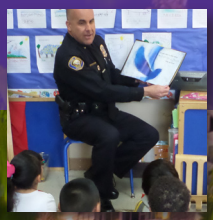
FISCAL YEAR 2017 PROPOSED BUDGET

PRESENTED BY PATRICK H. WEST, CITY MANAGER



CITY OF
LONG BEACH

City Council's Stated Priorities

It is the mission of the City Council to continually improve the quality of life in our neighborhoods by ensuring public safety, supporting programs that encourage the public's health and well-being; promoting quality housing developments, thereby improving home ownership opportunities for Long Beach residents; and ensuring that the city grows "Green" by creating appropriate environmental policies.

Essential to our success as a city is to ensure that City policy creation is done in a transparent manner with extensive community involvement.

City Council's Stated Priorities:

- Adopt an annual budget that is structurally balanced
- Improve the City's infrastructure, including streets, sidewalks, curbs, alleys and city facilities
- Enhance neighborhood economic development efforts, particularly on the commercial corridors
- Promote workforce and business development efforts to create new jobs; ensure Long Beach becomes more business friendly
- Improve the transportation system to efficiently and effectively move goods and people through the city without negatively impacting the neighborhoods

As amended on October 9, 2007

Elected Officials City of Long Beach

Mayor
Robert Garcia

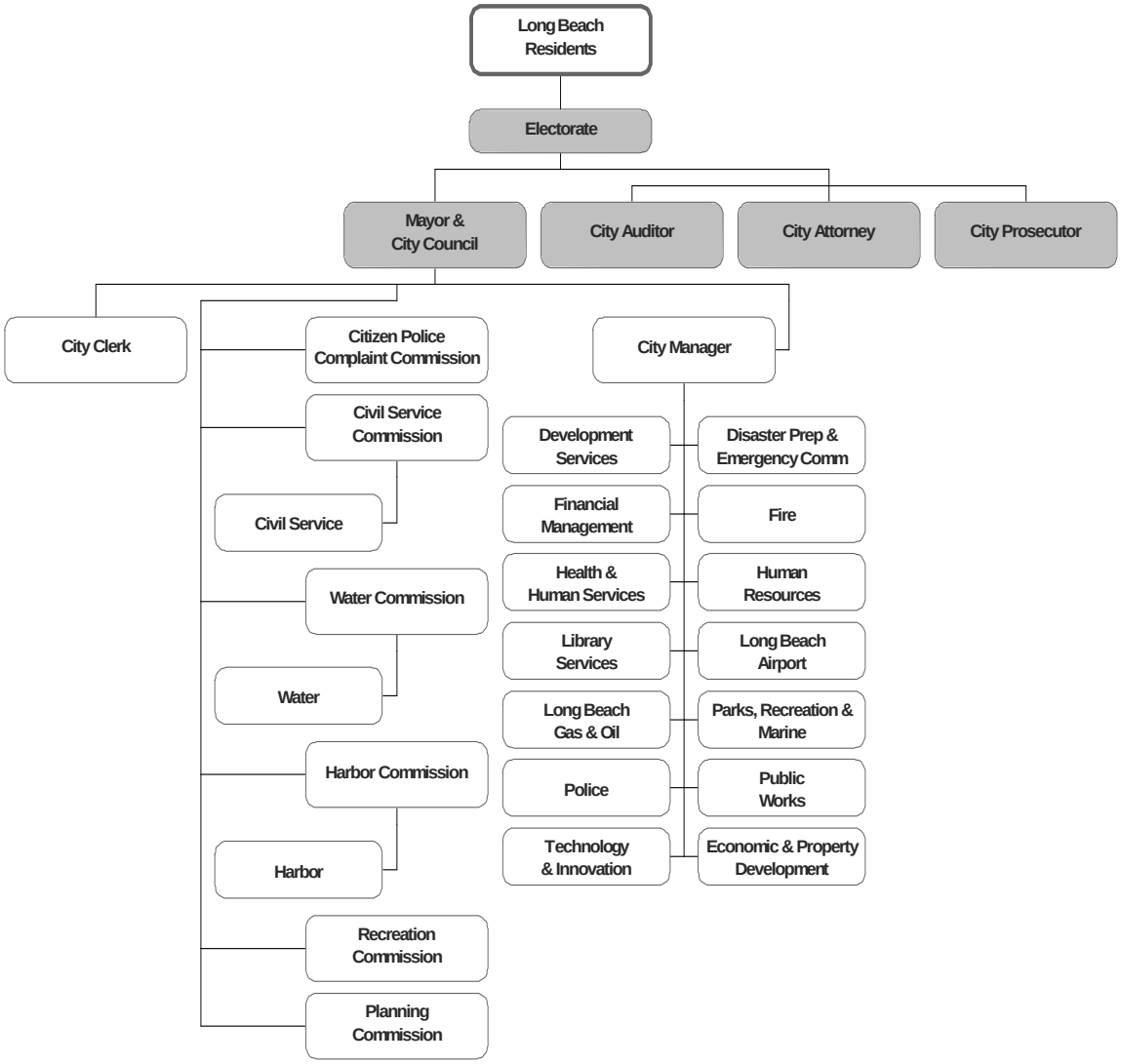
City Council
Lena Gonzalez, District 1
Jeannine Pearce, District 2
Suzie Price, District 3
Daryl Supernaw, District 4
Stacy Mungo, District 5
Dee Andrews, District 6
Roberto Uranga, District 7
Al Austin, District 8
Rex Richardson, District 9

City Attorney
Charles Parkin

City Auditor
Laura L. Doud

City Prosecutor
Douglas Haubert

City Organizational Chart



City of Long Beach Financial Policies

The following is a summary of the budgetary and financial policies of the City of Long Beach, California.

1. Structural Balance

The budget for the General Fund will be structurally balanced for the fiscal year.

2. Multi-Year Financial Projections

The proposed annual budget should include a three-year General Fund projection.

3. Budget Process Is An Annual Cycle

The annual budget process is used to develop annual service priorities and the level and type of resources to fund those services.

Changes to the budget and to service levels during the fiscal year will be minimized.

4. User Fees To Be Set At The Cost Of Service

Fees will set at a level to fully recover costs, except where there is a greater public benefit through use of a lower fee.

5. One-Time Resources Are For One-Time Uses

One-time resources will not be used to fund ongoing operations and are to be used for one-time purposes. Five percent will be used for unfunded liabilities.

6. Capital Projects Budgeted For Both One-Times And Ongoing Costs

Before approving any capital expenditure, the City Council will consider both the capital (one-time) and operating (ongoing) components of costs.

7. Emergency And Operating Reserves Will Be Maintained

- Emergency reserves of 8% minimum and 10% target.
- Operating reserves of 2% minimum and 7% maximum.
- Overall reserves of 16.7% (two months)
- CalPERS stabilization fund
- Other reserves may be established

8. Adequate Reserves For All Funds

Financial Management will develop and recommend reserve policies for each City fund which will be adopted, as modified, by the City Council.

9. Revenue Projections Will Be Conservative

Revenue projections are to be objectively prepared using a reasonably conservative approach.

10. Stable Revenue Sources Will Be Used To Fund Operations

Any revenue that has highly variable component may have only a portion of it, or none of it, budgeted for operations.

Oil revenue will be budgeted at a per barrel price likely to be lower than the average price, based on historical variability. Currently $70.

11. Fiscal Impact Statements Required

For proposed City Council actions, projected or potential fiscal impact on current and future revenues and expenditures and impact on the City financial position shall be analyzed along with a discussion of overall economic impacts.

12. Current Year Costs Will Be Funded Or An Explanation Provided

The budget will include funding for all costs of operation for the current year or will discuss those costs where full funding is not provided.

13. Financial Reporting Will Use Generally Accepted Standards

The City will prepare annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP), will use a consistent approach to budgetary reporting.

The annual financial report will include a reconciliation of budgetary funds available to the GAAP fund balance or net position.

14. Financial Status Will Be Reported

The City's CAFR will be made available after completion of the annual audit.

There will be periodic reporting on the budgetary status of the City, particularly the General Fund and other funds that have unusual or problematic status.

15. Financial Status Of Major Funds Will Be Reviewed

The City Manager will annually present a brief report discussing the high-level financial status of each major fund. The report for each fund may be incorporated as a component of each fund's *Fund Summary* in the Budget document.

16. Appropriate Grants Will Be Sought

The City will seek grants that address City priorities and are felt to provide a substantial net benefit in excess of cost and risk of non-compliance.

The City shall maintain support to ensure compliance with grant terms and requirements.

17. Debt Maintained At Appropriate Levels

Debt limits will be adopted by the City Council.

The term of debt will generally not exceed the life of the asset being acquired, capital leases for vehicles will be part of a comprehensive strategy, and debt will not be used to fund operations.

A separate policy on debt and debt management will be adopted.

18. Investments Will Be Conservatively Managed

Investments shall be managed with the priorities of: safety of principal, liquidity (availability of cash), and yield (investment income).

A separate policy on investments and investment management will be adopted.

19. A Long-Term General Financial Plan Will Be Maintained

A plan will be adopted that outlines general approaches to maintaining and increasing revenues, growing the City's economy for the purpose of revenue generation, and controlling and managing the cost of services and the method of delivery of services.

20. Financial Policies Will Be Reviewed

Financial policies will be reviewed every three years.

The City Manager will report annually on any non-compliance.

21. Administrative Procedures To Be Consistent With Policy

Administrative procedures shall be consistent with the adopted City Council budgetary and financial policies.

CITY OF LONG BEACH
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July 1, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Fiscal Year 2017 Proposed Budget

Over the past several years, the City has effectively managed large and increasingly difficult structural shortfalls as we endured the effects of the Great Recession. We have had to make many difficult, but necessary, choices to balance the budget. Though Long Beach City government has become leaner and more efficient, we have had to focus on providing urgent public safety services and other core services to the community. There was little investment in our infrastructure and our public safety services have become stressed to meet demand. The Fiscal Year 2017 (FY 17) Budget reflects a departure from those times. For the first time in more than 30 years, the residents of Long Beach have made a historic choice to invest in our community through the passage of Measure A. Measure A will go into effect on January 1, 2017 and is estimated to generate approximately $35.6 million in FY 17.

I am pleased to present a budget that uses our new Measure A revenue to initiate the first phase of the largest public infrastructure plan in a generation. In addition, Measure A revenue will be used to maintain public safety services, as well as enhance public safety through the restoration of the South Police Division and Fire Engine 8, improving response times throughout the City. Without Measure A, we would have faced reductions in public safety services and no additional funding to address our growing infrastructure needs.

The City's other sources of revenue are also improving. As a result, the previously projected shortfall of $5.9 million for FY 17 decreased to $4.8 million, a $1.1 million improvement. While Measure A eliminated the shortfall in public safety services, some reductions were needed to cover the non-public safety portion of that shortfall. Care was taken to maintain City services as much as possible, fund previous City Council priorities, and make strategic investments.

This budget also looks to the future, making several investments that will improve the lives of our residents now and into the future. This budget invests in livability, culture and arts, and tourism through the support of our City partners. We will invest in economic development to further increase our efforts to attract new businesses and retain our current businesses, and significantly increase staffing in our Development Services Department to support the boom of development we are currently experiencing. Through the Language Access Plan, we will assist residents who need

assistance in languages other than English. We will also enhance our ability to keep our City clean through additional Clean Team resources, and supplement our response to homelessness, which is an ever increasing concern.

Furthermore, our investment in innovation and efficiency will continue through the efforts of the Innovation Team as they complete their work on economic development and begin to move to a new focus area in FY 17. Departments have several new initiatives in this budget, including climate change adaptation, GIS-based open data enhancement, cyber security, ePlan check, document imaging, and many more as we continue to be a local government leader in the area of technology and innovation.

This budget has much to celebrate as detailed further below, but we must also continue to prepare for the challenges that continue to face us.

INVESTMENT IN PUBLIC INFRASTRUCTURE

Historically, the City has not had a dedicated source to fund general infrastructure. Long Beach residents have not authorized an infrastructure bond/tax measure since the early 1960s. In the past, the City relied on state and federal funds and one-time infusions such as the dissolution of the Redevelopment Agency (RDA) to provide funding for investing in the City's infrastructure. The passage of Measure A allows the City to make an investment of $27.2 million in FY 17 to address the City's aging and deteriorating infrastructure. These funds will supplement the City's Capital Improvement Program (CIP) of $49 million for FY 17. In FY 17, the focus will include streets, sidewalks, parks and various facilities citywide. Staff will also be developing designs for work in FY 18 when additional Measure A funds become available. The Capital Improvement Program section of this document provides the full list of planned projects. The following section highlights infrastructure initiatives that will be undertaken in FY 17:

Marinas, Beaches & Waterways. The Marinas, Beaches & Waterways budget includes a total of $3.2 million in new funding. This funding includes preliminary work for the Belmont Beach & Aquatics Center, repair of the wave fountain at the Aquarium Plaza, upgrades to Bayshore and Mother's Beach docks and Rainbow Lagoon footbridge repairs.

Street Rehabilitation. The Street Rehabilitation budget includes a total of $39.6 million in new funding. Measure A funds total $19.5 million, of which $13.1 million is for Residential Street Repair throughout the City. This investment in preventative maintenance will ensure that we invest in our residential streets before they degrade further, leading to an even higher replacement costs in the future. There is also $4.8 million for Arterial Street improvements, which in FY 17 will focus on a complete overhaul of Broadway, one of our highly travelled corridors

in the City. We will also complete the City's first Alley Management Plan and begin the efforts to improve our alleys. Lastly, $1.2 million in Measure A funds are budgeted to improve the parking experience in the City Place Parking Garages and surrounding areas and $100,000 for Naples Bridge improvements are also included in this category.

In addition to Measure A, Street Rehabilitation also receives local and state funding totaling $20.1 million for major and secondary streets, residential street repair, sidewalks, bridge rehabilitation and related improvements provided in the FY 17 Capital Budget.

Public Facilities. The Public Facilities budget totals $6.6 million in new funding. The City's public facilities including fire stations, police facilities and libraries will receive $1.6 million in new Measure A funding. This includes Fire Station 9 rehabilitation and Fire station roof repairs, work on the Police Crime Lab and Public Safety building, improvements at five library branches, improvements to the Expo Building, improvements to the Animal Care Services facility and a continued investment in smart street light technology. Non-Measure A funds have been provided for improvements to the Queen Mary, Civic Center, general city building infrastructure improvements and upgrades to regional fuel storage stations.

Parks & Recreation. Parks & Recreation budget totals $6.7 million in new funding. This budget proposes $6.1 million in new Measure A funds for critical improvements and repairs to six parks, four playgrounds, and two athletic fields as well as investments in citywide irrigation upgrades, community center restroom upgrades, senior center improvements and urban forestry in our parks. Both Rancho Los Alamitos and Rancho Los Cerritos will receive $500,000 each to continue their improvement plans for our historic buildings. The Parks, Recreation and Marine Department will continue to implement critical citywide irrigation upgrades, converting our current manual irrigation system to an electronically controlled system, saving significant amount of staff time and providing better control and data for making irrigation decisions in our parks. Non-Measure A funds have been provided for the continued restoration of the Train Depot at Willow Springs park and the continued upgrades of park bike paths.

Transportation Improvements. This budget also invests Measure A funds in replacing our traffic signs with an initial investment of $50,000. Non-Measure A funding has been provided for completion of 6th St Bike Boulevard, installation citywide livability projects, update of traffic impact fees and installation of new traffic signals.

A full accounting of the uses of Measure A, including the list of FY 17 Measure A projects, is included as Attachment A to the Executive Summary. For FY 18, it is

estimated that an additional $37 million in Measure A funds will be available for infrastructure and a tentative list of FY 18 projects is also shown in Attachment A.

ENHANCE PUBLIC SAFETY

Public safety is Long Beach's highest priority. Consistent with City Council's policy direction on the use of Measure A funds, Measure A will reestablish the South Police Division at a cost of $2.4 million in FY 17. This includes the addition of eight sworn positions, including a Police Commander and a Directed Enforcement Team, as well as two civilians to support the Division and one-time resources for start-up costs. The reestablishment of the South Division will increase the ability for officers to practice community oriented policing and provide resources to enhance established partnerships with community stakeholders. South Police Division is a top priority for the Police Chief, and is expected to be reestablished in the first quarter of FY 17.

Using Measure A, the budget restores Fire Engine 8, which includes 12 sworn fire positions, at a cost of $2.3 million. While this Engine is located in Belmont Shore, this restoration will help the Fire Department improve citywide response times for both fire and EMS responses. Restoration of Fire Engine 8 is the top priority for the Fire Chief, and is expected to be restored in early October 2016.

This budget also includes other public safety investments from non-Measure A sources. Overall, public safety remains at approximately 69 percent of the General Fund departmental budget. This budget includes a Police recruit academy for new police sworn personnel and two Fire recruit academies for new fire sworn personnel. The second Fire recruit academy will be funded using funds set aside for the Rapid Medic Deployment (RMD) program termination, which are no longer needed for this purpose as First Responder Fee revenue is projected to cover the RMD additional costs. In addition, the proposed budget provides both the Police and Fire Departments with improved capacity and oversight to manage training operations for both new recruits and current personnel.

The proposed budget includes a reduction of three civilian staffing positions in the Police Department due to efficiencies gained by a staffing reorganization. The savings from these positions have been used to bolster the Police Department's overtime budget. In addition, the proposed budget also includes a strategic investment of one-time funds of $2.2 million for overtime to patrol, suppress, investigate and prosecute violent crime activities. Overtime will be allocated to gang enforcement, violent crime suppression, homicide investigations and other priorities as determined by the Chief of Police. This funding supplements the nearly $7.3 million in funding for Police overtime included in the base budget.

For the Fire Department, five additional positions have been added to meet the State-mandated fire and life safety residential annual inspections of multi-family properties with three or more units. These positions are offset by inspection revenue paid by the properties.

BUDGET APPROACH

While Measure A has allowed the City to invest in infrastructure and support public safety, reductions in non-public safety functions were necessary to balance the budget. To develop this year's proposed budget, we again used a proportionate share methodology, as we have the last six years, to set modest reduction targets. Proportionate share ensures that police, fire and emergency response services continue to receive most of the General Fund resources (69 percent), while ensuring funding is available for other core City operations, without which a city either cannot function or must significantly reduce quality of life services to residents. For FY 17, departments submitted reductions that minimized the impact of budget reductions on services. However, some impact on services was unavoidable, particularly because of the cumulative effects of budget reductions in prior years. We believe these to be the most prudent course of action to preserve our core services and ability to operate effectively, while enacting the necessary reductions to ensure fiscal health.

The key elements of this budget are described below:

Preservation of Services. In general, the proposed budget maintains last year's proportionate share budget allocation, but some adjustments have been made to address the City's prior year commitments and obligations. The proposed budget includes use of Measure A to fund the proportionate share of Police and Fire reductions at the level of $2.3 million and $0.9 million, respectively. All of the non-City Manager departments participated in the proportionate share reductions and their budgets are included in the proposed budget, as submitted. The details of the budget reductions are contained within the department chapters and are attached to the Executive Summary in Attachment C.

The goal in developing this budget was to maintain overall services to the extent possible and to specifically address a number of Mayor and City Council identified priorities and initiatives, with available resources.

Funding Other City Council Priorities. Over the past few years, the City Council has made programmatic changes and additions, such as the Language Access Plan, the Violence Prevention Plan and Homeless prevention. The FY 17 budget recognizes those priorities and provides the following structural or one-time solutions to continue funding them:

- *Language Access Plan (LAP) Implementation:* Includes an additional $80,000 in ongoing support to continue to implement LAP.
- *Homeless Services:* Includes an additional $100,000 in one-time funds to fund outreach to the homeless and meet requirements for the storage of removed belongings.
- *Be SAFE:* Includes an additional $176,385 in one-time funds to continue the current locations of this program. These locations include: King Park, Silverado Park, Admiral Kidd Park, Scherer Park, Houghton Park, Drake Park, and Seaside Park.
- *Sunday Library Hours:* Includes an additional $203,000 in one-time funds to continue Sunday library hours at the existing three libraries: Michelle Obama Library, Bay Shore Library, and Burnett Library.
- *Park Maintenance:* Includes $100,000 to fund maintenance costs for park enhancements provided through Council District funding.
- *LA River Study:* Includes the remaining $250,000 needed to complete the City's match for the LA River Study led by Frank Gehry.

The Belmont Beach and Aquatics Center (BBAC) will be an important regional asset that will enhance public recreation and will also have the potential to generate economic impact for the City through the hosting of competitive events. This economic impact will result in increased tax revenue such as hotel transient occupancy taxes to the City once it is built. The BBAC is allocated an additional $1 million in Tidelands funds for FY 17 and $500,000 in Measure A funds for FY 18. In addition, I am proposing to use $500,000 of the first additional General Fund year-end surplus from FY 16 (beyond that budgeted in FY 17) to go to the BBAC as a contingent appropriation for FY 17.

There are other City needs that will require funding in future years such as Police body cameras, Police and Fire radio replacement, etc. As in prior years, I will be proposing additional uses for any additional FY 16 year-end surplus once the final amount has been determined following year-end close.

Funding Our Current and Future Commitments. The proposed budget includes $475,000 in one-time funding to implement the local Minimum Wage should the City Council pass a local minimum wage ordinance, in addition to the existing new State minimum wage law. This implementation will provide for initial education and enforcement for failing to properly implement any new City ordinance. The budget also establishes a labor compliance function to include oversight of the City's labor contract compliance, including oversight for minimum wage enforcement, and compliance for City contracts for Section 3, prevailing wage, and Project Labor Agreements (PLA).

The proposed budget also includes $370,000 in one-time funding for water conservation and water needs. These investments will help reduce ongoing water consumption, which will help to reduce water costs. It also includes one-time funds necessary to comply with new federal permit requirements for water quality.

In addition, the proposed budget includes a $150,000 investment in tree maintenance for emergency tree response throughout the Park system. The proposed budget also includes $50,000 in one-time funds for training of City employees in order to address identified audit issues.

The budget also includes use of Sustainability funds from the Construction and Demolition Debris Forfeiture account in the amount of $200,000 to conduct a Climate Action Plan. This plan will help the City comply with State requirements for greenhouse gas mitigation by establishing a baseline City inventory of greenhouse gas emissions and identify strategies on the local, state and national level for reducing greenhouse gas emissions and enhancing the City's long-standing commitment to leading in area of climate change.

Lastly, the budget adheres to the City Council policy of setting aside 5 percent of one-time revenue to fund unfunded liabilities. This 5 percent will be calculated and reserved when FY 16 is closed out. It will then be incorporated as a budget adjustment for FY 17.

Marketing and Promotions. FY 15 was again a record year for hotel occupancy taxes. This additional revenue has boosted the Special Advertising and Promotions Fund, and will allow the City to make some strategic investments in this area. First, the budget includes $500,000 in one-time funds to conduct two Beach Streets events in FY 17. These enormously popular events not only improve our livability and bikeability efforts in the City, but also serve as an economic development tool by exposing both Long Beach residents and visitors from the region to our local businesses. The Long Beach Museum of Art will receive ongoing support of $150,000 for promotion and marketing of this important Long Beach attraction, helping to restore their funding closer to previous levels. The Long Beach Convention and Visitors Bureau (CVB) will receive an additional $380,000 in ongoing support to enhance its successful efforts to bring needed business to the City's convention center and hotels, as well as promotion of the center and CVB-hosted special events.

Focus on Economic Development. Economic development in Long Beach is part of our strategy to continue to grow the revenue base and help balance future budgets. To that end, this budget provides for increased ability to support economic development in Long Beach. The budget includes funding to add an ombudsman position to assist with the small business loan program, location

assistance for new and existing businesses, and reporting and data analysis. Also, the Economic and Property Development Department (EPD) includes two positions to support the necessary administrative functions of the department, which will result in additional staff available for direct service to our businesses. These costs are offset by additional revenue received in this department.

The Development Services Department is adding positions for the Permit Center, Plan Check, Engineering and Inspections due to economic development workload increases and to help ensure prompt responses to, and support for, development activity that expands the City's economic base. These positions are supported by increased permit revenue from the increased workload, and are critical to our ability to timely respond to service and enhance our capability in areas such as solar projects, electric vehicle infrastructure, water conservation, engineering check for complex developments, increase use of technology, and deter unpermitted construction activity. The Fire Department is adding a Deputy Fire Marshall to enhance customer service and oversee Fire plan checkers. This position is also supported by permit revenue.

At the request of the Mayor and City Council, the City's Economic Development Commission, with the assistance of City staff, will prepare an Economic Development Blue Print. The purpose of this plan is to coordinate economic activity across City departments and sectors to foster investment and development in the City. This will involve a number of recommendations about how the City can maximize use of property and infrastructure to grow economic activity; implement new technologies to improve services and opportunities for residents; and, partner with the private sector to become a center for innovation and entrepreneurship. This plan will involve extensive outreach across categories of initiatives - economic opportunity, planning, land use, technology, mobility, energy distribution and use, natural resources, utilities, public safety, among others. Plan completion is expected in early FY 17.

Clean Team Operations and Funding. As mentioned in previous budgets, after multiple years of identifying and implementing various efficiency measures, the Refuse Fund continues to operate with a structural imbalance. Staff evaluated strategies to address the structural deficit and is proposing a fee increase for FY 17 and FY 18 with the goal of structurally balancing the fund. In addition, the rates will be restructured based on a study, which is being conducted by an outside consulting firm. These rates will better reflect the full cost of service to the rate payer. The average monthly increase for a single-family home is still being determined based on the study, but it is our intent that the fee will be increased over multiple years and Long Beach's refuse rates will still remain lower than comparable full-service cities like Los Angeles, Burbank, Pasadena, Santa Monica, and San Jose. The rate increase is estimated to be in the range of 5 to 7 percent for FY 17 and will also fully-fund two Clean Teams to conduct more

proactive beautification efforts and trash clean-up throughout the City. With these teams in place, over the past two years we will have added significant dedicated resources to our proactive trash efforts, with daily corridor checks, two teams for collection efforts, a position dedicated to homeless cleanup activities, a citywide Clean Team branding strategy, and five dedicated vehicles.

Innovation and Efficiencies. In February 2015, the City accepted a $3 million three-year Bloomberg Philanthropies Innovation Team grant. The grant is designed to improve the capacity of City Halls to effectively design and implement new approaches that improve the lives of residents. The grant provides cities with dedicated in-house Innovation Team (i-team) members to identify and design solutions to pressing issues. The i-team is made up of a new Innovation Team Director, Mayor's Innovation Deputy, a social scientist researcher, a data programmer, a designer, project managers, and Civic Innovation Interns. In FY 16, the i-team undertook a number of initiatives. Two of the more notable are described below:

- *BizPortal:* Currently, a prospective small business owner in Long Beach must navigate multiple agencies, departments, and application forms to register their business. To make this easier, the City was awarded a Code for America Fellowship and a Small Business Administration prize to develop a web-based application called BizPortal. The portal helps entrepreneurs easily navigate the steps to start, manage and grow a business by consolidating and simplifying key steps required to start a business. In addition, resources are available to current business owners seeking to grow their companies.
- *Inspector Gadget:* Over 87,000 building inspections were scheduled and completed last year. To make this process more efficient for customers and staff, the i-team worked with Code for America and the Development Services Department to develop the Inspector Gadget application. This launched a new application this year that allows for inspections to be entered online for both residential and commercial properties. Online submission automate the mapping, scheduling, and tracking process for inspections saving time for both customers and staff.

In FY 17, the i-team will take on several new initiatives, including the two described below:

- *Innovation Hubs & Spaces:* In order to help entrepreneurs start and grow their businesses throughout the City, the i-team will work with City departments and local partners to establish innovation spaces as hubs for networking, education, and business support resources. The City will utilize a combination of outside grants and the Innovation Fund to pilot a range of spaces and programs in different parts of the City and measure which programs have the greatest impact on the creation and growth of business citywide.

- *Business Navigators*: To address the needs of entrepreneurs that face language, technology, or funding challenges, the i-team will work with City departments and outside partners to establish a pilot program and measure the impacts of a volunteer-based Business Navigators program. In FY 16, through a partnership with CSULB Design School, the i-team identified a number of unique obstacles that underrepresented and immigrant business owners face when trying to start their businesses. The City will utilize the Innovation Fund to launch, measure and monitor the impacts of this program.

In addition, the City continues to look to improve on its service delivery. This budget makes several changes throughout the organization to improve service delivery and become more efficient and innovative. Several of these changes are described below:

- In a partnership between the Technology and Innovation Department and i-team, the City is currently crafting a long-term "High Tech Infrastructure Master Plan" to maximize City technology assets (e.g. fiber, WiFi, cameras, sensors) to support the development of high tech (a) government, (b) businesses, (c) communities, and (d) residents, in order to improve civic engagement and access to government services. The plan includes an assessment of current assets, an assessment of current and future technology needs, financial projections for expanding the high tech infrastructure, and a business plan for implementation. The project is expected to be completed in early FY 17.
- In FY 17, the City will engage FUSE Corps to assist the City with two major projects. FUSE Corps is a nonpartisan, nonprofit organization that enables local government to more effectively address the biggest challenges facing urban communities. FUSE partners with civic leaders to identify pressing strategic challenges and then recruits entrepreneurial, mid-career professionals to serve in executive-level fellowships across local government. One FUSE Fellow will develop a strategic roadmap for best serving the City's homeless population. The other FUSE Fellow will develop a coordinated implementation plan for achieving the goals of the *Safe Long Beach* vision.
- In FY 17, the Public Works Department will restructure the Engineering Bureau to create a "Project Management (PM)" division. The PM division will help the City and department in several ways. The division will have a dedicated group of Capital Project Coordinators responsible for delivery of capital improvement projects. These employees will focus on project delivery from initial planning through the completion of construction. The areas of focus will be varied from tidelands, parks, facilities (City buildings), storm drains, environmental, and fleet projects. The new division will also

have a second group focused towards supporting private development. This support group will ensure that private development occurs in a manner that both protects the public rights-of-way, but also encourages development with transparency and predictability towards the development community. The development support group will be led by an "ombudsman," which will be tasked with interfacing with both clients and the general public, as well as tracking trends within the development community.

- In FY 16, the Development Services Department kicked off an electronic plan submittal/plan check pilot program. Electronic plan submittal and review provides several benefits:
    - Eliminates paper plan submittal by permit applicants – reduces cost, time and effort for permit applicants and enables them to submit from the comfort of their homes and offices;
    - Eliminates paper plans during staff review and City plan retention – reduces the need for the bins, plan room and storage space at City Hall;
    - Makes it easier to find projects and plans since they are electronically archived;
    - Provides the ability for plan check staff to see each other's work, learn from each other, and collaborate on comments; and,
    - Standardizes review comments and formats across various City departments.

  Working in partnership with three local design firms, the pilot program will allow the Department to beta test electronic plan submission/plan check. If successful, the pilot program will be expanded to a broader customer base in FY 17. The proposed budget includes additional resources to facilitate this expansion.

- In March 2016, the City initiated a process to change street sweeping times, beginning with the parking impacted neighborhoods. This was a major initiative of the City Council during the adoption of the FY 16 Budget, as street sweeping times had not been changed in approximately 30 years. The changes include eliminating 4:00 a.m. sweeping times, moving most sweeping times to after 8:00 a.m. in parking impacted areas, and shortening the sweeping "windows" from four hours to two hours in parking impacted areas. Over the next year, the City will implement the street sweeping parking reforms citywide, including attempting to change street sweeping days from trash pickup days. To make these changes, thousands of street signs will be changed to reflect new street sweeping times. The Street

Sweeping Division sweeps approximately 150,000 miles, and collects nearly 11,000 tons of debris each year. The costs to replace the remainder of the street sweeping signs is included in the General Capital budget.

