. Management Analyst | - | - | - | 1.0 |
| ***Total Full-Time*** | *24.0* | *18.0* | *4.0* | *1.0* |
| **Total Budgeted Staffing** | **24.0** | **18.0** | **4.0** | **1.0** |

# STREETLIGHTS

## CORE FUNCTIONS

- Inspect, maintain, and repair streetlights, parking lot lights, and facility lights

## WORK PLAN:

- Visually inspect streetlights on a quarterly basis
- Oversee replacement of non-functioning bulbs

## STREETLIGHTS PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ - | $ - | $ - | $ - |
| Maintenance and Operations | $ 897,238 | $ 884,384 | $ 1,043,616 | $ 1,073,012 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 897,238 | $ 884,384 | $ 1,043,616 | $ 1,073,012 |

Personnel costs transferred to other divisions in FY 2011-12. This division no longer had staff associated with it after July 2011.

# WATER

## CORE FUNCTIONS

- Inspect new installations
- Maintain adequate pressure and flow
- Mark underground utilities for excavations
- Provide a safe reliable source of water
- Repair water services and mains
- Read water meters

## WORK PLAN:

- Pump water from groundwater supplies in Fountain Valley
- Purchase water from import supplies as needed
- Treat water to meet or exceed water quality standards
- Operate pressure regulators and pump stations to provide adequate pressure and flow
- Maintain reservoirs, pump stations, and treatment facilities
- Repair broken water mains and services as-needed
- Maintain fire hydrants and valves on a routine basis
- Meet with contractors and residents during installations of service
- Provide underground marking in compliance with DigAlert
- Provide recycled water to connected users

## WATER PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 3,938,918 | $ 3,927,478 | $ 3,925,436 | $ 4,356,962 |
| Maintenance and Operations | $ 13,786,521 | $ 15,276,468 | $ 16,745,396 | $ 18,249,446 |
| Capital Equipment | $ 3,622 | $ 152,110 | $ 175,618 | $ 246,220 |
| CIP | $ 5,503,478 | $ 8,131,391 | $ 1,175,288 | $ 8,234,900 |
| Total | $ 23,232,539 | $ 27,487,447 | $ 22,021,738 | $ 31,087,528 |

## WATER BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Administrative Manager | 0.5 | 0.5 | 0.5 | 0.5 |
| Department Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Electrician | 1.0 | 1.0 | 1.0 | - |
| Engineering Technician | 0.5 | 0.5 | 0.5 | 0.5 |
| Field Superintendent I | 2.0 | 2.0 | - | - |
| Field Superintendent II | 1.0 | 1.0 | - | 1.0 |
| MOD Director | 0.5 | 0.5 | 0.5 | 0.5 |
| Management Assistant | 1.0 | 1.0 | - | - |
| Senior Utilities Specialist | 5.0 | 5.0 | 5.0 | 5.0 |
| Utilities Crew Chief | 5.0 | 5.0 | 5.0 | 4.0 |
| Utilities General Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Utilities Safety Officer | - | - | - | - |
| Utilities SCADA Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| Utilities Specialist | 8.0 | 8.0 | 8.0 | 9.0 |
| Utilities Supervisor | - | - | 2.0 | 3.0 |
| Water Production Operator | 3.0 | 3.0 | 3.0 | 3.0 |
| Water Production Supervisor | - | - | 1.0 | - |
| Water Quality Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| Maint & Ops Specialist | - | - | - | 1.0 |
| ***Total Full-Time*** | *32.5* | *32.5* | *31.5* | *32.5* |
| **Part-Time** | | | | |
| Student Intern | 0.00 | 0.00 | 0.00 | 2.0 |
| ***Total Part-Time*** | *0.00* | *0.00* | *0.00* | *2.0* |
| **Total Budgeted Staffing** | **32.5** | **32.5** | **31.5** | **34.5** |

# WASTEWATER

## CORE FUNCTIONS

- Minimize sewer spills by performing routine maintenance and cleaning
- Operate, maintain and repair sewer collection system
- Repair sewer mains, laterals, and manholes as needed

## WORK PLAN:

- Clean sewer mains routinely and in compliance with regulations
- Visually inspect sewer mains and laterals utilizing remote video systems
- Repair and replace sewer mains and laterals as-needed
- Operate and maintain sewer lift stations

## WASTEWATER PROGRAM COSTS

Total Wastewater Program Costs:

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,449,941 | $ 1,440,032 | $ 1,616,872 | $ 1,532,098 |
| Maintenance and Operations | $ 1,085,970 | $ 1,108,023 | $ 1,595,225 | $ 1,823,516 |
| Capital Equipment | $ 33,830 | $ 10,653 | $ 33,000 | $ 33,000 |
| CIP | $ 118,145 | $ 319,926 | $ 882,508 | $ 520,000 |
| Total | $ 2,687,886 | $ 2,878,634 | $ 4,127,605 | $ 3,908,614 |

## WASTEWATER BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Electrician | 1.0 | 1.0 | 1.0 | - |
| Field Superintendent I | 1.0 | 1.0 | - | - |
| Senior Equipment Mechanic | 1.0 | - | - | - |
| Senior Utilities Specialist | 2.0 | 2.0 | 2.0 | 2.0 |
| Utilities Crew Chief | 4.0 | 3.0 | 3.0 | 3.0 |
| Utilities Operations Manager | - | - | - | - |
| Utilities SCADA Technician | 1.0 | 1.0 | 1.0 | 1.0 |
| Utilities Specialist | 5.0 | 5.0 | 6.0 | 4.0 |
| Utilities Supervisor | - | - | 1.0 | 1.0 |
| Operations Support Supt | - | - | - | 0.50 |
| Maint & Ops Specialist | - | - | - | 0.50 |
| ***Total Full-Time*** | *15.0* | *13.0* | *14.0* | *12.0* |
| **Total Budgeted Staffing** | **15.0** | **13.0** | **14.0** | **12.0** |

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# PUBLIC WORKS

## MISSION STATEMENT

Protecting and providing quality public improvements and services.

## DEPARTMENT OVERVIEW

The City of Newport Beach is committed to maintaining a high quality of life by providing essential infrastructure and public facilities. The Department of Public Works is responsible for managing a comprehensive and ambitious improvement program designed to meet the current and future needs of the community and to protect the City's physical and natural assets. Capital projects include improvements to the City's roads, intersections, bridges, sidewalks, storm drains, traffic signals, water quality and environmental features, piers, water and sewer systems, street lighting, public buildings, harbor improvements and parks.

A key service area focuses on the use of engineering expertise to solve problems and to promote a safe and efficient transportation system. Public Works adds quality, safety and order to our lives through the use of engineered controls and measures such as traffic signals, signage and pavement maintenance.

Public Works also manages public property through permitted encroachments, ensures the safety of utility company activities, private construction and special events in the public right-of- way, and reviews plans for residential and commercial development as they relate to the public right-of-way.

## KEY DEPARTMENT PROGRAMS

### *ENGINEERING SERVICES*

- Capital Improvement Program
- Water Quality and Environmental Programs
- Transportation System and Operations and Development Services

### *HARBOR RESOURCES*

### *ADMINISTRATION AND RECORDS*

## GOALS

- Facilitate design and construction of public infrastructure to meet community priorities and goals and to optimize the performance and lifespan of public assets.
- Continuously improve our project delivery capability and use of project management tools to deliver the highest quality improvements and services on time and on budget.
- Maintain and operate City transportation systems including vehicle, bicycle and pedestrian facilities in a safe and reliable manner.
- Implement use of technology tools, such as online bidding for capital improvement projects, website and social media, and citywide efforts to upgrade several new software systems to improve efficient delivery of services and meet customer expectations.
- Integrate increased communication and team building in all aspects of department operations and organizational culture.
- Develop long-range plans for the maintenance and repair of publically maintained buildings, facilities, and structures as well a capital improvements plan for tidelands related facilities and amenities.
- Participate in discussions and innovative solutions for current and emerging issues such as bicycle safety, sea levels and seawalls, regulatory compliance and permitting, water quality and water conservation, and park planning.

## TOTAL PUBLIC WORKS DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 5,359,230 | $ 5,447,720 | $ 5,947,278 | $ 6,362,020 |
| Maintenance and Operations | $ 2,495,223 | $ 2,349,697 | $ 3,834,175 | $ 3,307,668 |
| Capital Equipment | $ 21,664 | $ 28,686 | $ 48,095 | $ 14,001 |
| Total | $ 7,876,117 | $ 7,826,103 | $ 9,829,548 | $ 9,683,689 |

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| CIP funds expended[1] | $79,282,383 | $42,096,125 | $66,190,668 | $66,600,490 |
| CIP projects completed within two months of baseline schedule - target 85% | 81% | 82% | 80% | 85% |
| CIP projects completed within awarded contract value, plus approved contingency - target 90% | 100% | 94% | 85% | 90% |
| Plan checks completed within target date | 95% | 83% | 90% | 90% |
| Total full-time department personnel | 35 | 34 | 35 | 35 |
| Total part-time department personnel | 2.58 | 2.11 | 2.85 | 3.35 |

1 Does not include assessment district project funds nor encumbered funds for work in progress; actual data reflects amounts expended including assessment district project expenses and capital budget expenses approved mid-year. Projected budget includes estimated carry-over funds from current budget.

## CAPITAL IMPROVEMENT PROGRAM DELIVERY

### INTENDED OUTCOME

Manage the development, design, construction and administration of all of the City's Capital Improvement Program (CIP) projects.

### CORE FUNCTIONS

- Feasibility studies, planning, permitting, master plans
- Right-of-way acquisition
- Utilities coordination
- Engineering design
- Project management
- Construction management
- Public right-of-way inspection
- Community outreach and education
- Utility undergrounding district administration and coordination
- Coordination with outside agencies such as County of Orange, OCTA, Caltrans, OCSD, MWDOC and surrounding cities related to regional infrastructure issues
- Coordination with federal and state regulatory agencies related to strategic planning for dredging, water quality and ecosystem restoration projects
- Pursue and manage grant funding for eligible projects.

### WORK PLAN:

- Oversee project and construction management of scheduled and emergency Capital Improvement Program projects such as Traffic Signal Modernization, water infrastructure improvements, pavement condition improvements, and harbor and tidelands improvements.
- Manage and update infrastructure master plans to reflect the community's goals of maintaining quality public infrastructure that are sustainable into the future with emphasis on facilities, transportation, environmental and water quality, and tidelands management.

## CAPITAL IMPROVEMENT PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,268,607 | $ 2,320,554 | $ 2,485,274 | $ 2,676,982 |
| Maintenance and Operations | $ 489,959 | $ 553,110 | $ 672,695 | $ 512,494 |
| Capital Equipment | $ 8,502 | $ 15,100 | $ 23,095 | $ 3,000 |
| Total | $ 2,767,068 | $ 2,888,764 | $ 3,181,064 | $ 3,192,476 |

## CAPITAL IMPROVEMENT PROGRAM BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Assistant City Engineer | 1.0 | 1.0 | 1.0 | 1.0 |
| Assoc 5% Civil Engineer | 2.0 | 3.0 | 3.0 | 3.0 |
| Associate Civil Engineer | 1.0 | 1.0 | 1.0 | 1.0 |
| Construction Inspection Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Deputy Public Works Director/City Engineer | 1.0 | 1.0 | 1.0 | 1.0 |
| Facilities Manager | 1.0 | 1.0 | - | - |
| Junior 5% Civil Engineer | 1.0 | - | - | - |
| Principal Civil Engineer | 1.0 | 1.0 | 1.0 | 1.0 |
| Public Works Inspector II | - | - | 1.0 | 1.0 |
| Senior Civil Engineer | 3.0 | 3.0 | 3.0 | 3.0 |
| Senior Public Works Inspector | 2.0 | 2.0 | 2.0 | 2.0 |
| ***Total Full-Time*** | *14.0* | *14.0* | *14.0* | *14.0* |
| **Part-Time** | | | | |
| Contract Civil Engineer | 0.26 | 0.26 | - | - |
| Public Works Technical Aide | 0.85 | 0.85 | 1.35 | 1.85 |
| ***Total Part-Time*** | *1.11* | *1.11* | *1.35* | *1.85* |
| **Total Budgeted Staffing** | **15.11** | **15.11** | **15.35** | **15.85** |

# WATER QUALITY AND ENVIRONMENTAL PROGRAMS

## INTENDED OUTCOME

Ensure City is compliant with state and federal permits and regulations so that the citizens and guests of Newport Beach enjoy the best environmental standard of living possible by planning and engineering protections and implementing clean water requirements for Newport Bay, the ocean shoreline and other sensitive areas.

## CORE FUNCTIONS:

- Management and enforcement of local, state and federal laws, policies and regulations
- Environmental programming and capital planning including the pursuit of funding opportunities and collaborative public/ private partnerships.
- Community education and promotion of best management practices
- Participate in regional planning and coordination with the community, other public agencies, regulatory agencies and various environmental stakeholders.

Crystal Cove State Beach

## WORK PLAN:

- Participate, oversee and implement the requirements and regulations associated with regional water quality permits and orders.
- Implement water quality improvement projects for Big Canyon wetlands, Semeniuk Slough dredging, Newport Coast ASBS protection program.
- Install various catch basin filters and water quality filtration units citywide.
- Continue coordination with regional watershed stakeholders and the Regional Water Quality Control Board to develop sustainable water quality strategies with achievable goals within economic conditions.
- Encourage water conservation through education and awareness.

Semeniuk Slough at Coast Highway

## WATER QUALITY AND ENVIRONMENTAL PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 303,277 | $ 319,376 | $ 520,858 | $ 536,522 |
| Maintenance and Operations | $ 55,327 | $ 68,518 | $ 105,200 | $ 71,109 |
| Capital Equipment | $ - | $ 8,138 | $ 2,500 | $ 1,500 |
| Total | $ 358,604 | $ 396,032 | $ 628,558 | $ 609,131 |

## WATER QUALITY AND ENVIRONMENTAL PROGRAMS BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Assistant City Engineer | 1.0 | 1.0 | 1.0 | 1.0 |
| Code & Water Quality Enforcement Division Manager | 1.0 | 1.0 | 1.0 | - |
| Senior Engineer | - | - | - | 1.0 |
| Water Conservation Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *3.0* | *3.0* | *3.0* | *3.0* |
| **Total Budgeted Staffing** | **3.0** | **3.0** | **3.0** | **3.0** |

## *ENGINEERING SERVICES*

# TRANSPORTATION SYSTEM & OPERATIONS AND DEVELOPMENT SERVICES

## INTENDED OUTCOME

Promote a safe, efficient and effective multi-modal transportation system for various roadway uses and protect interests in the public right-of-way.

## CORE FUNCTIONS:

### *TRANSPORTATION SYSTEM MANAGEMENT AND OPERATIONS*

- Traffic engineering, traffic studies and transportation planning
- Traffic signal system operations, coordination and maintenance Neighborhood traffic calming
- Oversight and implementation of the City's Bicycle Master Plan.
- Special event support and coordination

## *DEVELOPMENT SERVICES*

- Plan check services
- Subdivision engineering
- Land use coordination
- Planning Commission support staffing
- Surveying and mapping
- Encroachment permits and temporary street closures

## WORK PLAN:

- Continue processing the transportation planning and associated environmental processes for private developments.
- Continue implementing the traffic management plan to improve traffic flows and reduce congestion.
- Review, manage and implement traffic, bicycle and pedestrian safety and operation improvements.
- Implement elements of the Bicycle Master Plan to provide safe and efficient movement of bicycles throughout the City.
- Continued modernization and rehabilitation of traffic signals throughout the City.
- Plan check street, water, wastewater, drainage, tract, and parcel maps.

## TRANSP. SYSTEM & OP AND DEVELOPMENT SERVICES PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,332,811 | $ 1,358,436 | $ 1,405,436 | $ 1,512,570 |
| Maintenance and Operations | $ 534,423 | $ 531,172 | $ 973,637 | $ 1,013,211 |
| Capital Equipment | $ 1,177 | $ 1,735 | $ 1,000 | $ 1,000 |
| Total | $ 1,868,411 | $ 1,891,342 | $ 2,380,073 | $ 2,526,781 |

## TRANSP. SYSTEM & OP AND DEVELOPMENT SERVICES BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Assoc 5% Civil Engineer | 2.0 | 2.0 | 3.0 | 5.0 |
| City Traffic Engineer | 1.0 | 1.0 | 1.0 | 1.0 |
| Junior Civil Engineer | 2.0 | 2.0 | 2.0 | - |
| Senior Civil Engineer | 2.0 | 2.0 | 2.0 | 2.0 |
| Senior Traffic Engineering Technician | 1.0 | - | - | - |
| ***Total Full-Time*** | *8.0* | *7.0* | *8.0* | *8.0* |
| **Part-Time** | | | | |
| PW Technical Aide | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Part-Time*** | *1.0* | *1.0* | *1.0* | *1.0* |
| **Total Budgeted Staffing** | **9.0** | **8.0** | **9.0** | **9.0** |

# HARBOR RESOURCES

## INTENDED OUTCOME

Protect and improve the resources of Newport Harbor and Upper Newport Bay for life, recreation and commerce.

## CORE FUNCTIONS:

- Permit issuance and administration for pier, marina and mooring operations
- Coordination and execution of harbor dredging
- Regulatory compliance
- Harbor Commission and Tidelands Management Committee staffing support
- Balboa Yacht Basin property management
- Studies, planning, permitting and long term capital facilities
- Beach sand replenishment projects and sediment maintenance
- Oversee and manage the City's Harbor-related infrastructure and maintenance
- Interagency coordination and planning

## WORK PLAN:

- Continue pursuing funding opportunities for harbor related projects and amenities.
- Carry out capital project priorities in the harbor area such as harbor pier maintenance and repairs, harbor dredging and sand management, and bulkhead and seawall repairs.
- Address reconstruction of sea walls around Balboa Island and Newport Harbor.
- Ensure current and future projects address and account for possible future sea level changes that may affect public and private properties.
- Continue development of a comprehensive master plan for the management, governance, and financing strategies for all tidelands, including dredging, beach replenishment, long-term capital plan, sea level rise, oil and gas and water quality.
- Complete eelgrass surveys along the harbor shoreline.

## HARBOR RESOURCES PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 460,704 | $ 473,595 | $ 485,091 | $ 513,248 |
| Maintenance and Operations | $ 1,189,517 | $ 1,034,319 | $ 1,901,465 | $ 1,460,356 |
| Capital Equipment | $ 11,676 | $ (3) | $ 10,000 | $ 2,501 |
| Total | $ 1,661,897 | $ 1,507,911 | $ 2,396,556 | $ 1,976,105 |

## HARBOR RESOURCES BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Harbor Resources Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Harbor Resources Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Harbor Resources Technician II | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *3.0* | *3.0* | *3.0* | *3.0* |
| **Total Budgeted Staffing** | **3.0** | **3.0** | **3.0** | **3.0** |

# ADMINISTRATION AND RECORDS

## INTENDED OUTCOME

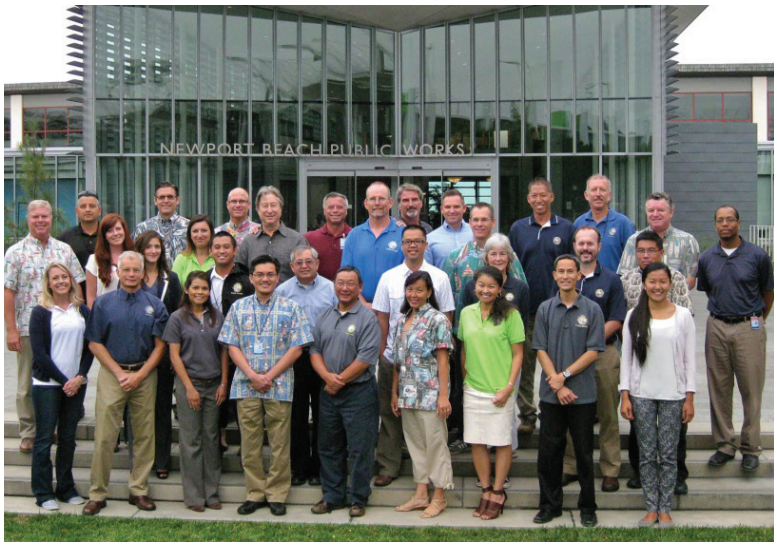
Lead and support department's organizational, development and strategic planning and provide legal, financial and administrative support for Public Works divisions. Oversee the department and Capital Improvements Plan budgets, financial operations, and public records.

## CORE FUNCTIONS:

- Implementation of City Council and management directives and policies
- Budget development and administration
- CIP financial management
- Contracts and grants administration
- Customer service and communications
- Permit issuance
- Manage and maintain department plans, maps and documents
- Financial management and planning

## WORK PLAN:

- Coordinate infrastructure management priorities, as directed by the City Council.
- Facilitate department staffing and management practices to improve efficiencies and manage resource allocation of budget, staffing and contractual services.
- Enhance customer service and communications through improved information access, friendly service and prompt professional responses.
- Continue movement to electronic records to improve efficiency and enable improved access to information for accountability and transparency.
- Coordinate with outside agencies including OCTA, Caltrans, OCSD, SCE, etc. regarding regional issues affecting the City.



## ADMINISTRATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 993,831 | $ 975,760 | $ 1,050,620 | $ 1,122,700 |
| Maintenance and Operations | $ 225,997 | $ 162,579 | $ 181,178 | $ 250,499 |
| Capital Equipment | $ 309 | $ 3,716 | $ 11,500 | $ 6,000 |
| Total | $ 1,220,137 | $ 1,142,054 | $ 1,243,299 | $ 1,379,199 |

## ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Analyst | 1.0 | 1.0 | 1.0 | 1.0 |
| Administrative Assistant | - | 1.0 | 1.0 | 1.0 |
| City Surveyor | 1.0 | - | - | - |
| Engineering Technician | 1.0 | 1.0 | 1.0 | 1.0 |
| Management Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Public Works Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Public Works Specialist | 1.0 | 1.0 | 1.0 | - |
| Permit Technician II | - | - | - | 1.0 |
| PW Finance/Admin Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *7.0* | *7.0* | *7.0* | *7.0* |
| **Part-Time** | | | | |
| Intern | - | - | - | 0.5 |
| Office Assistant P/T | 0.47 | - | - | - |
| Student Aide | - | - | 0.5 | - |
| ***Total Part-Time*** | *0.47* | *-* | *0.5* | *0.5* |
| **Total Budgeted Staffing** | **7.47** | **7.00** | **7.50** | **7.50** |

# LIBRARY SERVICES

## MISSION STATEMENT

To serve as the cultural, educational, and informational heart of the City

## DEPARTMENT OVERVIEW

The Library is a valuable resource which offers a diverse range of materials, information and programming for every age group in our community. Over one million people come into the libraries each year and many more use the on-line resources from their home, office or school.

## KEY DEPARTMENT PROGRAMS

- Public Services:
  - Central Library
  - Donna and John Crean Mariners Branch Library
  - Corona del Mar Branch Library
  - Balboa Branch Library
- Library Administration
- Technical Processing
- Literacy Services
- Arts and Cultural Services

## DEPARTMENT GOALS

- Provide current materials and information that meet the varying needs of the community
- Deliver quality service to customers by providing accurate answers, timely responses and assistance
- Provide programming for audiences of all ages
- Provide literacy services to adults
- Support arts and cultural events and programming

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| Circulation | 1,582,914 | 1,689,870 | 1,640,476 | 1,681,488 |
| Customers Served in the Library | 1,074,933 | 1,399,841 | 1,326,700 | 1,359,867 |
| Reference Questions Asked | 184,260 | 190,391 | 178,878 | 182,456 |
| Program Attendance | 51,556 | 55,879 | 64,305 | 65,591 |

## TOTAL LIBRARY DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 4,962,896 | $ 4,834,689 | $ 5,095,111 | $ 5,262,885 |
| Maintenance and Operations | $ 1,789,795 | $ 1,859,664 | $ 2,266,724 | $ 2,243,379 |
| Capital Equipment | $ - | $ 14,348 | $ 2,000 | $ 2,000 |
| Subtotal | $ 6,752,691 | $ 6,708,701 | $ 7,363,835 | $ 7,508,264 |
| Expenditures funded through donations* | $ 436,798 | $ 430,883 | $ 789,766 | $ - |
| Total | $ 7,189,489 | $ 7,139,584 | $ 8,153,601 | $ 7,508,264 |

*Community donations are used to enhance Library programs and services and are not considered when establishing the City's operating budget.

# PUBLIC SERVICES

Intended Outcome: To provide a range of materials, information and programs to meet the needs of customers of all ages.

## CORE FUNCTIONS

- Serve customers at all locations
- Circulate books, magazines, movies and audio recordings
- Answer questions and assist customers in person, by phone and via email
- Provide 24/7 library services via eBranch
- Provide technology training and assistance to customers
- Provide access to a workspace equipped with technology and resources for customers to use in creating presentations, videos, web and graphic design.
- Plan and host programs for children, teens and adults throughout the year

## WORK PLANS

- The new design and layout of the Popular Library will be evaluated and refined as needed.
- The RFID initiative will be completed by replacing the security gates at the west doors.
- Library staff will proactively market the Media Lab and the creative opportunities it provides users.
- Staff will provide training in the Media Lab on topics such as Photoshop, Pinterest and other popular or powerful media tools.
- The Library will continue to enhance the Lab offerings and make them available to users.
- Staff will evaluate collections, formats and services that best fill the needs of customers at each Library location.

- Staff will continue to explore emerging digital media and increase the collection of eBooks and digital magazines to support the Library's eBranch services.
- The Library will develop programming opportunities for customers of all ages.
- The Library will continue to provide concierge service to Newport Coast and Oasis to serve the customers using those facilities.

## TOTAL PUBLIC SERVICE PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 3,461,864 | $ 3,496,581 | $ 3,669,503 | $ 3,748,161 |
| Maintenance and Operations | $ 666,908 | $ 761,757 | $ 842,706 | $ 1,038,459 |
| Capital Equipment | $ - | $ 12,542 | $ - | $ - |
| Total | $ 4,128,772 | $ 4,270,879 | $ 4,512,209 | $ 4,786,620 |

*Each division is also included in it's own spreadsheet. This Public Service Program spreadsheet contains 4020 Balboa branch; 4030 CdM branch; 4040 Mariners branch; & 4050 Central branch.*

## TOTAL PUBLIC SERVICE BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Librarian I | 6.0 | 6.0 | 6.0 | 6.0 |
| Librarian II | 6.0 | 6.0 | 6.0 | 5.0 |
| Librarian III | 1.0 | 1.0 | 1.0 | 1.0 |
| Library Assistant | 5.0 | 5.0 | 5.0 | 5.0 |
| Library Clerk I | 4.0 | 4.0 | 4.0 | 4.0 |
| Library Clerk II | 4.0 | 4.0 | 4.0 | 3.0 |
| Senior Library Clerk | 1.0 | 1.0 | 1.0 | 2.0 |
| ***Total Full-Time*** | *27.0* | *27.0* | *27.0* | *26.0* |
| **Part-Time** | | | | |
| Library Assistant P/T | 3.33 | 3.33 | 3.33 | 5.29 |
| Library Clerk I P/T | 8.69 | 8.69 | 8.69 | 8.69 |
| Library Page P/T | 7.9 | 7.9 | 7.9 | 7.90 |
| ***Total Part-Time*** | *19.92* | *19.92* | *19.92* | *21.88* |
| **Total Budgeted Staffing** | **46.92** | **46.92** | **46.92** | **47.88** |

# LIBRARY ADMINISTRATION

Intended Outcome: To manage the successful operations of the Library system allowing the public service staff to focus on meeting the day to day needs of customers. To assess needs and plan accordingly in order to provide top quality services and resources to the community presently and going forward.

## CORE FUNCTIONS

- Provide support to the public, the staff, the Library Board of Trustees, the Arts Commission, the Friends of the Library, and the Library Foundation
- Set the course and direction of the organization with strong leadership
- Assess the needs of the community and plan for the future
- Provide support in the areas of personnel, record keeping and marketing
- Oversee the maintenance of the Library facilities
- Monitor the budget, financial planning and expenditures

## WORK PLANS

- Partner with Public Works to develop plans and build Corona del Mar branch library
- Assist the support groups in maintaining their prominence and name recognition in the community
- Coordinate with IT to upgrade services through technology
- Provide staff training opportunities to keep up with technological advances and enhancements to Library service
- Provide quarterly and annual reports for the State Library to encourage re-establishment of State funding to local agencies
- Evaluate maintenance and furnishing needs for the Libraries

## LIBRARY ADMINISTRATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,046,958 | $ 974,536 | $ 1,057,186 | $ 1,172,954 |
| Maintenance and Operations | $ 984,716 | $ 906,734 | $ 979,993 | $ 943,450 |
| Capital Equipment | $ - | $ 1,806 | $ 2,000 | $ 2,000 |
| Total | $ 2,031,674 | $ 1,883,076 | $ 2,039,179 | $ 2,118,404 |

## LIBRARY ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Facilities Maintenance Worker II | 1.0 | 1.0 | 1.0 | 1.0 |
| Librarian III | 2.0 | 2.0 | 2.0 | 2.0 |
| Library Services Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Library Services Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Marketing Specialist | - | - | - | 1.0 |
| Office Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *7.0* | *7.0* | *7.0* | *8.0* |
| **Part-Time** | | | | |
| Department Assistant P/T | 0.45 | 0.45 | 0.45 | 0.45 |
| Marketing Specialist P/T | 0.65 | 0.65 | 0.65 | - |
| ***Total Part-Time*** | *1.10* | *1.10* | *1.10* | *0.45* |
| **Total Budgeted Staffing** | **8.10** | **8.10** | **8.10** | **8.45** |

## TECHNICAL PROCESSING

Intended Outcome: To ensure that the libraries have new materials to fill the needs of customers.

### CORE FUNCTIONS

- Order, receive and process materials
- Process payments for materials
- Mend and maintain collections

### WORK PLAN

- Cross-train clerical staff for maximum employee flexibility
- Evaluate ordering processes to ensure that the most efficient and effective practices and vendors are used to meet the needs of customers
- Assess the workflow and update processes as appropriate
- Continue to cycle audio and video discs through a regular rotation of cleaning to ensure that materials are in good working order

## TECHNICAL PROCESSING PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 264,182 | $ 269,458 | $ 281,511 | $ 298,332 |
| Maintenance and Operations | $ 50,378 | $ 51,520 | $ 61,671 | $ 63,786 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 314,561 | $ 320,978 | $ 343,182 | $ 362,118 |

## TECHNICAL PROCESSING BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Library Clerk I | 1.0 | 1.0 | 1.0 | 1.0 |
| Library Clerk II | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Library Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *3.0* | *3.0* | *3.0* | *3.0* |
| **Total Budget Staffing** | **3.0** | **3.0** | **3.0** | **3.0** |

## LITERACY SERVICE

Intended Outcome: To provide tutoring for adult literacy learners.

### CORE FUNCTIONS

- Assess the needs of prospective learners
- Recruit and train literacy tutors
- Assist in community awareness
- Support Literacy Board Members

### WORK PLAN:

- Use social media to spread the word of the Library Literacy program
- Work with tutors and learners to evaluate progress and establish a system of moving learners on to higher levels
- Explore new grant opportunities and sponsorships to ensure ongoing funding for the

program

- Evaluate the new online tutor orientation and explore other areas of online training
- Work with and leverage the talents and efforts of Newport Mesa Proliteracy Board
- Systems and Administration Program Costs
- System and administration budgeted staffing Library Services

## LITERACY PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 90,199 | $ 92,894 | $ 95,036 | $ 43,438 |
| Maintenance and Operations | $ 9,012 | $ 21,345 | $ 25,538 | $ - |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 99,211 | $ 114,239 | $ 120,574 | $ 43,438 |

## LITERACY BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Part-Time** | | | | |
| Literacy Coordinator P/T | 0.4 | 0.4 | 0.5 | 0.5 |
| ***Total Part-Time*** | *0.4* | *0.4* | *0.5* | *0.5* |
| **Total Budgeted Staffing** | **0.4** | **0.4** | **0.5** | **0.5** |

# ARTS & CULTURAL SERVICES

Intended Outcome: To support the City Arts Commission in carrying out their responsibilities

## CORE FUNCTIONS

- Arrange art exhibits for the City, including the annual juried art show
- Plan and execute programs and cultural arts events.
- Administer departmental grants

## WORK PLAN:

- Provide the community with summer programming such as Shakespeare by the Sea and other outdoor performances and concerts
- Arrange fee-based tours to museums and exhibitions
- Coordinate musical performances at the Library

## ARTS AND CULTURAL PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 99,692 | $ 1,220 | $ - | $ - |
| Maintenance and Operations | $ 78,781 | $ 118,308 | $ 356,816 | $ 197,683 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 178,473 | $ 119,528 | $ 356,816 | $ 197,683 |

## ARTS AND CULTURAL BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Cultural Arts Coordinator | 1.0 | - | - | - |
| ***Total Full-Time*** | *1.0* | - | - | - |
| **Total Budgeted Staffing** | **1.0** | **-** | **-** | **-** |

# RECREATION & SENIOR SERVICES

## MISSION STATEMENT

To enhance the quality of life by providing diverse opportunities in safe and well maintained facilities, open spaces and parks. We pledge to respond to community needs by creating quality educational, environmental, recreational, cultural and social programs for people of all ages.