BUDGET CHALLENGES AND OUR PLAN FOR STRONG FINANCIAL MANAGEMENT

While the revenue situation has improved since the Fiscal Outlook was presented in March 2016, long-term revenues are not expected to be sufficient to maintain service increases outside of the use of Measure A to maintain and enhance public safety. As the next chart indicates, expenses are projected to continue to outpace revenues. The three-year outlook below shows that we were facing a starting shortfall of $15.9 million over the three-year period (FY 17 – FY 19) before balancing this budget. However, due to the City use of Measure A to maintain public safety we are facing much more modest shortfalls in future years of $1.4 million in FY 18 and $1.9 million in FY 19. These shortfalls will need to be resolved within non-public safety operations without the use of Measure A dollars. The projections do not include the impact of MOU agreements with all employee bargaining units as the negotiations are in process. These agreements could have a material impact on the projections.

General Fund Surplus /Shortfall ($ in Millions)

	FY 17 Projection	FY 18 Projection	FY 19 Projection	Cumulative
Surplus / (Shortfall) Before Balancing*	(4.8)	(4.3)	(6.8)	(15.9)
Proposed Budget*	0.07	(1.4)	(1.9)	(3.3)

* This assumes that the shortfalls are structurally solved each year and any structural surplus is assumed to carry over to help address any structural issues in the following year.

It is anticipated that the City Council will continue to use strong financial management to address our budget challenges in order to reduce the shortfall for non-public safety departments. We have already taken many steps that have helped to address previous budget challenges. We anticipate continued use of the proportionate share approach to balance future budgets and will use Measure A to help maintain public safety services. However, during FY 17 and beyond, we will continue to work to close the gap by continuing our focus on innovations and efficiencies, exploring cost reductions on the expense side, finding ways to maximize existing revenues, and growing new revenues through a continued focus on economic development. Specific challenges and our approaches to addressing them are described below:

CalPERS Rate Increases. The single largest expense driver is in the area of pension costs and is due to the City paying off our unfunded liabilities. As

discussed during the March presentation to the City Council, the CalPERS board began to change its investment strategy in order to minimize the risk of potentially huge employer costs in the future if there are large investment losses. The result of this change is that the City will need to pay more to fund the plan in the future. This will mean that instead of our pension cost increases peaking in FY 20, it is now expected to peak in FY 31 and then decrease slowly thereafter. However, it will ultimately save money in the long-term as the City pays down its unfunded liability. This situation would have been much worse if not for the pension reform that was agreed to by all bargaining units. This is saving the City $13.8 million per year in the General Fund ($24.7 million in All Funds).

The City has also prudently led the way in creating and funding a CalPERS Stabilization Fund to address the concern that actual amounts owed to CalPERS can, and will, vary from projections, potentially significantly, depending on a variety of factors, primarily investment returns. Therefore, as a result of the use of the CalPERS Stabilization Fund, costs over the next three years are locked in for the City's General Fund, providing stability in budget planning.

Healthcare Costs Increases. Another large cost driver is the City's Healthcare costs, which have increased year over year. The City is actively working to mitigate the costs of health care and lower the rate of growth. Efforts include a Request for Proposals (RFP) process for health care, which is currently underway and should be completed prior to the next open enrollment period. The goal of the RFP process is to ensure that we are getting the best value for our healthcare plans from the marketplace. We are also conducting a dependent eligibility verification review, which is a best practice that has led to savings for other entities. These cost mitigation strategies, along with the City's emphasis on preventative measures, such as convenient access to health care, flu shots, and a workplace wellness program, should lead to cost savings for both the City and our employees.

Memorandum of Understanding (MOU) Agreements. The City is a service provider and, as such, labor costs are the largest expenditure for the City. The MOUs between the City and seven employee groups expired at the end of FY 15, and Police and Fire MOUs expire at the end of FY 16. The City is currently in negotiation with all groups to reach MOU agreements. The City is committed to developing a sustainable workforce for the long-term by working with our labor partners to secure fair agreements that recognize the incredible value of our employees, as well as address the City's largest cost drivers. As negotiations are still underway, the impacts of employee agreements are not reflected in this proposed budget. Any financial impacts will be treated as one-time in nature for costs in FY 17, and on-going costs will be built into the budget structurally for FY 18 and beyond, as appropriate.

Price of Oil and Production in Long Beach. The City's oil revenues are impacted by both price and production efforts. For FY 15 and beyond, the current price drop of oil has led to a dramatic reduction in both Uplands revenue, which partially funds General Fund operations and one-time investments, and in Tidelands revenue, which is a major funding source for both operations and capital investment in the Tidelands area. In addition, the oil property-based property taxes in the General Fund are impacted, and oil production-based taxes for both the City's General Fund and Police and Fire Public Safety Oil Production Act Fund (Prop H) are projected to be impacted. FY 16 is on track to meet the projection of $35 per barrel used in March 2016. For FY 17, we are continuing to forecast revenues using the assumption that oil production will be at least at the $35 per barrel level. For budget purposes, we are projecting that oil prices will rise slowly after FY 17. It is anticipated that one-time capital investments using both Uplands Funds and Tidelands Funds will continue to be very limited as there are no indications that oil prices will return to the $100 level of a few years ago.

In light of declining oil prices for FY 16, I had asked departments to participate in savings targets to ensure that we ended FY 16 in balance. However, although some revenues have not done as well as initially projected, other revenues did better and overall, revenues are better than projected for FY 16. The combination of expenditure savings and additional revenues has created FY 16 savings that then provide one-time resources that can be spent in FY 17. Those resources will allow us to continue to make strategic investments in FY 17 in addition to our Measure A infrastructure investments, which are listed in Attachment B to the Executive Summary.

There are some reductions to Tidelands operations budgets in FY 17 in order to adjust to the reduced oil revenue, as well as to provide resources to fund prior year commitments and obligations. These reductions are detailed in Attachment D to the Executive Summary and in the Department Budget Chapters. The reductions were done in a manner to minimize service impacts for FY 17.

Unfunded Liabilities. The City currently has $1.0 billion in employee-related unfunded liabilities for pensions, retiree sick leave (to pay retiree health insurance premiums), retiree health insurance subsidies, and workers' compensation. The City is on track to pay off the CalPERS pension liability over the next 30 years, which, at $723 million, is the City's largest unfunded liability. Although the City Council has addressed the unfunded liability for pensions and has taken beginning steps for other unfunded liabilities, there remains underfunding of the current costs to provide for the retiree health subsidy and sick leave costs.

Therefore, the City will need to explore a variety of alternatives in addition to increased funding and reducing costs. This budget takes an additional step towards the reduction in unfunded liabilities by continuing the City Council policy

to deposit 5 percent of one-time revenues into the reserve for unfunded liabilities, which will be calculated and reserved at the end of FY 16. Also, 5 percent of any additional one-time revenues realized during FY 17 will similarly be allocated to this reserve. Previous City Council actions have deposited $3.4 million in this reserve.

In addition, we have worked diligently to ensure that the emergency and operating reserves are funded within the City Council-approved policy levels. The emergency reserve stands at $43.5 million which, at 10 percent, is in compliance with the City Council policy level of 10 percent, and the operating reserve stands at $10.5 million which, at 2.4 percent, is within the 2 to 7 percent policy level.

The voters also passed Measure B, which dedicates 1 percent of the new Measure A revenue to be deposited in a Budget Stabilization Fund (Rainy Day Fund). This fund will provide greater flexibility to the City to help maintain services during economic recessions that cause temporary budget shortfalls.

Measure A Status. Measure A has an effective date of January 1, 2017, due to State requirements. An estimated $35.6 million is anticipated to be received in FY 17 after accounting for the State Board of Equalization (BOE) administrative costs of approximately 1 percent of the tax collections. As half of the tax will sunset after six years, $11.9 million is considered one-time in FY 17, the remaining $23.8 million is considered available for structural or one-time purposes in this budget. Pursuant to Measure B, approximately $360,000 will be deposited into the Budget Stabilization Fund. This leaves $23.4 million in FY 17 available for either structural operations or one-time purposes. A full year of Measure A revenue in FY 18 is estimated to generate approximately $47.7 million net of BOE costs. As the end of the ten years approaches, the City will need a plan to account for the end of the tax since structural public safety operations will have been funded using this tax. I have no doubt that this will be accomplished.

CONCLUSION

Due to the support of Long Beach residents, this is a budget that allows us to make needed investments in Long Beach and to maintain and enhance public safety services. I want to thank the Mayor and City Council for having the courage to place this measure on the ballot, and to the residents of Long Beach for their confidence in the City and for making the choice to invest in Long Beach's future. This budget uses Measure A in a manner consistent with the City Council resolution supporting Measure A. We welcome review of Measure A actual spending by the to-be-formed Citizens' Advisory Committee.

While this budget has much to celebrate with the infusion of funding for infrastructure and public safety, we still have challenges ahead in future budgets and we need to continue the discipline that has allowed Long Beach to maintain long-term services

and its financial health. A key foundation of the City's financial health is the adherence to sound financial policies, most notably the requirement for a structurally balanced budget, where recurring revenue must meet or exceed recurring expenditures. This budget continues to uphold this key City Council policy. It is one of the best ways to preserve long-term services and the City's long-term health.

The Executive Summary, immediately following this transmittal letter, provides a summary of the budget and its significant changes (Attachments C and D). The balance of the proposed budget document provides details and additional explanations for the General Fund, as well as all other funds.

My appreciation to the Mayor and City Council for your fiscally prudent leadership and to staff and the departments for all of the difficult work required to develop and submit this budget. I would also like to thank the City Attorney, City Prosecutor, City Auditor, City Clerk, Civil Service Executive Director, Harbor Department Executive Director and Water Department General Manager for their continued cooperation.

We look forward to working with you as you consider this proposed budget, which has much to celebrate.

Respectively submitted,

Patrick H. West
City Manager

EXECUTIVE SUMMARY

The Fiscal Year 2017 (October 1, 2016 through September 30, 2017) All Funds budget for the City of Long Beach totals $2.6 billion, including $593.8 million for the Capital Improvement Plan. The table below shows the total proposed budget for the City's General Fund, including one-time expenditures, enterprise funds (Gas, Refuse, Water, Airport, Development Services, etc.) and all other (Harbor, Successor Agency (Redevelopment fund), Debt Service, Internal Service, etc.) funds. Of the total budget, Harbor constitutes 30 percent, or approximately $774.3 million, of all proposed spending. The overall 3 percent decrease in the total budget from the FY 16 Adopted Budget to the FY 17 Proposed Budget is due primarily to the lower price of oil which impacts the General Fund, Uplands Funds, Tidelands, and Tidelands Oil Funds.

Total Budget ($ in millions)

		FY 16 Adopted		FY 17 Proposed	% of Total	% Change
General Fund - Recurring	$	411.9	$	430.5	17%	5%
General Fund - One-Time	$	17.9	$	39.2	2%	119%
Enterprise Funds		445.3	$	432.3	17%	-3%
All Others		1,809.1	$	1,688.7	65%	-7%
Total	$	2,684.3	$	2,590.7	100%	-3%

GENERAL FUND

The General Fund, which accounts for approximately 17 percent of the total budget, provides much of the resources for critical core City services. This includes police patrol, fire response, parks, streets and sidewalks repair, and library services. Most other funds and resources are restricted by law for other purposes and cannot be used to support these basic functions.

While the revenue situation has improved since the Fiscal Outlook was presented in March 2016, long-term revenues are not expected to be sufficient to increase service levels outside of the use of Measure A to maintain and enhance public safety. As the next chart indicates, expenses are projected to continue to outpace revenues. The three-year outlook below shows the City was facing a starting shortfall of $15.9 million over the three-year period (FY 17 – FY 19) before balancing this budget. However, due to the City use of Measure A to maintain public safety the City is facing much more modest shortfalls in future years of $1.4 million in FY 18 and $1.9 million in FY 19. These shortfalls will need to be resolved within non-public safety operations without the use of Measure A dollars. The projections do not include the impact of MOU agreements with all employee bargaining units as the negotiations are in process. These agreements could have a material impact on the projections.

General Fund Surplus / (Shortfall) ($ in Millions)

	FY 17 Projection	FY 18 Projection	FY 19 Projection	Cumulative
Surplus / (Shortfall) Before Balancing*	(4.8)	(4.3)	(6.8)	(15.9)
Proposed Budget*	0.07	(1.4)	(1.9)	(3.3)

* This assumes that the shortfalls are structurally solved each year and any structural surplus is assumed to carry over to help address any structural issues in the following year.

There are a multitude of drivers that impact the three-year forecast as shown in the following chart.

General Fund Surplus / (Shortfall) Drivers
($ in Millions)

Changes	FY 17 Proposed	FY 18 Projected	FY 19 Projected	3-Year Total
Uplands Oil Transfer	(5.7)	.3	.3	(5.1)
Property Tax	4.6	4.0	3.2	11.9
Transient Occupancy Tax	3.3	.6	.2	4.0
Sales Tax	.3	1.7	1.2	3.2
Utility Users Tax	1.3	.6	.4	2.3
Other Revenue Change (e.g. VLF, Electric/Pipeline Franchise)	3.7	.8	1.6	6.1
Total Revenue Impact	**7.6**	**8.0**	**6.9**	**22.5**
Natural Salary Growth	.9	.8	.8	2.5
CalPERS Pension Changes	6.1	5.0	7.2	18.3
Health Benefit Related Increases	1.8	1.3	1.3	4.4
Council Approved Initiatives (e.g. Maintenance, Min Wage, Civic Center)	.5	.3	1.7	2.5
Other Miscellaneous Changes (e.g. RMD, Debt Service, MOUs, Liabilities)	3.7	4.8	2.7	11.3
Total Expense Impact	**13.1**	**12.2**	**13.8**	**39.0**
City Manager Budget Proposals for Non-Public Safety	1.7			1.7
Measure A Structural Net Revenue**	23.4	(.1)	.1	23.4
Measure A Enhancement/Administration	(4.0)			(4.0)
Measure A Infrastructure	(16.2)	(13.3)	(8.5)	(38.0)
Saved Surplus from Previous Year	.7	16.3	13.3	30.2
Projected Surplus / (Shortfall)*	.07	(1.4)	(1.9)	(3.3)

* Shortfalls are assumed to be structurally solved each year.
** This amount is net of the Measure B Rainy Day Fund contribution
*** Any structural surplus is assumed to carry over to help address any structural issues in the following year.

As the chart above indicates, the CalPERS changes are driving the growth in expenses, which, while costly, puts the City on the path towards fully funding the pension unfunded liability and ultimately reducing costs in the future.

Proposed FY 17 Changes By Department

The next table summarizes the FY 17 proposed changes, excluding one-times, to departmental budgets along with the net impact of those changes on budgeted positions. As shown in the table, the FY 17 Proposed Budget maintains the relative priorities established by the Mayor and Council during previous budget cycles by funding departments at a level that matches their overall share of General Fund resources compared to prior years. Public safety will continue to

receive approximately 69 percent of the overall General Fund budget, with other departments receiving the remaining share.

Significant changes in FY 17 include the reestablishment of the South Police Division and the restoration of Fire Engine 8. Non-public safety departments submitted reductions that minimized the impact of budget reductions on services. However, some impact on services was unavoidable, particularly because of the cumulative effects of budget reductions in prior years. Significant changes by department are detailed in Attachment A to this Executive Summary and in the Department Budget Chapters.

FY 17 General Fund Impacts by Department

Departments	FY 17 Proposed Changes	Position Changes	FY 16 Proportion of General Fund	FY 17 Proportion of General Fund
Police[1]	1,445,900	7.70	47.4%	46.7%
Fire[1]	2,294,523	20.00	18.4%	18.9%
Disaster Preparedness and Emergency Communications	70,000	1.00	3.0%	2.9%
Public Works	(663,504)	1.45	8.8%	9.2%
Parks, Recreation and Marine	(374,403)	(7.16)	8.0%	7.9%
Library Services	(134,925)	1.50	3.2%	3.1%
Elected & Appointeds	(299,839)	(0.58)	5.0%	5.0%
All Others [2]	(16,008)	5.56	6.1%	6.4%
TOTAL	**2,321,745**	**29.47**	**100.0%**	**100.0%**

(1) The majority of proposed changes relate to enhancements funded by Measure A

(2) Includes City Manager, Citywide Activities, Development Services, Financial Management, Health & Human Services and the Economic and Property Development Departments.

Major General Fund Revenue Trends

Typical day-to-day local government functions such as police, fire, library and parks and recreation services are largely funded by the General Fund. The overall trend in General Fund revenue is better than in recent years. Revenues in the General Fund are unrestricted in their use and predominantly derived from local taxes. In FY 16 and FY 17, taxes accounted for 67 and 71 percent of General Fund revenues, respectively. Property Taxes, Sales Tax (including Measure A), Property Tax in Lieu of Vehicle License Fees (VLF) and Utility Users Taxes, alone account for 63 percent of General Fund revenue. Growth in these revenue streams has been moderate. In the regional economy, Property Taxes continue to rebound from the recession. In particular, growth in property tax is being driven by the growth in assessed valuation of properties in the former Redevelopment Agency (RDA) project areas. Positive growth is also seen in Property Tax in Lieu of VLF, which is tied to changes in citywide assessed valuation. The pace of growth in Long Beach has been moderated by the decline in oil-related property taxes. It is anticipated reassessments of oil-related property will continue to negatively impact Long Beach's property tax growth through 2018, unless there is significant change in the price of oil. Due to the nature of the retail base in Long Beach, sales tax revenue (not including Measure A) is projected to be flat in FY 17 and is only anticipated to experience moderate growth in the coming

years. Moderate growth is projected in Utility Users Tax revenue due to recent and expected electric utility rate increases by Southern California Edison. In addition to the major tax revenues, the General Fund is also experiencing growth in Transient Occupancy Tax (TOT), which is charged on hotel room stays. Occupancy and average revenue per available room have increased by double digits since the end of 2014 and as a result TOT revenues have realized significant growth, which is reflected in the FY 17 budget.

On June 7, 2016, the electorate added a Transactions and Use (sales) Tax, known as Measure A, on the sale and/or use of all tangible personal property sold at retail in the City for a ten-year period. The first six years of the tax will be at a rate of one cent for every dollar spent (or 1 percent), and then decline to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax will automatically terminate after the tenth year. The new sales tax will go into effect on January 1, 2017 and is projected to generate $35.6 million in FY 17, which will be deposited in the General Fund. This new revenue will be used to maintain and enhance public safety and provide significant critical investments in the City infrastructure.

Oil Revenue

As discussed during the March 8, 2016 Budget presentation, the City's oil revenues are impacted by both price and production efforts. The continued low price of oil has led to a dramatic reduction in both Uplands revenue, which covers General Fund operations and one-time investments, and in Tidelands revenue, which covers both operations and capital investment in the Tidelands area. FY 17 assumes continued declines in production and an effective price per barrel of $35. It is anticipated that prices will rise slowly from there, as shown in the following table. If production continues to decline, the oil production-based taxes in both the City's General Fund and Police and Fire Public Safety Oil Production Act Fund (Proposition H) will also be impacted. Given the dramatic decline since the FY 16 Budget was adopted, one-time capital investments using Uplands and Tidelands funds are severely limited.

In millions of $	FY 14 Actual	FY 15 Actual	FY 16 Proj.	FY 17 Proj.	FY 18 Proj.	FY 19 Proj.
Barrel Price Estimate	*~$99/bbl*	*$55/bbl*	*$35/bbl*	*$35/bbl*	*$40/bbl*	*$45/bbl*
Uplands	$ 32.3	$ 15.7	$ 7.4	$ 5.8	$ 6.1	$ 6.4
Tidelands	$ 42.7	$ 18.0	$ 9.4	$ 9.9	$ 12.7	$ 13.0

In addition, reductions to Tidelands operations budgets were necessary in FY 17 in order to adjust to the reduced oil revenue. These are described in the section on Summary of Significant Changes at the end of this Executive Summary in Attachment D and in the Department Budget Chapters. These reductions were done in a manner to minimize service impacts for FY 17.

Major General Fund Expense Trends

The City's FY 17 incremental expense increase was mostly due to higher pension costs and health benefits for City employees. This difference between annual increases in revenues and rising costs to provide services is what drives the City's structural deficit. In FY 17, various structural cost escalators have once again, outpaced revenues collected and small reductions in

non-public safety departments were necessary to balance the budget. With the passage of Measure A police and fire services were maintained, as promised, which comprised a large portion of the structural deficit.

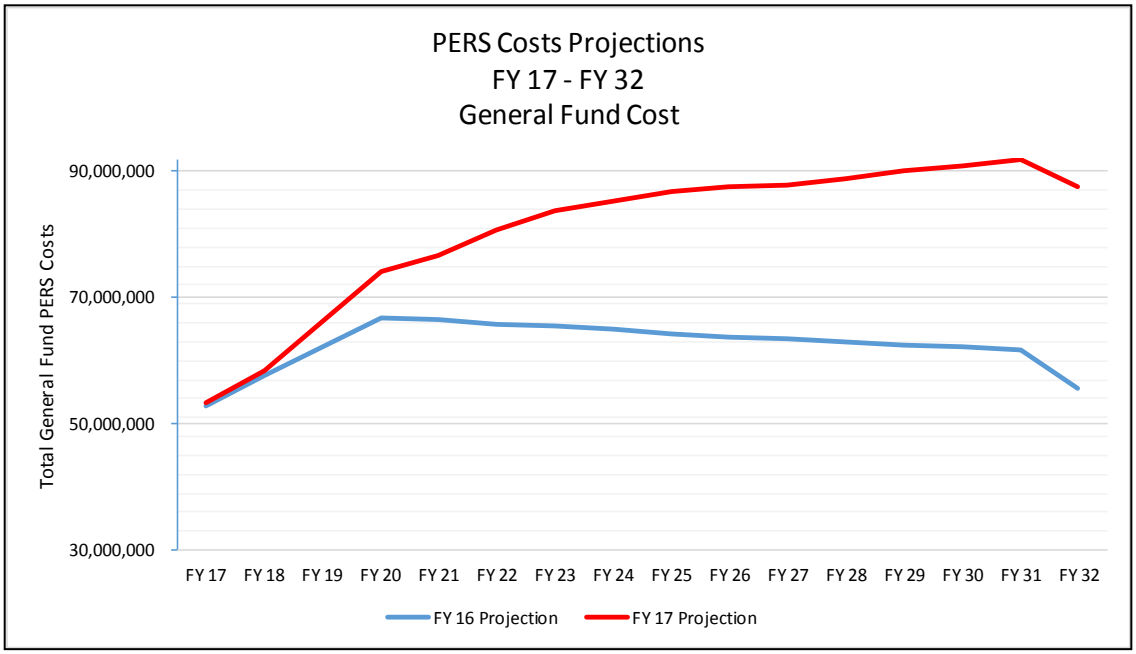
The City is currently in negotiation with all groups to reach MOU agreements. The MOUs between the City and seven employee groups expired at the end of FY 15, and Police and Fire MOUs expire at the end of FY 16. The City is committed to developing a sustainable workforce for the long-term by working with our employees to secure fair agreements that recognize the incredible value of our employees, as well as address the City's largest cost drivers. As negotiations are still underway, the impacts of employee agreements are not reflected in this proposed budget. Any financial impacts will be treated as one-time in nature for costs in FY 17, and on-going costs will be built into the budget structurally for FY 18 and beyond, as appropriate. As the next section on CalPERS rate changes will highlight, the employer contribution rates for pensions are expected to rise significantly, underscoring the importance of saving any short-term surpluses.

Pension Costs Increases

A key reason for budgetary issues in FY 17 is that large CalPERS pension costs increases are scheduled to begin in FY 17. These increases are a result of changes to the rate smoothing policy and mortality assumptions adopted by CalPERS. Previous amortization and smoothing policies spread investment gains or losses and paid for them over a 15-year smoothing and a rolling 30-year amortization period. This methodology helped local governments avoid large rate volatility in normal years and better plan ahead for changes in pension costs. However, it also contributed to the underfunding of the City's pension plans. The new amortization and smoothing policy pays for all gains and losses over a fixed 30-year period, with increases or decreases in the rate smoothed over only a five-year period. This new methodology will eliminate the City's unfunded liability in approximately 30 years, but also increases costs and exposes the City to a higher volatility in the annual costs. The higher volatility of the City's pension costs will be offset by the City's CalPERS Stabilization Fund, but will still require higher payments each year by the City to CalPERS to pay the higher rates.

The mortality rate and other demographic assumptions were also changed based on recent studies that reflected a population that is living longer and, thus, collecting pension benefits over longer time periods. This will also increase costs to more accurately reflect pensions paid to retirees for a longer period of time.

Also, as discussed during the March presentation to the City Council, the CalPERS board began to change its investment strategy in order to minimize the risk of potentially huge employer costs in the future if there are large investment losses. The result of this change is that the City will need to pay more to fund the plan in the future. This will mean that instead of our pension cost increases peaking in FY 20, it is now expected to peak in FY 31 and then decrease slowly thereafter. The following chart shows the previous (FY 16) projection and updated (FY 17) projection using the new investment strategy.



Since the smoothing methodology change is much more volatile and sensitive to CalPERS investment earning rates than in the past, the CalPERS Stabilization Fund was created in FY 14 to address these potential fluctuations due to varying rates of return among other factors. Should there be lower than expected investment earnings, the City could face service decreases in the future. The innovative CalPERS Stabilization Fund will help mitigate these potential service reductions that may result due to fluctuations in market returns and other factors, and may even serve as a model for other cities in California facing the same types of challenges. The CalPERS Stabilization Fund has sufficient funds to lock in the projected CalPERS rates and associated General Fund costs for the next three years.

Unfunded Liabilities

There are four major employee-related unfunded liabilities: pensions, retiree sick leave (to pay retiree health insurance premiums), retiree health insurance subsidies, and workers' compensation. The City currently has $1.0 billion in these unfunded liabilities, summarized by the following table:

Current Unfunded Liabilities
$ in Millions

Pension	$ 723
Sick Leave	130
Retiree Health Subsidy	43
Worker's Compensation	114
Total	$1,010

Unfunded liabilities are costs for services already delivered, but not paid for in full. When applied to employee benefits, which are the major components of service costs, the unfunded liability represents the unfunded portion of the cost of benefits that employees will accrue over their working careers with an employer. The principal causes of unfunded liabilities for employee benefits generally are lower than expected investment earnings on system assets, benefit enhancements that are made retroactive, and under-funding. The amounts of the unfunded liabilities will vary from year to year based on these factors.

With the recent changes to the CalPERS amortization, smoothing and demographic assumption policies, the City will be on track to pay off the unfunded pension liability in approximately 30 years through increased contributions that will result in an additional ongoing cost of $50 million to the General Fund by FY 31. For the other unfunded liabilities, however, the current annual funding for the associated employee benefits is not large enough to reduce the unfunded liabilities.

The City will need to explore a variety of alternatives in addition to increased funding and reducing costs. This budget takes an additional step towards the reduction in unfunded liabilities by setting aside 5 percent of non-recurring revenue that will be calculated and reserved as part of FY 16 Year-End close, and then incorporated as a budget adjustment in FY 17.

STATUS OF OTHER FUNDS

In addition to the General Fund, the City maintains 36 other funds. Many are narrowly focused and restricted to specific business activities. This section discusses issues impacting other key City funds and highlights funds that have Citywide impact.

Fleet Services Fund

The Fleet Services Fund is used to account for the City's purchase, maintenance, fueling and replacement of vehicles and equipment, except those owned by the Water and Harbor Departments. The major sources of revenue for this fund are charges to user departments, including capital replacement, preventive maintenance, repair, and fueling charges. Fleet's replacement budget is $32.9 million for FY 17, which represents a $13.3 million increase from FY 16 Adopted Budget due to a change in the procedures for budgeting the purchase of replacement equipment and continued focus on fleet recapitalization. In prior years, budget allocations were based on the amount of the City Manager's approved Replacement Plan for the current year. However, in practice, the quantity of vehicles listed in each Replacement Plan are purchased and placed into service over a two to three fiscal year period. Therefore, the budget methodology has been changed in FY 17 to reflect Fleet's estimates on replacements that will be purchased and placed into service during FY 17 only, which include vehicles from prior year Replacement Plans. Alternative fuel vehicles are estimated at 50 percent of the total replacements in FY 17, continuing our goals to reduce greenhouse gas emissions and provide cleaner burning, more fuel efficient vehicles to City departments.

SERRF Fund

The SERRF Fund is used to maintain the Waste to Energy Program and provide regional disposal services for residential and commercial refuse delivered by the City and various private haulers.

In FY 15, SERRF began to draw from its fund balance to cover the ash disposal costs, as well as to partially cover other operating expenses. As provided for in its Joint Powers Authority (JPA) agreement, the SERRF Fund had built up a fund balance over the years to cover its anticipated negative cash flow over the next few years as it nears the point in 2018 when its bonds are completely paid off, and the electrical generation contract between the City and Southern California Edison expires. Based on certain funding criteria in the JPA agreement, there is a 50-50 revenue sharing of Net Facility Revenue between the City's JPA partner, the Los Angeles County Sanitation Districts, and the City's General Fund. SERRF will continue to draw down its funds available in FY 17. As a result, the General Fund is not expected to receive a transfer of Net Facility Revenue from SERRF.

Staff has begun the process of negotiating agreements with California Independent System Operator (CALISO) and Southern California Edison to sell power after the expiration of the current electrical generation contract. Staff has also pursued an aggressive policy to increase its private hauler refuse disposal fees to align with market rates and offset higher operational costs. Staff continue to explore these and other solutions to address the potential long-term viability of the SERRF facility and extend operations beyond 2018.

Gas Fund

The Gas Fund finances the provision of reliable and cost-competitive natural gas service to customers in Long Beach and Signal Hill, while ensuring continued pipeline infrastructure integrity. Ninety percent of the Gas Fund's revenues are received directly from gas ratepayers through metered gas sales. These sales are primarily affected by national gas commodity market prices and winter weather conditions. Improved extraction technologies have recently resulted in an abundance of additional gas supplies nationwide, causing continued downward pressure on natural gas commodity prices. These price benefits are passed directly through to gas customers.

To ensure the safe operation of the nation's natural gas pipeline system, federal regulators in the Office of Pipeline Safety have significantly increased on-site audits and regulatory reporting requirements of natural gas utilities. The City is now required to prepare a Distribution Integrity Management Plan (DIMP) that delineates potential threats to the safe operation of the Long Beach pipeline gas system and describes the City's high priority focus on replacing gas pipelines installed between the years 1920 and 1950.

In FY 14, the City Council authorized Long Beach Gas and Oil (GO) to enter into contracts with various entities to implement the Advanced Metering Infrastructure (AMI) system for customers of Long Beach and Signal Hill. AMI is an integrated network of smart meters, communication collectors and data management systems that enable seamless communication between utilities and their customers. There are many benefits of AMI, including, but not limited to, elimination of the existing meter reading contract for $1.4 million, reduced vehicle trips to manually read meters, meter reading accuracy, and customer privacy and security. Implementation of the project will continue through FY 17 and result in the deployment of 150,000 smart gas meters to utility customers across the city. The total project cost is $22.1 million, of which the majority is being financed under an equipment lease-purchase agreement and paid for with Gas Fund reserves designated for this project.