## DEPARTMENT OVERVIEW

The Recreation and Senior Services (RSS) Department consists of three divisions: Administration, Recreation, and Senior Services. Under the guidance of the Department Director, the RSS Department is responsible for the creation, coordination and implementation of recreational and social opportunities that serve a population ranging from infants to those in their advanced years. In addition, the department oversees the use of 65 parks and 12 facilities while also playing a role at the Back Bay Science Center and a number of natural spaces and sensitive marine habitats throughout the City. The Oasis Senior Center focuses on serving the senior community, offering programs to enrich senior life, prevent isolation, and create positive, successful aging experiences.  With all programs, the backbone of the Department's success is the large volume of part-time staff and independent contractors out in the field serving the community as well as numerous volunteers who join us on a daily basis to fulfill our mission. These dedicated individuals, combined with the full-time staff, form a unified team that is talented, skilled and service oriented.

## KEY DEPARTMENT PROGRAMS

- Administration
- Recreation
- Senior Services

Parks Make Life Better!™

| Service Indicators | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Projected |
|---|---|---|---|---|
| *Recreation Services* | | | | |
| Special Event Permits | 252 | 276 | 350 | 350 |
| Facility Rentals | 2,638 | 2,489 | 2,500 | 2,500 |
| Program Attendance | 394,055 | 524,126 | 525,000 | 525,000 |
| Comm.Youth Sports Program Attendance | 293,938 | 368,730 | 370,000 | 370,000 |
| *Senior Services* | | | | |
| Facility Rentals | 146 | 116 | 140 | 140 |
| Program Attendance | 77,600 | 105,509 | 111,500 | 115,000 |
| Human Services Attendance | 28,000 | 26,451 | 26,000 | 26,000 |
| Transportation Services Attendance | 13,007 | 13,956 | 13,900 | 13,900 |
| Fitness Center Attendance | 70,416 | 72,613 | 72,000 | 72,000 |

## GOALS

- Deliver well rounded, high quality recreational and social programs as well as senior services to the Newport Beach community.
- Protect and preserve natural land and marine habitats within the City of Newport Beach boundaries while fostering stewardship of the environment.
- Ensure open spaces, parks and community centers are well maintained and safe for the community to enjoy.
- Continue to seek partnerships and opportunities to enhance recreation and senior services while minimizing general fund support.
- Participate in and support efforts for the design, development and programming of Marina Park, Big Canyon Public Access, West Newport Community Center, and a future dog park.
- Promote the City of Newport Beach rental properties, including the OASIS Senior Center, Marina Park and Civic Center Community Room and Park, as premier locations for rentals.
- Continue to enhance the department's website to better market programming.
- Continue to broaden our outreach to the community by such offerings as resource expos tailored to each age group.
- Develop a trend analysis report that tracks participation of Department offerings to improve performance and make informed decisions that further meet the needs of the community.
- Utilize new RSS Equipment Fund (Fund 619) for managing Department's equipment replacement and court resurfacing needs.

## TOTAL RECREATION & SENIOR SERVICES DEPARTMENT COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 4,752,186 | $ 4,964,843 | $ 5,607,999 | $ 6,293,014 |
| Maintenance and Operations | $ 3,845,713 | $ 3,987,178 | $ 4,485,171 | $ 5,057,444 |
| Capital Equipment | $ 15,149 | $ 8,920 | $ 103,239 | $ 49,430 |
| Total | $ 8,613,048 | $ 8,960,941 | $ 10,196,409 | $ 11,399,888 |

# PROGRAMS

## ADMINISTRATION

### INTENDED OUTCOME

- Provide leadership and administrative support to the RSS divisions throughout all phases of executing the department's mission and strategic goals.

### CORE FUNCTIONS

- Executive leadership and direction
- Policy development and guidance
- Liaison to City Council and Parks, Beaches & Recreation Commission
- Marketing
- Budget development and management
- Financial and statistical analysis
- Payroll processing
- Personnel facilitation
- Contract management
- Invoice processing
- ActiveNet system administration
- Interdepartmental and intradepartmental collaboration

### WORK PLAN

- Provide ongoing leadership and direction for the RSS Department, to ensure quality execution of department goals.

- Lead marketing efforts department-wide, including publication of the Newport Navigator brochure on a quarterly basis.
- Prepare, facilitate, and monitor the annual budget; maintain the budget tracking model.
- Perform financial analysis and audits to support staff in implementing department goals.
- Manage contractual services and contract record keeping processes; coordinate with City Attorney's office to ensure proper contract execution.
- Process payroll bimonthly; track personnel data and coordinate personnel changes.

- Maintain active communication with ActiveNet, the provider of the RSS program registration system, to ensure a smooth registration process for the community.
- Continue to efficiently manage front office operations, providing quality internal support services and quality customer service to the community.
- Process and track invoices on a timely basis.

## ADMINISTRATION PROGRAM COSTS

| | 2012-13* Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 534,907 | $ 587,674 | $ 590,457 | $ 631,619 |
| Maintenance and Operations | $ 403,148 | $ 428,692 | $ 432,991 | $ 456,878 |
| Capital Equipment | $ - | $ - | $ - | $ - |
| Total | $ 938,055 | $ 1,016,366 | $ 1,023,448 | $ 1,088,497 |

* Irvine Ranch Conservancy Contract added in FY 2012-13

## ADMINISTRATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Administrative Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Budget Analyst | 0.5 | 0.5 | 0.5 | 0.5 |
| Marketing Specialist | 1.0 | 1.0 | 1.0 | 1.0 |
| Recreation & Senior Services Director | 1.0 | 1.0 | 1.0 | 1.0 |
| ***Total Full-Time*** | *3.5* | *3.5* | *3.5* | *3.5* |
| **Part-Time** | | | | |
| Senior Fiscal Clerk P/T | 0.5 | 0.5 | 0.5 | 0.5 |
| ***Total Part-Time*** | *0.5* | *0.5* | *0.5* | *0.5* |
| **Total Budgeted Staffing** | **4.0** | **4.0** | **4.0** | **4.0** |

# RECREATION

## INTENDED OUTCOME

- Provide programs and facilities for the community that enrich citizens' lives, improve their health, and enhance community safety.

## CORE FUNCTIONS

- Provide staffing support to City Council and the Parks, Beaches & Recreation Commission on a variety of recreational and community use issues
- Allocate and patrol use of 66 parks, 12 facilities, and beaches
- Provide a wide variety of high quality programming for youth and adults
- Develop and conduct programs in support of environmental awareness
- Maintain and operate 11 community centers
- Develop future community facilities
- Maintain citywide sports courts, ball fields and tot lots
- Manage special event permits
- Provide and facilitate community support and problem solving

## WORK PLAN

- Continue to develop a wide variety of recreational and social programs that address the needs of tots, youth and adults in the Newport Beach community.
- Collaborate with over 100 independent contractors to ensure high quality class instruction and programs year-round, focusing on expanding program offerings at Carroll Beek Community Center.
- Manage the City adult sports leagues, focusing on expanding softball and basketball participation
- Maintain a well trained staff to efficiently operate the aquatics program, preschool and after-school programs, youth recreational sports programs and summer day camps.
- Manage the sports field allocation program in collaboration with the Youth Sport Commission members, such as Youth Soccer and Little League, serving over 6,000 youth annually through this program.
- Continue to develop the Traveling Tidepool Outreach Program to educate the community about the Crystal Cove Marine Protected Area; implement a full schedule of Traveling Tidepool school tours utilizing the ISOpod for the FY15/16 school year.
- Manage the Marine Protection and Education program, educating residents and visitors on how best to explore and protect natural land and marine habitats.

- Implement staffing, partnership and program plan for Marina Park operations.
- Process over 2,600 reservation requests each year, for rentals of picnic areas, fields, gyms and meeting rooms.
- Monitor and maintain playground equipment, play surfaces, backstops, and courts for 34 playgrounds and all active sports parks throughout the city.
- Maintain adequate Park Patrol units throughout the city to ensure parks, open spaces, and facilities remain safe environments for the community to enjoy; enforce City ordinances pertaining to open spaces.
- Process over 350 special events permits annually for both large and small scale events.
- Sponsor special events and community programs, including the Corona del Mar Scenic 5k, the Mariners and Balboa Peninsula Independence Day Parades and Picnics, Camp Expo, Youth Track Meet, Breakfast with Santa, Mayor's Egg Roll and neighborhood based events.
- Collaborate with community partners and agencies to provide facilities and programming for the community. These groups include the Newport-Mesa Unified School District, New Irvine Ranch Conservancy, Boys & Girls Club, U.S. Fish and Wildlife, Newport Theatre Arts Center, Newport Aquatic Center, academic institutions and environmental non-governmental organizations.

## RECREATION PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted* |
|---|---|---|---|---|
| Salaries and Benefits | $ 2,907,301 | $ 3,053,803 | $ 3,518,094 | $ 4,081,390 |
| Maintenance and Operations | $ 2,639,158 | $ 2,641,191 | $ 3,033,767 | $ 3,477,936 |
| Capital Equipment | $ 9,476 | $ 5,000 | $ 88,750 | $ 39,460 |
| Total | $ 5,555,935 | $ 5,699,994 | $ 6,640,611 | $ 7,598,786 |

*Grand Opening of Marina Park Set for December 2015.

## RECREATION BUDGETED STAFFING

| Positions | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Department Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Deputy Rec & Sr Svcs Director | - | - | 1.0 | 1.0 |
| Facilities Maintenance Worker II | 2.0 | 2.0 | 2.0 | 3.0 |
| Groundsworker II | 2.0 | 2.0 | 2.0 | 2.0 |
| Lead Park Patrol Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| Marine Protection & Education Supervisor | 1.0 | 1.0 | 1.0 | - |
| Office Assistant | - | 2.0 | 2.0 | 3.0 |
| Park Patrol Officer | - | - | 1.0 | 1.0 |
| Recreation Coordinator | 3.0 | 5.0 | 5.0 | 5.0 |
| Recreation Manager | 2.0 | 2.0 | 2.0 | 3.0 |
| Recreation Superintendent | 1.0 | 1.0 | - | - |
| Recreation Supervisor | 5.0 | 5.0 | 5.0 | 7.0 |
| ***Total Full-Time*** | *18.0* | *22.0* | *23.0* | *27.0* |
| **Part-Time** | | | | |
| Assistant Recreation Coordinator P/T | 1.76 | 0.50 | 0.50 | 0.50 |
| Facilities Maintenance Worker II P/T | - | - | - | 0.40 |
| Marine Naturalist Interpreter P/T | 1.95 | 2.35 | 2.60 | 2.60 |
| Office Assistant P/T | 2.57 | 0.88 | 0.88 | 1.60 |
| Park Patrol Officer | 1.75 | 1.75 | 2.57 | 2.57 |
| Pool Swim Instructor | 3.18 | 3.18 | 3.18 | 3.18 |
| Recreation Leader | 8.75 | 9.35 | 12.04 | 12.30 |
| Senior Pool Lifeguard | 1.52 | 1.52 | 1.52 | 1.52 |
| Senior Recreation Leader I | 5.3 | 5.55 | 5.70 | 7.84 |
| ***Total Part-Time*** | *26.78* | *25.08* | *28.99* | *32.51* |
| **Total Budgeted Staffing** | **44.78** | **47.08** | **51.99** | **59.51** |

# SENIOR SERVICES

## INTENDED OUTCOME

- Ensure that senior citizens of Newport Beach are able to live healthy and active lifestyles by providing services that assist them in their daily living and provide activities that enhance their lives.

## CORE FUNCTIONS

- Maintain and operate the OASIS Senior Center
- Provide a wide variety of recreational and educational services for seniors
- Provide help and assistance to those who are struggling with aging issues
- Provide information on health and social aging issues
- Provide a wide variety of health and wellness programs to assist in the well being of of older adults
- Operate a full service fitness center for the 50 plus population
- Administer facility rentals at the OASIS Senior Center for private and community functions
- Provide transportation services to and from the Center and medical appointments

## WORK PLAN:

- Continue to develop a wide variety of recreational, social, and human service programs that address the needs of seniors in the Newport Beach community.
- Partner with the Friends of OASIS nonprofit organization in providing volunteer assistance to the Center and monetary support for programs. The Friends of OASIS membership continues to grow to 6,500 at its peak.
- Collaborate with a multitude of community organizations to enhance programming and services. These organizations include: Age Well, OC Department of Health, University of California at Irvine, Hoag Memorial Hospital Presbyterian, Braille Institute, Orange County Council on Aging, and the Orange County Transit Authority.
- Continue to market the OASIS Fitness Center to ensure optimum usage of the facility.
- Support continuing education for staff to better understand how to serve the senior community. Staff includes professionals in the fields of Gerontology, Administration, Recreation, Transportation, and Health & Fitness.
- Actively seek out and consider customer feedback when developing program offerings; encourage customer participation in the development process.

- Consider programming impact on parking when scheduling classes to enable maximum parking availability for participants throughout the day.
- Expand classes, activities and services into the evening hours to accommodate working adults.
- Expand our health and wellness programs to address the growing aging population and their ability to stay active for a longer period in life.
- Expand our case management and transportation programs to be able to provide help to the growing older population who are aging in place.

## SENIOR SERVICES PROGRAM COSTS

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Estimated | 2015-16 Adopted |
|---|---|---|---|---|
| Salaries and Benefits | $ 1,309,978 | $ 1,323,366 | $ 1,499,448 | $ 1,580,006 |
| Maintenance and Operations | $ 803,406 | $ 917,295 | $ 1,018,414 | $ 1,122,631 |
| Capital Equipment | $ 5,672 | $ 3,920 | $ 14,489 | $ 9,970 |
| Total | $ 2,119,056 | $ 2,244,581 | $ 2,532,351 | $ 2,712,607 |

## SENIOR SERVICES BUDGETED STAFFING

| **Positions** | **FY 2012-13** | **FY 2013-14** | **FY 2014-15** | **FY 2015-16** |
|---|---|---|---|---|
| **Full-Time** | | | | |
| Department Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Facilities Maintenance Worker II | 1.0 | 1.0 | 1.0 | 1.0 |
| Recreation Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| Recreation Supervisor | 3.0 | 3.0 | 3.0 | 3.0 |
| Senior Services Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Services Van Driver | 4.0 | 4.0 | 4.0 | 4.0 |
| ***Total Full-Time*** | 11.0 | 11.0 | 11.0 | 11.0 |
| **Part-Time** | | | | |
| Assistant Recreation Coordinator P/T | 0.88 | 0.88 | 0.88 | 0.88 |
| Office Assistant P/T | 0.75 | 0.75 | 0.88 | 0.88 |
| Recreation Leader, OASIS | 2.91 | 2.91 | 3.43 | 3.43 |
| Senior Recreation Leader I | 1.84 | 1.84 | 1.84 | 1.84 |
| Senior Services Van Driver P/T | 0.50 | 0.50 | 0.90 | 1.40 |
| ***Total Part-Time*** | *6.88* | *6.88* | *7.93* | *8.43* |
| **Total Staffing** | **17.88** | **17.88** | **18.93** | **19.43** |

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# DESCRIPTION OF INTERNAL SERVICE FUNDS

The City continues to provide for the financing of certain functions through the use of Internal Service Funds (ISF). The purpose of these funds is to facilitate the management of some types of expenditures on a centralized, as opposed to decentralized (by department) basis, without losing the visibility of each Department's share of the overall cost. Each Department has been required to budget for the cost of these functions at a pre-determined rate, as opposed to attempting to project actual costs at the Department level, which would be required if there was no ISF mechanism. Funds are then collected from each Department at the pre-determined rate by the Internal Service Fund during the course of the year. All actual expenditures for the function in question (for the City as a whole) are then made from the Internal Service Fund. The City has established five Internal Service Funds – Insurance Reserve Fund, Retiree Medical Insurance Fund, Compensated Absences Fund, Equipment Maintenance and Replacement Fund, and an Information Technology Fund.

**Insurance Reserve Fund.** The Insurance Reserve Fund is used to pay all Workers' Compensation and General Liability expenses of the City. This includes insurance premiums, consultant fees, medical expenses, contract attorney costs, payments for judgments and settlements, and all other expenses connected with this function. The amounts paid into this Fund by the individual Departments vary. Each Department's budget base for Liability expenses was established by examining a ten-year history of claims and determining each Department's appropriate share, based on the nature of the claims themselves. That share was then used to establish each Department's percentage of the funding being set aside in the Insurance Reserve Fund for anticipated Liability expenses this year, and to address at least part of any reserve deficiencies. This year's contribution by departments, which constitutes revenue to the ISF, is projected to be $4,068,231. This should constitute sufficient resources to fund short term expenditures and accumulate resources to pay long-term claims.

Each Department's share of the City's anticipated Workers' Compensation expenses was determined by an analysis of claims history by labor class in Newport Beach as compared to the same information for the State as a whole. Based on this data, appropriate rates were established for each labor class in the City. These rates were then used to determine the budget base needed in each Department to accumulate the total anticipated Insurance Reserve Fund requirement to pay all Workers' Compensation claims and related expenses for this budget year (approximately $3,374,000).