Continued monitoring of the Gas Fund's financial health is needed to ensure that customers are appropriately served, pipeline integrity is being maintained with an adequate level of repair and replacement, and a reasonable transfer to the General Fund is sustained.

Successor Agency Fund

In FY 12, the Successor Agency Fund was created in response to California statute AB1X26, which mandated the dissolution of the City's Redevelopment Agency (RDA). Effective February 1, 2012, the City Council adopted a resolution designating the City of Long Beach as the Successor Agency to the RDA and transferred all former RDA functions and assets to the City. The purpose of the Successor Agency is to dispose of the assets and discharge the obligations of the former Redevelopment Agency. Pursuant to AB1X26, the revenue source for the Successor Agency funds consists of bi-annual distributions from the Redevelopment Property Tax Trust Fund (RPTTF). These revenues are then used to make payments against the Successor Agency's Recognized Obligation Payment Schedules (ROPS). The ROPS are the obligations and commitments created by the City's former Redevelopment Agency for a given one-year period. Additionally, the Successor Agency Fund receives an annual administrative allocation equal to 3 percent of its RPTTF distributions. Over time, as the obligations of the former RDA are met and activity slows, funds remitted to the Successor Agency Fund will decrease. Funds available at the end of FY 16 will be approximately $16.9 million, including remaining bond proceeds and RPTTF distributions, which are needed to cover future costs for existing committed projects.

Property tax that was formerly remitted to the RDA is now paid to all the taxing entities, including the City of Long Beach General Fund, where the City receives approximately 21 percent as residual property tax. In FY 16, there was more residual property tax revenue that flowed to the City due to an increase in assessed values and supplemental taxes. FY 17 revenue projections reflect the higher assessed valuation and additional one-time revenue in FY 16 have been budgeted to support one-time projects.

Towing Fund

The Towing and Lien Sales Division plans to continue its optimization efforts in FY 17 through implementation of a new Towing Operations software system to better manage operations and recapitalization of unserviceable tow trucks. After several years of lower revenues from declining tow volumes, these have now stabilized and are projected to support a $1.0 million ongoing transfer to the General Fund. While tow volumes have improved, significantly reduced scrap pricing has impacted lien sale revenue. Therefore, continued monitoring of the Towing Fund is necessary.

Refuse Fund

The primary source of revenue for the Refuse Fund is from refuse and recycling charges, which account for approximately 93 percent of total revenues. This fund is also supported by grant money from the State for various public outreach efforts (recycling, litter reduction, used motor oil collection, etc.), revenues from the sale of recyclables collected through the City's residential recycling program, fees paid by the City's licensed private refuse haulers for AB 939 compliance, and interest income. The fund previously had a substantial funds available balance, which has been declining over the last few years due to annual operating shortfalls, as rates have not changed to match increasing costs. After multiple years of identifying and implementing various

efficiency measures, the fund continues to operate with a structural imbalance. Staff evaluated strategies to address the structural deficit and is proposing a rate increases for FY 17 and FY 18 with the goal of structurally balancing the fund. Rates will be restructured based on a study, which is being conducted by an outside consulting firm. Revised rates will better reflect the full cost of service to the ratepayer. The average monthly increase for a single-family home is still being determined based on the study, but it is the City's intent that rates will be adjusted over multiple years and that Long Beach's refuse rates will still remain lower than comparable full-service cities like Los Angeles, Burbank, Pasadena, Santa Monica, and San Jose. The overall rate increase is estimated to be in the range of 5 to 7 percent for FY 17. It is anticipated that the rate study will be finalized in the fall and followed by a Proposition 218 hearing. Final approval of the revised rates is expected by the end of calendar year 2016.

Airport Fund

The Airport Fund wholly finances Long Beach Airport's operations, including the safety and security of the Airport, the highest level of customer service to passengers, the improvement of quality of life in the surrounding community, and providing a fair and reasonable operating cost to our business partners. Airline fees, parking concessions, and long-term ground leases of Airport property support the Airport Fund. The Federal Aviation Administration also provides revenue to the Airport Fund through its Airport Improvement Program (AIP). The Fund also receives Passenger Facility Charges (PFC) and Customer Facility Charges (CFC) from air carriers and car rental agencies, respectively. The Fund does not receive any General Fund dollars.

In FY 17, the Airport Fund expects to receive additional revenue of $4.9 million due to nine new carrier slots that will result in additional revenue from landing fees, ramp charges, parking operations and concession sales. The new slots will conform to all of the provisions in the Airport Noise Compatibility Ordinance, which currently allows for a total of 50 flight slots.

Uplands Oil Fund

The Uplands Oil Fund accounts for oil revenue outside the Tidelands area and accounts for all costs and revenues for the City's proprietary oil interests, including accumulating reserves for the City's portion of well abandonment and site clearance liabilities. Revenues are derived from participation in oil operations and overhead fees received by the City as Unit Operator for the Tidelands Oil operations. The price of oil has shown frequent oscillations and occasional sharp drops. The price of oil was relatively stable for the last few years, and then began a sharp decline, from $100 per barrel in July 2014, to a low of $21 per barrel in January 2016. Key drivers for the lower price are low demand and high production by the Organization of the Petroleum Exporting Countries (OPEC), by non-OPEC producers, and by the United States. There is no current indication that the price of oil will increase in the foreseeable future to previously budgeted levels. In recent years, a "reliable" base for oil revenue had been budgeted at $55 per barrel, or $11.5 million structurally, to the General Fund annually. Revenue generated over the reliable base was considered one-time in nature and budgeted for critical infrastructure, innovation and efficiency projects. The low price of oil has greatly reduced the oil revenue that the City can rely on receiving. The FY 17 Proposed Budget includes a projected price of oil of $35 per barrel, or $5.8 million structurally, to the General Fund. No revenue over that projected base amount is currently

projected. Staff continually monitors and reports on oil markets and production for any changes that might impact the City's finances.

Tidelands Operating Funds

Tidelands Operating Funds are comprised of the Tidelands Operations, Marina, Queen Mary and the Rainbow Harbor Area funds. Tidelands operations along the beaches and waterways remain heavily dependent on base oil revenue and an annual transfer from the Harbor Revenue Fund to support Aquarium debt payments, lifeguards, waterfront maintenance, and the Convention Center. Surplus revenue generated by marina boat slip rental is pledged to repay the 2015 Marina Revenue Bonds issued for waterside improvements to the Alamitos Bay Marina.

Similar to the Uplands Fund, Tidelands Operating Funds are very dependent on oil revenue. The FY 17 Proposed Budget includes a projected price of oil of $35 per barrel, which equates to $9.9 million, to the Tidelands Operations Fund. No revenue over that base amount is currently projected to be available for capital expenditures in FY 17. However, additional funds for capital projects have been identified through anticipated FY 16 ending funds available in the Tidelands Operating Fund. A list of projects being proposed that utilize the FY 16 year-end balance is included in the FY 17 CIP Budget Book.

Police and Fire Public Safety Oil Production Act Fund

On May 1, 2007, the voters approved the Police and Fire Public Safety Oil Production Tax (Proposition H), a special tax of 25 cents, with an annual CPI increase on every barrel of oil produced, and restricted to fund police and fire services. The tax assessed through June 30, 2015 was $0.29/barrel oil produced, and will remain at $0.29/barrel oil produced effective July 1, 2016. This fund will be closely monitored in FY 17, since oil production is impacted by the price of oil and will, therefore, impact Proposition H revenue as production declines. The FY 17 projected revenues are still sufficient to cover the budgeted expenditures, therefore the Proposed Budget does not include any budget reductions for the Police and Fire Departments. If oil production declines continue to negatively impact Proposition H, future year budgets may require reductions.

Gas Tax Street Improvement Fund

The Gasoline Tax Street Improvement Fund is used to account for the receipt and expenditure of gasoline tax funds apportioned under the State Streets and Highways code, as well as other sources dedicated to street improvements such as grant revenue. Expenditures may be made for any street-related purpose on the City's system of streets, including reimbursement to the General Fund for eligible street maintenance costs. For FY 17, the proposed budget includes $10.6 million in expenditures; $5.3 million in capital street improvements and $5.3 million for street maintenance.

Due to the continued decline in the City's gasoline tax apportionment, revenue was reduced from $16.9 million in FY 15 to $11.8 million in FY 16, and further reduced to $11.1 million in FY 17. The Governor's FY 2016-17 Proposed Budget included a proposal for additional transportation funding for local streets and roads. It was hoped that this would restore a portion of the gas tax revenues lost in recent years; however, the proposed funding was removed from the budget by

the State Senate and Assembly Budget Subcommittees. To mitigate the decline in funding for local streets and roads Measure A funds will be used to supplement current funding.

Insurance Fund

The Insurance Fund was created to finance and account for the City's general liability and workers' compensation activities. The Fund is primarily supported through charges to City departments and funds, with approximately 60 percent of its revenue derived from the General Fund. Although the number of workers' compensation claims has been reduced, the cost of claims has risen and is expected to increase in future years. This is due to the erosion in the SB 899 reforms that will result in further cost increases and future medical care for life for accepted body parts (which is awarded on most claims). The City's long-term workers' compensation liability is currently valued at $114.4 million. The City will be challenged to keep workers' compensation costs from increasing without reforms from the State.

Employee Benefits Fund

The Employee Benefits Fund (EBF) is used to support employee benefits such as paid time off, CalPERS benefits, employee healthcare and pension obligation bond payments, among other costs. The EBF is primarily supported through charges to departments for their employees' estimated benefit costs. The City's outstanding unfunded liability for benefits, not including pensions, is currently valued at $173 million.

SUMMARY OF SIGNIFICANT CHANGES

The attachments that follow include: a summary of the revenue and uses for Measure A and a list of infrastructure projects (Attachment A), a list of Strategic Investments (Attachment B), and the significant budget changes in General Fund departments (Attachment C) and other funds (Attachment D). Presented in these significant budget changes are the fiscal impacts, as well as the position changes, for related activities within departments. For ease of review, all reallocations of resources within departments, offset adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Summary of FY 17 Measure A Revenue and Expenditures

ATTACHMENT A

	Total	Structural Portion*	One-time Portion*	Sworn FTE Added	Non-Sworn FTE Added
Total Measure A Revenue in FY 17	$35,640,000	$ 23,760,000	$11,880,000		
Estimate Net of State Board of Equalization Fees					
Uses of Measure A					
Invest in Infrastructure	$27,239,000		$27,239,000	-	-
Reestablish Police's South Division	2,372,829	1,538,272	834,557	8.00	2.00
Restore Fire Engine 8	2,296,881	2,296,881	-	12.00	-
Maintain Police Services	2,254,496	2,254,496	-	-	-
Maintain Fire Services	909,853	909,853	-	-	-
Contribute to Rainy Day Fund (Measure B)	360,000	360,000	-	-	-
Administer Measure A Tax	206,942	206,942	-		1.00
Total Uses of Measure A	$35,640,000	$ 7,566,443	$28,073,557	20.00	3.00

** Structural portion is available for either ongoing operations or one-time purposes. The $28,073,557 in infrastructure projects is funded from the $11,880,000 one-time Measure A funds and the FY 17 unused structural portion of $16,193,557.*

Measure A - Funding
Year One Infrastructure Project List

ATTACHMENT A

Street Rehabilitation	**$**	**19,520,000**
Arterial Street Improvements	$	4,840,000
Residential Street Repair	$	13,080,000
Alley Management Plan	$	300,000
Naples Bridge Improvements	$	100,000
Parking Garage Improvements	$	1,200,000

Public Facilities	**$**	**1,571,000**
Fire Station 9	$	125,000
Fire Station Roofs	$	150,000
Police Crime Lab	$	200,000
Public Safety Building	$	150,000
Expo Building Improvements	$	200,000
Brewit Branch Library Improvements	$	62,000
Los Altos Branch Library Improvements	$	47,000
Harte Branch Library Improvements	$	62,000
Dana Branch Library Improvements	$	103,000
Burnett Branch Improvements	$	172,000
Animal Care Improvements	$	150,000
Smart Street Light Technology	$	150,000

Parks & Recreation	**$**	**6,098,000**
Rancho Los Alamitos Ranch House Upgrades	$	500,000
Rancho Los Cerritos Improvements	$	500,000
Bixby Park Community Center	$	200,000
MacArthur Park Roof Repair	$	56,000
MLK Community Center Roof Repair	$	42,000
Jackson Park Improvements	$	50,000
PE Right of Way Park Improvements	$	150,000
Pan American Park Improvements	$	100,000
Silverado Park Improvements	$	100,000
Silverado Field Turf Improvements	$	160,000
Heartwell Field Turf Improvements	$	320,000
Urban Forestry - Tree Trimming Parks	$	350,000
Drake Park Playground	$	700,000
Los Cerritos Park Playground	$	700,000
Veterans Park Playground	$	700,000
Whaley Park Playground	$	700,000
Citywide Park Irrigation Upgrades	$	350,000
Community Center Restroom Upgrades	$	170,000
Senior Center Improvements	$	250,000

Transportation Improvements	**$**	**50,000**
Citywide Street Signage Program	$	50,000
Total	**$**	**27,239,000**

Measure A - Funding

ATTACHMENT A

Year Two Infrastructure Project List

Street Rehabilitation	**$**	**24,605,828**
Arterial Street Improvements	$	14,405,828
Residential Street Repair	$	5,500,000
Sidewalk Repair	$	2,700,000
Alley Reconstruction	$	2,000,000

Marinas, Beaches & Waterways	**$**	**500,000**
Belmont Pool	$	500,000

Public Facilities	**$**	**3,879,500**
Fire Training Center Improvements	$	325,000
Police Academy Building Improvements	$	900,000
Fire Station Roof Repairs	$	200,000
Emergency Operations Center	$	450,000
Fire Station 7 Improvements	$	120,000
Fire Station 10 Improvements	$	125,000
Fire Station 17 Improvements	$	35,000
Bach Library Improvements	$	67,000
Twain Library Improvements	$	47,000
Library Roof Improvements	$	250,000
Health Department Building Improvements	$	650,000
Convention Center	$	500,000
Smart Street Light Technology	$	210,500

Storm Water	**$**	**1,550,000**
Stormwater Protection (Pump Station Improvements)	$	1,550,000

Parks & Recreation	**$**	**6,445,000**
Rehabilitate 4th Street Senior Center	$	250,000
Rancho Los Alamitos Ranch House Upgrades	$	500,000
Rancho Los Cerritos Improvements	$	500,000
Veterans Field Turf Improvements	$	160,000
Hudson Field Turf Improvements	$	160,000
Admial Kidd Field Turf Improvements	$	160,000
Citywide Automated Irrigation Controllers	$	715,000
Houghton Park Community Center	$	4,000,000

Transportation Improvements	**$**	**50,000**
Citywide Street Signage Program	$	50,000
Total	**$**	**37,030,328**

General Fund Strategic Investments - Non Measure A

ATTACHMENT B

Title and Description		Amount
Overtime to Impact Violent Crime Activity To fund overtime to patrol, suppress, investigate and prosecute violent crime activities. Overtime will be allocated to gang enforcement, violent crime suppression, homicide investigations and other priorities as determined by the Chief of Police.	$	2,200,000
Watershed Monitoring and Compliance To cover required Storm Water NPDES permit/MOU participation.	$	693,000
Minimum Wage To fund initial education and enforcement related to any new City Minimum Wage	$	475,000
Parks Water Conservation Needs To support the increasing costs of water and assist in the conversion to drought tolerant landscaping in medians.	$	370,000
LA River Study To fund the required match needed to complete the study led by Frank Gehry.	$	250,000
Sunday Library Hours To fund continued Sunday library hours at the existing three libraries: Michelle Obama Library, Bay Shore Library, and Burnett Library.	$	203,000
Be SAFE Program To provide structured activities for our young people in our parks during the summer. Locations include: King Park, Silverado Park, Admiral Kidd Park, Scherer Park, Houghton Park, Drake Park, and Seaside Park.	$	176,385
Tree Maintenance To fund emergency tree response throughout the Park system.	$	150,000
Proactive Homeless Initiative To fund outreach to the homeless and meet requirements for the storage of removed belongings.	$	100,000
Training To support training for City employees to address audit issues.	$	50,000
Total Strategic Investments - General Fund	**$**	**4,667,385**

Summary of Significant Changes: General Fund

For ease of review, all reallocations of resources within funds, offset adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund.

Department and Item	Impact	Positions
City Attorney		
Implement various organizational and materials budget changes to assist with operational and budget management.	(34,231)	-
City Auditor		
Reduction in budget for audit services, studies and investigations.	(36,557)	-
City Clerk		
Reduction to materials and supplies budget.	(40,250)	-
City Manager		
Implement various organizational, staffing, and materials budget changes to assist with operational and budget management.	(53,216)	0.57
City Prosecutor		
Implement various organizational, staffing, and materials budget changes to assist with operational and budget management, including aligning budget to current operations.	(75,425)	(0.58)
Civil Service		
Reduction to materials and supplies budget.	(33,365)	-
Align budget for materials and supplies with actual expenses needed to perform the department's recruitment functions, to be offset by overhead.	-	-
Development Services		
Create a new Code Enforcement Bureau and add a Code Enforcement Bureau Manager to provide leadership and oversight.	54,723	0.25
Increase budget to support Language Access Policy (LAP) implementation.	80,000	-
Combine the Housing & Community Improvement and Neighborhood Services Bureaus into one Housing & Neighborhood Services Bureau and convert a Manager of Housing Services to a Housing & Neighborhood Services Bureau Manager responsible for the new combined Bureau.	10,945	0.05
Reallocate funding for the Deputy Director to better align with current departmental functions.	(12,521)	(0.05)
Reallocate fleet maintenance costs of vehicles used by Proactive Rental Housing Inspection Program (PRHIP) to align with PRHIP budget.	(53,165)	-
Eliminate the weekend code enforcement program, which includes a Combination Building Inspector Aide II, overtime funding for supervision, and materials and supplies.	(103,528)	(1.00)
Disaster Preparedness & Emergency Communications		
Transfer budget from the Police Department to fund a Payroll Personnel Analyst II to support payroll and basic personnel functions.	70,000	1.00
Reclassification of Public Safety Dispatcher I, II and III positions to better reflect the additional duties of a consolidated emergency communications operation and to incentivize staff to complete the necessary training for consolidation. Increase offset by reduction in overtime.	-	-
Economic & Property Development		
Add a Development Project Manager II to serve as an ombudsman and an Administrative Officer and Payroll Personnel Assistant II to provide personnel, administrative and financial oversight and support. All positions are offset by additional revenue.	-	1.81
Reduce property management expenses at selected City-owned vacant land/properties	(32,412)	-
Financial Management		
Add Special Projects Officer to oversee various communications projects, including the Small Business Incentive program, Budget Outreach, Minimum Wage and Measure A.	161,001	1.00
Add a Administrative Analyst IV and budget for printing, materials, and supplies to support Measure A administration and Citizens' Advisory Committee oversight.	206,942	1.00
Add a Labor Compliance Officer to oversee citywide contract labor compliance including Section 3, Project Labor Agreements (PLA) and Minimum Wage.	161,001	1.00

Department and Item	Impact	Positions
Add a Customer Service Representative Non-Career to Commercial Services utility functions to manage the utility billing system, offset through the Commercial Services MOU.	-	0.73
Downgrade an Accountant III to an Accounting Technician in order to create efficiencies and realign staffing costs across multiple funds to reflect current operations and provide additional support to the Enterprise Resource Planning (ERP) project.	(110,997)	0.20
Increased revenue from improved collection of Business License taxes.	(324,000)	-
Fire		
Restore Fire Engine 8. Restoration includes three Fire Captains, three Fire Engineers, and six Firefighters and associated materials and overtime budgets.	2,296,881	12.00
Add four Combination Building Inspector Aide II positions and one Clerk Typist II position for the Residential Inspection Program, offset by new program revenue.	-	5.00
Add a Fire Captain to provide "in-service" Fire training and a Assistant Administrative Analyst I to provide grants management support, offset by revenue from Instructional Services Agreement with Long Beach City College.	-	2.00
Add a Deputy Fire Marshal to oversee Fire Plan Checkers at the Permit Center, offset by Development Services fee revenue.	-	1.00
One-time funding for a second Fire Academy in FY 17 required to fill current and projected vacancies including the restored positions on Fire Engine 8, funded by a release of a reserve set aside for Fire.	1,344,711	-
Library Services		
Add Library Page hours in the Main Library to enhance patron access to new and returned materials.	83,238	3.00
Reclassify non-career Administrative Interns to Library Aides and add non-career Library Aides in the Main Library to assist with youth programming.	34,732	1.50
Upgrade seven Department Librarian I's to Department Librarian II's system-wide and change the title to Senior Librarians.	61,428	-
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	(20,983)	-
Reduce a vacant General Librarian position in the Main Library and reallocate duties to other Librarians.	(114,776)	(1.00)
Reclassify various Library Clerk positions in the Automated Services Bureau and eliminate two Library Clerks in the Main Library Services Bureau.	(150,155)	(2.00)
Reallocate and realign the Youth Services Officer budget to better reflect the organization structure.	(28,409)	-
Mayor and Council		
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	(80,011)	-
Parks, Recreation and Marine		
Add staffing to ensure full coverage for the El Dorado Gate Attendant booths, offset by revenue.	-	1.00
Increase budget for maintenance costs for park enhancements provided through Council District funding.	100,000	-
Eliminate the summer season of youth sports at approximately half of the program sites. Historically summer is the most underutilized season for youth sports.	(55,746)	(2.25)
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	(9,808)	(1.16)
Reallocate staff costs and add an Administrative Aide II to support parks-related capital projects and grants.	(4,987)	0.25
Reduce Silverado and Veterans Parks Day Camp budget to align with historical participation. This will have no operational impact.	(55,169)	(1.87)
Restructure Long Beach Senior Center supervision to create efficiency. Reduce Recreation Assistant hours and redistribute responsibilities.	(81,024)	(1.00)
Restructure Sports Field Permit Program by reassigning duties and reducing non-career Recreation Assistant hours.	(50,045)	(1.53)

Department and Item	Impact	Positions
Restructure the Department's document delivery process to create efficiency and maximizing technology resources. Current courier service will be reduced from five days a week to two days.	(58,326)	(0.60)
Reduce mowing frequency during the winter at City parks and use reclaimed water at park lakes.	(90,000)	-
Reallocate funding of Los Cerritos Wetlands Stewardship contract to reflect actual operations.	(24,480)	-
Restructure budget for property maintenance, including reducing park facility maintenance contract services and administrative budget.	(47,287)	-
One-time funding for department needs including equipment for the improvement of community center floor care, park plumbing services and the transition to multi-year pet licenses.	60,000	-
Police		
Reestablish the framework for Police South Station. This includes the addition of a Police Commander, seven Patrol Officers, an Administrative Analyst II and a Clerk Typist III to support the Division.	1,538,272	10.00
Reclassify one Police Corporal position to Police Officer and add non-career Police Investigator hours to the Investigations Bureau.	-	0.70
Implement various organizational, staffing and materials budget changes to assist with operations and budget management.	-	(3.00)
Transfer of budget from Police Department to Disaster Preparedness and Emergency Communication to support payroll and basic personnel functions.	(70,000)	-
One-time carry forward Police Department savings from FY 16 to FY 17 for the FY 17 portion of Police Academies.	4,000,000	-
One-time funding for South Station. This includes space planning, reconfiguration of Public Safety Building, tenant improvements, furniture, moving costs for existing staff, signage, and community education, etc.	834,557	-
Public Works		
Increase budget to reflect increased costs for personnel operations.	58,701	-
Add a Development Project Manager to supervise the new Development Engineering Group and support private development, offset by the elimination of a vacant Engineering Technician II.	15,175	-
Increase Public Service staffing to address additional workload related to deferred maintenance, offset by work order revenue.	-	2.00
Add an Accounting Clerk III to provide clerical support for capital projects, offset by revenue.	-	1.00
Implement various organizational, staffing and materials budget changes to assist with operational and budget management. These changes include reduction in overtime, increases to revenue and staffing for the Hazardous Communications Program.	(377,045)	0.20
Transfer Survey Group staff to Capital Projects Fund to align budget with work performed, offset by funds from Long Beach Gas and Oil.	(360,335)	(1.75)

Summary of Significant Changes: Other Funds

For ease of review, all reallocations of resources within funds, offset adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund.

Department and Item	Impact	Positions
Airport		
Add Administrative Interns to assist the Engineering and Finance and Administration Divisions.	190,199	3.04
Add an Administrative Analyst III to manage the Department's personnel and administrative functions.	31,150	1.00
Add six Special Services Officer III positions to reduce overtime and respond to emergency and non-emergency calls for service in and around the Airport property.	454,061	6.00
Increase budget to purchase and implement new scheduling software, Telestaff, to improve coordination of staff resources.	23,106	-
Increase budget for the ongoing maintenance of three vehicles to support Airport security, engineering and operations.	26,340	
Increase revenues to reflect higher projections for landing fee and ramp charges from new air carrier slots.	(4,900,000)	-
Increase revenues from fees related to filming permits, security badging and Live Scans for Airport personnel and tenants.	(29,560)	-
One-time funding for Airport Terminal Area improvements including emergency repairs and non-scheduled equipment replacement.	1,000,000	-
One-time funding for new Airport Rental Car Facility.	572,524	-
One-time funding for Airfield Pavement Rehabilitation.	1,000,000	-
One-time funding for the purchase of three vehicles to support Airport operations and ongoing budget for maintenance of those vehicles.	78,143	-
One-time funding to host the 2,000+ attendee American Association of Airport Executives annual conference in May 2017. Total $450,000 over three years.	150,000	-
City Auditor		
Reduction in budget for audit services, studies and investigations.	(7,301)	-
City Manager		
Transfer the Tidelands Projects Division to the Public Works Department to better coordinate coastal, and Tidelands area and capital projects.	(2,182,419)	(7.00)
Increase ongoing support to promote the Long Beach Museum of Art.	150,000	-
Increase ongoing support for the Convention and Visitors Bureau to support promotion of the City for conventions and tourism.	380,000	-
One-time funding to conduct two Beach Street events.	500,000	-
City Prosecutor		
Implement various organizational, staffing, and materials budget changes to assist with operational and budget management, including aligning budget to current operations.	-	0.58
Development Services		
Create a new Code Enforcement Bureau and add a Code Enforcement Bureau Manager to provide leadership and oversight.	164,168	0.75
Combine the Housing & Community Improvement and Neighborhood Services Bureaus into one Housing & Neighborhood Services Bureau and convert a Manager of Housing Services to a Housing & Neighborhood Services Bureau Manager responsible for the new combined Bureau.	14,679	(0.05)
Convert a position from a non-career Administrative Analyst I to an Administrative Analyst II in the Communications Division to support PRHIP, Safe Long Beach and long range Planning studies, such as the Mobility Element.	15,389	-
Implement various organizational, staffing, and materials budget changes to assist with operational and budget management, including aligning budget to current operations.	18,780	0.23
Reallocate funding for the Deputy Director to better align with current departmental functions.	12,521	0.05
Add an Administrative Analyst II position in the Building Permit Center to provide coordination of technological systems.	105,078	1.00

Department and Item	Impact	Positions
Add an Electrical Plan Checker II in the Building Bureau to accommodate increased electrical plan review services.	132,007	1.00
Add a Civil Engineering Associate and a Civil Engineering Assistant to review housing plans and structural designs for compliance.	216,451	2.00
Add a Senior Combination Building Inspector and a Combination Building Aide for Deputy Inspections and Building Code Enforcement.	206,770	2.00
Add a Senior Combination Building Inspector to oversee the Construction and Demolition and Oil Well programs.	107,833	1.00
Add a Combination Building Inspector to address increased inspections needed for solar projects and electric vehicle charging stations.	98,937	1.00
Add an Administrative Analyst II to manage the Construction & Demolition program.	105,078	1.00
Add a Combination Building Inspector Aide II, Planner III, and Planning Aide to support the State's Model Water Efficient Landscape Ordinance (MWELO).	264,765	3.00
Add funding for the services of a Deputy Fire Marshall at the Development Services Permit Center.	150,972	-
Add Two 0.77 FTE Non-Career Clerk Typists in Planning Bureau to assist with record scanning.	60,199	1.54
Increase budget for implementation of an Electronic Plan Check system and ongoing Land Management revenue system.	256,000	-
Add an Accounting Technician in the Administrative & Financial Services Bureau to perform needed accounting tasks.	84,752	1.00
Reclassify Clerk Typist IV to a Secretary and Combination Building Inspector Aide I positions to a Combination Building Inspector in support of the new Code Enforcement Bureau.	42,492	-
Add a Civil Engineer to manage the increased volume of complex development projects.	137,658	1.00
Reallocate fleet maintenance costs of vehicles used by Proactive Rental Housing Inspection Program (PRHIP) to align with PRHIP budget.	53,165	-
Increase Housing Development Fund budget to expend revenue earned in FY 16.	6,712,053	-
Reallocate funding for a Development Project Manager III and Clerk Typist III to better align with current departmental functions.	(12,780)	(0.23)
Convert Combination Building Inspector Aide I positions to a Combination Building Inspector in support of the new Code Enforcement Bureau.	(36,000)	(0.50)
Increase the revenue for the Proactive Rental Housing Inspection Program (PRHIP) to ensure full cost recovery.	(160,324)	-
Increase budgeted Development Services fee revenue to align with historical actuals and offset requested budget increases.	(1,526,655)	-
Increase budgeted revenue for permit fee revenue anticipated as a result of the upcoming Civic Center project.	(4,000,000)	-
One-time funding for a benchmarking study on the development process.	200,000	-
One-time funding of $700,000 to add sustainability components to currently planned initiatives, such as preparation of a Climate Action Plan, offset by Construction and Demolition (C&D) Forfeiture funds.	-	-
Economic & Property Development		
Add an Administrative Officer responsible for personnel, financial, and other administrative functions for the Department, offset by reallocation of other costs.	7,323	0.09
Add an Administrative Officer and Payroll Personnel Assistant II to provide personnel, administrative and financial oversight and support.	45,487	0.30
Add a Payroll Personnel Assistant II to support personnel and administrative services in the Department.	62,544	0.80
Financial Management		
Add a Buyer I for Fleet Acquisitions and Maintenance, a Mechanical Equipment Stock Clerk II in the Vehicle Maintenance Stockroom, an Administrative Intern- non-career, and move a Fleet Services Supervisor and a Maintenance Assistant II from Towing to Fleet Services to align with current operations.	367,929	4.50
Add Customer Service Representative Non-Career to Commercial Services utility functions to manage utility billing system.	16,520	-
Add two Buyer IIs and one Assistant Administrative Analyst I to support estimated capital projects activities.	-	3.00