**Retiree Medical Insurance Fund.** In January 2006, the City implemented a new defined contribution Retiree Medical Insurance Fund in place of the prior defined benefit program, which will ultimately reduce the City's long-term liability for this program. The transition to the new program will take an estimated twenty years or more to fully implement, but our operating expenses will eventually be capped as we will only need to fund contributions for current employees and the City's unfunded liability will be zero. The contribution amount is based on a formula currently provided for in the Memorandum of Understanding between the City and the employees. This year, the City's cost for contributions for eligible full-time employees is projected to be $847,441.

**Compensated Absences Fund.** Departmental payments into the Compensated Absences Internal Service Fund are based on a percentage of salary. That percentage is set at a level which will accumulate a sufficient monetary base within the fund to accommodate current year expenses. This year's contribution level is 3.5% of salary resulting in a budgeted amount of $2,335,235. Any amounts collected in excess of the annual expense, reduce the long-term unfunded liability in this fund.

**Equipment Maintenance and Replacement Fund.** The Equipment Maintenance and Replacement Fund is used to provide funding for the maintenance of almost all of the City's fleet of Rolling Equipment, city-wide and Safety 800 MHz radios, Fire Equipment such as cardiac monitors for the EMS division, Parking Infrastructure for the City's parking lots and meters, and Recreation Equipment such as gymnastics equipment for the various Recreation facilities. Accumulated funds in the Equipment Maintenance and Replacement Fund provide funding for the eventual replacement of all equipment. Based on the City's maintenance experience, anticipated equipment life span, and projected replacement costs, rates were established for each class and type of equipment. These rates function much like vehicle rental rates from the perspective of the using Departments.

Funds for replacement and for maintenance remain segregated. Maintenance funds are used to fully fund the Municipal Operations Equipment Maintenance Division, including the Auto Parts Warehouse, and certain other Municipal Operations Department overhead expenses which are directly attributable to rolling equipment maintenance, but are contained in the budgets of other divisions. Each Department Budget unit's share of this cost, based on the equipment it has in service, is contained on line 8022 of the respective M&O budget sheets. The FY 2015-16 contributions total $1,703,504. The Police Department has their own equipment replacement and maintenance program including a Police Fleet Maintenance Division.

Recommendations for rolling stock replacement are made by each Department to the City Manager through the Municipal Operations Director. The City Manager then includes his final recommendation for Equipment Replacement action to the City Council as part of the annual budget submission. Money accumulated in the Equipment Replacement portion of this Fund can only be used for equipment replacement unless specifically reprogrammed by the City Manager. Each Department Budget unit's "contributions" to this fund, based on the equipment it has in service, can be found on line 8024 of the respective M&O budget sheets. The FY 2015-16 vehicle replacement contributions total $3,311,069.

**Information Technology Fund.** The City redefined the IT services department in FY 2011-12. All IT staff and budgets were centralized within the City Manager's Office in order to allow for a City-wide vision and shared implementation process that serves all City departments in a coordinated manner. As part of this new structure all IT budgets were consolidated within the centralized IT department using an Internal Service Fund model. The Departmental payments into the Information Technology Internal Service Fund are based on the number of computers and required technological support. That contribution amount is set at a level which will accumulate a sufficient monetary base within the fund to accommodate current year expenses. This year's contribution level is $4,806,621. Any amounts collected in excess of the annual expense, reduce the long-term unfunded liability in this fund. In addition, a $2 million dollar transfer from the General Fund is intended to begin to set aside funds for the replacement of major system components such as a much needed Enterprise Resource Planning (ERP) system to automate business processes, a new CAD/RMS system, and a new permitting system.

Most of the City budget is dedicated to a one-year operating plan for each department. However, certain budgetary components do not fit within this definition.

Capital Improvement Projects (CIP) and Debt Service expenditures benefit more than one operating period. Since CIPs may have significant useful lives, expenditures are deemed to benefit both the current and future operating periods while Debt Service expenditures are deemed to benefit current, future, and past operating periods. An entire section of the budget document is dedicated to CIP expenditures; however Debt Service expenditures can be adequately covered within this section.

Some proposed expenditures in the budget only benefit the current operating period but do not readily fit within the operating plan of any one department and/or its funding source cannot be relied upon to fund routine department operations. For lack of a more descriptive term, we often refer to non-departmental expenditures of this nature as other activities.

**Debt Service Expenditures**

Since the City does not issue debt instruments to finance operating activities, Debt Service Expenditures are the result of capital financing ventures. There are two principal reasons why debt instruments are issued. The first circumstance is when the cash flow for the construction or purchase of a long-term asset would cause a significant strain on the City's cash flow and the asset to be financed will benefit many service periods. In no instance would the City select the duration of a given debt instrument to extend beyond the expected life of the asset financed. The second scenario arises when an asset to be purchased may not cause a significant cash flow strain but it would be economically advantageous to finance the asset rather than to purchase it outright (e.g. occasionally the City can borrow money at a lower rate than its investment portfolio is earning).

**Civic Center COP Series A**

In Fiscal Year 2010-2011, the City issued $20,085,000 of Series 2010A (Tax Exempt) and $106,575,000 of Series 2010B (Federally Taxable Direct Pay Build America Bonds) Certificates of Participation. The 2010A Certificates were issued to prepay the $3,990,000 principal outstanding on the 1998 Library Certificates of Participation. The refunding was undertaken to reduce total debt service payments over a nine-year period by $1,084,556 and resulted in a net present value savings of $429,500. Accordingly, the 1998 Library Certificates have been defeased pursuant to the defeasance provisions of the 1998 Trust Agreement. The remaining proceeds from the Series 2010A Certificates were used to finance the acquisition, improvement and equipping of the Civic Center Project. The Series 2010B Certificates were issued to provide additional financing for the Civic Center Project. The proceeds of the Certificates were applied to pay certain costs of issuance incurred in connection with the Certificates.

The lease payments made by the City are held by a trustee who makes semi-annual payments on the Certificates of Participation. The lease payments began January 1, 2011, and are in amounts sufficient to cover the payment of principal and interest of the Certificates. Interest on the Certificates is payable semiannually on January 1 and July 1 of each year. The City has

designated the Series 2010B Certificates as “Build America Bonds” (BABs) under the provisions of the American Recovery and Reinvestment Act of 2009. Thus, the City receives refundable credits from the United States Treasury on the interest paid on the 2010B Certificates. As of June 30, 2015, the City will have received $11,148,805 of BABs subsidy from the United States Treasury and expects to receive subsidy equal to about 32% on future interest payable on the 2010B Certificates. Principal payments are payable annually on July 1 of each year. Future principal payments for the Series 2010A, which commenced July 1, 2011 and continue through July 1, 2019, range from $410,000 to $3,185,000. The future principal payments for the Series 2010B Certificates, which commence July 1, 2018 and are payable through July 1, 2040, range from $2,900,000 to $7,245,000. The Series A Certificates outstanding at June 30, 2015, will amount to $10,020,000 and the Series B Certificates outstanding at June 30, 2015, will amount to $106,575,000.

### Office Equipment Leases

The City occasionally enters into lease-purchase agreements to finance the acquisition of copiers, computers, telecommunications or other office equipment and upgrades. The terms of the leases normally range from three to five years and are typically payable monthly. Currently there are no outstanding leases of this nature. Debt of this nature is serviced by whichever fund derives the benefit of the equipment. In most circumstances the General Fund enjoys the benefit of office equipment purchases of this type and would therefore service this debt.

### Rolling Stock Leases

Most City vehicle purchases do present a cash flow challenge and are therefore purchased outright except when financially advantageous conditions exist. However, the City does own and operate some rolling stock including fire engines, ladder trucks, vactor trucks and other heavy equipment that can be several hundred thousand dollars per vehicle. These items are periodically financed through lease-purchase agreements, but at this time we have no lease-purchase agreements.

### Newport Coast Special Assessment District Relief

Because the Newport Coast area was not incorporated into the City limits when much of the public improvements that serve this area were constructed, the improvements were financed by private property special assessments. Had the Newport Coast area been incorporated within the City limits at the time the improvements were constructed, the City would have likely participated in funding much of the public improvements. Before this area was officially annexed into the City limits, the City entered into a pre-annexation agreement with the Newport Coast Committee of 2000 where the City agreed to reimburse residents and thereby reduce the cost of certain private property special assessments. As a part of the pre-annexation agreement, the Irvine Ranch Water District (IRWD) transferred $25 million to the City in exchange for the right to continue to provide water utility service to this area. With this $25 million from IRWD, the City dedicated $7 million toward the construction of the Newport Coast Community Center which opened in 2007 and will reduce the special assessment levies by $1.2 million a year for 15 years. At June 30, 2015, $2,400,000 is estimated to be outstanding.

## Community Development Block Grant (CDBG) Loan

The CDBG program is a federal revenue source that is restricted to programs and projects that benefit low and moderate income areas. In August of 2002, the City was granted a $2.4 million loan that is secured and will be repaid by future block grant allocations to partially finance the Balboa Village improvements. Commonly known as a "Section 108 Loan," this loan will be repaid over 20 years in $215,000 installments. As of June 30, 2015, the outstanding balance of this loan is estimated to be $1,339,000.

**Debt Service Estimates**
**2015-16**

| Div | | Original Issuance | Balance 07/01/2015 | Additions | Deletions | Balance 06/30/2016 | 2016 Total Payments | 2016 Interest | 2016 Principal Paid to Date | Year of Final Payment |
|---|---|---|---|---|---|---|---|---|---|---|
| 9297 | Pre-Annexation Agreement | 18,000,000 | 2,400,000 | - | (1,200,000) | 1,200,000 | 1,200,000 | - | 16,800,000 | 2017 |
| 9320 | 2010 Civic Center COP Series A | 20,085,000 | 10,020,000 | - | (3,060,000) | 6,960,000 | 3,343,200 | 283,200 | 13,125,000 | 2041 |
| 9320 | 2010 Civic Center COP Series B* | 106,575,000 | 106,575,000 | - | - | 106,575,000 | 7,243,417 | 7,243,417 | - | 2041 |
| 9160 | Section 108 Loan | 2,400,000 | 1,339,000 | - | (132,000) | 1,207,000 | 207,306 | 75,306 | 1,193,000 | 2024 |
| | **Total Debt Service** | **147,060,000** | **120,334,000** | **-** | **(4,392,000)** | **115,942,000** | **11,993,923** | **7,601,923** | **31,118,000** | |
| 320-489D | 2010 Civic Center COP Series B BAB Subsidy* | - | - | - | - | - | (2,350,127) | (2,350,127) | - | 2041 |
| | **Total Debt Service w/ BAB Subsidy** | **147,060,000** | **120,334,000** | **-** | **(4,392,000)** | **115,942,000** | **9,643,796** | **5,251,796** | **31,118,000** | |

*The City is required to budget the 2010 Civic Center COP Series B debt service at the gross amount. However, we expect to receive $2,350,127 of Federal BAB Subsidy, thus reducing our total debt service.

## The City's Pension Obligations

In Fiscal Year 2015-16, the City will continue on a path towards successfully addressing rising pension costs. The City's unfunded liability as of June 30, 2013 (the "date of value" for our most up to date actuarial valuation from the California Public Employees Retirement System or "PERS") is $258 million on a market value basis. Beginning in FY 2014-15, the City's "net pension liability" must be posted to the City's Government-wide balance sheet per Governmental Accounting Standards Board (GASB) Statement 68.

**Pension Assets and Liabilities.** Again, as of June 30, 2013, the market value of the City's pension assets and liabilities is as follows:

| City of Newport Beach's PERS Plan | June 30, 2012 | June 30, 2013 |
|---|---|---|
| Funded Portion of Plan (Market Value Basis) | $452,000,000 | $496,500,000 |
| Unfunded Portion of Plan (Market Value Basis) | $275,000,000 | $258,000,000 |

**Annual PERS Cost.** The City's annual payments to PERS have risen significantly over time, as has the amount contributed to the Plan by city employees, as shown here:

| Annual Payments to PERS | FY 11-12 | FY 12-13 | FY 13-14 | FY 14-15 | FY 15-16 (est) |
|---|---|---|---|---|---|
| by City | $18,700,000 | $18,300,000 | $19,460,000 | $27,500,000 | $28,174,000 |
| by Employees | $3,550,000 | $4,700,000 | $6,130,000 | $ 7,400,000 | $ 8,247,000 |
| *Total Payments* | $22,250,000 | $23,000,000 | $25,590,000 | $34,900,000 | $36,421,000 |

**Other actions** taken in recent years by the City Council include:

- Adopting a **Fixed Amortization Schedule** to Eliminate the Unfunded Liability (referred to as a "Fresh Start"). This means that the City will invest more dollars earlier to fully fund the unfunded portion

of the pension plan by a date certain. In November 2014, Council implemented a Fresh Start to payoff the unfunded liability in 19 years. Increased contributions related to Council's decision to implement the Fresh Start are anticipated to be $47 million (present value savings) over 30 years while reducing the unfunded liability by approximately $375 million including interest.

- Establishing **lower benefit formulas for newer hires**. These are:
    - New staff coming from other agencies with PERS reciprocity can retire at:
        - Age 60 with 2% of salary for each year's service (all non-Safety)
        - Age 50 with 2% of salary for each year's service (Fire)
        - Age 55 with 3% of salary for each year's service (Police)
    - New staff coming in with no prior service in an agency with PERS reciprocity:
        - Age 62 with 2% of salary for each year's service (all non-Safety)
        - Age 57 with 2.7% of salary for each year's service (Fire and Police)
- **Eliminating the Employer-Paid Member Contribution (EPMC).** This practice previously allowed cities to pay both the city's expected contribution to PERS and the contribution that PERS indicates that employees (the "members") should pay. Many cities paid some or all of their employees' share, as did Newport Beach. The City of Newport Beach no longer pays the EMPC following negotiations with employee associations.
- **Having employees pay more for their own pensions.** Most employees in Newport Beach pay not only the member contribution, but some of the employer's contribution –miscellaneous employees will be paying 12.35% of salary towards PERS in July 2015 while safety employees pay between 9% and 12.8% of their salary. In 2015-16, the City's employees on average will be paying over half of the "Normal Cost" of their pensions – a goal that California's Governor set for 2018. The normal cost is the amount that must be set aside now for pension benefits that have accrued for the current workforce in the current year. It is less than the total cost of pensions, which includes the cost of eliminating any unfunded liability associated with prior fiscal periods
- **Reducing the overall amount of staff** at the City (from 833 full-time positions in FY 2009-10 to 730 as proposed in this budget). This does not affect the unfunded liability but it can stop additional liability from accruing.

Q: Does it make sense to pay even more to PERS now if the City has cash available?
A: It can, but there are market risks and opportunity costs which need to be considered. First, the unfunded liability accrues interest, currently at a rate of 7.5% per year. The City can avoid a significant amount of interest annually with the caveat and understanding that deposits with PERS are subject to market fluctuation, both the good and the bad kind. Therefore, any deposits should be made over time

to reduce the City's exposure to market volatility on any one day. At the same time, the use of available cash for early PERS payments has an opportunity cost locally – other projects and programs may not be funded because of the PERS early payment. Once funds are deposited in the trust, they cannot be returned to the City for any reason. Therefore a balanced approach regarding the amount and timing of the deposits should be sensible.

Q: Can't the City move to a 401(k) Plan instead of a defined benefit plan?
A: Right now, no. We can only offer the plans that PERS itself offers for full-time staff.

**Threats and Opportunities**

In the coming years, these variables can affect payment of the unfunded liability:

- The discount rate used by PERS to calculate asset growth (currently 7.5% per year) continues to be evaluated. If too high, the unfunded liability is understated.

- The expected lifespan of our retirees – and the expected age at which they may choose to retire – may not be accurately determined. If people retire earlier and/or live longer in retirement, the unfunded liability is understated. PERS conducts regular "Mortality Studies" to determine whether their estimates match reality.

- Reform at the State level in 2012 was helpful for new hires. Further reform, if passed by the Legislature or voters, that allowed localities to negotiate reductions in benefits for current employees, could significantly improve cities' pension statuses.

- PERS' own rules could be more helpful as well, if PERS gave cities more leeway to compensate employees today that did not increase the employees' retirement benefits. Today, such "non-PERSable" compensation is generally limited to overtime, one-time bonuses, contributions towards the purchase of health care, car and phone allowances, tuition reimbursement, and a few more. . The City's efforts to reduce future liabilities by selective outsourcing can be hampered by PERS' and others' rules regarding whether an outsourced provider is serving the City as truly a contractor versus a *de facto* employee.

- Rules which make Industrial Disability Retirements (IDRs) easier to file can open the door to individual cases of abuse. Each IDR from a Safety employee – especially one who must retire earlier in his or her career – can have a dramatic affect on the City's overall pension cost.

**A Word about OPEB**

This discussion does not include Other Post-Employment Benefits (OPEB) and the City's assets and liabilities associated with these benefits, which primarily center around promises to provide access to health care after retirement, generally via a stipend and an ability to purchase health, dental, and vision insurance through a City plan. The City made significant progress in reducing its OPEB liabilities in 2005-06 when it moved from a defined benefit OPEB plan to a defined contribution plan (called the Retiree Health Savings or RHS by city employees). For more information about the RHS and OPEB, please contact Finance Director Dan Matusiewicz at 949-644-3123 or see the "Notes to the Financial Statements" in the City's Comprehensive Annual Financial Statement (CAFR) www.newportbeachca.gov/CAFR .