Department and Item	Impact	Positions
Add a Garage Service Attendant III for Towing supervision and move a Fleet Services Supervisor and a Maintenance Assistant II from Towing to Fleet Services to align with current operations.	(111,320)	(1.00)
Fire		
Add one Plan Checker I, upgrade a Clerk Typist II to a III, and upgrade a Plan Checker I to a II in the CUPA Program.	146,183	1.00
Add one-time fleet acquisition expenses in the CUPA Program.	30,504	-
Health and Human Services		
Reallocate positions from the Health Fund to the CUPA fund in the Environmental Health Bureau to provide adequate resources to meet regulatory requirements identified by the California Environmental Protection Agency (Cal EPA).	109,626	0.75
Reclassify a Hazardous Materials Specialist I to a Hazardous Waste Coordinator and reallocate positions from the Health Fund to the CUPA fund in the Environmental Health Bureau to provide adequate resources to meet regulatory requirements identified by California Environmental Protection Agency (Cal EPA).	(117,866)	(0.80)
Add a Medical Assistant I to support the implementation of the newly required electronic health record system as identified by the Center for Medicare / Medicaid Services.	(2,494)	(0.50)
Reduction of multiple vacancies across all Bureaus, including Case Manager III, Outreach Worker I/II and Community Worker - NC positions, which are no longer funded by grants.	(245,433)	(5.07)
Reclassify a Public Health Associate III to a Public Health Professional II to increase mosquito surveillance and public outreach activities and properly align duties with the appropriate classification, offset by reduction of Community Worker-NC positions.	-	(0.20)
Human Resources		
Add a Human Resources Officer to oversee the day-to-day personnel operations, Equal Employment Opportunity (EEO), and employee benefits operations.	161,062	1.00
Add a Personnel Analyst III (Conf) to manage the Flexible Spending Account (FSA) Program, the 457 Deferred Compensation Plan and the Wellness Program, offset by revenue.	-	1.00
Add an Administrative Analyst III (Conf) to oversee the day to day operations in Risk Management, offset by reductions in expense.	-	1.00
Long Beach Gas & Oil		
Upgrade an Assistant Administrative Analyst II to a II to conduct personnel investigations and recruitment and upgrade two Construction Inspector I's to II's to support contract construction inspections.	33,114	-
Add two half-time unclassified Clerk Typist IIIs to support the Call Center and Safety divisions.	66,112	1.00
Reduce budget to represent Allowance for Transitional Vacancies anticipated in Gas operations.	(1,638,210)	-
Upgrade an Assistant Administrative Analyst II to a Administrative Analyst II to support personnel investigations and recruitment, reclassify a Petroleum Engineering Associate II to a Senior Surveyor and eliminate one Oil Field Guager II.	(109,341)	(1.00)
Increase revenue to align budget to reflect operational activity.	(3,896,000)	-
Adjust SERRF expense budget to reflect operational activity.	(191,000)	-
Parks, Recreation and Marine		
Reallocate staff costs and add an Administrative Aide II to support parks-related capital projects and grants.	86,357	0.75
Increase funds for water and irrigation at Tidelands area facilities.	66,497	-
Increase budget to reflect costs for the Los Cerritos Wetland Stewardship contract. Stewardship services are provided at the Golden Shore Marine Biological Reserve, Jack Dunster Marine Biological Reserve, Colorado Lagoon Marine Stadium and Bluff Park Slope.	159,060	-
Increase budget for the City Light & Power contract for the operation and maintenance of streetlights in the Tidelands area.	19,931	-
Increase revenue from Tidelands operations to reflect actual revenue received.	(90,000)	
Reduce the power budget for the Belmont Pool Complex to reflect actual costs.	(98,900)	-
Reduce the materials and supplies budget in the navigational aides program.	(25,000)	-

Department and Item	Impact	Positions
Reduces materials and supplies budget for grounds landscape repairs in the Tidelands areas.	(10,000)	-
One-time funding to purchase a Scrubber/Sweeper for the Belmont Pier.	84,719	-
Public Works		
Increase budget to reflect a 1.6 percent CPI increase in refuse disposal costs at the Southeast Resource Recover Facility (SERRF).	426,398	-
Add two Capital Project Coordinator (CPC) II and a one CPC III to guide project team through design, bidding construction, and commission and close out phases of a capital projects. Also add an Administrative Analyst III and enhance Engineering staffing to address additional capital projects workload, offset by charges to capital projects.	-	9.00
Transfer Survey Group staff to Capital Projects Fund to align budget with work performed, offset by funds from Long Beach Gas and Oil.	-	1.75
Increase budget in Parking Management Division to align budget with current operations, offset by revenue.	247,320	-
Add permanent staffing to support two recently implemented Clean Teams. The Clean Teams will facilitate the coordination of the collection of dumped items and clean-ups citywide.	570,818	5.00
Add an Administrative Analyst III to support Civic Center Project administration.	112,309	1.00
One-time funding for cost related to compliance monitoring and work related to the Stormwater National Pollution Discharge Elimination System (NPDES) Permit.	491,655	-
Transfer of the Tidelands Projects Division to the Public Works Department to better coordinate coastal, Tidelands area and capital projects. Includes reclassification of a Clerk Typist II to an Assistant Administrative Analyst I.	2,012,301	7.00
Increase revenue to reflect a portion of the anticipated Refuse and Recycling rate change resulting from the Rate Study currently underway. The anticipated increase will be implemented over multiple years beginning in 2017.	(860,556)	-
Add Safety Specialist I to oversee the Hazard Communication and Waste Management program, offset by reduction of one Clerk Typist IV.	(10,795)	(0.20)
Implement various organizational and materials budget changes to assist with operational and budget management.	(6,692)	-
Technology & Innovation		
Add one Business Systems Specialist III to support Laserfiche's current needs & assist with document imaging project.	112,290	1.00
Increase budget for ESRI maintenance costs in Geographical Information Services (GIS) and Customer Information System (CIS) software maintenance costs, offset by charges to user departments.	101,000	-
Add one Business Systems Specialist III to support EPlan Check software application, offset by charges to user departments.	112,290	1.00
Add one Cyber Security Officer who will proactively establish all necessary security controls, set policies and procedures and ensure all existing configurations and future changes are appropriately secure, offset by charges to user departments.	184,833	1.00

CITY OF LONG BEACH
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Understanding the City's Budget

The Budget Document

The Budget document is divided into seven sections: Understanding the Budget, Innovation and Efficiency, Budget Summaries, Department Budgets by Bureau, Fund Summaries, the Capital Improvement Program and Appendices.

Understanding the Budget

This section provides information on the budget document, the budget process, and the fundamentals of the City's financial management. It also provides information on demographic and other information on the City's government, educational sector, economy and other information to provide a context for the City's service environment and priorities.

Innovation and Efficiency

This section details the City's continuous focus on becoming efficient and innovative. Initiatives are outlined within several categories such as technology, economic development, public safety, infrastructure, mobility, city services, finance, sustainability, organizational changes and administration.

Budget Summaries

Several summaries of department and fund budgets are provided, with multi-year comparisons of expenditures and revenue. Also included is a three-year schedule of Full-Time Equivalent (FTE) staffing for each department, skill pays and benefits by department and the City's Top 40 General Fund revenue sources.

Department Budgets

Each Department Budget chapter includes an organizational chart, overview of the core services and areas of focus of the upcoming fiscal year, key measures, FY 16 accomplishments, revenues, expenses and FTEs by fund, and an overview of proposed changes by fund.

Fund Summaries

The Budget includes spending from 37 different "funds" that are required to be reported by State or federal law, the City Charter, and/or proper accounting practice. A fund consists of a separate set of accounts used to monitor the accomplishment of specified purposes, or uses, of restricted revenue. Depending on the type of service provided, department expenditures may be authorized from a number of funds. Most traditional City services are funded through the General Fund.

The Capital Improvement Program

The Capital Improvement Program (CIP) represents expenditures for major construction and infrastructure projects or for repair of City facilities and buildings. During the year, the Department of Public Works solicits, and the City Manager approves, projects to be funded and administered in the next fiscal year. The CIP, as presented in this section of the budget book, is adopted annually by the City Council as part of the budget process. A separate CIP document, the FY 17 Proposed CIP, provides greater detail about ongoing and proposed CIP projects.

Appendices

The Appendices include the Budgetary and Financial Policies, a Glossary of most commonly used terms in the book and an Index to assist in locating specific sections.

FINANCIAL INFORMATION

Adjustments to the Budget

During a fiscal year, special circumstances may result in changes to department spending priorities. At the beginning of each fiscal year, appropriations are made at the fund and department level and are authorized by City Council's adoption of an Appropriations Ordinance. Budget adjustments that require a modification to the amounts authorized by the Appropriations Ordinance require the approval of the City Council in accordance with the City Council's Financial Policy on Mid-Cycle Adjustments. During the Fiscal Year, transfers between programs or "characters of expense," not affecting any funds or a department's total appropriation, only require City Manager approval.

Basis of Accounting*

Governmental fund financial statements are prepared on a current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded as soon as they are both measurable and available. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

**This information is taken from the Comprehensive Annual Financial Report (CAFR) of the City of Long Beach, California – September 30, 2015. For further information regarding the City's accounting and debt management practices, please consult the CAFR.*

(Accounting) Basis of the Budget

The (accounting) basis for the budget document is designed so that the reported "bottom line" of a fund in the budget generally reflects how much remaining money City Council has available to spend in a future budget cycle. The bottom line or change in funds available is generally the difference between all sources (revenues) of a fund and all uses (expenses) of a fund. The basis of budget is similar to, but is not the same as, looking at transactions on a cash basis. Revenues are recognized when received or when they are earned and due within two months. Expenditures are recognized when the liability for the expense occurs, whether or not the cash has been immediately paid out. Generally, non-cash transactions that are recognized on an accounting basis and reported in the City's financial reports as revenues and expenses are NOT shown as revenue and expenses in the budget. A typical example for an accounting revenue that is not a budgetary revenue is unrealized gains and losses on investments. A typical example of an accounting expense that is not a budgetary expense is depreciation. An example of a budgetary expense that is not an accounting expense is the part of debt service costs that pays down the principal part of debt.

Investment Management

This function's primary goal is safeguarding principal and ensuring liquidity levels necessary to pay for budgeted expenses while optimizing return on investment. The City maintains general bank accounts for daily business requirements, but the majority of the City's funds are held in an investment pool administered by the City Treasurer. As of September 30, 2015, the Treasurer's investment pool was approximately $1.6 billion divided into short-term, intermediate-term, and long-term portfolios. To measure performance, the City uses three benchmarks: the 91-Treasury Bill benchmark for the short-term component, the one-year constant maturity Treasury for the intermediate component, and the Merrill Lynch 1-3 year Treasury/Agency Index for long-term component. The long-term component is managed by Chandler Asset Management.

The Budget Process

The Fiscal Year 2017 (FY 17) Budget covers the period of October 1, 2016 through September 30, 2017. The City's multi-dimensional Budget Process, which is designed to promote transparent communication with community stakeholders and provide multiple opportunities for direct community input.

THE BUDGET PROCESS

The annual Budget is the most important policy document the City produces. The program and financial decisions it embodies must reflect the will of the community through the policy direction of the City Council. This can only be achieved through a development process that encourages communication and transparency, seeking input from a diverse cross-section of the community, while offering opportunities for review and revision. The following describes the general budget preparation process.

The City Manager, through the Financial Management Department, provides clear budget development instructions to departments. The City Manager then reviews and makes a presentation on the City's financial status, including projections for the coming years. The projections inform the Manager's goals for the development of the Proposed Budget.

By April, departments complete their budget proposals, including updated revenue and expenditure recommendations. The proposals are guided by the goals and direction identified by the City Manager. In June, the City Manager assembles department proposals into a coherent Proposed Budget that reflects the economic environment, fiscal condition, and the City's needs.

Then, the City Manager submits the Proposed Budget to the Mayor. The City Charter, as modified on May 1, 2007, requires that the City Manager submit the Proposed Budget to the Mayor "not later than ninety (90) days prior to the beginning of each fiscal year," or July 3.

A series of events designed to encourage active public dialogue regarding the Budget is initiated in March, culminating in the Budget's adoption by the City Council in September. Activities include Special Meetings of the City Council, Budget Oversight Committee meetings, City Council budget hearings, and requested neighborhood, board, committee, and commission briefings.

The City Charter requires that the Mayor transmit the Proposed Budget to the City Council "not later than sixty (60) days prior to the beginning of the fiscal year," or August 2. The City Council must adopt the budget "not later than fifteen (15) days prior to the end of the current fiscal year," or September 15, at which time the Mayor will have an additional five (5) days to review the Adopted Budget. The Mayor may concur or exercise a line-item veto of any expenditure. The City Council has until the end of the fiscal year to concur with the Mayor's changes, or override any veto.

FY 17 BUDGET PREPARATION CALENDAR

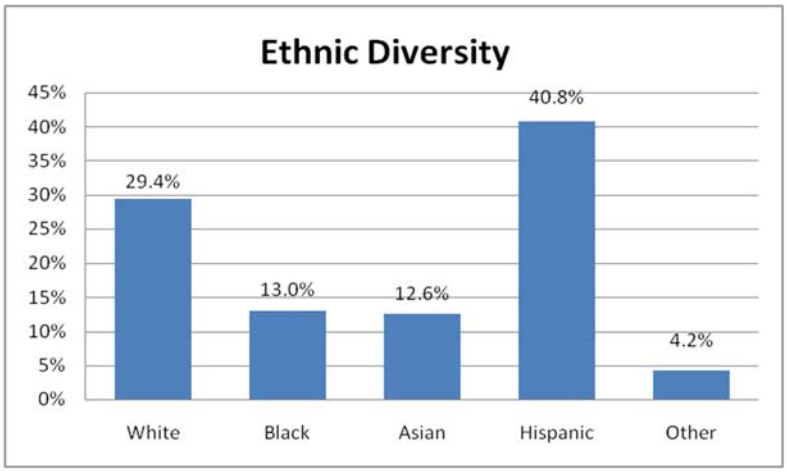
Dec	City Manager issues budget preparation policies and instructions to departments
Jan – Mar	Review of City's financial status and three-year projection presented; Manager describes goals for Proposed Budget
April	Departments complete their budget recommendations
May – June	City Manager develops, reviews, and finalizes Proposed Budget structure.
Jul 3*	City Manager submits proposed budget and CIP budget to Mayor
July - Sept	Special Meetings of the City Council on the budget are initiated; including the Budget Oversight Committee
Aug 2*	Mayor submits proposed budget and recommendations to City Council and community
Aug	Weekly budget hearings are held; Recommendations are submitted to the City Council by the BOC
Sept 15*	Deadline for City Council to adopt the Budget
	Mayor has five days to concur with adopted budget or exercise line-item veto of any expenditure
Sept 30*	Budget Adopted

*On or before

City of Long Beach Demographics

GOVERNMENT

The City of Long Beach, California covers approximately 52 square miles on the southern coast of Los Angeles County. Long Beach has a population of 462,257, making the City the second largest city in Los Angeles County and the seventh largest city in the State. The City celebrates its vibrant diversity. According to the 2010 U.S. Census, the City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities.



Long Beach was originally incorporated in 1888. After a short period of disincorporation, the City was reincorporated on December 3, 1897. Since 1921, Long Beach has been governed as a charter city, and operates under a Council-Manager form of government.

Nine members who represent electoral geographic districts compose the City Council. The Mayor is chosen in a citywide election to serve as the full-time chief legislative officer of the City. Although the Mayor does not vote, the Mayor presides over City Council meetings, presents the annual budget to the City Council and has veto power over City Council actions, including line-item veto authority over the budget. The City Council elects a Vice Mayor from among its members.

The City has three other full-time elected officials: City Attorney, City Auditor and City Prosecutor. In addition to the these elected positions, three semi-autonomous commission-led apartments exist: the Civil Service Commission, Board of Water Commissioners and Board of Harbor Commissioners oversee operations of their respective departments while all other City departments report directly to the City Manager. Other advisory boards and commissions compose the city government. The Mayor nominates, and the City Council confirms the Mayoral nominations.

The City Council appoints the City Clerk and City Manager. The City Manager serves at the discretion of the City Council. As head of the municipal government, the City Manager is responsible for the efficient administration of all departments, with the exception of the elective offices, City Clerk, and the three semi-autonomous commission-led departments. The City currently employs approximately 5,337 full- and part-time staff within 23 departments.

In addition to the usual municipal services of police, fire, parks and recreation, public works, and library, the City of Long Beach owns and operates a container cargo port, offshore and onshore oil production, a local health department, a gas utility, a water utility, a convention and entertainment center, aquarium, museum, two historic ranchos, a commercial airport, marinas and golf courses.

City of Long Beach Demographics

EDUCATION

The Long Beach Unified School District is the third largest public school system in California, serving nearly 80,000 kindergarten through twelfth grade students in 2016. The District's 85 schools are located in Long Beach, Signal Hill, Lakewood and on Catalina Island. Additionally, Long Beach also offers a City College, educating approximately 30,000 students. The college offers over 70 Associate of Arts/Science degree programs, nearly 60 Career Certificate programs and the opportunity to complete up to two years in any of 44 baccalaureate programs for transfer to a four-year college or university.

California State University, Long Beach (CSULB) is the State University system's third largest campus. With over 37,000 graduate and undergraduate students enrolled in the 2015-2016 school year, CSULB offers 134 baccalaureate degrees, 99 master's degree programs, five doctoral degrees, and a host of certificate programs stretching across disciplines.

BUSINESS AND INDUSTRY

The City of Long Beach is a center for aerospace, petroleum, shipping and tourism, along with a wide variety of office and retail opportunities. Downtown alone is home to over 4.2 million square feet of commercial office space.

Currently, the largest employer within the City is the Long Beach Unified School District, which operates 85 regular, one continuation and three charter schools. The District's workforce ensures the success of students by maintaining high standards, a commitment to excellence and by offering a comprehensive scholastic program.

Downtown Long Beach overlooking the Port.

Long Beach Memorial Medical Center is the third largest employer in Long Beach, behind the City of Long Beach and followed by the Boeing Corporation. With over 100 years in the community, Long Beach Memorial is recognized as a regional leader in medical and surgery services, including being named as one of the top 100 U.S. hospitals by numerous medical and consumer publications.

The Boeing Corporation operates a 424-acre facility at the Long Beach Airport. The facility exceeds 6.7 million square feet of space and was recently utilized for the production of the C-17 military transport plane and program support for production lines in other locations. In what will be one of the region's largest land redevelopment efforts, Boeing is in the process of converting 260 acres of their facility from industrial to mixed use in an effort to provide quality industrial, research and development space. Exhibit 1, on the next page, provides a list of the top 10 employers in Long Beach as of Fiscal Year 2015.

Oil production, private and municipally-owned, continues to be an important business in Long Beach with both offshore and onshore facilities. Approximately 12 million barrels of oil are produced annually from facilities in Long Beach. The Long Beach Unit Optimized Water-Flood Injection Process, authorized by State legislation, has improved oil recovery and lengthened field life in the Wilmington Oil Field. Continued application of new technology is expected to further increase oil recovery.

Exhibit 1: Top 10 Employers in Long Beach

Rank	Employer
1	Long Beach Unified School District
2	City of Long Beach
3	Long Beach Memorial Medical Center
4	The Boeing Company
5	California State University, Long Beach
6	Veterans Affairs Medical Center
7	Long Beach City College
8	California State University Long Beach Foundation
9	Molina Healthcare, Inc.
10	St. Mary Medical Center Verizon United States Postal Service
Source: Department of Financial Management, Business License Bureau, *Comprehensive Annual Financial Report (CAFR) 2015*	

The Port of Long Beach is one of the world's busiest container cargo ports. In 2015, the Port handled approximately 6.8 million twenty-foot-long containers (TEUs) carrying 82.3 million metric tons of cargo. International trading partners include the Pacific Rim nations of China, Japan, South Korea and Taiwan. In addition to container cargoes such as electronics, clothing, toys and shoes, the Harbor facility handles crude and refined petroleum products, petroleum coke, automobiles, lumber, steel and scrap metal. Three infrastructure projects underway include the Gerald Desmond Bridge, the Middle Harbor Project, and Pier G Modernization. These projects generate thousands of jobs and ensure that the Port will remain competitive for years to come.

Tourism continues to be a growing industry in Long Beach, and the City attracts over 5.5 million visitors a year. A vital part of that industry is the Long Beach Convention and Entertainment Center. The Center's facilities include a 224,000 square-foot exhibit hall, 83,000 square feet of meeting room space, a ballroom able to comfortably seat 1,600, a 13,600-seat arena and two theaters in the elegant Long Beach Performing Arts Center. Additionally, over 2,500 hotel rooms are within walking distance of the Convention Center.

The Aquarium of the Pacific

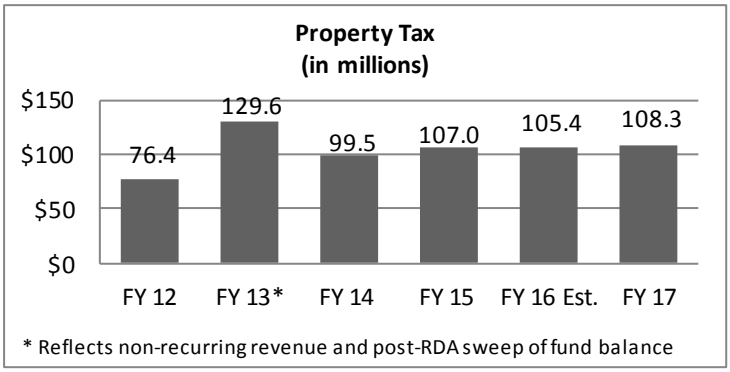
The world-class Long Beach Aquarium of the Pacific, on Rainbow Harbor, is located across the water from the Convention Center, Shoreline Village and the historic Queen Mary. The Aquarium is home to 12,500 marine animals from over 1,000 species indigenous to the Pacific Rim. It is a milestone in design, architecture and technology for the 21st century.

The City of Long Beach supports large and small industries through a holistic approach to economic development. All employees, regardless of their position descriptions, are, at their core, economic development ambassadors and are expected to provide excellent customer service. This provides the

foundation for a strong, welcoming, and well-run city. In addition, the City supports targeted programs that impact businesses. These programs includes workforce development services provided by Pacific Gateway, a City-operated non-profit organization; business improvement districts; streamlined permitting, inspection, and licensing services; low costs business license tax structure; and direct financial assistance through several loan and rebate programs.

General Fund Revenue

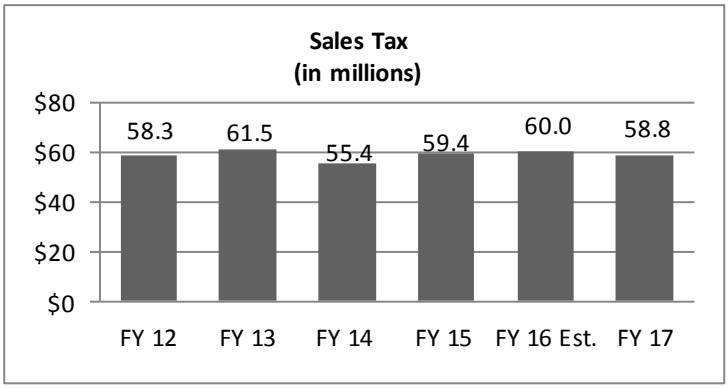
PROPERTY TAXES



Approximately 24.2 percent or $108.3 million of the City's structural General Fund revenue is derived from local property taxes, which includes secured real property tax and unsecured personal property tax, former RDA project area property taxes and delinquencies. Property, primarily land and buildings, is valued by the County Assessor and taxed at 1 percent of assessed value. Cities and other local agencies, such as schools, special districts, and the County of Los Angeles, share in the countywide property tax assessment. On average, the City of Long Beach only receives 22 percent of property taxes paid by City property owners in non-redevelopment designated areas of the City. FY 17 property tax estimates assume a 4.6 percent increase in structural revenues. This estimate assumes increases in assessed valuations and does not include prior year payments or other non-recurring revenues, which are included in the FY 16 estimates-to-close. The projections include $16 million in structural revenues to the General Fund that are directly attributed to the dissolution of Redevelopment Agencies by the State. Over time, as the obligations of the former Redevelopment Agency are completed and activity slows, funds remitted to the Successor Agency Fund will decrease and General Fund property tax revenue will increase.

Property tax is a major source of revenue for City services such as police, fire, public works, recreation and library services. Prior to the passage of Proposition 13 in 1978, property tax revenues accounted for approximately 28 percent of all General Fund revenues as compared to 24.2 percent now.

SALES TAX

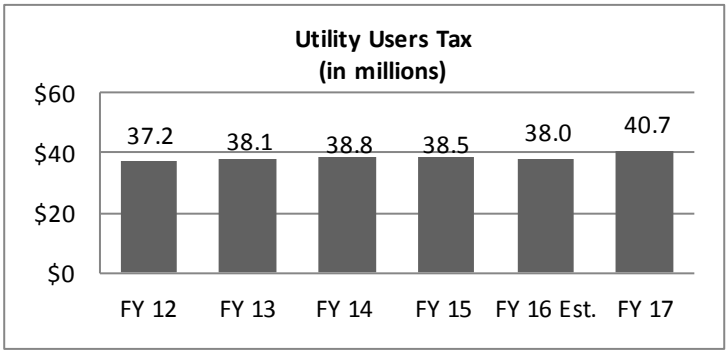


Sales and use tax receipts and in-lieu sales and use tax payments are expected to account for $58.8 million, or 13.2 percent, of structural General Fund revenues in FY 17. Effective January 1, 2013, all taxable retail sales in Long Beach are charged a 9.0 percent tax. This amount includes 1.75 percent that goes to the County of Los Angeles, and 6.25 percent that is retained by the State. Only 0.75 percent is currently returned to the City by the State. Sales tax revenue varies from year-to-year due to fluctuations in the economy. Through Proposition 57, the State has "flipped" 0.25 percent of Sales and Use Tax from the City to the State in exchange for an equal amount of ERAF Property Tax to help fund the State's Economic Recovery Bonds. The replacement property tax, titled "In Lieu Sales and Use Tax". FY 16 was the last year for which the state has authority to swap sales tax in this manner.

MEASURE A – TRANSACTION & USE TAX

Sales tax revenue projections, above, do not include the Transaction and Use Tax, known as Measure A approved by voters in June 2016. The Measure added a transactions and use (sales) tax on the sale and/or use of all tangible personal property sold at retail in the City for a 10 year period. The first six years of the tax will be at a rate of one cent for every dollar spent (or one percent), and then decline to one-half cent for every dollar spent (or one-half percent) for the remaining four years. Initial estimates at the one-percent level assume Measure A will generate approximately $36 million in FY 17. Exact revenue projections will not be possible until after Measure A is implemented and actual revenue is received. The tax will automatically terminate after the tenth year.

UTILITY USERS TAXES



The City applies a utility users tax (UUT) to customers' electricity, gas, telephone, and water bills. These four revenue sources account for $40.7 million, or 9.1 percent, of the City's structural General Fund revenues. The UUT was the General Fund's largest revenue source before a voter-approved initiative reduced the utility user tax rate from 10 percent to 5 percent. The rate for FY 17 is 5 percent, effective since October 1, 2004. These taxes do not apply to low-income senior citizens who are over 62 years of age or disabled low-income individuals.

OTHER TAXES

The City receives revenue from the Transient Occupancy Tax (TOT) assessed on guests of all City hotels and motels, and from the Business License Tax assessed on all those doing business in Long Beach. Both taxes have experienced growth in recent years. Transient Occupancy Tax reflects significant growth from pre-recession revenue levels. Business License tax reflects growth due to improvements in collection methods and staffing.

LICENSES AND PERMITS

This revenue comes to the City from a variety of licenses and permits. Emergency ambulance, first responder fee, fire inspection and animal license fees generate the largest revenues.

FINES, FORFEITURES AND PENALTIES

Revenue received by the City in this category is primarily from parking citations and vehicle code fines.

REVENUE FROM USE OF MONEY AND PROPERTY

The City is able to generate income from its current assets. This includes interest earned on investments, land and facility rental, and parking meter revenue within the City.

REVENUE FROM OTHER AGENCIES

The General Fund receives revenue from other cities, the County of Los Angeles and the State. Revenue is received for the maintenance of traffic signals and parking meters under contract with smaller cities neighboring Long Beach, as well as unincorporated parts of Los Angeles County. Other miscellaneous State funds are provided for maintenance of State highways, fire and peace officer training, and police extradition reimbursements.

OTHER CHARGES AND REVENUES

These miscellaneous charges include library fines and fees, police reports and sale of used equipment and vehicles. Per the City Council's adopted Financial Policies, the City has redoubled its efforts to improve cost recovery through all appropriate user fees for services to better preserve General Fund services that would otherwise face reduction and to maintain a structurally balanced budget.

INTER- AND INTRA-FUND CHARGES

Programs within the City that are funded by sources other than the General Fund often receive services from General Fund supported departments. This category includes reimbursement for these services.

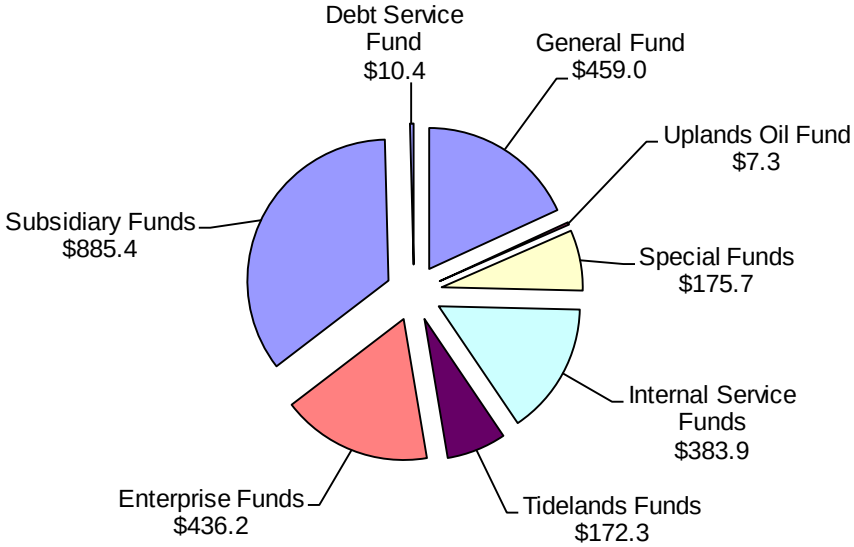
"GANN" APPROPRIATIONS LIMIT

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the "Gann Initiative." The Proposition created Article XIIIB of the State Constitution, placing certain limits on the amount of revenue that can be appropriated each fiscal year. The limit is based on actual appropriations during FY 79. Only those revenues that are considered "proceeds of taxes" are subject to the limit. The limit is recalculated each fiscal year based on certain inflation and population factors. Proceeds of taxes are, however, allowed to be spent on several types of appropriations that do not count against the limit, including voter approved debt, the costs of complying with court orders and federal mandates, and expenditures for qualified capital outlays.

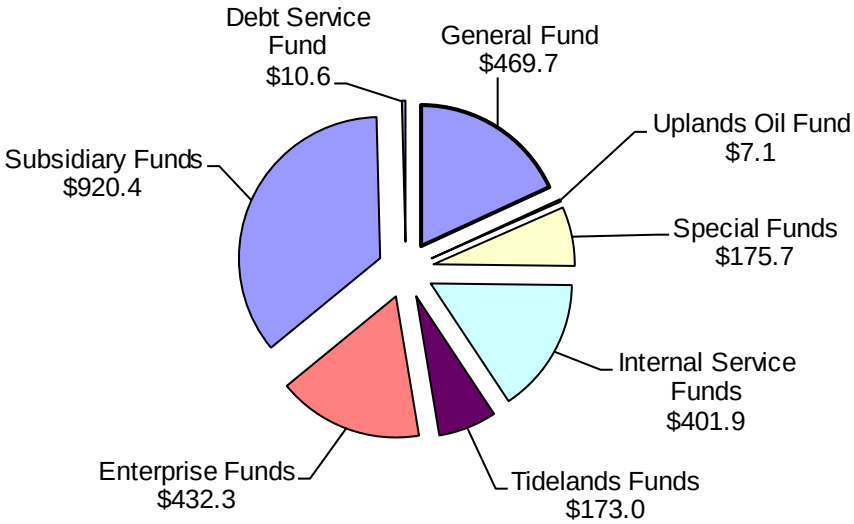
The “Gann” Appropriations Limit for the City of Long Beach for FY 17 will be included in the FY 17 Appropriations Ordinance and Adopted Budget materials. No GANN Limit issue is anticipated.

Fund Charts

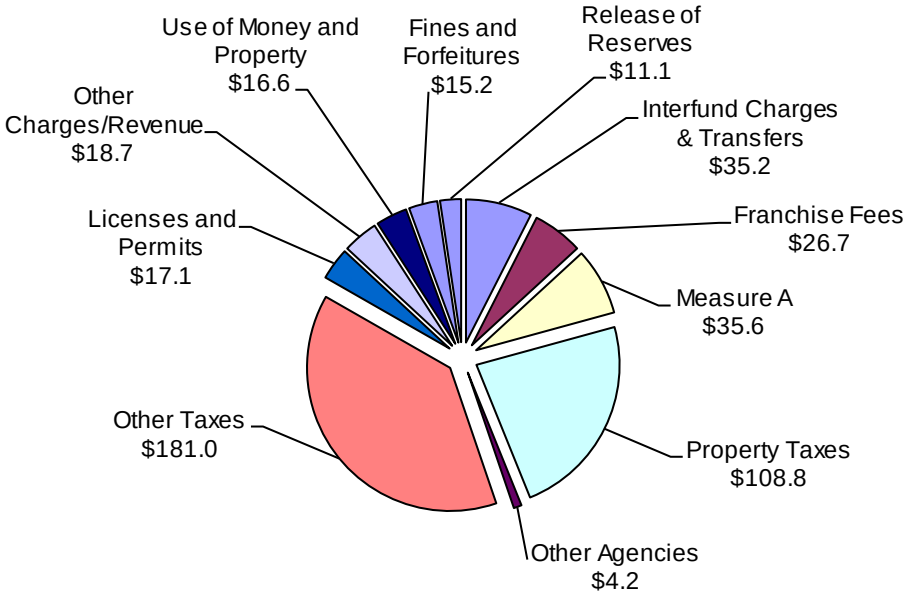
FY 17 Proposed Revenues
All Funds (in millions)
(Total = $2.5 billion)



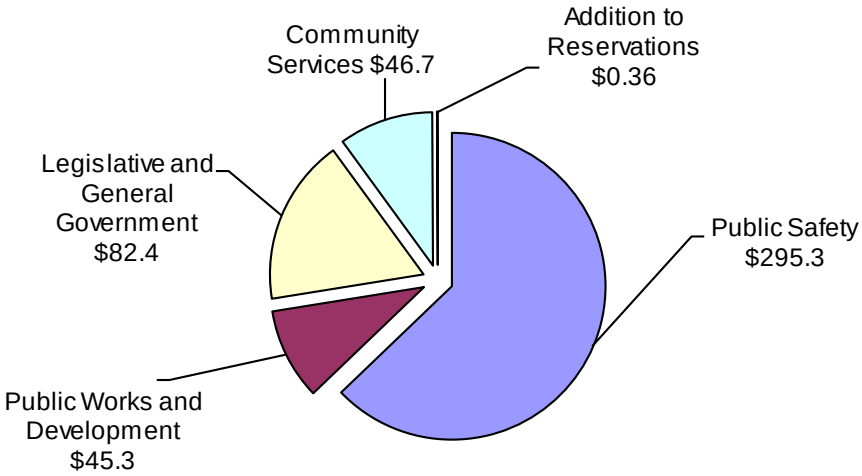
FY 17 Proposed Expenditures
All Funds (in millions)
(Total = $2.6 billion)



FY 17 Proposed Resources
General Fund (in millions)
(Total = $470.2 million)



FY 17 Proposed Uses
General Fund (in millions)
by Category of Service
(Total = $470.1 million)



Note: The General Fund Budget has a net surplus unrelated to Measure A of $71,988.

DEBT MANAGEMENT

The Financial Management Department, Treasury Bureau, is responsible for issuing debt on behalf of City departments, City agencies, assessment districts, community facilities districts and other qualified entities. Typical debt structures include revenue bonds, lease revenue bonds, land-based financings and notes. Debt may be issued with fixed or variable rate interest structures. Approximately $2.19 billion in debt was outstanding as of September 30, 2015. However, $607 million of this debt is related to the Gas Prepay, which is guaranteed by Bank of America Merrill Lynch, Inc., even though the bonds were issued out of the Long Beach Bond Finance Authority (LBBFA).

Central to debt management is ensuring the City's compliance with Federal, State and local regulations. Other duties of this function include bond payments, maintenance of credit ratings, facilitating project fund draws, meeting the reporting requirements of the Municipal Securities Rulemaking Board and Internal Revenue Service, and determining annual assessment levies.

SUMMARY OF THE CITY AND RELATED AGENCIES OUTSTANDING DEBT

The tables below summarize the City's outstanding debt, including final maturities, original par amounts and amounts outstanding. All information is presented as of September 30, 2015.

REVENUE BONDS			
Issue Name	**Final Maturity**	**Original Par Amount**	**Amount Outstanding**
City of Long Beach, Harbor Revenue Refunding Bonds, Series 2015A (AMT) and Series 2015B (Non-AMT) (1)	2025	$ 64,975,000	$ 64,975,000
City of Long Beach, Harbor Revenue Bonds, Series 2015C (AMT) and Series 2015D (Non-AMT)	2042	$ 132,950,000	$ 132,950,000
City of Long Beach, Marina Revenue Bonds, Series 2015 (Alamitos Bay Marina Project) (2)	2045	$ 114,015,000	$ 114,015,000
City of Long Beach, Harbor Revenue Refunding Bonds, Series 2014A (AMT) and Series 2014B (Non-AMT) (3)	2027	$ 59,035,000	$ 46,260,000
City of Long Beach, Harbor Revenue Short-term Notes, Series 2014C	2018	$ 325,000,000	$ 325,000,000
Long Beach Bond Finance Authority 2012 Refunding Revenue Bonds (Aquarium of the Pacific Project) (4)	2030	$ 102,580,000	$ 89,570,000
City of Long Beach, Second Lien Water Revenue Bonds, Series 2012A	2027	$ 9,850,000	$ 8,410,000
Series 2010A Harbor Revenue Bonds	2025	$ 200,835,000	$ 148,705,000
Series 2010B Harbor Revenue Refunding Bonds (5)	2027	$ 158,085,000	$ 134,135,000
Series 2010A Water Revenue Refunding Bonds	2024	$ 22,740,000	$ 21,860,000
Series 2010 A & B City of Long Beach, Senior Airport Revenue Bonds (6)	2040	$ 61,400,000	$ 57,650,000
Series 2009 A & B & C City of Long Beach, Senior Airport Revenue Bonds (7)	2039	$ 61,440,000	$ 55,080,000

REVENUE BONDS (cont'd)			
Issue Name	Final Maturity	Original Par Amount	Amount Outstanding
Series 2007A & B Long Beach Bond Finance Authority (LBBFA) Natural Gas Purchase Revenue Bonds [8]	2033	$ 887,360,000	$ 606,935,000
Series 2005A & B Harbor Revenue Refunding Bonds [1]	2025	$ 257,975,000	$ -
Series 2005A & B LBBFA Revenue Bonds (Redevelopment, Housing and Gas Utility Financings) [9]	2040	$ 184,757,306	$ -
Series 1998A Harbor Revenue Bonds	2019	$ 206,330,000	$ 60,965,000
Series 1997A Water Revenue Refunding Bonds [10]	2024	$ 46,945,000	$ -

[1] Refunded the remaining Harbor Revenue Refunding Bonds, Series 2005A (AMT) & B (Non-AMT)

[2] Prepaid CA Boating and Waterway (DBW/DBAW) loans totaling $61.4 million

[3] Refunded the remaining Harbor Revenue Bonds, Series 2002B, and Harbor Revenue Refunding Bonds, Series 2004A & B

[4] Refunded LBBFA Lease Revenue Refunding Bonds, Series 2001 (Aquarium of the Pacific)

[5] Partially refunded the Harbor Series 2002B, Series 2004A, and Series 2005A bonds

[6] Refunded the Long Beach Airport's Commercial Paper

[7] Build America Bonds (BABs) include a Federal Direct subsidy equal to approximately 35% of the interest payments

[8] Redeemed by 2009 bond tenders; 2007A $48.3 million and 2007B $182.7 million

[9] Refunded by the County of L.A. Redevelopment Refunding Authority, Series 2015; two capital appreciation bonds (CAB) remained

[10] Series 2010A partially refunded the Series 1997A Revenue Refunding Bonds. Remaining 1997A bonds matured May 1, 2015

Source: City of Long Beach - Comprehensive Annual Financial Report - FY2015 Audited

LEASE REVENUE BONDS			
Issue Name	Final Maturity	Original Par Amount	Amount Outstanding
Long Beach Bond Finance Authority Lease Revenue Refunding Bonds, 2012 Series A [1]	2031	$ 54,630,000	$ 54,630,000
Long Beach Bond Finance Authority Taxable Lease Revenue Refunding Bonds, 2012 Series B [2]	2018	$ 15,120,000	$ 8,095,000
Series 2006 LBBFA Lease Revenue and Bond, Series B (Parks/Open Space Financing Project)	2031	$ 24,320,000	$ 24,320,000
Series 2006 LBBFA Lease Revenue and Refunding Bonds (Rainbow Harbor Refinancing Project) [3]	2024	$ 50,785,000	$ 28,280,000
Series 2003A (Non-AMT) & B (AMT) Southeast Resource Recovery Facility Authority Lease Revenue Bonds [4]	2018	$ 120,235,000	$ 40,340,000
2010 Lease Agreement between Bank of America Public Capital Corporation and the City of Long Beach [5]	2027	31,450,000	23,425,000

[1] Refunded the Series Lease Revenue Bonds, Series 1998A & B LBBFA Lease Revenue Refunding Bonds (Temple Willow), the Series 2001 LBBFA Lease Revenue Bonds (Plaza Parking Facilities), the Series 2002 LBBFA Lease Revenue Bonds (Public Safety Facilities), and the Series 2005A (LBBFA) Lease Revenue Refunding Bonds (Temple Willow)

[2] Refunded the Lease Revenue Bonds Series 2003 LBBFA Lease Revenue Bonds (Skylinks Golf Course Project), and the Series 2004A Taxable Variable Rate Demand Revenue Bonds (Long Beach Towne Center Site Refinancing Project

[3] Refunded the Series 1999A LBBFA Revenue Bonds (Rainbow Harbor Refinancing) and the Queensway Bay Parking Facility Certificates of Participation

[4] Refunded the SERRF Lease Revenue Bonds Series 1995A and 1995B bonds

[5] Refunded the Series 1997 LBBFA Lease Revenue Refunding Bonds (Civic Center Project) bonds. Lease principal and interest payments are due April and October of each year. Outstanding balance reported as in FY2015 CAFR, including principal payment of $770,000.

Source: City of Long Beach - Comprehensive Annual Financial Report - FY2015 Audited

TAX ALLOCATION REVENUE BONDS			
Issue Name	**Final Maturity**	**Original Par Amount**	**Amount Outstanding**
Series 2010A&B Redevelopment Agency of the City of Long Beach, Taxable Recovery Zone Economic Development Bonds (North Long Beach) [1]	2040	$ 32,980,000	$ 29,915,000
Series 2005C Long Beach Bond Finance Authority (LBBFA) Tax Allocation Revenue Bonds (Downtown and North Long Beach Redevelopment Project Areas) [2]	2031	$ 35,045,000	$ 30,145,000
Series 2002A (LBBFA) Tax Allocation Revenue Bonds [3]	2031	$ 77,715,000	$ -
Series 2002B LBBFA Tax Allocation Revenue Bonds [4]	2024	$ 47,780,000	$ 34,670,000
Series 1992 Tax Allocation Revenue Bonds (West Long Beach Industrial and Downtown Project) [4]	2017	$ 117,490,000	$ 16,865,000

[1] 2010A Build America Bonds (BABs) include a Federal Direct subsidy equal to 35% of the interest payments. The 2010B (RZEDB) include a Federal Direct subsidy equal to 45% o the interest payments

[2] The 2005C LBBFA Tax Allocation Revenue Bonds partially refunded the 2002 Tax Allocation Revenue Bonds. The 2005C Bonds were partially refunded by the County of Los Angeles Redevelopment Refunding Authority, Tax Allocation Revenue Refunding Bonds, Series

[3] Refunded by the County of Los Angeles Redevelopment Refunding Authority, Series 2015

PENSION OBLIGATION BONDS			
Issue Name	**Final Maturity**	**Original Par Amount**	**Amount Outstanding**
Series 2002A&B Pension Obligation Refunding Taxable Bonds [1]	2021	$ 76,550,000	$ 35,915,000

[1] Partially refunded the Series 1995 Pension Obligation Refunding Bonds. The 2002A & B Bonds were remarketed on December 30, 2005 to a fixed rate from auction rate

Source: City of Long Beach - Comprehensive Annual Financial Report - FY2015 Audited

City of Long Beach
Legal Debt Margin Information
Last Ten Fiscal Years
(In Thousands)

	Fiscal Year				
	2006	2007	2008	2009	2010
Assessed valuation	$ 35,519,905	$ 39,877,469	$ 43,345,421	$ 46,621,743	$ 45,466,275
Conversion percentage	25%	25%	25%	25%	25%
Adjusted assessed valuation	8,879,976	9,969,367	10,836,355	11,655,436	11,366,569
Debt limit percentage	15%	15%	15%	15%	15%
Debt limit	1,331,996	1,495,405	1,625,453	1,748,315	1,704,985
Total net debt applicable to limit:					
General obligation bonds	-	-	-	-	-
Legal debt margin	$ 1,331,996	$ 1,495,405	$ 1,625,453	$ 1,748,315	$ 1,704,985
Total debt applicable to the limit as a percentage of debt limit	0%	0%	0%	0%	0%

	Fiscal Year				
	2011	2012	2013	2014	2015
Assessed valuation	$ 44,589,625	$ 45,421,772	$ 47,952,110	$ 50,498,496	$ 51,678,154
Conversion percentage	25%	25%	25%	25%	25%
Adjusted assessed valuation	11,147,406	11,355,443	11,988,028	12,624,624	12,919,539
Debt limit percentage	15%	15%	15%	15%	15%
Debt limit	1,672,111	1,703,316	1,798,204	1,893,694	1,937,931
Total net debt applicable to limit:					
General obligation bonds	-	-	-	-	-
Legal debt margin	$ 1,672,111	$ 1,703,316	$ 1,798,204	$ 1,893,694	$ 1,937,931
Total debt applicable to the limit as a percentage of debt limit	0%	0%	0%	0%	0%

The Government Code of the State of California provides for a legal debt limit of 15 percent of gross assessed valuation. This provision was enacted when assessed valuation was based on 25 percent of market value. Effective with fiscal year 1982, each parcel is assessed at 100 percent of market value (as of the most recent change in ownership for that parcel). The computations shown above reflect a conversion of assessed valuation data for each fiscal year from the current full valuation perspective to the 25 percent level that was in effect at the time that the legal debt margin was enacted by the State of California for local governments located within the state.

Source: City of Long Beach, Department of Financial Management
County of Los Angeles, Department of Auditor-Controller

Innovation & Efficiency

Innovation and Efficiency

BACKGROUND

As the national and local economies emerge from the Great Recession, it is important to remember that the City's good fiscal health is no accident. It is the result of years of difficult decisions, prudence, and shared sacrifice. From FY 07 to FY 13, $134 million was eliminated to balance General Fund Budgets. Almost 700 positions were eliminated, reducing the General Fund workforce by approximately 20 percent. The Mayor, City Council, and City Management all worked to ensure the reductions had a minimal impact on public services wherever possible. And, it should not be forgotten that the City's employee groups played a substantial role in the resolution of our deficits by agreeing to increased employee retirement contributions (Pension Reform).

The City is a leaner and more efficient organization than it was a decade ago. Numerous operational and efficiency improvements have been made, including:

- Achieved pension reform with City employees picking up their full share. This equates to $250 million in savings to the City over a 10-year period;
- Eliminated hundreds of vehicles from the City's fleet;
- Combined clerical staffing, with workgroups sharing clerical support;
- Streamlined permit fees and consolidated inspection services;
- Eliminated two departments (Community Development, Oil Properties Dept.);
- Developed a more efficient and effective ambulance service;
- Implemented LBCOP to leverage the power of technology to help reduce crime
- Reduced skill pays and standby pays;
- Implemented a new parking citation system which improved collection rates; and
- Improved the Development Services permit counter staffing and permitting procedures

As the City moves forward, it must continue to focus on becoming more efficient and finding new methods for delivering services. The following is a summary of the initiatives/efforts that are currently underway, or have recently concluded:

ECONOMIC DEVELOPMENT

Economic Development Blue Print

The Mayor and City Council has requested the City's Economic Development Commission, with the assistance of City staff, to prepare an Economic Development Blue Print. The purpose of this plan is to coordinate economic activity across City departments and sectors to foster investment and development in the City of Long Beach. This will involve a number of recommendations about how the City can maximize use of property and infrastructure to grow economic activity; implement new technologies to improve services and opportunities for citizens; and to partner with the private sector to become a center for innovation and entrepreneurship. This project will involve extensive outreach across categories of initiatives -- economic opportunity, planning, land use, technology, mobility, energy distribution and use, natural resources, utilities, public safety, among others. The plan is expected to be complete in early FY 17.

Long Range Property Management Plan

In March 2015, the City received approval to implement its Long Range Property Management Plan (Plan) for the disposition and use of real property of the former Long Beach Redevelopment Agency (RDA). The Mayor, City Council, City staff, Oversight Board, and Successor Agency spent considerable time and energy creating and advocating for this hard fought milestone which will enable future investment and development opportunities in the City of Long Beach.

The Plan includes an inventory of the real property of the former Long Beach RDA, which encompasses 259 parcels at 71 sites. The Plan promotes and supports sound development, creation of economic opportunity and provision of appropriate land use and construction policies. Additionally, the Plan is intended to promote economic development on the local level so that all impacted communities can participate in local strategies that increase local jobs and generate additional property, retail and TOT tax revenues for all levels of government. As of June 2016, all but one of the 53 "for sale" parcels have been sold, are currently in escrow, or in negotiations. The final property is anticipated to be in escrow by the end of the FY 16.

The Future Development properties are experiencing similar success. Of the 24 development sites, 14 have received City Council approval for sale and five more are intended to be agendized for City Council action by the end of August 2016. The Future Development properties on the Westside have experienced minimal development interest, and these properties will be re-released in a number of months. The remaining Future Development site is being considered for re-categorizing to Government Use for open space and parking.

The 14 Future Development properties currently in escrow have an aggregate sale price of approximately $50 million, a total investment value of about $500 million, are anticipated to generate over 5,000 temporary and permanent jobs, include nearly 1,000 residential units and offering nearly 70,000 square feet of retail space.

Bloomberg Innovation Team Grant

In February 2015, the City accepted a $3 million three-year Bloomberg Philanthropies Innovation Team Grant. The grant is designed to improve the capacity of City Halls to effectively design and implement new approaches that improve the lives of residents. The grant provides cities with dedicated in-house Innovation Team (i-team) members to identify and design solutions to pressing issues. The i-team is made up of a new Innovation Team Director, Mayor's Innovation Deputy, a social scientist researcher, a data programmer, a designer, project managers, and Civic Innovation Interns.

In May 2015, the i-team officially began its work implementing the Bloomberg Innovation Delivery Process (Process). The Process required the i-team to dedicate their first few months to rigorous research of obstacles and opportunities to stimulate economic growth in the City of Long Beach. After meeting with approximately 100 organizations and over 1,000 individuals, visiting campuses and facilities, and reading over 200 articles and reports, the i-team recommended a package of initiatives called startupLB to make it easier for entrepreneurs to start and grow their businesses in Long Beach. Initiatives completed in FY 16 include:

- *BizPortal:* Currently, a prospective small business owner in Long Beach must navigate multiple agencies, departments, and application forms to register their business. To make this easier, the City was awarded a Code for America Fellowship and a Small Business Administration prize to develop a web-based application called BizPortal. The portal helps entrepreneurs easily navigate the steps to start, manage, and grow a business by consolidating and simplifying key steps required to start a business. In addition, resources are available to current business owners seeking to grow their companies.

- *Inspector Gadget:* Over 87,000 building inspections were scheduled and completed last year. To make this process more efficient for customers and staff, the i-team worked with Code for America and the Development Services Department to develop the Inspector Gadget application. This launched a new application this year that allows for inspections to be entered online for both residential and commercial properties. Online submission automate the mapping, scheduling, and tracking process for inspections saving time for both customers and staff.

- *iClips:* To strengthen the pool of local businesses competing for City contracts, the Purchasing Division and LBTV worked with the i-team to launch a series of short, internet-based videos called iClips. This new format for communicating City policies and procedures guides potential vendors through the registration, bid, and contracting process. The i-team hopes to expand the use of iClips to other City services areas, including business licensing and permitting, to make it easier for entrepreneurs to do business with the City.

- *Business Analytics:* Through a series of community outreach and survey activities, entrepreneurs and business leaders indicated that there were important data points that could help them be more successful in attracting, growing, and retaining businesses in the city. In 2016, the i-team worked with the Technology & Innovation Department to create a series of Business Analytic dashboards, including business licensing, demographic, and employment data, which will help entrepreneurs make decisions to strengthen their business investments.

- *Innovation Week:* To better connect entrepreneurs, research centers, and City staff, the i-team hosted the City's first "Innovation Week" in October 2015. Twenty two (22) events were hosted around the City to highlight innovative activities, and connect innovators across sectors. This was part of the Los Angeles County Economic Development Corporation (LAEDC) Innovation Week, and was the greatest number of events hosted by any city in the County.

- *Open Procurement:* In April 2015, the City received a $50,000 grant from the Knight Foundation (Foundation) and the Long Beach Community Foundation to participate in the Foundation Citymart Partnership. One key initiative of the Foundation is the Engaged Communities Strategy that funds innovative approaches to procurement and engages local entrepreneurs in creative problem solving. In February 2016, the i-team partnered with the Purchasing Division launch its first two "open procurement challenges" to spark a culture of technology innovation, and make it easier to launch and grow businesses in the City. Over 100 entrepreneurs attended the launch party for the first two challenges, and nearly 50 responses were received from around the world. Three more challenges were launched in Spring 2016 to solicit innovative ideas for park furniture, activate the City's waterfront, and identify cutting-edge solutions for counting the use of City spaces. Staff is now in the process of implementing workshops, online videos, and changes to the City's procurement process to make open challenges a regular part of City business.

Initiatives to implemented and/or completed in FY 17 include:

- *Innovation Hubs & Spaces:* In order to help entrepreneurs start and grow their businesses throughout the city, the i-team will work with City departments and local partners to establish innovation spaces as hubs for networking, education, and business support resources. In FY 16, through the Citymart partnership, a request for proposals was issued to identify underutilized spaces and to establish partnerships for entrepreneurial programming. Also in FY 16, the i-team helped to secure a $301,000 grant from the Knight Foundation to create the nation's first "outdoor office" space for networking, programming, and co-working in a city park. In FY 17, the City will utilize a combination of outside grants and the Innovation Fund to pilot a range of spaces and programs in different parts of the city and measure which programs have the greatest impact on the creation and growth of business citywide.

- *Business Navigators*: To address the needs of entrepreneurs trying to start their businesses that face language, technology, or funding challenges, the i-team will work with City departments and outside partners to establish a pilot and measure the impacts of a volunteer-based Business Navigators program. In FY 16, through a partnership with CSULB Design School, the i-team identified a number of unique obstacles that underrepresented and immigrant business owners face when trying to start their businesses. Through the Citymart challenge process, a request for proposals was issued to coordinate a volunteer-based navigational pilot program to connect struggling entrepreneurs with the resources they need to successfully start and sustain their businesses citywide. In FY 17, the City will utilize the Innovation Fund to launch, measure and monitor the impacts of this program.

- *Business Resource Map & Search Tool:* Starting a business can be confusing, costly, and competitive. To better prepare entrepreneurs to apply for business licenses, building permits, funding sources, and other government programs, the i-team will work with City departments and outside partners to establish an online Business Resource Map & Search Tool. In FY 16, through a partnership with the CSULB Design School, the i-team mapped the experiences of small business owners from different industries, sectors, and locations throughout the city. Through the Citymart challenge process, a request for proposals was issued to develop a user-friendly business resource search tool that can assist entrepreneurs and City staff to locate the resources they need to start and grow their business. In FY 17, the i-team will utilize the Innovation Fund to help facilitate the development and distribution of this tool to measure its impacts on entrepreneurs starting and growing business citywide.

- *Business Corridor Activation Challenges:* In 2015, a number of business corridors in the city produced lower sales tax revenue than in the previous year. After extensive survey, interview, and observation in one such business corridor the i-team worked with business owners, business improvement districts, and City departments, to identify and develop solutions that might increase foot traffic, customers and revenue, for businesses in underperforming corridors. In FY 17, the i-team will work with City departments and community partners to issue a series of activation challenges throughout the city. The Innovation Fund will be used to implement projects, measure results, and spread best practices to other parts of the city.

- *Citymart Challenges:* In FY 16, in partnership with the City's Purchasing Division and Citymart, the i-team launched two more open procurement challenges to activate the City's waterfront and measure the use of City programs and places. Multiple City departments, including Public Works and Parks, Recreation and Marine identified challenges with tracking the movement of people through parks, bike lanes, and other publicly owned spaces. In FY 17, the i-team will work with these departments to pilot innovative tools and technology that can collect, report, and analyze data about the impacts of programs and the use of public spaces. Best practices will be expanded to other City departments to expand data-based decision making and investment.

FUSE Corps

In FY 17, the City will engage FUSE Corps to assist the City with two major projects. FUSE Corps is a nonpartisan, nonprofit organization that enables local government to more effectively address the biggest challenges facing urban communities. FUSE partners with civic leaders to identify pressing strategic challenges and then recruits entrepreneurial, mid-career professionals to serve in executive-level fellowships across local government. FUSE Fellows are uniquely positioned to achieve transformative impact across issue areas such as education, health, poverty, economic development and the environment. With the support of partners like Omidyar Network and The James Irvine Foundation, FUSE is demonstrating the potential of cross-sector collaboration as a vehicle for community-based problem solving.

The first project for a FUSE Fellow is the development of a strategic roadmap for best serving the City's homeless population. Using data from the biannual homeless survey, the Fellow will develop tracking tools to gain a more robust picture of the homeless population and metrics to evaluate the effectiveness of current service providers. The Fellow will also research best practices across the country and evaluate alternative funding models for the services supported by the Continuum of Care. The second project for a FUSE Fellow is the development of a coordinated implementation plan for achieving the goals of the *Safe Long Beach* vision. The Fellow will work across City agencies, the public school system, local institutions of higher education, and nonprofit organizations to better integrate related efforts and identify strategies for achieving the plan's goals using existing resources and programs.

Economic & Property Development Staffing

Given that traditional revenue streams are not sufficient to prevent future deficits, the City must adopt a strategy to grow the revenue base. To that end, the FY 17 Proposed Budget provides for increased support for economic development activity by adding an ombudsman position to assist with the small business loan program, location assistance for new and existing business, and reporting and data analysis. Two additional positions to support the Economic & Property Development Department (EPD) have also been added, which will result in additional staff available for direct service to our businesses. These costs are offset by additional revenue received in this department.

TECHNOLOGY

High Tech Infrastructure Master Plan

In a partnership between the Technology & Innovation Department and i-team, the City is currently crafting a long-term "High Tech Infrastructure Master Plan" to maximize City technology assets (e.g. fiber, WiFi, cameras, sensors), to support the development of (a) high tech government, (b) high tech business, (c) high tech communities, and (d) high tech residents in order to improve civic engagement and access to government services. The plan includes an assessment of current assets, an assessment of current and future technology needs, financial projections for expanding the high tech infrastructure, and a business plan for implementation. The project kicked-off in October 2015 and is expected to be completed in early FY 17.

Electronic Plan Submission

In May 2016, the Building and Safety Bureau of the Development Services Department kicked off an electronic plan submittal/plan check pilot program. Electronic plan submittal and review provides several benefits:

- Eliminates paper plan submittal by permit applicants – reduces cost, time, and effort for permit applicants and enables them to submit from comfort of their homes and offices;
- Eliminates paper plans during staff review and City plan retention – reduces the need for the bins, plan room, and storage space at the City Hall;
- Makes it easier to find projects and plans since they are electronically archived;
- Provide ability for plan check staff to see each other's work, learn from each other, and collaborate on comments; and
- Standardizes review comments and formats across various City Departments.

Working in partnership with three local design firms, the pilot program will allow the Bureau to beta test electronic plan submission/plan check. If successful, the pilot program will be expanded to a broader customer base.

Innovation and Efficiency

Electronic plan submission/plan check is one of several technology initiatives of the Bureau. Others include scanning for digital storage all paper plans, introduction of tablet computers for use by field inspection personnel, and integration of electronic plan submittal/plan check with the Hansen permit system. All are designed to increase the use of technology in daily operations, improve efficiency, and enhance customer service.

Open Data

The Technology & Innovation Department (TID), partnering with ESRI, is working to implement the ESRI HUB which is an extensive collection of map-based data available for real-time analysis and use by decision-makers, first responders, and the public. TID plans to leverage the ESRI HUB as an open data platform to display map data, and analytics to the general public and internal City departments. By making the data available to residents, city workers and private industry, the HUB will help Long Beach to better understand the community and City Departments and enhance the coordination of construction, road paving, and public safety efforts. The HUB will also support the business entrepreneur by graphically showing potential commercial property and zoning information. In addition, the HUB will be able to supply analytical information that can help the entrepreneur decide on the location of their business based on census information.

The initial phase of the project is anticipated to begin fall of 2016 with new features becoming available through 2017 and beyond. ESRI and TID will work closely with the i-team and City Staff to develop the HUB applications. In addition, TID will be reaching out to the local colleges and universities to bring on interns who are studying GIS to help with the implementation of the HUB.

Fuel Management

In FY 17, the Fleet Services Bureau of the Financial Management Bureau will implement FuelFocus, a new fuel management system for City vehicles. The existing fuel management system is more than 15 years old and has an increasing failure rate. Software upgrades are no longer available and the system's hardware is experiencing frequent communication errors as it was designed to communicate through an antiquated dial-up system. It is also difficult to interface with newer wireless technology, eliminating the option of upgrades. The new system utilizes cutting edge technologies, such as Radio Frequency Identification (RFID). RFID allows transmittal of vehicle data to the fuel control terminal and subsequent transfer to the City's Fleet asset management system. Fueling is authorized by the system, including identification of the vehicle, fuel type and quantity, and identification of the driver through use of their employee badge. The data exchange and electronic fuel authorization process increase accuracy, strengthen fuel controls, and enhance efficiency, reducing the amount of time required for employees to refuel.

Lit Services

The City has built a Municipal Fiber Network (MFN) for delivering voice, video, and data communications to City facilities. Staff has received numerous inquiries from businesses interested in receiving internet access (otherwise known as Lit Services in the industry) directly from the City. These businesses are in areas that are not currently served by the major Internet Service Providers (ISP). In order for the City to explore the possibility of providing an ISP function to local businesses, the Technology and Innovation Department (TI) has implemented a limited, one-year pilot program to provide Lit Services.