## *Other Activities*

### Asset Forfeiture Funds

Funds derived from the City's participatory share of State and Federal assets seizures are accounted for separately from other funds due to special restrictions placed on the use of these proceeds. These funds can only be used to supplement but not subsidize law enforcement activities. Therefore, this funding source is not used to fund regular departmental operations. Asset Forfeiture expenditures will be utilized for crime prevention efforts, crime suppression operations and equipment, facility modifications, and to supplement Police Department technology and equipment needs.

### Office of Traffic Safety DUI Grant (OTS)

The City received grant awards from the Office of Traffic Safety to provide federal funding for the Selective Traffic Enforcement Program and Sobriety Checkpoints. Grant funds are to be used for sobriety checkpoints, DUI saturation patrols, motorcycle safety enforcement, warrant service operations, court sting operations, and traffic enforcement and distracted driving operations. The grant stipulates funds are to be segregated from departmental operations.

### Air Quality Management District Funds (AQMD)

State Assembly Bill 2766 provides cities with a modest annual budget to encourage the reduction of air emissions. The City uses its AQMD funds to support the employee rideshare program and to subsidize the cost of the electric vehicles used to supply City services.

### Ackerman Donation

The Ackerman Fund is a permanent endowment for which the interest earned is to be used to purchase high tech library equipment and to fund a City administered scholarship program. The fund was created when the Carl Ackerman Family Trust donated some commercial property to the City in 1992. At that time the property was subject to a 15-year lease. The lease proceeds were split with the City receiving 40 percent and the University of California, Irvine Foundation receiving 60 percent. Included in the lease was an option for the lessee to purchase the property. In August 2003, the lessee exercised the option to purchase in the amount of $1,940,000. The sale proceeds were subject to the same City/Foundation split and the City's lump sum payment was the basis for the permanent endowment.

### Environmental Liability Fund

As part of the City's franchise agreements with commercial solid waste haulers, the City collects 5.50 percent of their gross receipts that are set aside to defray the cost of any legal or environmental costs that might arise connected with the collecting, hauling and dumping of waste originating within the City. These funds are used to provide the City with environmental liability insurance and to conduct waste related environmental assessments.

City of Newport Beach

## CAPITAL IMPROVEMENT PROGRAM

### FY 2015-2016 Adopted CIP Budget Highlights

The City of Newport Beach Capital Improvement Program (CIP) serves as a plan for the provision of public improvements, special projects, on-going maintenance programs, and the implementation of the City's master plans. Projects in the CIP include improvements and major maintenance on arterial highways, local streets, and alleys; storm drain and water quality improvements; harbor, bay, pier, and beach improvements; park and facility improvements; water and wastewater system upgrades; transportation safety and traffic signal improvements; and planning programs and studies.

The adopted CIP budget presents $24.4 million in new appropriations and about $38.2 million in rebudgets, estimated funds carried forward from the prior fiscal year, for a total adopted budget of **$62,623,991**. Projects are programmed by long range master plans and as directed by the City Council and community input. Due to the timing of the City's transition to a new financial management and enterprise software system, funds for projects awarded in late Spring appear as rebudgets in the adopted CIP budget for FY 2015-16.

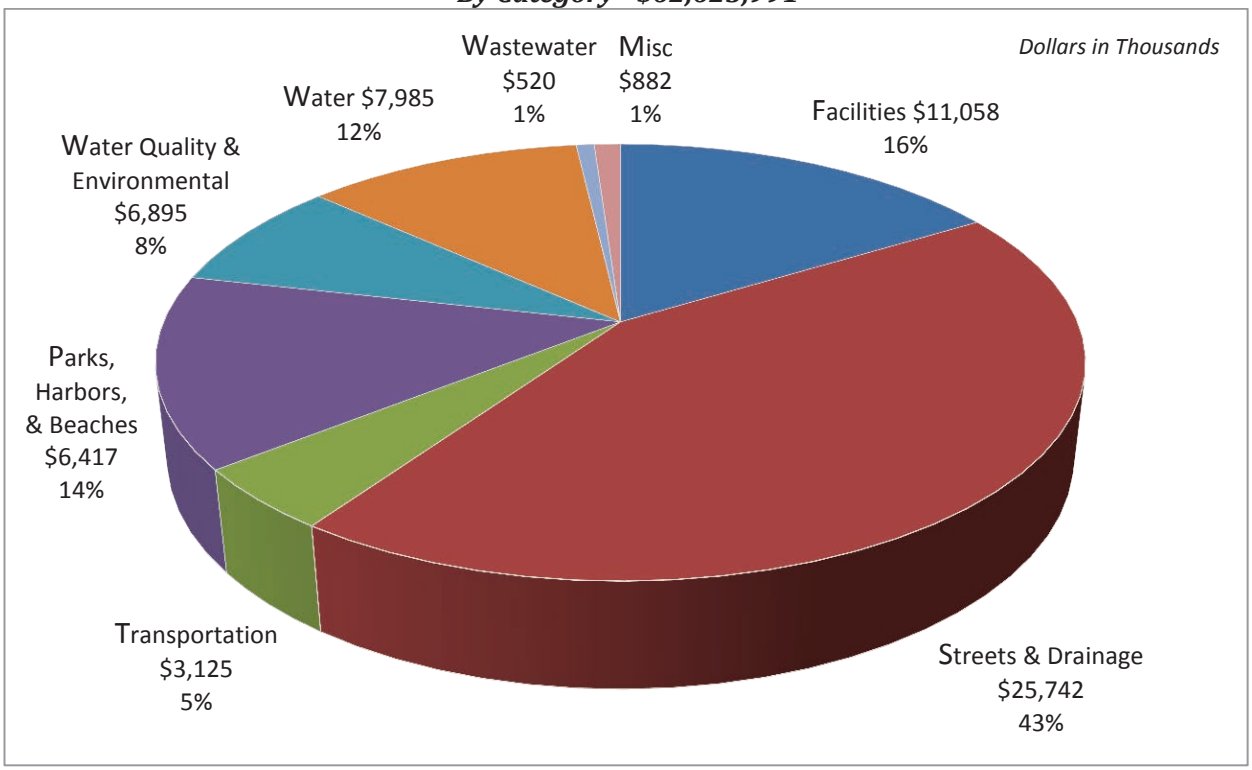
The CIP budget document is designed for ease of use and relevance of information transmitted. The document is presented in conventional book format to include a location map or photograph for clear visual orientation. Each project page includes a brief description, an appropriation plan by expense category, a funding plan by source, the name and telephone number for the assigned project manager, and specific project and other identification numbers from both the legacy financial system and the new financial enterprise system.

There is no standard length of time to complete a capital project. A project can take several months or several years to finish. As such, capital spending can span multiple fiscal years. The City of Newport Beach CIP budget is **adopted annually** along with the City's operating budget. Sufficient funds are appropriated for the work to be performed one year at a time. Funding estimates for future components of a project appear in italics next to the current year appropriation when known. This presentation anticipates upcoming software capabilities that will allow for a **multi-year financial plan** for more effective and transparent capital management.

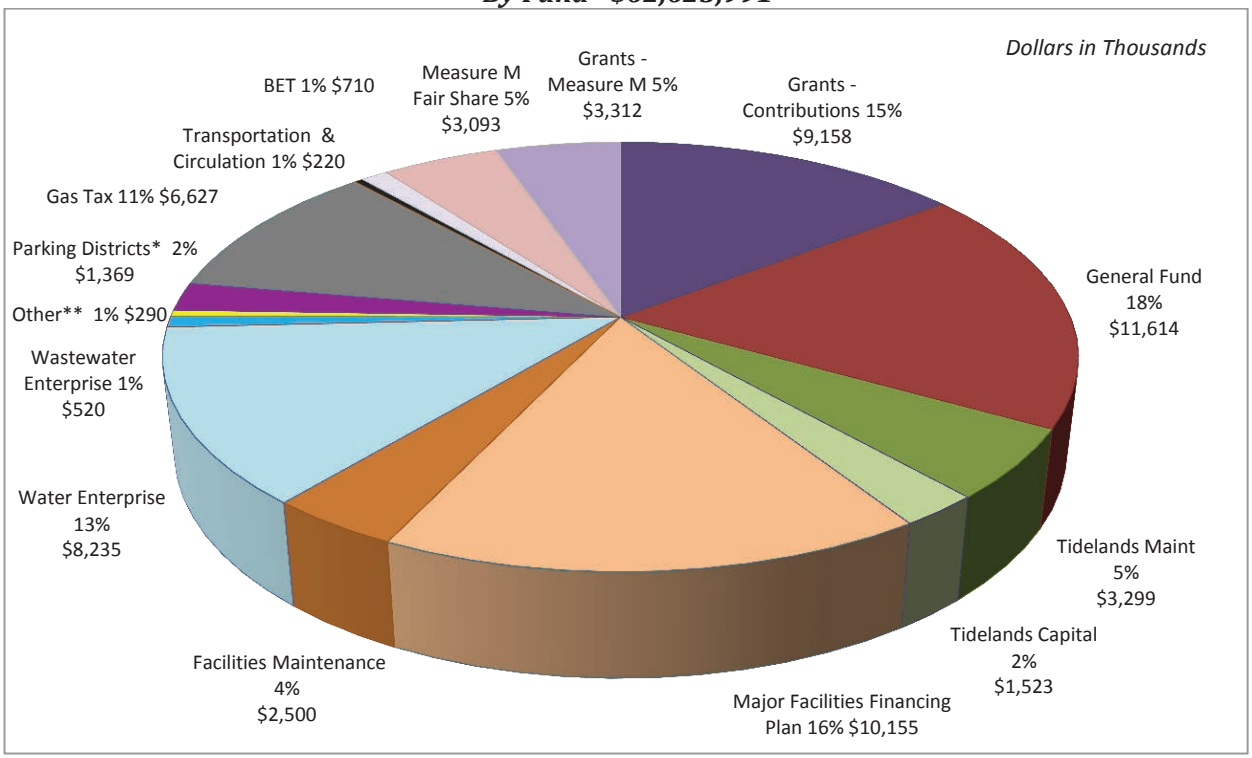
Projects are **organized** by primary function or benefit into one of the following categories: Facilities; Streets and Drainage; Transportation; Parks, Harbors and Beaches; Water Quality and Environmental; Water; Wastewater; and Miscellaneous. The development of the adopted CIP is intended to meet City Council priorities and master plan requirements. Essential projects were prioritized and summarized by available funds and were presented to the public and the City Council for discussion at numerous public meetings from January through May, 2015. The City Council took action to adopt the budget at its meeting of May 26, 2015.

The Capital Improvement Program and Budget continue to evolve throughout the fiscal year to reflect ongoing input from the community and City Council. Our project delivery team of engineers, support staff and consultants are tasked with maintaining high quality standards at the best possible value. The adopted CIP aims to respond to the needs and desires of our citizens for a well maintained community while providing for maximum safety, attractiveness, cost efficiencies and functionality.

## *By Category - $62,623,991*




## *By Fund - $62,623,991*




**Balboa Village Parking District and Neighborhood Enhancement* *** Assessment District, CDBG, and Public Arts and Culture*

## Project Summaries

*Capital projects are grouped into eight functional categories to form the Capital Improvement Program budget. Detailed project sheets are assembled alphabetically within each tabbed section. Highlights of the Adopted CIP budget for FY 2015-16 are presented by category as follows:*

### Facilities

Projects organized under Facilities include construction, rehabilitation and repair of City buildings and facilities. Major projects within this category exceed $11 million and include:

- Balboa Angling Club Building Repair
- Facilities Maintenance Master Plan
- Fire Station Replacements
- Library Building Replacement
- Master Facilities Plan Strategic Planning
- West Newport Community Center Design

### Streets and Drainage

Projects organized under Streets and Drainage include construction, rehabilitation and repair of City roads, alleys, medians, bridges, sidewalks, streetlights, slopes and tide structures. Projects within this category exceed $25.7 million. Major highlights include:

- Arterial Streets and Highway Modifications
- Landscaping and other Streetscape Enhancements
- Drought Response Median Landscape Enhancements
- Park Avenue Bridge Over Grand Canal Replacement
- Slurry Seal Program
- Storm Drain Video Evaluation
- Street and Alley Construction and Rehabilitation
- Streetlight Replacement Program

### Transportation

Projects organized under Transportation include traffic signal system maintenance and improvements, neighborhood traffic management, bicycle and pedestrian improvements and signage. Projects within this category exceed $3.1 million. Major highlights include:

- Coyote Canyon Landfill Bike Trail
- Mariners Mile Street Configuration and Land Use Review
- Traffic Signal Modernization
- Traffic Signal Synchronizations for East Coast Highway and Newport Boulevard
- Traffic Signal Rehabilitation and Equipment Maintenance
- Traffic Signage, Striping, Marking , Modeling and Studies

## Parks, Harbors and Beaches

Projects organized under Parks, Harbors and Beaches include improvements or repairs to the City's parks, harbors, docks, wharfs, piers and beaches. Projects within this category exceed $6.4 million. Major highlights include:

- Park Improvements – Lower Sunset View Park Concept, Marina Park, Back Bay View Park, Eastbluff Park Backstop, Lower Castaways Park, Sunset Ridge Park East Slope Landscaping, Synthetic Turf Replacement at Bonita Creek Park and park wall and staircase rehabilitation at various locations
- Harbor and Tidelands Maintenance Projects – Eelgrass Surveys, Bay Beach Sand Management and Minor Dredging, Bulkhead Repairs and Sealing, Tide Gate Retrofits and Upgrades
- Harbor and Tidelands Capital Projects – Grand Canal Dredging, Harbor Tide Gauge, Harbor Piers and Gangway Maintenance, RGP54 Permit Eelgrass Implementation Plan, Public Docks, Balboa Islands Seawalls Design

## Water Quality and Environmental

Projects organized under Water Quality and Environmental include studies, improvements and programs that benefit the City's natural resources. Projects within this category approximate $6.9 million. Major highlights include:

- Arches Storm Drain Dry Weather Diversion Project
- Bayview Heights Drainage and Runoff Treatment
- Big Canyon Wash Restoration
- Little Corona Infiltration Gallery
- Santa Ana Delhi Regional Project
- Semeniuk Slough Dredging
- Turf Replacement and Irrigation Controls

## Water and Wastewater

Projects listed as Water and Wastewater improvements are funded from respective service charges and are used for the rehabilitation and expansion of these services. Projects in these categories exceed $8.5 million. Major highlights include:

- Dolphin and Tamura Shallow Wells Rehabilitation
- Newport Boulevard Water Main Improvements
- Master Plan Program Projects for Wastewater Mains and Water Mains

## Miscellaneous

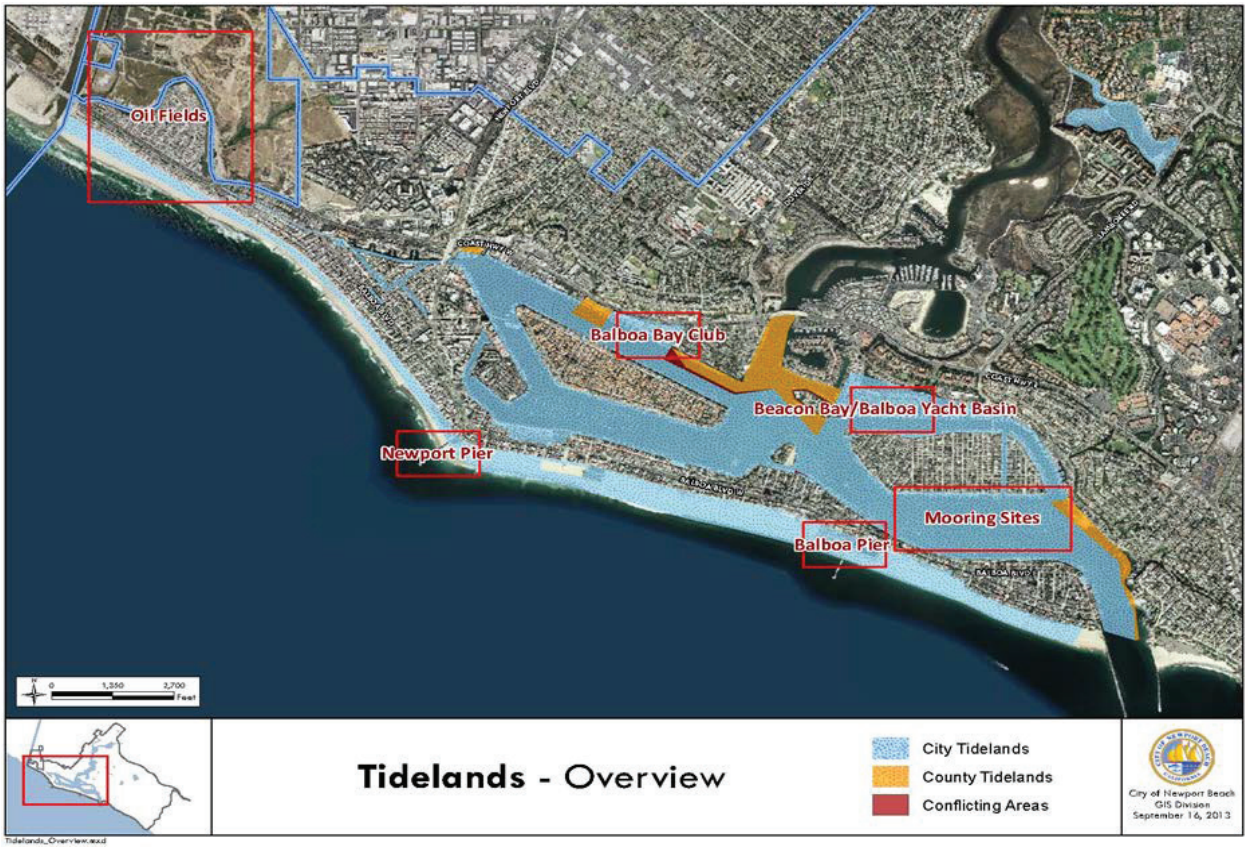
Projects listed as Miscellaneous are ones that do not fit into any other category and include capital purchases and special projects with a budget approximating $882,000. Major highlights include:

- Arts and Culture Master Plan
- Assessment District Formation Coordination and Rule 20A Credit Purchase
- Balboa Village Entry Arch and Façade Improvement
- Local Coastal Program Plan Implementation

# TIDELANDS AT A GLANCE

**OVERVIEW**

The City's granted Tidelands consist primarily of the land bayward of the bulkhead, and portions of the bay beaches in the Lower Bay (Coastward of the Upper Bay Bridge). Newport Beach Tidelands also include large portions of our ocean beaches, and land covered by the Pacific Ocean from the shoreline to three miles out to sea. Additionally, some areas within the Tidelands were filled in and developed long ago, and these are known as filled Tidelands. The Tidelands within the City are owned by the State of California and overseen by the California State Lands Commission. The City manages and administers the Tidelands illustrated in the map below, on behalf of all of the people of California and subject to specific legislative grants.