In December 2016, approximately six months after the inception of the pilot program, TI staff will begin a feasibility analysis of the benefits and challenges of providing internet connectivity to local businesses. When the analysis is complete, TI staff will seek City Council direction on whether to extend the term of the limited pilot program, or expand the program to other local businesses. Famous Dave's Long Beach, at 300 S. Pine Avenue, is the initial participant, and Lit Services will allow Famous Dave's to receive high-speed internet connectivity.

Library High-Speed Internet

In July 2016, the internet in the City's libraries was upgraded to 1 Gigabyte, ensuring the smooth and quick delivery of content to our library patrons. (Previously, the branch libraries had 10 megabytes and Main Library had 60 megabytes. The Library's data network reached maximum capacity for extended periods during business hours on a daily basis.) The new 1 Gigabyte speed was made possible through the State's Corporation for Education Network Initiatives in California (CENIC) program to connect all the libraries to the California Research and Education Network (CalREN) through Califa. Public libraries are recognized as educational institutions that provide learning for a lifetime and were invited to participate in the program in 2016. Long Beach Public Libraries now join California's K-12 public schools, private colleges, the California State University and the University of California systems using the next generation intelligent high-speed data network system. Funding for the project was received through the federal Schools and Libraries Division of the Universal Service Fund, commonly known as "E-rate," saving tens of thousands of dollars annually. As a result, Long Beach residents now enjoy internet speeds that are 10x-12x faster on the library's public computers and their personal devices at basically the same cost as before the upgrade. In addition, the network equipment required for the higher internet speed was purchased at a 65% discount. This upgrade was necessitated by three major trends:

- Increasing consumption of richer and more varied content;
- Increasing use of video for educational, training and quality of life purposes; and
- Daily business, school and life tasks that are available only online (e.g. job applications, financial aid for college, GED).

This upgrade is an extension of the library's commitment to meeting the community's educational and information needs.

Enterprise Resource Planning System

Staff continues its efforts to migrate away from the City's mainframe computer and modernize our critical Financial and HR systems, which utilize 1970's technology and practices, through the implementation of a new Enterprise Resource Planning (ERP) system. The new system represents a multi-generational leap for the City and will bring an incredible wealth of improvements and advances to the City's capabilities, will provide major advances in efficiency, transparency, and controls as well as significantly improve information for decisions by management and elected officials. The systems being replaced include:

- Accounting
- Accounts Payable
- Accounts Receivable
- Benefits
- Budget Analysis & Control
- Budget Preparation
- Cash Management
- Contract Management
- Fixed Assets
- Grant Accounting
- Human Resources
- Payroll
- Position Control
- Project Accounting
- Purchasing

This will be a very significant effort and will impact all city departments. The project is underway and a vendor is expected to be on board by fall 2016.

Automated Meter Reading

In 2015, Long Beach Gas & Oil (LBGO) kicked off its "Advanced Metering Infrastructure" (AMI) initiative which will result in the installation of new smart gas meters for all 150,000 natural gas customers in Long Beach and Signal Hill, a transition that will take between two to three years. To date, approximately 40,000 of the 150,000 new meters have been installed. AMI is the new industry standard

as all major gas and electric utilities statewide, including Southern California Edison, Southern California Gas Company, San Diego Gas and Electric, and Pacific Gas and Electric, have already replaced or are in the process of replacing their manually read meters with Smart Meter systems. LBGO customers will see many benefits including improved metering accuracy, improved customer information with full usage detail, reduced operational costs once AMI is fully deployed, as well as increased privacy and environmental benefits due to a significant reduction in truck traffic.

PUBLIC SAFETY

Fire Recruit Testing

Recently, the Long Beach Fire Department training center was certified as a Biddle Test Facility. This certification enables the Fire Department to conduct physical agility examinations at our own facility, meeting national testing guidelines for entry level testing. This certification will provide greater oversight and control of our applicant pool and comes at no cost to the General Fund to facilitate. Candidates will pay $7.00 to participate in the physical agility testing process and will be furnished a certificate of completion for a successful pass. In addition, the Fire Department continues to utilize the National Testing Network (NTN) for all candidate testing prior to being placed on the Civil Service eligibility list for potential hire. As a result of these efficiencies, there is very little cost to the city to conduct recruit testing and evaluation to establish an eligible list of potential candidates.

Online Police Reporting

The Police Department is rolling out technology-based opportunities that streamline interactions with residents and business owners. The reporting system known as CopLogic is in beta testing and will be implemented in early FY 17. CopLogic will allow residents and business owners to file reports for non-emergency property crimes immediately from their home or office. The Department benefits from CopLogic by reducing time spent by sworn staff handling non-emergency police reports.

Heavy-Duty Mobile Generators

In February 2016, the City received 15 heavy-duty (200-kilowatt) mobile generators to be used in the event of a power failure or other emergency. The generators were purchased with Homeland Security Grant funds through the Los Angeles/Long Beach Urban Area Security Initiative (UASI), and are being stored in strategic locations throughout the City. An agreement with the City of Los Angeles transfers ownership of the generators to the City of Long Beach. However, the generators are a regional asset, with other cities and participating agencies having access to them on a prioritized basis.

INFRASTRUCTURE

Civic Center Project

In December 2014, the City Council approved a project team to build a new downtown Civic Center. After many months of public meetings, careful study, and healthy debate, Plenary-Edgemoor Civic Partners was unanimously selected to be the City's partner in this public-private partnership (P3). The project includes a new Main Library, Lincoln Park, City Hall, Port Headquarters, and new housing, retail and a hotel. Retrofitting the existing facilities is prohibitively expensive and would be impossible without finding new financing through bonds or taxes. Partnering with this team to build a new Civic Center provides an opportunity to add residential development and other uses to the site, and to create a modern, sustainable project that will last for generations, using funds dedicated to the current civic center to support the annual payment for the new building. The Civic Center project will have a significant economic impact:

6,066 Jobs Created

- 1,956 direct jobs

- 1,907 indirect jobs
- 2,203 induced jobs

$1.4 Billion Economic Output

- $400 million public construction
- $260 million private construction
- $640 million “multiplier effect” construction
- $93 million annual operations, events etc.

The demolition of the old courthouse building was completed in June 2016. Staging and mobilization for the new Civic Center has begun, with construction (grading, shoring) scheduled to start in mid-July. Completion of the project is anticipated in June 2019.

LED Streetlights

In October 2015, the Public Works Department initiated a $6.7 million program to convert the City's more than 25,000 streetlights from high-pressure sodium (HPS) fixtures to light emitting diode (LED) fixtures. The first phase of the program, funded by a $660,000 Greenhouse Gas (GHG) Emission Reduction Grant from the Port of Long Beach, converted approximately 1,750 streetlights that illuminate the City's traffic intersections (also known as traffic safety lights). The second phase, which began in March 2016, will convert the remaining 23,320 of cobra-head streetlights citywide. This phase is expected to take 14 months to complete. A third phase will convert City parks, parking structures, and beach lots, if funding is available.

The City's new LED fixtures will conserve energy, reduce light pollution, have longer lifespans, and employ smart control technology. LED streetlight fixtures reduce the City's energy consumption by approximately 40 to 50 percent. The City is expected to conserve 9.6 million kilowatts of energy as a result of the LED conversion over the lifespan of the LED fixtures. This equates to eliminating the carbon emissions of over 21,000 vehicles in the City.

To finance the conversion program, City staff worked with The Energy Network, a Los Angeles County sponsored organization that supports public agencies in achieving energy efficiency, and with SCE to apply for incentives, rebates, and SCE "on-bill financing" (OBF). On August 10, 2015, SCE approved the City's application. Specifically, the City will receive $3.1 million in rebates to fund the project, and, potentially, an additional $2.8 million, for on-bill financing. On-bill financing would provide the needed cash flow until the energy savings can pay the balance of the costs.

East Police Substation

In February 2016, the City celebrated the opening of the Police Department’s new East Division Substation, 3800 E. Willow Street. Schroeder Hall U.S. Army Reserve Center was declared surplus under the 2005 round of the Base Realignment and Closure (BRAC) process, which was designed to increase U.S. military efficiency by reorganizing its bases. The U.S. Departments of Justice and Housing and Urban Development approved a no-cost public benefit conveyance of the facility in 2010, a savings to the City of Long Beach of more than $3.5 million. The facility was retrofitted with many sustainable features, including interior and exterior LED lighting; window glazing to improve internal building temperature; a cool roof (white roof) to reduce the heat island effect; native and drought tolerant plants; and water saving fixtures. The renovation also met the City’s construction recycling requirements.

Michelle Obama Library

Construction of the new Michelle Obama Library will be completed in September 2016. The library will be four times the size of the current North Branch Library, its collection will double in size, and will offer

four times more computer workstations and an enhanced Family Learning Center. The new library will feature cutting edge technology such as a makerspace, self-checkout kiosks, an automated book return and sorting system, and 3D printing, along with enhanced technology services for disabled residents, currently available only at the Main Library. The project has been designed to incorporate many energy-efficiency and water conservation measures in order to achieve LEED Silver Certification. The design will improve indoor air quality for inhabitants and reduce consumption of resources.

Belmont Beach & Aquatics Center

A conceptual design for *Belmont Beach and Aquatics Center (BBAC)* was unveiled to the public on April 9, 2016. Construction drawings for the 125,500 square foot (sf) pool complex are now being prepared. The BBAC includes:

- Indoor 50m x 25yd pool with two moveable bulkheads and a movable floor to provide for simultaneous use of deep and shallow water pool areas;
- Separate deep water well with two (2) 1 meter, two (2) 3 meter diving springboards and stands and 1, 3, 5, 7.5 and 10 meter high diving platforms;
- Indoor shallow teaching and therapy pool;
- Indoor whirlpool(s) for recreational users and divers;
- Permanent indoor seating for spectators;
- Outdoor 50m x 25m pool with one moveable bulkhead;
- Outdoor recreational pool.

The BBAC will be equipped with energy and water efficient state-of-the-art pool equipment and environmental systems. The design also allows for maximum use of natural light to reduce reliance on artificial lighting.

MOBILITY & LIVABILITY

Bike Share

On March 10, 2016, after several years of effort, the City unveiled its Bike Share program, which offers residents and visitors an exciting new way to move around the City. Funding for Long Beach Bike Share comes from a $2.3 million Call for Projects grant awarded by the Los Angeles County Metropolitan Transportation Authority (Metro). The grant funds bicycle infrastructure improvements as part of the agency's multi-mobility program to support biking and walking as a viable transportation mode in L.A. County. Aside from the City investment of $565,000 in matching funds for the initial purchase of the 500 bicycles, Long Beach Bike Share will operate without cost to the City.

Fully implemented, Long Beach Bike Share includes 50 stations equipped with 500 bikes. Further stations will be added to grow the system as CycleHop, the program's operator, and the City identify additional areas that can be served by the system.

Users have the option of renting the bike on an hourly basis for $7.00, or to purchase a membership monthly pass. A $15 pass includes 60 minutes of daily use time; a $20 pass includes 90 minutes a day. Up to six persons can share one membership account. Prospective users can assess availability of bicycles at a particular station via a mobile phone app.

Open Streets

Open Street events, which are gaining popularity throughout North America, entail temporarily closing a major thoroughfare to vehicular traffic to facilitate walking, bicycling, skating and socializing. These events promote the pursuit of innovative strategies to achieve environmental, social, economic, and public health goals. On March 19, 2016, the City hosted its second open streets event, "Beach Streets Downtown," on Broadway between Pacific Avenue and Euclid Avenue, as well as portions of Pine Avenue, Cherry Ave, and 4th Street in the Retro Row area. The event included two large community festivals, concerts, skate and bike expos, art exhibits, petting zoos and bands playing on restaurant patios. It is estimated that more than 50,000 people participated, 20,000 more than the inaugural event on June 6, 2016 in Bixby Knolls. The event was funded by L.A. County Metro. Two additional Open Streets events are being planned for FY 17.

COMMUNITY IMPROVEMENT

Billboard Removal

Few things contribute more to the blight of our neighborhoods and major corridors than billboards. To address this issue, in 2014, the City Council adopted an Ordinance revising the City's Zoning Regulations for billboards. A number of major changes were introduced in this new Ordinance, including a Conditional Use Permit (CUP) requirement for all new billboards, allowing new electronic billboards, allowing conversion of existing static billboards to electronic, and a billboard takedown requirement for all billboard projects.

The most significant goal of the 2014 Billboard Ordinance was to incentivize the removal of billboards from areas of the City where they are not an appropriate land use, particularly residential areas and mixed-use commercial/residential corridors. Electronic billboards, which had previously been prohibited, are now allowed, subject to location requirements, the CUP process, and the takedown requirement. For each new billboard (or existing static billboard converted to electronic), other existing billboard sign area must first be removed from within the City at a specified ratio, depending on the type of project (4:1, 6:1, or 8.1). The takedown requirement is measured in square feet of billboard are, and not in individual billboards. This incentive has been effective. So far, 48 billboards totaling over 16,000 square feet in area have been removed from the city. Most of these were located in residential and neighborhood commercial/ residential mixed-use areas.

In May 2016, the City Council approved an amendment to the Ordinance pertaining to billboards in Caltrans rights-of-way. This enabled the construction of two additional electronic billboards along freeways in exchange for the removal of 138 additional nonconforming billboards, totaling nearly 10,000 square feet of area, from our neighborhoods and major corridors.

CITY SERVICES

Street Sweeping

In March 2016, the City initiated a process to change street sweeping times, beginning with the parking impacted neighborhoods. This was a major initiative of the City Council during the adoption of the FY 16 Budget, as street sweeping times had not been changed in approximately 30 years. The changes include eliminating 4:00 a.m. sweeping times, moving most sweeping times to after 8:00 a.m. in parking impacted areas, and shortening the sweeping "windows" from four hours to two hours in parking impacted areas. Over the next year, the City will implement the street sweeping parking reforms citywide, including attempting to change street sweeping days from trash pickup days. To make these changes, thousands of street signs will be changed to reflect new street sweeping times. The Street Sweeping Division sweeps approximately 150,000 miles, and collects nearly 11,000 tons of debris each year.

Language Access Plan

City staff continues to move forward with the implementation of the Language Access Policy (LAP), which is aimed at making the City's services, meetings, and vital documents more accessible to Limited English Proficiency (LEP) speakers who speak Spanish, Khmer, or Tagalog. With the allocation of $250,000 for the implementation of the LAP in the FY 15 Budget, a number of initiatives have been completed or are currently underway. These include:

- Document translation and oral interpretation services continue to be provided. Approximately 250 documents have been translated into the LAP languages and oral interpretation has been provided at 24 public meetings to date.
- Development Services staff is working to have the current bilingual skill pay training video updated to include a section addressing children as interpreters. The training video addresses appropriate techniques and ethics with respect to interpretation and translation.
- Approximately 600 City staff have completed the bilingual skill pay training. Staff receiving bilingual skill pay will be required to review the new training video. A list of staff receiving bilingual pay in LAP languages continues to be available on the City's intranet.
- Language Line continues to be available citywide. All recorded outgoing messages for City department and City Council phone lines are now recorded in the LAP languages. An additional 15 frequently called telephone lines will be updated to include recorded outgoing messages in the LAP languages.
- Development Services staff is working to develop and print a notice about the LAP, which will be posted at City public counters. The notice will include information notifying residents that LAP interpretation and translation services are available upon request.

The FY 17 Proposed Budget includes an additional $80,000 in ongoing support continue to implement the LAP.

Spay & Neuter Services

The Animal Care Services Bureau continues its efforts to decrease the number of animals euthanized in its shelter. In March 2015, the City Council adopted an ordinance making it mandatory for dog owners to spay or neuter their pets, unless they possess a medical exclusion or exemption. The ordinance was designed to decrease the "giveaways" of unplanned litters, and reduce the occurrence of abandonment.

In March 2016, the Animal Care Services Bureau partnered with two nonprofit organizations -- the Michelson Found Animals Foundation, Inc. (Found Animals) and Stray Cat Alliance (SCA) -- to decrease the rate of euthanasia for cats. Found Animals provides microchips and registration, adoption initiatives, and low-cost spay and neuter programs that deliver practical solutions to ensure the health and safety of dogs and cats. SCA is a nonprofit organization with a mission to educate and empower the community to advocate for the health and safety of cats. The programs provided by SCA are the Return to Field program (RTF) and Found Animals' Kitten Foster program. RTF will return cats that have been examined, altered, vaccinated, and microchipped back to their location of origin in order to reduce the kitten and cat population over time. The Kitten Foster program will pull up to 400 underage and underweight kittens from ACS for the purpose of caring for them until they can be adopted out by Found Animals.

The ACS achieved a record year in 2015 with saving animals, and 2016 is proving to be even better. The following statistics are the best numbers ever reported for the first six months of any year compared to the first six months in 2015:

- A 15 percent reduction in the number of cats and dogs impounded at the shelter, from 3,783 to 3,219;
- A 37 percent reduction in the number of cats and dogs euthanized, from 1,156 to 725; and,
- Live Release Rates of 89 percent for dogs and 63 percent for cats, compared to 85 percent and 54 percent, respectively.

Homeless Services

In March 2016, the Long Beach Continuum of Care (CoC), led by the Long Beach Department of Health and Human Services – Homeless Services Division, was awarded $6.2 million from the U.S. Department of Housing and Urban Development (HUD). The Long Beach CoC is a collaboration of service providers working together to end homelessness. In 2013, the Long Beach CoC sought, and was awarded, designation as a Unified Funding Agency (UFA). Among the 410 CoCs nationwide, Long Beach and Columbus, Ohio, are the only two CoC's to have received this status, which establishes greater local control and decision making authority over federal funding for programs that serve individuals and families experiencing homelessness.

FINANCE

Financial Systems and Transparency

For City financial and management operations, efficiency and effectiveness, the new ERP system mentioned previously will make a big difference in the ability to the City to provide financially transparent information, to provide more efficient processing of financial and personnel related information, while at the same time protecting the City from potential major failure of an outdated and no longer supported financial system. The City also has increased revenues through installation of a new parking citation system, has improved efficiency and tax collection with a new business license system and is working on further enhancements to these and other systems to bring additional improvements. A specific example for FY 17 is to improve the business licensing system to provide real-time information and data entry to business license inspectors out in the field.

Transparency in budget and input of citizens was improved through the use of OpenGov, a system that allows citizens to explore the City's actual finances and the proposed budget and to slice and dice them in numerous ways as well as provide comparative graphs. The system is up for access by residents and businesses 24 hours a day.

Innovative Financing

This past year, the City developed innovative financial solutions to fund a variety of capital projects including entering into a Public Private Partnership (P3) to fund the new Civic Center and help ensure strong economic development occurs for the private portion of the Civic Center block. This financing is the first and only Civic Center P3 transaction in the nation. The City also used an innovative financing solution to refund ten of the outstanding bond issues payable by the Successor Agency to the Redevelopment Agency. These bonds were refunded through the County of Los Angeles Redevelopment Refunding Authority and saved money for the City. Additionally, the City assisted non-profit corporations with securing financing for St. Mary Tower Apartments, which rehabilitated and preserved 148 affordable housing units. No City funds or obligation were involved. The City also refunded several outstanding bond issues to reduce debt service payments and generated significant savings.

SUSTAINABILITY

Renewable Fuels

For years, vehicles in the City's award-wining fleet have been downsized and alternatively fueled whenever feasible. In FY 16, the City raised the bar even higher by using renewable fuels for more than 18 percent of its total vehicle fleet. Renewable fuels, such as renewable diesel and renewable liquid natural gas (LNG), are produced from renewable resources. Both of these renewable fuels greatly reduce greenhouse gas (GHG) and tailpipe emissions; cost the same or less than current fuels; and do not require any modifications to the City's vehicles or fueling infrastructure. A total of 393 vehicles are powered by renewable fuels, out of 2,185 vehicles in the City's fleet.

The City recently began using renewable diesel for trucks and equipment used for maintenance and transportation purposes. Renewable diesel is produced from waste fats, residues and vegetable oils, and is 100 percent renewable and sustainable. Currently, renewable diesel is available to the City for the same cost as conventional diesel.

In 2003, Long Beach became the first city in the United States to use liquid natural gas (LNG) for its street sweepers. In October 2015, street sweepers and refuse trucks transitioned to using RNG as a fuel source. RNG, also known as biomethane, is a substantial improvement over LNG's already impressive environmental benefit, as it represents the recycling of carbon that is already circulating in the environment. RNG is sourced from methane from landfills and animal waste that is released into the atmosphere and captured for conversion into RNG. This methane is combusted as renewable gas resulting in greenhouse gas releases that are approximately 21 times less potent than methane released directly into the atmosphere. According to the California Air Resources Board, RNG's carbon emissions when measured over the lifecycle of the fuel's production, transport and use, are the lowest of any vehicle fuel that is commercially available.

Compressed Natural Gas (CNG) fuel has been specified for over 50% of each year's fleet replacements. The new street sweepers the City is receiving are a much more efficient design. The City expects a fuel efficiency gain of 50% and maintenance reduction cost of 30%.

Fleet Operations

Long Beach is a national leader in Fleet Operations, having just won an award as the twelfth best fleet operation in the Country. In addition to aggressively pursuing alternative fuels for the current fleet and vehicle replacements, the operation has excellent management. The City recently completed installation of a major new Fleet's information management system to enable a paperless maintenance operation, provide customer access to fleet data, and most importantly to support performance improvement measures that will lead to even more efficiencies. The new system enables data-based decision making and significant efficiencies in scheduling and maintenance of the fleet.

East San Pedro Bay Ecosystem Restoration Feasibility Study

Long Beach has worked with the U.S. Army Corps of Engineers (Army Corps) for over seven years to advance a feasibility study to restore the East San Pedro Bay. This study was formerly known as the Long Beach Breakwater Study. In 2010, an official determination of "federal interest" was made to move into the feasibility study phase and rename it the East San Pedro Bay Ecosystem Restoration Study (Study). The Study officially kicked-off on April 7, 2016.

The purpose of the Study is to provide a plan for restoring and improving the aquatic ecosystem structure and function for increased habitat biodiversity within East San Pedro Bay. The Study has two primary objectives: (1) Restore aquatic habitat such as kelp, rocky reef, coastal wetlands and other types of marine life of sufficient quality and quantity to support diverse resident and migratory species,

and (2) Improve water circulation sufficient to support and sustain aquatic habitat, within East San Pedro Bay.

LB-MUST

In April 2016, the City Council approved a $28 million financing agreement with Caltrans for the design and construction of a stormwater treatment plant — formally named Long Beach Municipal Urban Stormwater Treatment Recycle Facility, or LB-MUST. The plant, which would be built along the east bank of the Los Angeles River in the general area between 4th and 7th Streets, will capture polluted urban runoff before it enters the river. The project could also include the construction of a wetlands area surrounding the LB-MUST project. The City has applied for a $2 million grant from the Los Angeles Rivers and Mountains Conservancy for this purpose. While LB-MUST plant and wetlands will probably take three years to complete, they will be welcome additions to this area which has been fallow for so long.

Water Conservation

The majority of the City's use of potable water is devoted to irrigation. The Parks, Recreation & Marine Department (PRM) irrigates approximately 1,275 acres of parks and street medians, of which approximately 46 percent use potable water. PRM has traditionally employed a number of best maintenance practices in order to use our limited water resources as efficiently as possible. However, more aggressive steps are required. To that end, PRM will be undertaking a number of initiatives including, but not limited to, the following:

- Turf street medians will be converted to drought tolerant landscaping. The conversion will include refitting the medians with new, more efficient irrigation systems.
- Staff is evaluating the potential for converting inaccessible or underutilized areas of turf in parks into drought tolerant landscaping and non-living ground covers, which will help ensure limited water resources are allocated to areas that need it the most.
- Design is underway to replace antiquated irrigation systems, namely the manual irrigation systems at Heartwell and Stearns Parks.
- Central control of the irrigation system has been identified as a key component of increasing water use efficiencies in our parks and medians. To this end, 16 parks and medians were identified for a pilot program, which has as a goal to demonstrate the effectiveness of a managed, centrally controlled irrigation system in water efficiency. The control of the irrigation in these parks is currently through manual programming, but will be converted to a central control system later this year.
- Preparations continue for the conversion of three turf athletic fields into synthetic turf fields. This conversion will save up to two (2) million gallons of water annually. The conversion of these fields is funded. Additional fields may be converted as funding becomes available.
- The Water Department has applied for partial funding for 800 additional "smart meters" through the Integrated Regional Water Management program. If approved, many of these meters will be placed on City water accounts to enable the City to better manage water consumption on those sites.
- Staff is working with the water oversight agencies to determine the feasibility of filling the lakes in El Dorado, Heartwell, and Scherer Parks with reclaimed water. The preliminary results from the biologists involved indicate that this may be possible without posing risks to wildlife or park patrons.

Climate Action Plan

In 2015, the City of Long Beach joined the Compact of Mayors along with dozens of other cities nationwide to raise its commitment to proactive climate action. To comply with the goals of the Compact, Long Beach is initiating a process to inventory greenhouse gases at the community level, set reduction targets and develop its first ever Climate Action and Adaptation Plan, all within the next three years. In September 2016, Long Beach will be the host city for the California Adaptation Forum, which will bring together more than 1,000 climate action leaders to discuss the future of climate adaptation for the state and beyond.

ORGANIZATIONAL CHANGES

Development Services

In FY 17, the Development Services Department will combine the Housing and Community Improvement Bureau with Neighborhood Improvement and Neighborhood Relations Divisions to form one Bureau called the Housing and Neighborhood Services Bureau. This change is in line with a recommendation from Management Partners' 2014 organizational review of the Department and would create operational efficiencies by grouping divisions with similar objectives. These programs include: single family home improvement grants and loans using Federal or State funds, neighborhood outreach and implementation strategies and working in similar disadvantaged neighborhoods.

Additionally, the Code Enforcement division would be removed from the Neighborhood Services Bureau and become its own Bureau. This reorganization will serve to further support the City's efforts to maintain and improve the quality of life in our neighborhoods, our commercial corridors and our industrial areas. The Code Enforcement Division responds to complaints of violations of the Long Beach Municipal Code that include substandard buildings, property maintenance, inoperative vehicles, weed abatement and land use violations and should be recognized as a stand-alone Bureau given its unique functions. This reorganization will also serve to better address the inspection requirements of the recently-adopted Proactive Rental Housing Inspection Program (PRHIP).

Public Works

In FY 17, the Public Works Department will restructure the Engineering Bureau to create a "Project Management (PM)" division. The PM division will help the City and department in several ways. The division will have a dedicated group of Capital Project Coordinators responsible for delivery of capital improvement projects. These employees will focus on project delivery from initial planning through the completion of construction. The areas of focus will be varied from tidelands, parks, facilities (city buildings), storm drains, environmental, and fleet projects. As a part of this reorganization, the Tidelands CIP group, which is currently under the direction of the City Manager, will transfer to the Public Works Department.

The new division will also have a second group focused towards supporting private development. This support group will ensure that private development occurs in a manner that both protects the public rights-of-way, but also encourages development with transparency and predictability towards the development community. The development support group will be led by an "ombudsman," which will be tasked with interfacing with both clients and the general public, as well as tracking trends within the development community.

Health & Human Services

In FY 17, the Health and Human Services Department will rename two Bureaus and realign divisions to improve coordination of services for families and their children, particularly those under age 5 and promote health across the lifespan. These changes are in line with the James Leadership 2015

organizational review of the Department to strengthen the coordination of programs, improving the customer experience and health outcomes, and support operational efficiencies.

The Administration and Finance Bureau will be renamed *Collective Impact and Operations Bureau* and will include administrative functions (human resources, finance, technology, and facilities), policy, planning and funding efforts for the Department. This centralizes department-wide efforts under one bureau manager to strengthen internal planning and controls and ensure policies and procedures are consistent across the department.

The Homeless Services Division and Center for Families and Youth, previously under Community Health, will be renamed the *Human Services Bureau*. This supports continued coordination of social service and violence prevention programs. The Policy, Planning and Prevention Bureau will be combined with Nutrition Services as the Community Health Bureau.

ADMINISTRATION

Process Changes

A number of internal processes and procedures were modified in FY 16, to increase efficiency and improve internal communication. These include, but are not limited to:

- Improved coordination with Civil Service, with Civil Service modifying their business model to provide testing quicker;
- Established performance targets for the City Manager's Office approval of contracts, purchase order, requisitions, and other documents; and
- Improved internal budget process to allow more interaction and discussion between departments, budget office and City Manager's Office during budget development.

In FY 17, the following internal administrative initiatives will be undertaken:

- Streamline Financial Management review of City Council letters to consolidate both budget review and purchasing review into the same process; and
- Create a manual for all departments on policies and procedures for interactions and approval by the City Manager's Office.

Budget Summaries

Notes:

Beginning with the FY 03 budget, all-years funds show both estimated carryover revenues and expenditures. These carryover amounts are for multi-year grants and projects that have been previously budgeted but not yet received nor expended.

Summary of Budgets by Department
All Funds

Fiscal Years 2015 to 2017
(Includes operating, debt service and capital improvement program)

DEPARTMENTS	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Mayor and Council	$ 4,511,163	$ 5,325,212	$ 5,513,802	$ 5,407,574
City Attorney	8,469,521	9,981,695	9,981,695	10,252,267
City Auditor	2,902,283	3,046,904	3,175,805	3,085,313
City Clerk	2,567,346	4,795,431	4,797,426	2,728,419
City Manager	39,642,467	13,835,068	15,835,068	12,646,684
City Prosecutor	4,996,126	5,007,241	5,243,477	5,191,418
Civil Service	2,243,455	2,427,489	2,487,489	2,649,249
Airport	52,002,908	41,891,004	49,167,762	44,570,978
Development Services	310,897,673	115,118,537	120,731,602	122,107,144
Disaster Prep & Emerg Comm	2,184,285	11,874,348	12,433,523	12,037,748
Economic & Prop Development	-	25,703,537	38,135,666	27,003,413
Financial Management	57,421,546	69,735,965	78,295,958	84,172,273
Interfund and Non-Operating (1)	415,918,738	401,973,340	426,351,979	420,530,585
Police and Fire Pension Plan	1,766,928	1,813,576	1,813,576	1,479,728
Fire	102,427,432	98,181,760	107,881,203	106,444,081
Harbor	552,511,574	824,585,151	669,538,081	772,031,071
Health and Human Services	99,222,203	115,819,022	121,236,056	114,102,849
Human Resources	19,436,595	10,826,039	11,411,382	11,351,658
Library Services	13,076,890	13,343,257	13,940,610	13,425,103
Long Beach Gas & Oil	247,296,454	325,117,682	324,677,935	207,793,350
Parks, Recreation and Marine	72,269,683	55,733,954	58,330,722	56,485,913
Police	215,478,194	209,258,622	216,935,959	216,456,274
Public Works	180,689,142	147,419,391	207,483,687	177,048,751
Technology & Innovation	37,795,019	46,659,662	47,392,533	39,882,945
Water	126,416,446	124,778,772	124,778,772	121,799,484
TOTAL	$ 2,572,144,074	$ 2,684,252,658	$ 2,677,571,769	$ 2,590,684,274
Full-Time Equivalent Employees	5,172.68	5,236.05	5,236.05	5,337.11

ALL FUNDS BY CHARACTER	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Salaries, Wages and Benefits	$ 896,803,533	$ 893,168,875	$ 918,263,886
Materials, Supplies and Services	683,094,559	778,451,365	600,715,348
Capital Purchases	582,973,328	365,837,811	538,591,356
Debt Service	249,065,461	322,702,006	252,799,966
Transfers To Other Funds	133,498,545	171,458,537	138,371,563
Subtotal	$ 2,545,435,426	$ 2,531,618,594	$ 2,448,742,119
Internal Support	138,817,233	145,953,174	141,942,155
TOTAL ALL FUNDS	$ 2,684,252,658	$ 2,677,571,769	$ 2,590,684,274

* Amounts exclude all-years carryover.