**Guiding Legislation**

The granted Tidelands must be used for purposes consistent with a public trust. Legislation known as the Beacon Bay Bill, adopted in 1978, is the guiding document that outlines how the City is to use and manage Tidelands, as well as, account for revenues and expenditures generated within Tidelands. According to the Bill, Tidelands can only be used for purposes in which there is a general statewide interest. These purposes include establishing, maintaining, improving and operating a public harbor, docks, piers, slips, beaches, marinas, etc.

Additionally, the **Public Trust Doctrine** and the **State Constitution** advise us. The Public Trust Doctrine says that:

*…the Legislature has the power to delegate the management responsibility of tidelands and submerged lands to local governments. When it does so, these lands are known as granted lands, and the* ***grantees that***

***manage them must ensure that they are used in ways that are consistent with the public trust*** *and with any other conditions the Legislature imposes…. (emphasis added)*

And the **State Constitution** (Article XVI, Section 6) says that:

*…The Legislature shall have no power …to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever.*

The City has the power to regulate the use of Tidelands through leases, permits, policies, and ordinances that are consistent with the trust and relevant legislation.

## ACCOUNTING FOR TIDELANDS

### Revenues

The Beacon Bay Bill requires the City to set up a separate Tidelands trust fund or funds, and mandates that the City deposit into these funds "all moneys received directly from, or indirectly attributable to…" the granted Tidelands in the City. Property income is the primary source of Tidelands revenue, and includes monies collected from leases, parking lots, sale of oil and rents from moorings, residential piers, and commercial marina activity. In Fiscal Year 2015-16, we project that about $14.4 million in revenue will go to the Tidelands Fund.

Additionally, the City has committed to using revenues generated by certain incremental increases in rental rates for moorings, piers, and leases over designated base years for Harbor related improvements in the Harbor Capital Fund. The following illustration identifies the structure of the City's Tidelands funds and the allocation of revenue between those funds.

Table 1 shows the top 11 revenue producers to the Tidelands Fund in Fiscal Year 2015-16:

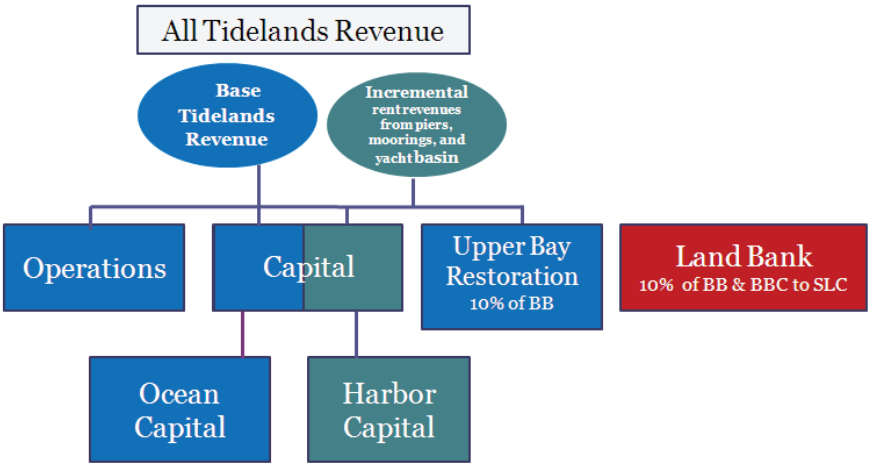
Table 1

**Projected Top Tidelands Revenue Producers (FY 15-16)**

| Top Tidelands Revenue Producers | Tidelands Operating Fund | Tidelands Capital Fund |
|---|---|---|
| Balboa Bay Resort | $ 3,000,000 | $ 1,012,078 |
| Balboa Pier Parking Lot | 2,243,508 | - |
| Petroleum Royalties | 1,800,000 | - |
| Offshore Moorings | 623,171 | 813,226 |
| Beacon Bay Residences | 1,081,000 | - |
| Oceanfront Parking Meters | 908,434 | - |
| Balboa Yacht Basin | 653,171 | 193,959 |
| Commercial Piers | 550,999 | - |
| Residential Piers | 118,000 | 58,650 |
| A & B Metered Parking | 170,199 | - |
| Onshore Moorings | 69,546 | 86,736 |
| Total = | $ 12,144,798 | $ 2,298,286 |

*Note: "Total" includes other Tidelands revenues besides the top revenue producers.*

# Tidelands Funds




BB and BBC represents Beacon Bay and Balboa Bay Club respectively.

**Expenditures**

Generally, the Beacon Bay Bill permits the City to use the revenues accruing from use of the Tidelands for the management, operation, and control of the lands and/or any improvements, betterments, or structures, as well as, for any use that furthers the purposes of the trust. Expenditures are broken into direct costs and indirect costs.

Direct costs are those activities, programs, or functions whose primary purpose wholly or substantially benefit the Tidelands. Examples include Harbor Resources division operating costs, oil and gas generating activities, and capital projects directly benefiting, or located within, the Tidelands.

Indirect costs are City-wide costs for services which are budgeted centrally and support a variety of City activities, programs, and functions. Examples include Police, Fire, and Marine safety services, Public Works Services, Community Services, and General Government administrative services. The City uses an outside contractor to develop the indirect cost allocation plan that identifies and distributes these indirect costs to all operating activities, programs, and functions within the City's organizational structure.

**Why allocate Police and Fire/EMS costs to Tidelands?** A certain percentage of calls and responses for emergency medical and police services occur on the ocean beaches, which are tidelands. These departments' activities are higher because of beach-going visitors. However, of the expenses discussed above for FY 2013-14, the expenses attributable to tidelands are only **4%** and **6%** of the Police Department's and Fire Department's (exclusive of lifeguarding) budgets respectively. Remember, too, that we add in ocean beach parking lot revenue and oceanfront parking meter revenue to the income side of the spreadsheet. Beach parking revenue alone offsets over 70% of the cost of Police and Fire/EMS services to the Tidelands.

**How do we know the City is allocating these funds appropriately?** We regularly report our expenditure information to the State Lands Commission for review and approval to ensure that we are meeting the obligations of the Beacon Bay Bill – using Tidelands Funds only for Tidelands purposes. For more information, please contact the Finance Department at (949) 644-3127.

**Fund Structure**

Given the complexity of accounting for Tidelands revenues and expenditures, at this time the City uses a two-fund approach to track and control resources intended for Tidelands purposes.

Operating Fund

The Tidelands Operating fund is used to account for revenues related to the operation of the City's tidelands, including beaches and marinas, and the related expenditures. Revenue from tideland operations includes, but is not limited to, rents from moorings, piers, and leases, as well as income from parking lots, meters, and the sale of oil.

Historically, the Tidelands Operating fund does not generate sufficient revenue to cover the full cost of operations. Thus, on an annual basis, the City uses general funds in addition to Tidelands revenues to cover all of the tidelands operational expenses.

Harbor Capital Fund

With the adoption of new permit and lease templates and adjusted commercial and noncommercial tidelands rent to fair market value, the Harbor Capital Fund was created to earmark incremental increases from resulting tidelands rent adjustments to finance critical in-Harbor capital improvements, like dredging, marinas, and sea walls. Below is a table outlining recent and projected revenues in the Harbor Capital Fund.

Table 2

| Harbor Capital Fund - Revenues | | | | | | | |
|---|---|---|---|---|---|---|---|
| | FY 11* | FY 12* | FY 13 | FY 14 | FY 15** | FY 16** | Totals |
| Intergovernmental | $ - | $ - | $ - | $ 516,133 | $ - | $ - | $ 516,133 |
| Investment Income | - | - | - | 7,715 | - | - | 7,715 |
| Property Income | | | | | | | |
| - Incremental | 234,657 | 579,170 | 924,508 | 2,857,827 | 1,572,862 | 2,298,286 | 8,467,310 |
| Contributions | | | | | | | |
| - from County | - | - | 643,081 | 601,413 | - | - | 1,244,494 |
| Totals | **$ 234,657** | **$ 579,170** | **$ 1,567,589** | **$ 3,983,088** | **$ 1,572,862** | **$ 2,298,286** | **$ 10,235,652** |

* Incremental transferred to Harbor Capital in FY 13

** Projected

The Tidelands Management Committee meets in open public meetings to make recommendations to the City Council on the prioritization and implementation of large infrastructure needs of the harbor through the publicly-available Tidelands Capital Plan.

Harbor dredging has been a major priority to restore the harbor to its optimal state for recreation, commerce, and nature.

Beginning in Fiscal Year 2008-09 the City had an opportunity to complete a long-awaited maintenance dredging project within Newport Bay, and a similar opportunity arose with the long-contaminated Rhine Channel. The timing was critical, as the contaminated sediment within the Harbor and the Rhine needed a special repository – and that repository was at the Port of Long Beach as the Port embarked on a major terminal expansion. To take advantage of the Port's space for contaminated sediment (where it would be buried and encased in a support structure and secured), the City Council advanced a loan from the General Fund to the Tidelands Harbor Capital Fund.

In addition, City Council approved another $6.1 million in loan advances to the Harbor Capital Fund to cover the cost of developing the marina portion of the Marina Park project at 16th Street on the Peninsula. The balance of advances due to the General Fund as of June 30, 2014 was about $15.8 million.

Table 3

| Project | Total Advance |
|---|---|
| Lower Bay Dredging | $ 5,443,145 |
| Rhine Channel Dredging | 4,202,784 |
| Linda Isle Dredging | 30,730 |
| Marina Park | 6,132,900 |
| Total | $ 15,809,559 |

The advances are to be paid back to the General Fund from incremental revenue increases generated from certain leases, mooring rents, and commercial and residential pier rents. Below is the proposed repayment schedule:

Table 4

Harbor Capital Fund Advance - Proposed Repayment Terms (Zero Interest Advance)

| Fiscal Year | Advance #1 Dredging Projects Repayment | Advance #2 Marina Park Project Repayment | Total Repayment |
|---|---|---|---|
| 2015 | $ 500,000 | $ - | $ 500,000 |
| 2016 | 500,000 | - | 500,000 |
| 2017 | 750,000 | 132,900 | 882,900 |
| 2018 | 750,000 | 250,000 | 1,000,000 |
| 2019 | 750,000 | 250,000 | 1,000,000 |
| 2020 | 750,000 | 500,000 | 1,250,000 |
| 2021 | 750,000 | 500,000 | 1,250,000 |
| 2022 | 750,000 | 500,000 | 1,250,000 |
| 2023 | 750,000 | 500,000 | 1,250,000 |
| 2024 | 750,000 | 500,000 | 1,250,000 |
| 2025 | 750,000 | 500,000 | 1,250,000 |
| 2026 | 750,000 | 500,000 | 1,250,000 |
| 2027 | 750,000 | 500,000 | 1,250,000 |
| 2028 | 426,659 | 500,000 | 926,659 |
| 2029 | - | 500,000 | 500,000 |
| 2030 | - | 500,000 | 500,000 |
| **Total** | **$ 9,676,659** | **$ 6,132,900** | **$ 15,809,559** |

Below is a table outlining recent and expected major capital project expenditures in the Harbor Capital Fund.

Table 5

| Harbor Capital Fund Project Expenditures | | | | | | |
|---|---|---|---|---|---|---|
| | FY 12 Actual | FY 13 Actual | FY 14 Actual | FY 15 Budgeted | FY 16 Budgeted | Totals |
| Harbor Dredging | $ 222 | $ - | $ - | $ - | $ - | $ 222 |
| Rhine Channel Dredging | 4,069,102 | 124,531 | - | 9,152 | - | 4,202,785 |
| Lower Harbor Dredging | 2,779,649 | 4,112,051 | 36,782 | 77,528 | - | 7,006,010 |
| Linda Isle Dredging | 30,730 | - | - | - | - | 30,730 |
| Grand Canal Dredging | - | - | - | - | 500,000 | 500,000 |
| Newport Harbor Dredging | - | - | - | - | 75,000 | 75,000 |
| Bulkhead Repairs/Sealing | - | 76,544 | 146,211 | 46 | - | 222,801 |
| Marina Park | - | - | 2,931,175 | 4,878,126 | - | 7,809,301 |
| | | | | | | |
| Balboa Island Seawalls | - | - | - | 650,000 | 650,000 | 1,300,000 |
| Balboa Marina Public Pier | - | - | - | 48,000 | - | 48,000 |
| Central Ave Public Pier | - | - | - | 450,000 | 441,000 | 891,000 |
| | | | | | | |
| Harbor Piers and Gangway Maintenance | - | - | - | - | 551,600 | 551,600 |
| Harbor Tide Gauge | - | - | - | - | 50,000 | 50,000 |
| Lower Castaways Park | - | - | - | - | 200,000 | 200,000 |
| **Totals** | **$ 6,879,703** | **$ 4,313,126** | **$ 3,114,168** | **$ 6,112,852** | **$ 2,467,600** | **$ 22,887,449** |

Newport Beach is home to approximately 9,900 boats, 1,200 moorings, 2,300 commercial slips and side ties, and 870 residential piers. The City will continue to manage and administer Tidelands in accordance with the appropriate legislation while working with the California State Lands Commission to ensure Newport Harbor continues to be one of the world's premier harbors.

Further detail on City of Newport Beach Tidelands can be found in the Tidelands Financial Report for the year ending June 30, 2014 which can be found at www.newportbeachca.gov/tidelands.

# CAPITAL ASSET SCHEDULE

as of June 30, 2014

| Description | Year of Acquisition | Historical Cost/ Fair Market Value* |
|---|---|---|
| **Administration and Services** | | |
| City Hall Complex | 1930 | $2,347,623 |
| Civic Center | 2013 | $128,313,701 |
| Corporate Yard - General Services | 1955 | $6,463,840 |
| **Safety** | | |
| Fire Station #1 - Balboa | 1962 | $81,615 |
| Fire Station #2 - Headquarters | 1966 | $94,419 |
| Fire Station #3 - Fashion Island | 1971 | $888,366 |
| Fire Station #4 - Balboa Island | 1994 | $1,420,602 |
| Fire Station #5 - Corona del Mar | 1950 | $237,135 |
| Fire Station #6 - Irvine Avenue | 1957 | $376,073 |
| Fire Station #7 - Santa Ana Heights | 2005 | $11,872,633 |
| Fire Station #8 - Newport Coast | 2002 | $1,816,350 |
| Fire Station Diesel Exhaust System | 2007 | $47,110 |
| Big Canyon Fire Training Facility | 2008 | $917,488 |
| Lifeguard Headquarters | 1989 | $2,782,145 |
| Police Station | 1973 | $3,626,878 |
| **Libraries** | | |
| Balboa | 1906 | $223,225 |
| Central | 1992 | $17,210,179 |
| Corona del Mar | 1958 | $240,465 |
| Mariners | 2007 | $6,961,878 |
| **Harbors, Beaches, and Recreation** | | |
| 15th Street Restrooms | 1956 | $538,528 |
| 19th Street Restrooms | 1940 | $2,000 |
| 38th Street Park | 1925 | $212,988 |
| Arroyo Park | 2003 | $17,578,871 |
| Back Bay View Park | 2006 | $2,650,000 |
| Bayview Landing Open Space | 2008 | $1,989,330 |
| Beach and Harbor Right of Way | various | $52,705,580 |
| Balboa Community Center | 1956 | $156,246 |
| Balboa Island Park | 1973 | $162,397 |
| Balboa Beach - Parking Lots and Booth | 1986 | $1,619,492 |
| Balboa Pier | 1940 | $3,774,489 |
| Balboa Pier - Concession | 1982 | n/a ** |
| Balboa Pier Restroom | 1957 | $250,229 |
| Balboa Theater | 1998 | $480,000 |
| Balboa Yacht Basin - Apartments/Garages/Parking | 1960 | $150,110 |
| Balboa Yacht Basin - Galley Café | 1988 | $44,000 |
| Balboa Yacht Basin - Headquarters/Restrooms | 1984 | $158,746 |
| Balboa Yacht Basin - Land | 1930 | $1,276,308 |
| Balboa Yacht Basin - Piers and Docks | 1984 | $3,079,395 |
| Bayside Park | 1926 | $490,865 |

* Any land donated, dedicated or annexed is recorded at fair market value at the time of acquisition.
** Leasehold improvements made by Lessee not valued.

# CAPITAL ASSET SCHEDULE

as of June 30, 2014 (cont.)

| Description | Year of Acquisition | Historical Cost/ Fair Market Value* |
|---|---|---|
| Bayview Park | 1985 | $3,917,422 |
| Begonia Park | 1926 | $373,609 |
| Big Canyon - Land | 1959 | $9,586,650 |
| Bob Henry Park | 1997 | $4,480,305 |
| Bolsa Park | 1994 | $99,474 |
| Bonita Canyon Sports Park | 2004 | $5,746,983 |
| Bonita Creek Park | 2002 | $5,051,170 |
| Boy Scout House | 1960 | $2,000 |
| Boys and Girls Club | 1971 | n/a ** |
| Buck Gully Restrooms | 1956 | $13,442 |
| Buffalo Hills Park | 1970 | $4,371,663 |
| Bulkheads | various | $2,263,339 |
| Canyon & Harbor Watch Park | 2006 | $850,000 |
| Castaways Park | 1997 | $803,052 |
| CDM Beach - Concession | 1970 | $30,994 |
| CDM Beach - Parking Lot and Booth | 1957 | $5,574,889 |
| CDM Beach - Restrooms | 1956 | $54,883 |
| Channel Place Park | 1958 | $504,202 |
| Civic Center Parks and Bridge | 2013 | $10,297,928 |
| Cliff Drive Park | 1917 | $1,186,603 |
| Cliff Drive View Park | 1975 | $147,668 |
| Eastbluff Park | 1965 | $580,468 |
| Ensign Park | 1973 | $804,466 |
| Ferry Landing Restrooms | 1962 | $28,917 |
| Galaxy Park | 1962 | $255,697 |
| Gateway Park | 1999 | $1,014,620 |
| Girl Scout House | 1956 | $24,665 |
| Grant Howald Park | 1964 | $486,218 |
| Grant Howald Park - Community Youth Center | 1988 | $1,944,227 |
| Harbor View Nature Park | 1974 | $4,167,542 |
| Inspiration Point | 1953 | $16,000 |
| Irvine Terrace Park | 1960 | $1,771,254 |
| Jasmine Creek Park | 1959 | $48,961 |
| Kings Road Park | 1974 | $210,482 |
| L Street Park | 1924 | $41,948 |
| Las Arenas Park | 1956 | $133,438 |
| Lido Park | 1973 | $94,219 |
| Little Corona Restrooms | 2010 | $293,455 |
| Lookout Point | 1953 | $16,000 |
| Los Trancos Canyon View Park | 2006 | $1,280,000 |
| M Street Park | 1930 | $12,763 |
| Marina Park | 2014 | $1,505,116 |
| Mariners Park | 1957 | $3,335,008 |
| Newport Aquatic Center | 1987 | n/a ** |
| Newport Coast Community Center | 2006 | $15,324,797 |

* Any land donated, dedicated or annexed is recorded at fair market value at the time of acquisition.
** Leasehold improvements made by Lessee not valued.

# CAPITAL ASSET SCHEDULE

as of June 30, 2014 (cont.)

| Description | Year of Acquisition | Historical Cost/ Fair Market Value* |
|---|---|---|
| Newport Island Park | 1938 | $142,024 |
| Newport Pier | 1940 | $3,578,311 |
| Newport Pier - Concession | 1990 | n/a ** |
| Newport Pier - Restrooms | 1989 | $305,188 |
| Newport Shores Park | 1906 | $57,258 |
| Newport Theater Arts | 1973 | $359,002 |
| Newport Village Park | 2006 | $2,290,000 |
| Oasis Senior Center | 2012 | $16,141,656 |
| Ocean Front Parking Lot | 1919 | $302,258 |
| Old School Park | 1917 | $24,829 |
| Peninsula Park | 1929 | $651,343 |
| Rhine Wharf Park | 1974 | $52,620 |
| San Joaquin Hills Park | 1965 | $1,162,974 |
| San Miguel Park | 1983 | $2,796,293 |
| Santa Ana Heights Mesa Birch Park | 2010 | $391,844 |
| Spyglass Hill Park | 1970 | $499,239 |
| Spyglass Reservoir Park | 1970 | $312,377 |
| Sunset Park | 1970 | $311,435 |
| Sunset Ridge Park | 2006 | $5,175,000 |
| Veterans Park | 1994 | $52,795 |
| Washington Street Restrooms | 1935 | $320,946 |
| West Jetty View Park | 1917 | $8,276 |
| West Newport Community Center | 1988 | $1,200,000 |
| West Newport Park | 1972 | $5,664,403 |
| Westcliff Park | 1962 | $729,952 |
| **Other** | | |
| 608 E Balboa Parking Lot | 2010 | $3,701,190 |
| 26th Street Parking Lot | 1965 | $85,848 |
| 30th Street Parking Lot | 1987 | $1,039,429 |
| 1499 Monrovia | 2013 | $4,308,199 |
| Avocado & San Miguel Parcel | 2009 | $440,000 |
| Balboa Bay Club - Land | 1918 | $1,049,252 |
| Bayside and Marguerite Parking Lot | 1950 | $83,494 |
| Beacon Bay - Land | 1919 | $750,103 |
| Birch Street Extenstion | 2013 | $5,294 |
| Buck Gully | 2006 | $17,580,506 |
| Cannery Village Parking Lot | 1989 | $1,146,634 |
| John Wayne Gulch | 2006 | $3,920,000 |
| Lower Castaways Parcel | 2009 | $7,960,000 |
| Mariners Mile Parking Lot | 1976 | $642,081 |
| Palm Street Parking Lot | 1906 | $55,721 |
| Land behind Central Library | 1992 | $6,448,622 |
| **Equipment** | | |

* Any land donated, dedicated or annexed is recorded at fair market value at the time of acquisition.
** Leasehold improvements made by Lessee not valued.

# CAPITAL ASSET SCHEDULE

as of June 30, 2014 (cont.)

| Description | Year of Acquisition | Historical Cost/ Fair Market Value* |
|---|---|---|
| Rolling Equipment | various | $24,009,714 |
| IT Equipment | various | $4,500,514 |
| Parking Equipment | various | $1,328,691 |
| 800 MHz | various | $914,569 |
| Other Equipment | various | $7,067,443 |
| **Infrastructure** | | |
| Road System | various | $1,848,649,168 |
| Storm Drain System | various | $56,150,418 |
| Bicycle Paths | various | $42,975,504 |
| Oil Wells | various | $1,145,490 |
| Walls | various | $2,346,639 |
| **Water System** | | |
| Utility Yard | 1987 | $2,425,243 |
| Recycled Water | 2011 | $482,603 |
| Water Reducers | various | $82,094 |
| Water Meters | various | $1,544,913 |
| Water Lines/Mains | various | $73,988,538 |
| Fire Hydrants | various | $556,615 |
| Reservoirs: | | |
| Big Canyon | 1959 | $29,585,747 |
| Spyglass | 1972 | $418,244 |
| 16th Street | 1996 | $3,800,000 |
| Capitalized Interest | 1995 | $1,034,462 |
| Pump Stations | various | $8,125,224 |
| Wells | 1996 | $3,465,113 |
| Equipment | various | $140,191 |
| **Sewer System** | | |
| Sewer Lines/Mains | various | $35,055,948 |
| Pump Stations | various | $10,242,867 |
| **TOTAL** | | $2,613,770,185 |

* Any land donated, dedicated or annexed is recorded at fair market value at the time of acquisition.

** Leasehold improvements made by Lessee not valued.

# SCHEDULE OF ROLLING EQUIPMENT REPLACEMENT

## Public Safety Departments

### Police Department

| | | |
|---|---|---|
| Sedan/SUV (12) | $ | 499,362 |
| Motorcycle (8) | $ | 281,920 |
| Truck (5) | $ | 195,000 |
| Speciality Vehicle (2) | $ | 606,200 |
| **Sub Total** | **$** | **1,582,482** |

### Fire Department

| | | |
|---|---|---|
| Rescue Boat | $ | 500,000 |
| Lifeguard Vehicles (3) | $ | 112,500 |
| **Sub Total** | **$** | **612,500** |

## Other Departments

### Community Development Department

| | | |
|---|---|---|
| Sedan/SUV | $ | 26,000 |

### Municipal Operations Department

| | | |
|---|---|---|
| Sewer Vactor | $ | 430,000 |
| Dump Truck | $ | 270,000 |
| Truck, 1 1/2 Service Body | $ | 85,000 |
| Truck, 1 Ton Service Body | $ | 42,000 |
| Pickup Trucks (6) | $ | 194,000 |
| Trailered Pump | $ | 80,000 |
| SUV | $ | 31,000 |
| Compressor Trailer | $ | 20,000 |
| **Sub Total** | **$** | **1,152,000** |

### Public Works Department

| | | |
|---|---|---|
| Truck, 3/4 Ton Service Body | $ | 40,000 |
| Sedan/SUV/Crossover (3) | $ | 76,000 |
| **Sub Total** | **$** | **116,000** |

### Recreation & Senior Services Department

| | | |
|---|---|---|
| Sedan/SUV | $ | 24,000 |
| **Sub Total** | **$** | **24,000** |

| | |
|---|---|
| **PUBLIC SAFETY TOTAL** | **$2,194,982** |
| **OTHER DEPARTMENTS TOTAL** | **$1,318,000** |
| **TOTAL ALL DEPARTMENTS** | **$3,512,982** |

# ROLLING STOCK IN SERVICE

| General City Operations | Fiscal Year 2012-13 Final Inventory | Fiscal Year 2013-14 Changes & Adjustments | Fiscal Year 2013-14 Final Inventory | Fiscal Year 2014-15 Changes & Adjustments | Fiscal Year 2014-15 Final Inventory |
|---|---|---|---|---|---|
| Passenger Cars | 60 | -1 | 59 | 1 | 60 |
| Jeeps | 1 | 0 | 1 | 0 | 1 |
| Trucks | 101 | 5 | 106 | 0 | 106 |
| Fire Trucks | 15 | 2 | 17 | 0 | 17 |
| Loadpackers | 18 | -18 | 0 | 0 | 0 |
| Street Sweepers | 3 | -1 | 2 | -1 | 1 |
| Tractors and Graders | 4 | 1 | 5 | 0 | 5 |
| Backhoes and Loaders | 6 | 1 | 7 | 0 | 7 |
| Beach Cleaners | 3 | 0 | 3 | 0 | 3 |
| Trailers | 31 | 0 | 31 | 0 | 31 |
| Special Equipment | 11 | 0 | 11 | 0 | 11 |
| **Total General City Operations** | 253 | -11 | 242 | 0 | 242 |
| **Police Department** | | | | | |
| Passenger Cars | 43 | 0 | 43 | 6 | 49 |
| Trucks | 36 | 1 | 37 | 0 | 37 |
| Motorcycles | 15 | 0 | 15 | 0 | 15 |
| Trailers | 4 | 2 | 6 | 0 | 6 |
| Special Equipment | 6 | 0 | 6 | 0 | 6 |
| **Total Police Department** | 104 | 3 | 107 | 6 | 113 |
| **Utility Enterprise[1]** | | | | | |
| Passenger Cars | 3 | 0 | 3 | 0 | 3 |
| Trucks | 48 | 0 | 48 | 0 | 48 |
| Tractors and Graders | 2 | 0 | 2 | 0 | 2 |
| Backhoes and Loaders | 5 | 0 | 5 | 0 | 5 |
| Trailers | 23 | 2 | 25 | 0 | 25 |
| Special Equipment | 5 | 0 | 5 | 0 | 5 |
| **Total Utility Enterprise** | 86 | 2 | 88 | 0 | 88 |
| **GRAND TOTAL** | **443** | **-6** | **437** | **6** | **443** |

[1] Includes vehicles in both the Water and Wastewater Sections

# THREE-YEAR COMPARISON OF FULL-TIME & FTE POSITIONS

| | 2013-14 | | 2014-15 | | 2015-16 | |
|---|---|---|---|---|---|---|
| | F/T | FTE | F/T | FTE | F/T | FTE |
| **GENERAL CITY GOVERNMENT** | | | | | | |
| City Council | 0.00 | 0.07 | 0.00 | 0.00 | 0.00 | 0.00 |
| City Clerk | 4.00 | | 4.00 | 0.00 | 4.00 | 0.00 |
| City Manager | 7.00 | 0.00 | 7.00 | 0.74 | 7.00 | 0.74 |
| Human Resources | 11.50 | 0.00 | 11.50 | 0.30 | 10.50 | 0.30 |
| City Attorney | 7.10 | 0.00 | 6.00 | 0.50 | 6.00 | 0.50 |
| Finance | 31.40 | 2.60 | 31.50 | 2.71 | 31.50 | 3.02 |
| **Total** | **61.00** | **2.67** | **60.00** | **4.25** | **59.00** | **4.56** |
| **PUBLIC SAFETY** | | | | | | |
| Police - Safety | 141.00 | 0.26 | 142.00 | 0.00 | 146.00 | 0.00 |
| Police - Miscellaneous | 78.00 | 12.71 | 79.00 | 12.97 | 80.00 | 12.97 |
| Fire - Safety | 133.00 | 0.00 | 135.00 | 0.00 | 134.00 | 2.16 |
| Fire - Miscellaneous | 14.00 | 36.13 | 14.00 | 37.91 | 14.00 | 39.17 |
| **Total** | **366.00** | **49.10** | **370.00** | **50.88** | **374.00** | **54.30** |
| **COMMUNITY DEVELOPMENT** | | | | | | |
| Public Works - Water Quality | 3.00 | 0.00 | 3.00 | 0.00 | 3.00 | 0.00 |
| Community Devt - Admin | 3.00 | 1.90 | 3.00 | 3.00 | 6.00 | 3.00 |
| Community Devt - Planning | 15.00 | 0.00 | 14.00 | 0.60 | 14.00 | 0.60 |
| Community Devt - Building | 28.00 | 0.50 | 27.50 | 0.50 | 24.50 | 0.50 |
| Community Devt - Code Enforcement | 4.00 | 0.50 | 4.50 | 0.00 | 4.50 | 0.00 |
| **Total** | **53.00** | **2.90** | **52.00** | **4.10** | **52.00** | **4.10** |
| **PUBLIC WORKS** | | | | | | |
| Public Works | 28.00 | 2.11 | 29.00 | 2.85 | 29.00 | 3.35 |
| Municipal Operations - Utilities Electrical | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Municipal Operations - General Services | 80.00 | 0.00 | 69.00 | 0.00 | 67.50 | 0.00 |
| **Total** | **108.00** | **2.11** | **98.00** | **2.85** | **96.50** | **3.35** |
| **COMMUNITY SERVICES** | | | | | | |
| Library | 37.00 | 21.42 | 38.00 | 20.87 | 37.00 | 22.83 |
| Recreation | 22.00 | 25.08 | 23.00 | 28.99 | 27.00 | 32.51 |
| Senior Services | 11.00 | 6.88 | 11.00 | 7.93 | 11.00 | 8.43 |
| Recreation & Sr Srvcs Admin | 3.50 | 0.50 | 3.50 | 0.50 | 3.50 | 0.50 |
| **Total** | **73.50** | **53.88** | **75.50** | **58.29** | **78.50** | **64.27** |
| **GENERAL FUND** | **661.50** | **110.66** | **655.50** | **120.37** | **660.00** | **130.58** |
| **TIDELANDS FUND** | | | | | | |
| City Manager - Harbor Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Public Works - Harbor Resources | 3.00 | 0.00 | 3.00 | 0.00 | 3.00 | 0.00 |
| Finance - Parking Lots | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Recreation - Tidepools | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **3.00** | **0.00** | **3.00** | **0.00** | **3.00** | **0.00** |
| **WATER ENTERPRISE FUND** | **32.50** | **0.00** | **31.50** | **0.00** | **32.50** | **2.00** |
| **SEWER ENTERPRISE FUND** | **13.00** | **0.00** | **14.00** | **0.00** | **12.00** | **0.00** |
| **EQUIPMENT FUND** | **11.00** | **0.75** | **9.00** | **0.75** | **7.50** | **0.00** |
| **INFORMATION TECHNOLOGY FUND** | **15.00** | **0.50** | **15.00** | **3.50** | **15.00** | **4.25** |
| **TOTALS** | **736.00** | **111.91** | **728.00** | **124.62** | **730.00** | **136.83** |