(1) Interfund and Non-Operating include pass through transactions and debt service payments.

Summary of Full-Time Equivalents (FTEs) by Department

Fiscal Years 2015 to 2017

DEPARTMENT	FY 15 Adopted	FY 16 Adopted	FY 17 Proposed
Mayor and Council	45.06	46.46	46.66
City Attorney	67.25	69.25	69.25
City Auditor	22.00	22.00	22.00
City Clerk	16.50	16.50	16.50
City Manager	40.68	50.11	43.68
City Prosecutor	37.38	37.38	37.38
Civil Service	14.00	16.66	16.68
Airport	120.00	116.00	126.04
Development Services	193.59	194.35	209.39
Disaster Preparedness & Emergency Comm	5.00	91.00	92.00
Economic & Property Development	-	83.27	87.27
Financial Management	240.89	236.09	246.32
Fire	527.26	485.91	515.91
Harbor	586.10	585.80	583.80
Health and Human Services	374.16	383.04	381.25
Human Resources	109.27	39.00	42.00
Library Services	119.33	121.34	125.39
Long Beach Gas & Oil	219.19	231.99	231.99
Parks, Recreation and Marine	446.85	442.84	430.57
Police	1,212.23	1,166.12	1,173.82
Public Works	421.59	441.59	466.59
Technology & Innovation	130.00	135.00	139.00
Water	224.35	224.35	233.62
TOTAL FTEs	**5,172.68**	**5,236.05**	**5,337.11**

Summary of Salaries, Skill Pays and Benefits by Department
General and All Funds

Fiscal Year 2017

GENERAL FUND

Department	Salaries	Skill Pays	Benefits	Total
Mayor and Council	$ 2,959,726	$ 2,088	$ 1,520,016	$ 4,481,830
City Attorney	2,595,734	-	1,140,167	3,735,901
City Auditor	1,727,828	710	798,164	2,526,702
City Clerk	1,346,661	8,352	666,428	2,021,441
City Manager	1,878,824	-	880,175	2,758,999
City Prosecutor	3,147,744	10,010	1,523,435	4,681,188
Civil Service	1,373,328	6,890	672,012	2,052,231
Airport	-	-	-	-
Development Services	2,235,991	45,414	1,161,559	3,442,963
Disaster Prep & Emerg Comm	6,434,785	11,902	3,368,729	9,815,416
Economic & Property Development	1,229,118	-	575,945	1,805,062
Financial Management	7,886,061	29,380	4,027,234	11,942,675
Fire	38,162,277	7,885,268	22,800,314	68,847,858
Harbor	-	-	-	-
Health and Human Services	591,452	1,879	281,372	874,703
Human Resources	-	-	-	-
Library Services	6,365,973	29,555	2,981,548	9,377,076
Long Beach Gas & Oil	-	-	-	-
Parks, Recreation and Marine	11,776,890	32,034	4,359,803	16,168,727
Police	88,604,710	10,127,837	50,842,255	149,574,801
Public Works	14,437,348	29,952	7,617,088	22,084,388
Technology & Innovation	-	-	-	-
Water	-	-	-	-
TOTAL GENERAL FUND	$ 192,754,450	$ 18,221,271	$ 105,216,243	$ 316,191,963

ALL FUNDS

Department	Salaries	Skill Pays	Benefits	Total
Mayor and Council	$ 2,959,726	$ 2,088	$ 1,520,016	$ 4,481,830
City Attorney	7,172,173	3,132	3,309,737	10,485,042
City Auditor	2,125,964	1,044	1,004,012	3,131,020
City Clerk	1,346,661	8,352	666,428	2,021,441
City Manager	3,702,434	1,044	1,775,246	5,478,724
City Prosecutor	3,182,665	10,858	1,543,094	4,736,617
Civil Service	1,394,538	6,890	680,754	2,082,181
Airport	7,783,479	89,575	4,165,063	12,038,118
Development Services	16,197,069	169,231	8,002,574	24,368,874
Disaster Prep & Emerg Comm	6,434,785	11,902	3,368,729	9,815,416
Economic & Property Development	6,477,643	13,236	3,143,345	9,634,224
Financial Management	16,547,386	87,719	8,775,959	25,411,065
Fire	43,140,710	8,370,798	25,281,122	76,792,631
Harbor	50,618,311	336,431	24,014,212	74,968,954
Health and Human Services	23,286,290	100,749	12,043,137	35,430,175
Human Resources	3,806,848	13,363	1,882,115	5,702,326
Library Services	6,807,776	32,259	3,054,165	9,894,201
Long Beach Gas & Oil	16,388,639	400,081	8,480,396	25,269,115
Parks, Recreation and Marine	20,044,273	52,200	8,313,897	28,410,370
Police	94,232,941	10,912,093	54,119,472	159,264,506
Public Works	28,920,321	39,922	15,071,818	44,032,062
Technology & Innovation	12,026,037	7,308	5,799,232	17,832,577
Water	18,021,206	286,368	9,092,360	27,399,934
TOTAL ALL FUNDS	$ 392,617,877	$ 20,956,642	$ 205,106,883	$ 618,681,402

Summary of Budgets by Department
General Fund

Fiscal Years 2015 to 2017
(Includes operating, debt service and capital improvement program)

DEPARTMENTS	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Estimated FY 16	Proposed* FY 17
Mayor and Council	$ 4,511,163	$ 5,325,212	$ 5,513,802	$ 5,388,942	$ 5,407,574
City Attorney	1,711,704	2,266,909	2,266,909	2,227,679	2,388,957
City Auditor	2,309,005	2,434,557	2,558,458	2,546,274	2,466,860
City Clerk	2,567,346	4,795,431	4,797,426	4,504,421	2,728,419
City Manager	3,294,149	3,121,290	3,121,290	2,866,789	3,154,250
City Prosecutor	4,861,754	4,957,241	4,957,241	4,798,305	5,084,604
Civil Service	2,196,674	2,356,434	2,416,434	2,395,996	2,576,234
Development Services	4,785,528	5,363,275	5,423,929	5,339,067	5,122,044
Disaster Prep & Emergency Com	1,459,912	11,874,348	12,041,136	12,020,420	12,037,748
Economic & Prop Development	-	1,329,335	1,489,713	1,689,030	1,970,226
Financial Management	12,059,118	13,102,477	13,298,301	13,232,590	14,789,290
Interfund and Non-Operating [1]	46,942,981	27,104,959	51,083,598	52,727,449	49,357,868
Police and Fire Pension Plan	1,766,928	1,813,576	1,813,576	1,539,474	1,479,728
Fire	75,230,770	72,340,644	72,340,654	72,990,470	79,133,656
Health and Human Services	1,250,903	1,287,975	1,538,975	1,541,670	1,238,330
Human Resources	180,588	-	-	-	-
Library Services	12,640,675	12,779,561	12,824,397	12,744,125	12,888,265
Parks, Recreation and Marine	30,655,413	31,582,385	31,765,516	31,533,225	32,526,369
Police	193,668,508	190,766,769	194,681,887	190,860,115	197,596,129
Public Works	34,232,791	35,240,169	35,850,851	36,047,667	37,783,838
TOTAL	$436,325,910	$429,842,547	$459,784,094	$456,993,709	$469,730,388
Full-Time Equivalent Employees	2,501.64	2,525.06	2,525.06	2,525.06	2,585.27

General Fund by Character	Adopted* FY 16	Adjusted* FY 16	Estimated FY 16	Proposed* FY 17
Salaries, Wages and Benefits	$340,140,872	$340,139,372	$331,768,933	$354,968,486
Materials, Supplies and Services	53,462,300	59,059,701	60,518,513	59,230,697
Capital Purchases	116,151	207,551	287,036	116,151
Debt Service	512,000	512,000	840,331	512,000
Transfers To Other Funds	19,276,550	43,330,797	46,163,652	39,856,301
Subtotal	$413,507,874	$ 443,249,421	$439,578,464	$454,683,635
Internal Support	16,334,673	16,534,673	17,415,244	15,046,754
TOTAL GENERAL FUND	$429,842,547	$ 459,784,094	$456,993,709	$469,730,388

[1] Interfund and Non-Operating include pass through transactions and debt service payments.

* Amounts exclude all-years carryover.

General Fund Revenues

TOP 40 GENERAL FUND REVENUES	FY 15 Actuals	FY 16 Adopted	FY 16 Adjusted	FY 16 Estimated	FY 17 Proposed
REAL PROPERTY TAXES	$ 106,970,015	$ 103,534,916	$ 103,534,916	$ 105,382,388	$ 108,331,939
CITY SALES AND USE TAX	59,442,069	58,500,000	58,500,000	60,000,000	58,848,000
PROPERTY TAX IN-LIEU OF VLF	43,540,083	45,185,899	45,185,899	44,605,601	45,872,400
MEASURE A - SALES TAX	-	-	-	-	35,640,000
ELECTRIC USERS TAX & PENALTIES	20,297,506	20,675,000	20,675,000	20,200,000	21,935,000
TRANSIENT OCCUPANCY TAX	17,158,800	16,000,000	16,000,000	18,400,000	19,261,000
PARKING CITATIONS	14,014,449	13,650,918	13,650,918	13,839,038	13,282,118
TELEPHONE USERS TAX & PENALTIES	11,387,297	11,612,958	11,612,958	11,400,000	11,770,000
BUSINESS LICENSE TAXES	12,668,843	11,561,000	11,561,000	12,400,000	12,357,000
EMERGENCY AMBULANCE FEES	11,698,145	11,300,000	11,300,000	11,492,519	11,300,000
ELECTRIC COMPANY FRANCHISES	7,582,029	7,700,000	7,700,000	7,720,000	7,970,000
PIPELINE FEE-WATER	5,794,070	5,967,700	5,967,700	5,967,700	6,146,731
OTHER DEPT SVCS TO PROPRIETARY FUNDS	5,280,074	5,181,790	5,181,790	5,497,212	5,594,699
CHARGES FOR SPECIAL SERVICES	5,419,615	4,998,625	4,998,625	5,802,815	5,518,748
AMERICAN GOLF LEASE	4,606,286	4,667,337	4,667,337	4,608,417	4,667,337
PIPELINE FEE-SEWER	4,448,749	4,575,163	4,575,163	4,575,163	4,712,418
PIPELINE FRANCHISES	3,374,702	4,500,000	4,500,000	2,765,000	3,304,508
WATER USERS TAX & PENALTIES	3,799,972	3,934,893	3,934,893	3,400,000	4,029,000
LAND,BLDG,R/W,EASEMENT,APT RENTALS	4,484,141	3,650,900	3,650,900	4,771,376	4,552,986
MISC REFUNDS & REIMB	3,768,280	3,630,000	3,630,000	3,562,475	3,025,200
GAS USERS TAX & PENALTIES	3,021,454	3,200,000	3,200,000	3,000,000	2,958,608
PIPELINE SAFETY FEES	2,620,332	2,500,000	2,500,000	2,670,949	2,600,000
MISC REVENUE FROM OTHER AGENCIES	2,414,044	2,401,226	2,413,726	2,414,672	2,433,962
HARBOR-POLICE	2,509,350	2,600,000	2,400,781	2,400,781	2,400,000
ASSET MANAGEMENT CHARGES	1,566,156	1,676,517	1,676,517	1,676,517	2,314,509
REAL PROPERTY TRANSFER TAX	1,753,444	1,672,239	1,672,239	2,300,000	2,139,060
OTHER DEPT CHGS TO GOVT'L FUNDS	963,806	1,796,834	1,796,834	1,787,613	2,084,533
HAULER FEES	2,095,369	1,810,000	1,810,000	2,177,146	2,000,000
FIRST RESPONDER FEE	-	189,158	189,158	660,000	1,652,298
OIL PRODUCTION TAX	1,999,202	1,561,190	1,561,190	1,789,814	1,647,442
FIRE INSPECTION FEES	1,049,491	1,054,734	1,054,734	1,167,500	1,523,976
VEHICLE CODE FINES	1,639,956	1,750,000	1,750,000	1,278,530	1,500,000
OTHER GOVT FUND-PUBLIC SERVICE	1,637,164	1,081,500	1,081,500	1,500,863	1,458,258
METERED/OTHER PARKING	1,226,378	1,426,844	1,426,844	1,442,866	1,446,710
POLICE CHARGES FOR SPECIAL EVENTS	1,433,887	1,300,000	1,300,000	1,456,053	1,300,000
DOG LICENSES & PENALTIES	943,272	1,119,763	1,119,763	863,416	1,000,000
EL DORADO PARK FEES	1,161,827	1,076,308	1,076,308	1,076,308	1,101,308
SELF-SUSTAINING CLASSES-REC	1,150,564	1,048,520	1,048,520	1,061,700	1,094,520
PARKING REVENUES FROM OPERATIONS	1,224,109	651,714	676,714	1,162,700	1,064,500
TRANSFERS FROM OTHER FUNDS	45,972,718	27,992,504	29,213,781	36,562,828	21,611,514
SUBTOTAL TOP 40 GENERAL FUND REVENUES	422,117,650	398,736,150	399,795,708	414,839,960	443,450,282
SUBTOTAL ALL OTHER REVENUES	19,976,472	14,467,228	14,576,591	33,033,788	15,594,397
TOTAL	**$ 442,094,122**	**$ 413,203,378**	**$ 414,372,299**	**$ 447,873,748**	**$ 459,044,680**

Summary of Resources & Expenditures by Fund*
Fiscal Year 2017

	Estimated Funds Available 10/1/2016	Total Revenues	Release of Reservations**	Cancelled Carryover***	Total Resources
GENERAL FUNDS					
General	$ 1,135,064	$ 459,044,680	$ 11,117,696	$ -	$ 471,297,440
Upland Oil	90,843	7,276,260	-	-	7,367,103
Total	$ 1,225,907	$ 466,320,940	$ 11,117,696	$ -	$ 478,664,543
SPECIAL FUNDS					
General Grants	$ 597,153	$ 7,775,064	$ -	$ -	$ 8,372,217
Police & Fire Public Safety Oil Prod Act	1,174,518	3,136,590	-	-	4,311,108
Health	6,399,043	43,096,998	-	-	49,496,041
Parking & Business Area Improvement	215,212	7,968,757	-	-	8,183,969
Special Advertising & Promotion	2,690,572	9,741,650	-	-	12,432,222
Housing Development	16,351,739	11,598,238	-	-	27,949,977
Belmont Shore Parking Meter	756,473	701,734	-	-	1,458,207
Business Assistance	1,606,639	677,838	-	-	2,284,477
Community Development Grants	285,923	20,481,641	-	-	20,767,564
Gasoline Tax Street Improvement	(218,633)	11,105,956	-	-	10,887,323
Transportation	7,647,412	21,373,040	-	-	29,020,453
Capital Projects	2,904,541	38,006,750	-	-	40,911,291
Total	$ 40,410,592	$ 175,664,257	$ -	$ -	$ 216,074,849
INTERNAL SERVICE FUNDS					
Civic Center	$ 209,637	$ 9,509,131	$ -	$ -	$ 9,718,768
General Services	6,472,485	41,028,080	-	-	47,500,566
Fleet Services	27,176,688	37,730,841	-	-	64,907,529
Insurance	34,734,273	48,155,895	-	-	82,890,168
Employee Benefits	43,670,308	247,461,743	-	-	291,132,051
Total	$ 112,263,391	$ 383,885,690	$ -	$ -	$ 496,149,082
TIDELANDS FUNDS					
Tidelands Funds	$ 24,759,292	$ 106,687,256	$ -	$ -	$ 131,446,549
Tideland Oil Revenue	2,234,173	64,100,959	-	-	66,335,132
Reserve For Subsidence	-	1,480,000	-	-	1,480,000
Total	$ 26,993,466	$ 172,268,215	$ -	$ -	$ 199,261,681
ENTERPRISE FUNDS					
Development Services	$ 2,997,998	$ 24,396,065	$ -	$ -	27,394,063
Gas	345,504	92,820,208	-	-	93,165,711
Gas Prepay	-	41,475,391	-	-	41,475,391
Water	16,921,817	98,512,616	-	-	115,434,433
Sewer	8,772,622	19,050,805	-	-	27,823,427
Airport	32,513,949	47,566,705	-	-	80,080,654
Refuse/Recycling	11,349,687	43,707,331	-	-	55,057,018
SERRF	25,950,013	51,715,036	-	-	77,665,049
SERRF-JPA	-	11,250,285	-	-	11,250,285
Towing	757,164	5,691,849	-	-	6,449,013
Total	$ 99,608,753	$ 436,186,290	$ -	$ -	$ 535,795,043
SUBSIDIARY AGENCIES-FUNDS					
Harbor	$ 515,129,882	$ 738,934,000	$ -	$ -	$ 1,254,063,882
Housing Authority	9,248,532	69,221,942	-	-	78,470,474
Successor Agency	16,871,314	75,610,413	-	-	92,481,727
CUPA	1,146,547	1,607,180	-	-	2,753,727
Total	$ 542,396,276	$ 885,373,535	$ -	$ -	$ 1,427,769,810
DEBT SERVICE FUND					
Debt Service Fund	$ -	$ 10,356,482	$ 243,085	$ -	$ 10,599,567
Total	-	$ 10,356,482	$ 243,085	$ -	$ 10,599,567
TOTAL	$ 822,898,385	$ 2,530,055,409	$ 11,360,781	$ -	$ 3,364,314,575

* The City's Comprehensive Annual Financial Report (CAFR) lists 39 funds vs. the 37 listed here due to counting Capital Projects and Successor Agency Funds as two separate funds each.

** Release of Reservations represents the making available of restricted funds as prescribed expenditures are incurred.

*** Cancelled Prior Year Carryover Exp/(Rev) represents funds that become available from previously budgeted prior year grants/projects once a grant/project is completed or cancelled.

Operating Expenditures	Capital Improvement Expenditures	Debt Service	Total Expenditures	Additions to Reservations****	Estimated Funds Available 9/30/2017
$ 466,986,583	$ 2,231,805	$ 512,000	$ 469,730,388	$ 360,000	$ 1,207,051
7,094,773	-	-	7,094,773	-	272,331
$ 474,081,356	$ 2,231,805	$ 512,000	$ 476,825,161	$ 360,000	$ 1,479,382
$ 7,775,064	$ -	$ -	$ 7,775,064	$ -	$ 597,153
3,573,474	-	-	3,573,474	-	737,633
43,052,210	-	-	43,052,210	-	6,443,831
7,970,420	-	-	7,970,420	-	213,549
8,382,412	-	-	8,382,412	-	4,049,810
13,612,862	-	-	13,612,862	-	14,337,115
630,891	-	200,000	830,891	-	627,316
704,289	-	-	704,289	-	1,580,188
20,162,053	-	-	20,162,053	-	605,510
5,277,854	5,300,000	-	10,577,854	-	309,469
7,119,066	13,630,000	-	20,749,066	-	8,271,387
426,729	37,926,100	-	38,352,829	-	2,558,462
$ 118,687,325	$ 56,856,100	$ 200,000	$ 175,743,425	$ -	$ 40,331,424
$ 6,361,712	$ 500,000	$ 2,574,073	$ 9,435,785	$ -	$ 282,983
40,520,694	-	1,199,436	41,720,130	-	5,780,436
57,489,971	860,525	925,707	59,276,203	-	5,631,326
42,610,539	-	-	42,610,539	-	40,279,629
241,704,312	-	7,122,955	248,827,267	-	42,304,784
$ 388,687,227	$ 1,360,525	$ 11,822,172	$ 401,869,924	$ -	$ 94,279,158
$ 81,260,084	$ 5,804,000	$ 21,777,232	$ 108,841,316	$ -	$ 22,605,233
64,159,027	-	-	64,159,027	-	2,176,106
-	-	-	-	1,480,000	-
$ 145,419,111	$ 5,804,000	$ 21,777,232	$ 173,000,342	$ 1,480,000	$ 24,781,339
$ 21,123,554	$ -	$ -	$ 21,123,554	$ -	$ 6,270,509
78,819,465	8,050,000	2,000,201	88,869,666	-	4,296,046
-		39,706,428	39,706,428	1,768,963	-
86,724,964	12,587,800	3,134,436	102,447,200	-	12,987,233
15,922,516	3,794,400	612,812	20,329,728	-	7,493,699
31,358,960	4,350,000	9,269,725	44,978,685	-	35,101,968
47,154,322	-	-	47,154,322	-	7,902,696
51,026,696	-	5,500	51,032,196	-	26,632,852
-	-	11,202,424	11,202,424	47,861	-
5,437,193	-	-	5,437,193	-	1,011,819
$ 337,567,670	$ 28,782,200	$ 65,931,526	$ 432,281,396	$ 1,816,824	$ 101,696,823
$ 160,157,100	$ 501,025,000	$ 113,160,900	$ 774,343,000	$ -	$ 479,720,882
70,011,281	-	-	70,011,281	-	8,459,194
45,226,488	-	28,796,570	74,023,058	-	18,458,668
1,987,120	-	-	1,987,120	-	766,607
$ 277,381,989	$ 501,025,000	$ 141,957,470	$ 920,364,459	$ -	$ 507,405,351
$ -	$ -	$ 10,599,566	$ 10,599,566	$ -	$ 1
$ -	$ -	$ 10,599,566	$ 10,599,566	$ -	$ 1
$ 1,741,824,678	$ 596,059,630	$ 252,799,966	$ 2,590,684,274	$ 3,656,824	$ 769,973,479

(1) Excludes the General Fund Emergency Reserve and other Restricted Reserves.

**** Additions to Reservations represents the setting aside of restricted funds when received and also include reservations for funds to be used for subsequent years' appropriations or current expenses to be paid in future years.

Comparison of Revenues by Fund
Fiscal Years 2015 to 2017

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
GENERAL FUNDS				
General	$ 442,094,122	$ 413,203,378	$ 414,372,299	$ 459,044,680
Upland Oil	19,411,549	14,217,809	14,217,809	7,276,260
Total	$ 461,505,671	$ 427,421,187	$ 428,590,108	$ 466,320,940
SPECIAL FUNDS				
General Grants	$ 18,450,351	9,031,228	23,673,537	7,775,064
Police & Fire Pub Sfty Oil Prod Act	$ 3,784,796	2,914,420	3,476,986	3,136,590
Health	$ 35,321,590	43,347,104	48,026,081	43,096,998
Parking & Business Area Improv	$ 7,953,884	7,968,757	7,968,757	7,968,757
Special Advertising & Promotion	$ 8,531,806	7,646,000	7,646,000	9,741,650
Housing Development	$ 11,219,281	11,598,238	11,598,238	11,598,238
Belmont Shore Parking Meter	$ 647,734	701,734	701,734	701,734
Business Assistance	$ 346,976	677,838	677,838	677,838
Community Development Grants	$ 24,439,768	20,523,305	31,900,433	20,481,641
Gasoline Tax Street Improvement	$ 16,888,415	11,853,372	11,098,542	11,105,956
Transportation	$ 21,240,815	20,367,912	20,351,144	21,373,040
Capital Projects	$ 31,696,810	$ 15,624,049	$ 30,954,173	$ 38,006,750
Total	$ 180,522,226	$ 152,253,958	$ 198,073,462	$ 175,664,257
INTERNAL SERVICE FUNDS				
Civic Center	$ 15,406,414	11,193,610	45,018,778	9,509,131
General Services	$ 50,116,563	48,279,036	48,814,314	41,028,080
Fleet Services	$ 38,073,275	35,892,973	37,338,373	37,730,841
Insurance	$ 49,459,540	49,283,048	49,380,598	48,155,895
Employee Benefits	$ 224,953,921	247,348,843	247,471,318	247,461,743
Total	$ 378,009,713	$ 391,997,510	$ 428,023,381	$ 383,885,690
TIDELANDS FUNDS				
Tidelands Funds	$ 232,467,531	$ 102,696,778	$ 104,397,211	$ 106,687,256
Tideland Oil Revenue	$ 99,400,553	158,580,567	158,580,567	64,100,959
Reserve For Subsidence	$ 1,592,002	1,480,000	1,480,000	1,480,000
Total	$ 333,460,086	$ 262,757,345	$ 264,457,778	$ 172,268,215
ENTERPRISE FUNDS				
Development Services	$ 20,965,042	$ 18,109,086	$ 18,401,036	$ 24,396,065
Gas	$ 105,912,884	106,764,572	106,764,572	92,820,208
Gas Prepay	$ 15,389,683	41,475,391	41,475,391	41,475,391
Water	$ 102,102,349	100,199,906	100,199,906	98,512,616
Sewer	$ 19,501,297	18,953,065	18,953,065	19,050,805
Airport	$ 55,531,620	42,209,669	50,866,200	47,566,705
Refuse/Recycling	$ 41,982,525	42,601,705	42,601,705	43,707,331
SERRF	$ 46,881,347	47,819,036	47,819,036	51,715,036
SERRF-JPA	$ 11,140,331	11,250,285	11,250,285	11,250,285
Towing	$ 5,258,544	5,691,849	5,691,849	5,691,849
Total	$ 424,665,622	$ 435,074,564	$ 444,023,045	$ 436,186,290
SUBSIDIARY AGENCY FUNDS				
Harbor	$ 546,027,808	$ 764,560,000	$ 586,528,000	$ 738,934,000
Housing Authority	$ 65,020,086	70,532,437	70,532,437	69,221,942
Successor Agency	$ 225,365,156	$ 75,610,413	$ 77,028,166	$ 75,610,413
CUPA	$ 1,675,941	1,607,180	1,607,180	1,607,180
Total	$ 838,088,991	$ 912,310,030	$ 735,695,783	$ 885,373,535
DEBT SERVICE FUND				
Debt Service	$ 10,455,736	9,230,342	9,630,342	10,356,482
Total	$ 10,455,736	$ 9,230,342	$ 9,630,342	$ 10,356,482
TOTAL	**$ 2,626,708,043**	**$ 2,591,044,935**	**$ 2,508,493,898**	**$ 2,530,055,409**

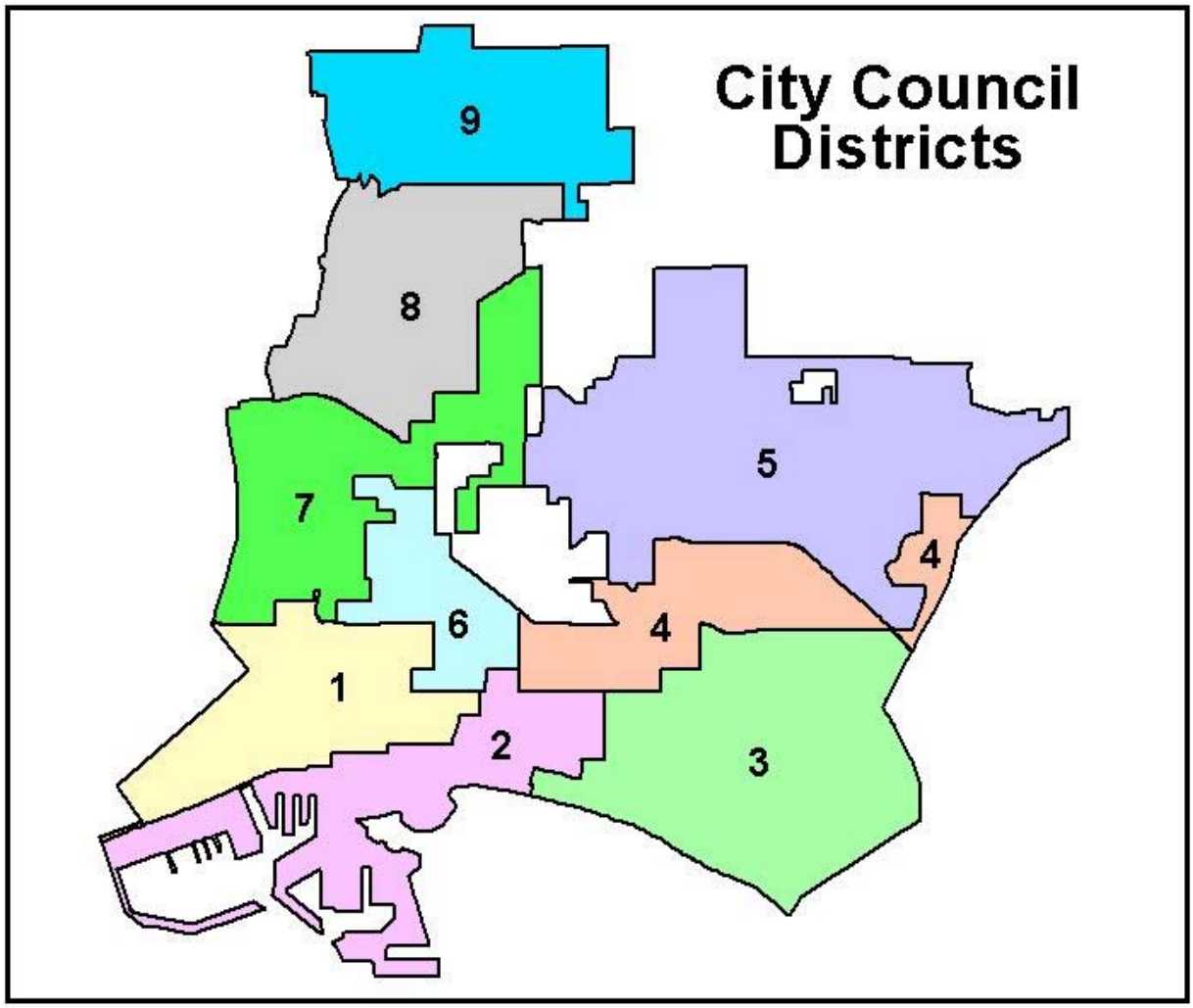
* Amounts exclude all-years carryover.