# HISTORICAL CAPITAL PROJECTS SPENDING

**(dollars in thousands)**

| | 2009-10 Actual | 2010-11 Actual | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Adopted* |
|---|---|---|---|---|---|---|---|
| **General Fund Projects** | | | | | | | |
| General Fund | 7,127 | 2,085 | 3,827 | 5,236 | 5,587 | 11,341 | 11,614 |
| **Special Revenue** | | | | | | | |
| CDBG | 142 | - | - | 96 | - | - | 125 |
| Gas Tax | 471 | 277 | 2,123 | 772 | 3,462 | 3,822 | 6,627 |
| Prop 1B | 945 | 386 | - | 687 | 6 | - | - |
| Tidelands | 1,197 | 1,270 | 7,359 | 4,961 | 3,830 | 7,802 | 4,822 |
| Contributions | 1,649 | 2,949 | 1,569 | 2,074 | 1,598 | 3,156 | 9,158 |
| Circulation & Transportation | 684 | 2,131 | 3,974 | 244 | 3 | 950 | 220 |
| Building Excise Tax | 56 | 58 | - | 569 | 285 | 295 | 710 |
| Measure M | 2,088 | 1,127 | 4,102 | 3,801 | 1,305 | 9,045 | 6,405 |
| AHRP Fund | - | - | - | - | - | - | - |
| **Cooperative Projects** | | | | | | | |
| Environmental Liability | - | - | - | - | - | - | - |
| Traffic Congestion Relief | 639 | 740 | | - | - | - | - |
| American Trader Oil Spill Remediation | - | - | - | - | - | - | - |
| Misc SAH Projects | 4,895 | 57 | 6 | 56 | 1,418 | 41 | - |
| Air Quality Management District | - | 148 | 26 | - | - | - | - |
| **Facilities / Parks** | | | | | | | |
| Fire Stations | - | - | - | - | 1 | 580 | 7,765 |
| Civic Center | 8,777 | 22,500 | 56,245 | 47,072 | 7,979 | 52 | 153 |
| Marina Park | 321 | 347 | 688 | 1,532 | 2,494 | 23,120 | 780 |
| Sunset Ridge Park | 660 | 312 | 314 | 397 | 3,099 | 3,240 | 292 |
| Police Facility | - | - | - | - | - | - | - |
| Lifeguard Headquarters | - | - | | 145 | 2,169 | 172 | - |
| OASIS Senior Center | 9,654 | 3,313 | | - | - | - | - |
| Back Bay Science Center | 5 | - | - | - | - | - | - |
| Facilities Miscellaneous | - | - | - | 4,308 | 1 | 1,300 | - |
| Parks & Community Centers | - | - | - | - | - | 1,985 | 565 |
| West Newport Community Center | - | - | - | - | - | 34 | 450 |
| Facilities Maintenance Fund | - | - | - | - | 13 | 827 | 2,500 |
| Strategic Planning | - | - | 106 | 4 | 133 | 19 | 150 |
| Public Art & Culture | - | - | - | - | - | 25 | 65 |
| Balboa Village Parking Mgmt District | - | - | - | - | - | - | 469 |
| Corporate Yard Consolidation | - | - | - | - | - | 191 | - |
| **Special Assessment Projects** | | | | | | | |
| Assessment Districts | 4,221 | 2,977 | | - | - | - | 100 |
| CIOSA Development | 1,485 | 450 | - | - | - | - | - |
| Bonita Canyon Development | 1,032 | 78 | 24 | - | - | - | - |
| **Enterprise Fund Projects** | | | | | | | |
| Water | 1,808 | 1,564 | 1,366 | 5,503 | 8,131 | 1,110 | 8,235 |
| Sewer | 490 | 2,949 | 554 | 118 | 320 | 863 | 520 |
| **Internal Service Fund** | | | | | | | |
| Equipment Maintenance | 58 | 75 | 5 | - | - | - | - |
| BV Neighborhood Enhancements | - | - | - | - | - | - | 900 |
| **Annual Totals** | 48,403 | 45,792 | 82,288 | 77,576 | 41,835 | 69,969 | 62,624 |

*FY 15-16 Adopted totals do not include rebudgets, as reported in previous years. The FY 16 column includes new appropriation amounts only.

***Ackerman Donation Fund*** - Used to account for the disbursement of funds received from the Ackerman Trust. Such funds must be used for library and scholarship purposes.

***Air Quality Management District (AQMD) Fund*** - Used to account for revenues received from the South Coast Air Quality Management District restricted for the use of reducing air pollution.

***Asset Forfeiture Fund*** - Established to account for revenues resulting from the seizure of assets in conjunction with criminal cases (primarily drug trafficking). The City's policy is that all such funds be used for enhancement of law enforcement programs.

***Balboa Village Parking Management District*** - Used to account for Balboa Village streetscape improvements, wayfinding signage, and façade improvement program.

***Building Excise Tax Fund*** - Used to account for revenues received from builders or developers on building or remodeling projects within the City. Expenditures from this fund are used exclusively for public safety, libraries, parks, beaches, or recreational activities.

***CIOSA Construction Fund*** - Used to account for the receipt and expenditure of funds for the Circulation Improvement and Open Space Agreement (CIOSA). The improvements include street and frontage improvements.

***Civic Center COP Fund –*** is used to account for debt service transactions related to the Certificates of Participation issued to finance the construction of the Civic Center.

***Circulation and Transportation Fund*** - Used to account for fair share revenues collected from developers and restricted for capital improvement projects meeting the circulation element of the City's General Plan.

***Civic Center and Park Fund*** – Used to account for the design and construction of a new Civic Center Complex.

***Community Development Block Grant (CDBG) Fund*** - Used to account for revenues and expenditures related to the City's Community Development Block Grant program. These funds are received from the Federal Department of Housing and Urban Development and must be expended exclusively on programs for low or moderate income individuals or families.

***Compensated Absence Fund*** – Used to account for the City's accumulated liability for compensated absences.

***Contributions Fund*** - Used to account for revenues received from other government agencies or private developers and expended for specific projects.

***Corporate Yard Consolidation*** - Used to account for expenses associated with Corporate Yard consolidation.

***Environmental Liability Fund*** - Used to account for solid waste fees restricted for mitigation of future environmental liability relating to the handling of solid waste.

***Equipment Fund*** - Used to account for the cost of maintaining and replacing the City's rolling stock fleet, 800 MHz radio system, parking equipment/infrastructure, and Recreation and Fire medical equipment.

***Facilities Financial Planning Reserve Fund*** - Used to account for the receipt and expenditure of funds for the replacement of City facilities, including the Civic Center, fire stations, police station, and parks.

***Facilities Maintenance Fund*** – Used to account for the receipt and expenditure of funds related to major maintenance of City facilities, including HVAC replacement, roof replacement, etc.

***Fire Station Fund*** - Accounts for the design and construction of new fire stations.

***General Fund*** - Used to account for fiscal resources, which are: a) dedicated to the general government operations of the City, and b) not required to be accounted for in another fund.

***Information Technology Fund*** - Used to account for the cost of maintaining and replacing the City's information technology (computer) systems.

***Insurance Reserve Fund*** - Used to account for the City's self-insured general liability and workers' compensation program.

***Justice Assistance Grant (JAG) Fund*** – Formerly called the Local Law Enforcement Block Grant Fund; used to account for federal support of law enforcement activities.

***Lifeguard Headquarters Fund*** - *A*ccounts for expenditures for the future space needs expected of the existing headquarters buildings, including detailed facility planning and budgetary guidelines for possible building rehabilitation and/or expansion projects.

***Marina Park Fund –*** Used to account for the design and construction of the Marina Park.

***Measure M Fund*** – Used to construct transportation improvement and traffic congestion relief projects. Funding is one percent of retail transaction and use tax.

***Miscellaneous Santa Ana Heights Projects*** – Used to account for revenue and expenditures related to miscellaneous projects in Santa Ana Heights.

***Newport Annexation Fund*** – Used to account for receipt of revenue from the Irvine Ranch Water District intended to repay Newport Coast property owners for a portion of assessment district costs, and for construction of a community center in Newport Coast.

***Newport Bay Dredging Fund*** – Used to account for the receipt of permanent endowments intended to fund the ongoing cost of maintaining and dredging of the Upper Newport Bay.

***Office of Traffic Safety Grant (OTS) Fund*** - Used to account for federal funding of DUI violation enforcement activities.

***Parks and Community Centers*** – Used to account for expenditures related to Parks and Community Centers.

***Pension Management Fund*** – Used as a temporary repository of funds set-aside to pay down unfunded liabilities associated with its pension plans.

***Proposition 1B Fund*** – Used to account for state funds available through Proposition 1B to fund the maintenance and improvement of local transportation facilities.

***Public Arts and Cultural*** - Used to account for expenditures related to Arts & Culture.

***Retiree Insurance Fund*** – Used to account for the cost of providing post-employment health care benefit.

***Special Assessment District Fund*** - Used to account for the receipt and expenditure of funds received from 1911 Act and 1915 Act Assessment Districts for capital improvement projects.

***State Gas Tax Fund*** - Accounts for all State Gas Tax related revenues and expenditures, including street repair, construction, and maintenance. State law requires that these funds be used exclusively for maintenance of the street and highway system.

***Strategic Planning Fund*** - Accounts for expenditures for study and concept development needed to further refine the Major Facilities Financing Plan. It includes developing both interim and long-term use plans for the current City Hall site on Newport Boulevard.

***Sunset Ridge Park Fund*** - Accounts for the design and construction of the Sunset Ridge Park.

***Supplemental Law Enforcement Services Fund (SLESF)*** – Used to account for revenues received from the County to be used exclusively for front-line law enforcement activities.

***Tide and Submerged Land Operating Fund*** - Used to account for the revenues and expenditures related to the operation of the City's tidelands, including beaches and marinas.

***Tide and Submerged Land Capital Fund*** - Used to account for incremental increases in revenue from certain property lease, pier, and mooring rentals that exceed Council designated base year revenue amounts, as well as other designated revenues and the related expenditures for capital projects, maintenance, and servicing of loan advances from the General Fund.

***Wastewater Enterprise Fund*** - Used to account for the activities associated with providing sewer services by the City to its users.

***Water Enterprise Fund*** - Used to account for the activities associated with the transmission and distribution of potable water by the City to its users.

***West Newport Community Center –*** Used to account for expenditures related to the West Newport Community Center.

## Accounting Terms

***Accrual Basis*** - The basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent. The accrual basis of accounting is used to account for all proprietary (enterprise and internal service funds) fund types.

***Activity*** - Departmental efforts that contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

***Appropriation*** - A legal authorization to incur obligations and to make expenditures for specific purposes.

***Assessed Valuation*** - The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes.

***Authorized Positions*** - Employee positions, which are authorized in the adopted budget, to be filled during the year.

***Available (Undesignated) Fund Balance*** - This refers to the funds remaining from the prior year that are available for appropriation and expenditure in the current year.

***Bonds*** – A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate.

***Bond Refinancing*** - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

***Budget*** - A plan of financial activity for a specified period of time indicating all planned revenues and expenses for the budget period.

***Budgetary Basis*** - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

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

***Budgetary Control*** - The control or management of a government in accordance with the adopted budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

***Capital Budget*** - The appropriation of bonds or operating revenue for improvements to facilities, and other infrastructure.

***Capital Improvements*** - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

***Capital Improvements Program (CIP)*** - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

***Capital Outlay*** - Fixed assets which have a value of $500 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

***Capital Project*** - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

***Capital Reserve*** - An account used to segregate a portion of the government's equity to be used for future capital program expenditures. The amount of capital reserve is roughly equal to the government's annual equipment depreciation and an amount identified as being needed for future capital acquisition.

***Cash Basis*** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

***Charges for Services*** - Those charges levied to individuals or organizations for the use or consumption of services provided by the City.

***Certificate of Participation*** – A debt issue similar to issuing bonds, but less restrictive.

***Consumer Price Index (CPI)*** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

***Contingency*** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

***Debt Service*** - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

***Deficit*** - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

***Department*** - The basic organizational unit of government which is functionally unique in its delivery of services.

***Depreciation*** - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

***Development Fees*** - Those fees and charges generated by building, development and growth in a community Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

***Disbursement*** - The expenditure of moneys from an account.

***Employee (or Fringe) Benefits*** - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included is the government's share of costs for various pensions, medical and life insurance plans, etc.

***Encumbrance*** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

***Enterprise Fund –*** Used to account for City operations that are financed and operated in a manner similar to private business enterprises. The objective of segregating activities of this type is to identify the costs of providing the services, and to finance them through user charges.

***Expenditure*** - The payment of cash on the transfer of property or services for the purpose of acquiring an asset service, or settling a loss.

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

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

***Fiscal Year*** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Newport Beach's fiscal year is July 1 through June 30.

***Fixed Assets*** - Assets that are intended to continue to be held or used long-term, such as land, buildings machinery, furniture, and other equipment. Fixed assets are also called capital assets.

***Full-time Equivalent Position (FTE)*** - A part-time position converted to the decimal equivalent of a full-time position based on 2080 hours per year. For example, a part-time fiscal clerk working 20 hours per week would be the equivalent to .5 of a full-time position.

***Function*** - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

***Fund*** - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

***Fund Balance*** - The excess of the assets of a fund over its liabilities, reserves, and carryover.

***GAAP*** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

***General Obligation (G.O.) Bond*** - This type of bond is backed by the full faith, credit, and taxing power of the government.

***Goal*** - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

***Governmental Accounting Standards Board (GASB)*** – The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

***Grants*** - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

***Indirect Cost*** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

***Infrastructure*** - The physical assets of a government (e.g., streets, water, sewer, public buildings, and parks).

***Intergovernmental Revenue*** - Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

***Internal Service Charges*** - The charges to user departments for internal services provided by another government agency, such as equipment maintenance and replacement charges, or insurance funded from a central pool.

***Lapsing Appropriation*** - An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.

***Levy*** - To impose taxes for the support of government activities.

***Line-item Budget*** – A budget prepared along departmental lines that focuses on what is to be bought.

***Long-term Debt*** – Debt with a maturity of more than one year after the date of issuance.

***Maintenance and Operations*** – Expendable materials and operating supplies necessary to conduct departmental operations.

***Modified Accrual Basis*** – The basis of accounting in which revenues are recognized when they become both “measurable” and “available” to finance expenditures or the current period. All governmental and fiduciary fund types are accounted for using the modified accrual basis of accounting.

***Net Budget*** – The legally adopted budget less all interfund transfers and interdepartmental charges.

***Object of Expenditure*** – An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, etc.

***Obligations*** – Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

***Operating Revenue*** – Funds that the government receives as income to pay for on-going operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

***Operating Expenses*** – The cost for personnel, materials, and equipment required for a department to function.

***Performance Budget*** – A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

***Prior-Year Encumbrances*** – Obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

***Program*** – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

***Program Budget*** – A budget that allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

***Program Performance Budget*** – A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

***Program Revenue (Income)*** - Revenues earned by a program, including fees for services, license and permit fees, and fines.

***Purpose*** - A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

***Reserve*** - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

***Resolution*** - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

***Resources*** - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

***Revenue*** - Sources of income financing the operations of government.

***Revenue Bond*** - A bond that is backed only by the revenues from a specific enterprise or project, such as a hospital or toll road.

***Secured Property Tax –*** A tax levied on both real and personal property according to the property's valuation and the tax rate.

***Service Indicators*** - Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

***Source of Revenue*** - Revenues are classified according to their source or point of origin.

***Supplemental Appropriation*** - An additional appropriation made by the governing body after the budget year has started.

***Tax Levy*** - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

***Taxes*** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

***Transfers In/Out*** - Amounts transferred from one fund to finance the services for the recipient fund.

***Transient Occupancy Tax*** – A tax paid to the City for short-term lodging/residency within the City limits. Short-term is defined as 30 days or less.

***Unencumbered Balance*** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

***Unreserved Fund Balance*** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

***Unsecured Property Tax –*** The property tax on unsecured property such as business inventory or moveable equipment.

***User Charges*** - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

***Working Capital*** - Excess of readily available assets over current liabilities. Or cash on hand equivalents which may be used to satisfy cash flow needs.

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