Comparison of Expenditures by Fund
Fiscal Years 2015 to 2017

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
GENERAL FUNDS				
General	$ 436,325,910	$ 429,842,547	$ 459,784,094	$ 469,730,388
Upland Oil	31,930,051	13,999,272	14,843,865	7,094,773
Total	$ 468,255,961	$ 443,841,819	$ 474,627,959	$ 476,825,161
SPECIAL FUNDS				
General Grants	$ 16,211,365	9,031,228	23,673,537	7,775,064
Police & Fire Pub Sfty Oil Prod Act	$ 3,724,902	3,232,643	3,541,247	3,573,474
Health	$ 34,466,098	42,827,615	47,782,002	43,052,210
Parking & Business Area Improv	$ 7,793,398	7,968,757	7,968,757	7,970,420
Special Advertising & Promotion	$ 6,708,054	7,871,689	9,871,689	8,382,412
Housing Development	$ 10,901,569	6,944,495	6,944,495	13,612,862
Belmont Shore Parking Meter	$ 706,606	830,879	933,067	830,891
Business Assistance	$ 384,551	694,119	694,119	704,289
Community Development Grants	$ 23,482,530	20,659,503	31,675,619	20,162,053
Gasoline Tax Street Improvement	$ 18,707,835	16,074,663	13,848,333	10,577,854
Transportation	$ 17,249,337	20,576,303	20,551,303	20,749,066
Capital Projects	$ 27,850,284	15,348,280	31,620,871	38,352,829
Total	$ 168,186,529	$ 152,060,175	$ 199,105,038	$ 175,743,425
INTERNAL SERVICE FUNDS				
Civic Center	$ 14,087,265	10,880,804	51,524,131	9,435,785
General Services	$ 39,666,911	48,585,886	49,318,756	41,720,130
Fleet Services	$ 30,334,584	45,210,791	58,052,885	59,276,203
Insurance	$ 35,777,959	42,402,722	42,515,592	42,610,539
Employee Benefits	$ 206,801,980	248,910,324	249,382,799	248,827,267
Total	$ 326,668,699	$ 395,990,528	$ 450,794,162	$ 401,869,924
TIDELANDS FUNDS				
Tidelands Funds	$ 211,989,933	101,146,101	105,537,742	108,841,316
Tideland Oil Revenue	$ 97,094,009	158,463,652	158,463,652	64,159,027
Reserve For Subsidence	$ 94	-	-	-
Total	$ 309,084,035	$ 259,609,752	$ 264,001,394	$ 173,000,342
ENTERPRISE FUNDS				
Development Services	$ 18,048,764	18,968,900	22,479,558	21,123,554
Gas	$ 83,805,207	105,680,210	104,395,870	88,869,666
Gas Prepay	$ 15,139,473	39,128,641	39,128,641	39,706,428
Water	$ 111,055,712	106,270,629	106,270,629	102,447,200
Sewer	$ 17,003,224	19,328,068	19,328,068	20,329,728
Airport	$ 53,104,750	42,608,676	49,885,434	44,978,685
Refuse/Recycling	$ 43,541,251	45,197,765	45,216,837	47,154,322
SERRF	$ 45,439,057	51,145,981	51,145,981	51,032,196
SERRF-JPA	$ 11,018,558	11,218,558	11,218,558	11,202,424
Towing	$ 5,563,890	5,730,049	5,730,049	5,437,193
Total	$ 403,719,887	$ 445,277,477	$ 454,799,625	$ 432,281,396
SUBSIDIARY AGENCY FUNDS				
Harbor	$ 557,411,722	829,130,000	674,082,930	774,343,000
Housing Authority	$ 63,586,821	71,953,593	71,953,593	70,011,281
Successor Agency	$ 263,094,809	75,500,522	76,918,275	74,023,058
CUPA	$ 1,546,308	1,658,451	1,658,451	1,987,120
Total	$ 885,639,661	$ 978,242,566	$ 824,613,249	$ 920,364,459
DEBT SERVICE FUND				
Debt Service	$ 10,589,301	9,230,342	9,630,342	10,599,567
Total	$ 10,589,301	$ 9,230,342	$ 9,630,342	$ 10,599,567
TOTAL	$ 2,572,144,074	$ 2,684,252,658	$ 2,677,571,769	$ 2,590,684,274

* Amounts exclude all-years carryover.

Mayor and City Council



Mission Statement

To develop policy and legislative actions that provide a safe, healthy environment and a high quality of life for those who live, learn, work in and visit the City of Long Beach.

Office of the Mayor

Mayor Robert Garcia

Population (Approximate): 462,257

City Hall Phone: (562) 570-6801

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	693,991	771,802	771,802	813,740
Overtime	-	-	-	-
Materials, Supplies and Services	85,930	61,165	66,080	61,165
Internal Support	40,116	86,627	86,627	87,381
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	820,037	919,593	924,508	962,287
Personnel (Full-time Equivalents)	5.45	6.45	6.45	6.45

* Amounts exclude all-years carryover.

Council District 1

Councilwoman Lena Gonzalez

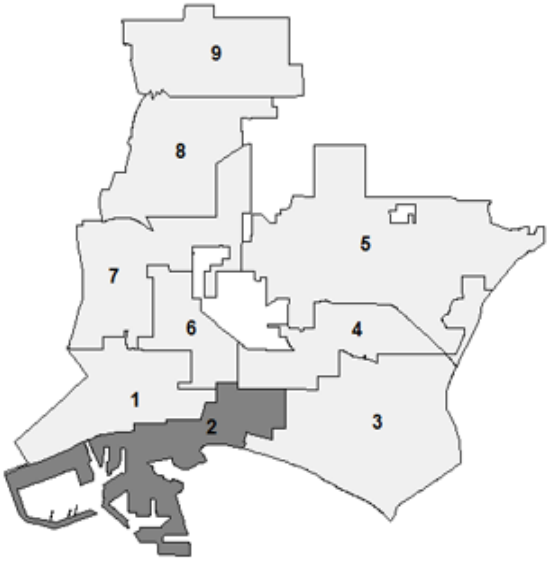
District Population (Approximate): 49,117

City Hall Phone: (562) 570-6919

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	346,109	346,243	346,243	357,160
Overtime	-	-	-	-
Materials, Supplies and Services	10,610	35,038	64,340	35,038
Internal Support	17,266	70,352	70,352	62,095
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	373,985	451,633	480,934	454,294
Personnel (Full-time Equivalents)	4.38	4.38	4.38	4.38

* Amounts exclude all-years carryover.

Council District 2



Councilwoman Jeannine Pearce

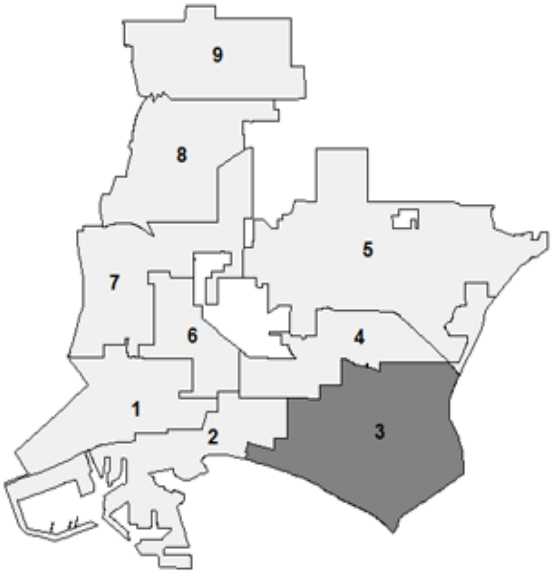
District Population (Approximate): 51,218

City Hall Phone: (562) 570-6684

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	378,105	390,205	390,205	392,916
Overtime	-	-	-	-
Materials, Supplies and Services	3,589	5,598	5,598	5,598
Internal Support	17,618	55,830	55,830	55,780
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	399,312	451,633	451,633	454,294
Personnel (Full-time Equivalents)	4.00	4.00	4.00	4.00

* Amounts exclude all-years carryover.

Council District 3



Councilwoman Suzie Price

District Population (Approximate): 52,320

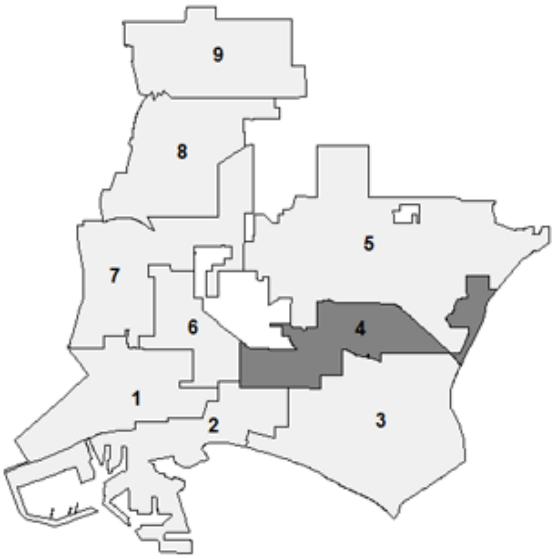
City Hall Phone: (562) 570-6300

Field Office Phone: (562) 570-8756

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	372,361	367,510	367,510	362,057
Overtime	-	-	-	-
Materials, Supplies and Services	6,417	26,481	26,481	33,302
Internal Support	14,626	57,642	57,642	58,935
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	393,404	451,633	451,633	454,294
Personnel (Full-time Equivalents)	3.88	3.88	3.88	3.88

* Amounts exclude all-years carryover.

Council District 4



Councilmember Daryl Supernaw

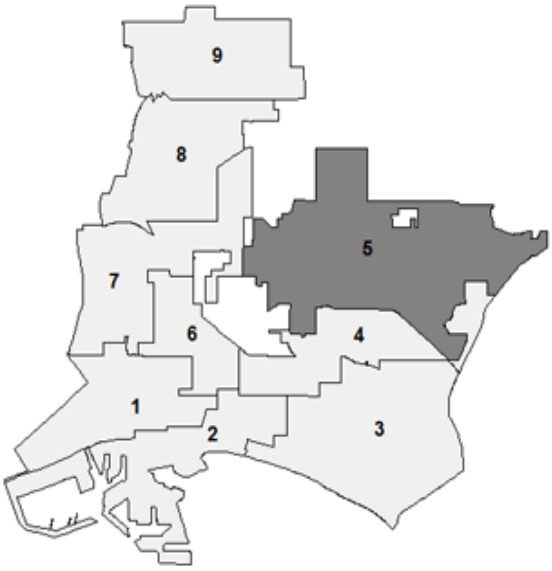
District Population (Approximate): 51,456

City Hall Phone: (562) 570-4444

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	282,505	377,808	377,808	381,453
Overtime	-	-	-	-
Materials, Supplies and Services	10,913	13,257	13,257	13,257
Internal Support	19,441	60,568	60,568	59,584
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	312,859	451,633	451,633	454,294
Personnel (Full-time Equivalents)	4.25	4.25	4.25	4.25

* Amounts exclude all-years carryover.

Council District 5



Councilwoman Stacy Mungo

District Population (Approximate): 49,852

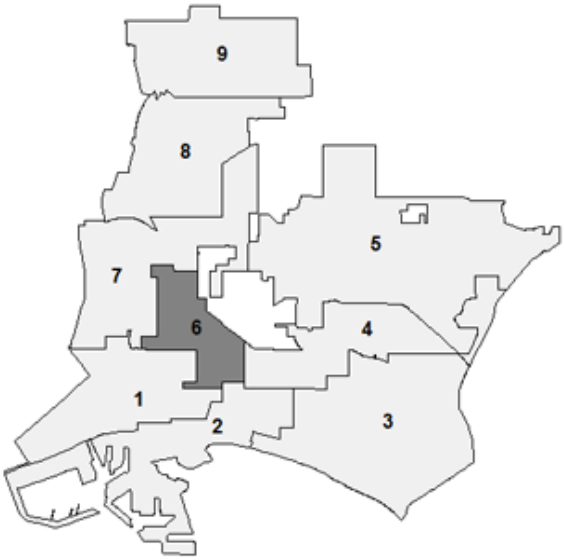
City Hall Phone: (562) 570-5555

Field Office Phone: (562) 570-3102

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	338,812	337,167	337,167	339,137
Overtime	-	-	-	-
Materials, Supplies and Services	16,550	19,132	47,415	44,531
Internal Support	19,733	95,333	95,333	70,625
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	375,095	451,633	479,916	454,294
Personnel (Full-time Equivalents)	4.10	4.10	4.10	4.10

* Amounts exclude all-years carryover.

Council District 6



Councilman Dee Andrews

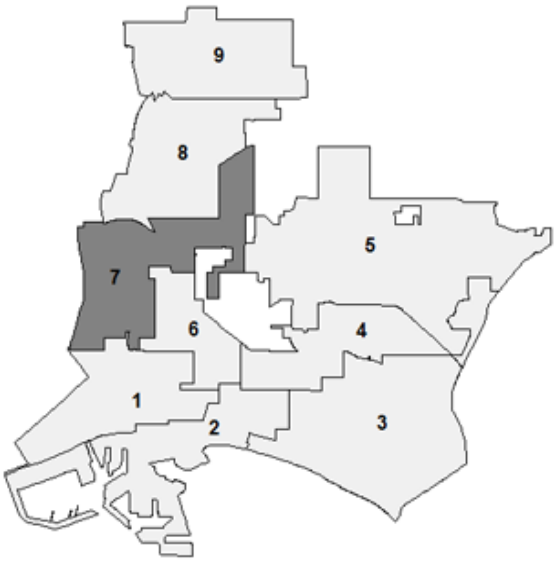
District Population (Approximate): 49,444

City Hall Phone: (562) 570-6816

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	363,733	378,249	378,249	380,862
Overtime	-	-	-	-
Materials, Supplies and Services	4,006	8,140	8,140	8,140
Internal Support	24,184	65,244	65,244	65,293
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	391,922	451,633	451,633	454,294
Personnel (Full-time Equivalents)	4.00	4.00	4.00	4.00

* Amounts exclude all-years carryover.

Council District 7



Councilmember Roberto Uranga

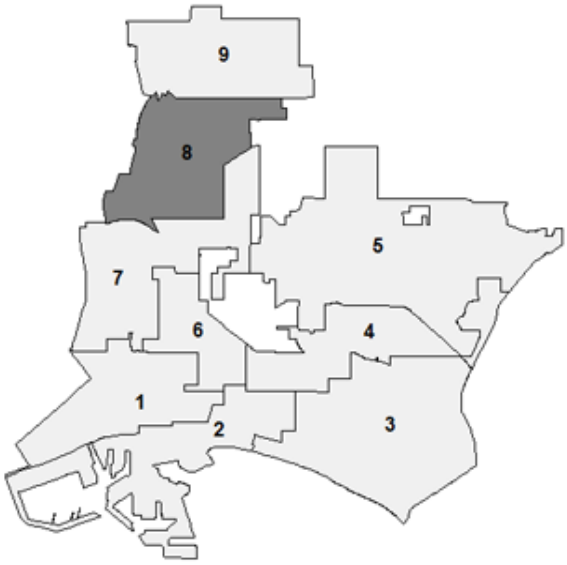
District Population (Approximate): 52,013

City Hall Phone: (562) 570-7777

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	289,523	377,099	377,099	379,232
Overtime	-	-	-	-
Materials, Supplies and Services	43,685	20,648	61,441	20,648
Internal Support	29,286	53,886	53,886	54,415
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	362,494	451,633	492,426	454,294
Personnel (Full-time Equivalents)	4.60	4.50	4.50	4.50

* Amounts exclude all-years carryover.

Council District 8



Councilmember Al Austin

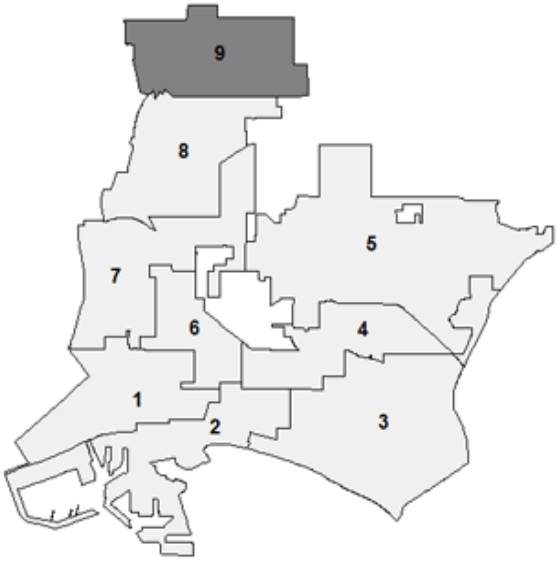
District Population (Approximate): 53,009

City Hall Phone: (562) 570-6685

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	381,823	403,315	403,315	399,065
Overtime	-	-	-	-
Materials, Supplies and Services	5,630	5,668	5,668	5,668
Internal Support	13,946	42,650	42,650	49,561
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	401,399	451,633	451,633	454,294
Personnel (Full-time Equivalents)	4.40	4.40	4.40	4.60

* Amounts exclude all-years carryover.

Council District 9



Vice Mayor Rex Richardson

District Population (Approximate): 53,828

City Hall Phone: (562) 570-6137

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	75,000	-
Total Revenues	-	-	75,000	-
Expenditures:				
Salaries, Wages and Benefits	358,901	374,130	374,130	377,907
Overtime	-	-	-	-
Materials, Supplies and Services	15,762	27,022	110,522	27,022
Internal Support	20,123	50,481	50,481	49,365
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	394,786	451,633	535,133	454,294
Personnel (Full-time Equivalents)	4.00	4.50	4.50	4.50

* Amounts exclude all-years carryover.

Legislative Department Administration

Legislative Department Administration provides administrative support to the Mayor's Office and nine Council Districts. Contractual services, citywide community meetings, office equipment and supplies for the Mayor's Office and Council Districts are provided through Department Administration.

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	230,894	199,486	199,486	232,193
Overtime	-	-	-	-
Materials, Supplies and Services	39,717	84,786	86,584	64,929
Internal Support	15,259	56,650	56,650	59,521
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	285,871	340,922	342,720	356,643
Personnel (Full-time Equivalents)	2.00	2.00	2.00	2.00

* Amounts exclude all-years carryover.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	75,000	-
Total Revenues	-	-	75,000	-
Expenditures:				
Salaries, Wages and Benefits	4,036,757	4,323,015	4,323,015	4,415,722
Overtime	-	-	-	-
Materials, Supplies and Services	242,808	306,934	495,525	319,297
Internal Support	231,598	695,263	695,263	672,555
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	4,511,163	5,325,212	5,513,802	5,407,574
Personnel (Full-time Equivalents)	45.06	46.46	46.46	46.66

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
City Mayor	1.00	1.00	1.00	137,718	140,499
Administrative Aide I	2.63	2.63	1.63	131,663	81,539
Administrative Aide II	4.00	4.00	4.00	230,193	227,734
Administrative Analyst II	2.00	1.00	1.00	73,916	77,711
Administrative Analyst III	2.00	2.00	1.00	178,152	90,939
Administrative Intern-NC/H32	0.25	0.25	0.25	7,522	7,522
Administrative Intern-NC/H36	0.75	0.75	0.75	27,200	27,201
Administrative Intern-NC/H41	0.98	0.88	0.50	36,741	20,877
Assistant Administrative Analyst I	3.50	3.50	2.00	186,880	106,396
Chief of Staff-Council	8.00	8.00	9.00	713,872	812,397
Chief of Staff-Mayor	1.00	1.00	1.00	135,255	135,254
City Council Member	9.00	9.00	9.00	309,899	316,157
Clerk III-NC	0.60	0.60	0.60	18,306	18,306
Clerk Typist II	5.40	3.40	3.00	146,309	127,657
Clerk Typist III	2.00	2.00	1.00	97,146	48,573
Clerk Typist IV	0.50	0.50	-	24,836	-
Innovation Deputy*	-	1.00	1.00	100,000	121,465
Legislative Assistant	1.00	4.00	7.60	196,708	366,045
Legislative Assistant-NC	-	0.50	1.88	16,233	81,026
Senior Advisor to the Mayor	0.45	0.45	0.45	58,439	58,441
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Subtotal Salaries	**45.06**	**46.46**	**46.66**	**2,826,988**	**2,865,739**
Overtime	-	-	-	-	-
Fringe Benefits	-	-	-	1,586,964	1,668,504
Administrative Overhead	-	-	-	53,697	60,897
Attrition/Salary Savings	-	-	-	-	(80,011)
Expenditure Transfer	-	-	-	(144,635)	(99,408)
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Total	**45.06**	**46.46**	**46.66**	**4,323,015**	**4,415,722**

*Position funded by the Bloomberg Innovation Team Grant.

Contact Information

333 W. Ocean Boulevard, 14th Floor
Long Beach, CA 90802
Phone: (562) 570-6801
Fax: (562) 570-6538
www.longbeach.gov

City Attorney

Mission Statement

It is the mission of the City Attorney's Office to serve the citizens of Long Beach by providing to our clients accurate and timely legal counsel and representing them aggressively in State and Federal Court, consistent with the powers and duties conferred upon the City Attorney's office by the City Charter.

FY 16 Accomplishments

Mission Statement

The City Attorney's Office is committed to providing superior, cost effective legal services to the City, consistent with the highest professional and ethical standards.

The goal of the City Attorney's Office is to protect the public's interest and provide sound legal advice and counsel to the City, its elected and appointed officials, departments, boards and commissions.

The Office will at all times strive to protect and preserve the legal rights and assets of the City and will vigorously enforce its municipal regulations in order to maintain and improve the quality of life of its residents.

Overview

The City Attorney's Office handles all of the civil legal affairs of the City of Long Beach. The duties of the City Attorney are set forth in the City's Charter, which provides that the City Attorney shall be the sole and exclusive legal advisor of the City, City Council, and all City commissions, committees, officers and employees. As such, the City Attorney is charged with municipal responsibilities as complex as any in the State.

The City Attorney's office represents the City on affirmative and defensive civil litigation, legislative and legal issues, and administrative code enforcement proceedings.

Departmental Counsel Division

The Departmental Counsel Division serves as general legal counsel to the City Council, City Officers, and all Departments, Divisions and Bureaus of the City. The Departmental Counsel Division also provides legal advice to forty-six (46) of the City's Boards, Committees and Commissions including the Planning Commission, Civil Service Commission, Housing Authority, Board of Water Commissioners, Board of Examiners Appeals and Condemnation, Citizen Police Complaint Commission, Airport Advisory Commission, the Long Beach Community Investment Company, the Successor Agency to the Redevelopment Agency of the City of Long Beach, and the Oversight Board, the Marine Advisory Commission, the Parks and Recreation Commission, the Sustainable City Commission, the Technology and Innovation Commission, the Cultural Heritage Commission, the Senior Citizen Advisory Commission, and the Human Relations Commission.

In addition to providing legal advice, the Division's attorneys proactively investigate and pursue all manner of nuisance related matters in order to improve the quality of life of Long Beach's residents. The Division attorneys also review, edit, draft and negotiate various transactional documents including contracts, leases, permits, easements, and development agreements as well as drafting ordinances, resolutions, legal opinions and legal memorandums for all of the City's various departments. The Departmental Counsel Division is responsible for representing the City in CEQA and Land Use writ actions, and also provides legal advice on personnel matters, including litigating various contested personnel matters in both State and Federal courts.

Litigation Division

The Litigation Division defends the City and its agencies, departments, divisions and employees in lawsuits filed in both State and Federal court. Such litigation includes, but is not limited to, personal injury and property damage, alleged civil rights violations, excessive force, labor and employment disputes, dangerous conditions of public property, breach of contract and real estate issues.

The Litigation Division also pursues affirmative litigation matters which seek to recover money due and owing the City for such matters as breach of contract, damage to City property, injuries suffered by City

employees acting in the course and scope of their employment, various small claims litigation matters, as well as various debts or financial obligations owed to the City.

Over the last year, the Litigation Division prevailed on seven (7) cases tried to verdict, including cases involving claims that the City violated the U.S. Constitution and a case involving a significant traumatic brain injury. The Division also had at least nine (9) cases dismissed by motion, sparing the costs of trial.

Beyond litigating matters, where appropriate, the Division has resolved several cases with reasonable settlements, including a wrongful death case settled for $2,500.

Harbor Division

The Harbor Division provides legal counsel and advice to the Board of Harbor Commissioners and the Port of Long Beach (Harbor Department), the second-busiest seaport in the United States with cargo valued annually at $180 billion. The Harbor Division attorneys work on all transactions related to the Port's operations whose annual revenues exceed $700 million and on formulating and implementing the "Green Port Policy" which mitigates the environmental impacts of Port operations.

Harbor Division attorneys also serve as legal counsel to the Alameda Corridor Transportation Authority (ACTA), draft and approve all Harbor Department leases, permits and contracts, prepare all resolutions, ordinances and other regulations for the Board of Harbor Commissioners and the Harbor Department, and provide advice on environmental matters, energy issues, construction projects and real property transactions.

Workers' Compensation Division

The Workers' Compensation Division consists of attorneys who handle the litigated claims and claims staff who are responsible for providing medical and indemnity benefits to injured employees covered by the City's Self Insured and Self-Administered Workers' Compensation Program.

This Division strives to effectuate the purpose of California's Workers' Compensation law by ensuring that bona fide claims are handled expeditiously while, at the same time, vigorously defending the City against claims that lack merit. This Division continues to work closely with City departments to reduce costs, while at the same time improving service.

FY 16 Accomplishments

Departmental Counsel Division

- Land Use and CEQA. Provided advice to the Development Services Department and Planning Commission on numerous land use and CEQA related matters such as the City's consideration of medical marijuana regulatory ordinances, wireless telecommunications and siting, and the litigation of several significant CEQA lawsuits.

- Southern California International Gateway (SCIG) Litigation. Provided advice and support and participated in litigation efforts regarding a project of the Port and City of Los Angeles and the BNSF Railroad to construct a large rail facility adjacent to residential and other sensitive land uses in the City of Long Beach.

- San Diego Freeway (I-405) Widening Project. Provided litigation advice and support to the City Council and City Planning and Public Works staff regarding CalTrans and the Orange County Transportation Authority's failure to provide adequate mitigation measures for the City of Long Beach in connection with a proposed project to widen the I-405 Freeway between State Route 73 (SR-73) and Interstate 605 (I-605).

- Long Beach Airport. Provided advice and opinions and attended community meetings related to the City's Airport Noise Compatibility Ordinance, the allocation of supplemental air carrier flight slots, and the possibility of a Federal Inspection Station (FIS) and customs facility.

- Medical Marijuana. Drafted two separate ordinances pursuant to City Council direction regarding medical marijuana. Attended meetings with City Council and Planning Commission, drafted ballot title and summary for medical marijuana businesses initiative, and issued cease and desist letters for illegal medical marijuana dispensary or cultivation operations within the City.

- Long Beach Civic Center. Provided legal analysis and day-to-day counsel throughout the exclusive negotiating period. Assisted with the drafting and passage of state legislation authorizing the public-private partnership. Drafted and negotiated all agreements evidencing the transaction, including the Project Agreement. Provided counsel with respect to the sale and development of real estate parcels in connection with the project.

- RDA Dissolution. Provided legal analysis and counsel throughout the ongoing State-wide Redevelopment Dissolution process, including the ongoing administration of the Successor Agency and Oversight Board. Drafted and negotiated several agreements for the purchase and sale of former RDA properties in accordance with an approved Long Range Property Management Plan.

- Technology and Innovation Department. Staffed the Technology and Innovation Commission meetings. Assisted in the negotiations on ERP agreement (replacement technology for current payroll, timekeeping and personnel system).

- Minimum Wage Ordinance. Drafted minimum wage ordinance pursuant to the direction of the City Council; researched issues related to the ordinance, such as tip credits and preemption by State statute.

- Election Issues. Performed research related to election issues. Provided support to the City Clerk at the primary election; drafted resolutions and ordinances required for the consolidated/coordinated general election with LA County. Drafted resolutions necessary to place TUT measure on the ballot, including the resolution establishing a Citizen's Advisory Commission.

- Ethics Advice. Provided advice relating to gifts, conflicts of interest, mass mailings, economic disclosure filings for City officials and employees. Requested advice from the FPPC on issues related

to Government Code section 1090, the Political Reform Act and Form 700 filings. Provided training to various City boards and commissions on Brown Act, PRA and conflict of interest laws.

- Public Works. Drafted Amendment to NPDES ordinance to allow progressive enforcement and other storm water compliance measures as required by the State Water Quality Control Board. Provided advice to the City Manager's office regarding a potential lawsuit related to the Clean Water Act and the issuance of City fireworks permits. Coordinated with outside counsel on affirmative litigation related to PCBs in Long Beach water. Provided advice to transportation engineering staff on a variety of parking and traffic issues including "rainbow" crosswalks, preferential parking districts, parking meters and City parking lots. Drafted ordinance regulating use of "hoverboards" in business districts.

- Library. Worked with Library on removal of art gallery program due to First Amendment concerns.

- Financial Management Purchasing. Worked on a wide variety of sales tax, collections and fee issues; bids, RFPs and contract issues.

- Business Improvement Districts. Provided advice to City staff related to annual ordinances and resolutions required to administer City's ten merchant-based and property-based business improvement districts.

- Economic Development Commission. Provided advice and staffed Commission meetings, including public hearings on a proposed minimum wage ordinance.

- Pedestrian Safety Advisory Commission. Provided advice and staffed the re-launched PSAC, an eleven-member citizen commission regulating crosswalks, required by initiative ordinance.

- 2016 General Elections. Assisted the City Clerk with ballot verification, tabulation and advice for the general and runoff elections for City Council seats.

- Ballot Initiative Process. Provided advice to City Council and City Clerk regarding the placement of the Proposition A and B sales and use tax related measures on the 2016 General Election ballot.

- Billboard Ordinance. Prepared an ordinance and provided advice related to the billboards in the Landscaped Freeway Segment areas of the City.

- Cell Sites on City Rights-of-Way. Provided advice to Public Works and Development Services regarding the location of cell sites on City property in public right-of-way areas.

- Pedestrian Master Plan. Prepared resolution adopting the Downtown And Transit-Oriented Development (Tod) Pedestrian Master Plan, as a Technical Appendix to the Mobility Element of the Long Beach General Plan.

- Midtown Specific Plan. Prepared ordinances and implementing resolutions in connection with the adoption of the Midtown Specific Plan with the goal of bringing new high-quality development to the transit corridor along Long Beach Boulevard.

- Transitional and Supportive Housing Ordinance. Prepared an ordinance amending the Municipal Code to add "Transitional Housing" and "Supportive Housing" as permitted uses in any residential zoning district; and prepared a Resolution submitting Ordinance to the Coastal Commission as an implementing ordinance of the Local Coastal Program (LCP)

- The Current. Provided advice and prepared ordinances and resolutions regarding The Current development project and transportation improvement fee credits.

FY 16 Accomplishments

- Historical Landmarks. Provided advice and drafted ordinances designating the properties at 260 E. San Antonio Drive, and former Fire Station No. 12, located at 6509 Gundry Avenue, as historical landmarks.

- Proactive Rental Housing Inspection Program Ordinance. Provided advice regarding the City's existing Proactive Rental Housing Inspection Program.

- Abatement of Dangerous Nuisance on Hill Street. Provided advice and obtained Court Order relating to the demolition of two unpermitted homes that were a nuisance and hazard on Hill Street near Temple Avenue.

- Prosecuted fifty-nine (59) Nuisance related cases within the past 12 months, which included properties with vacation rental, group home, and sober living issues, properties housing prisoners who are under "supervised release" pursuant to AB 109 (Public Safety Realignment), as well as properties which are housing active gang members who were causing disturbances affecting both adjoining tenants and residents in the surrounding neighborhood. In addition, prosecuted forty-three (43) evictions pursuant to the Long Beach drug abatement ordinance.

- 3942 Knoxville Avenue. Addressing both Code Enforcement and Nuisance related issues associated with this residence, which have been a haven for criminal activity and drug use for the past thirty (30) years and have been the bane of the community. Instituted a "Substandard Building" case against the residence for numerous code and nuisance related violations, and successfully executed an Order to Vacate the premises and effectively shut down the property by having the locks changed and boarding up all the windows and doors. As a result, the owner subsequently sold the residence to a new owner who renovated the entire structure and backyard to the delight of the entire community.

- 3262 San Anseline Avenue. Addressing both Code Enforcement and Nuisance related issues associated with this residence, which was the meeting place for a group of young adults and teenagers affiliated with a street racing club. This club would race cars at high speeds down neighborhood streets, causing loud and disruptive noises throughout the neighborhood resulting from screeching tires and loud, modified engine mufflers. This club would also disrupt the general health, safety and welfare of the community by performing major car repairs in the driveway of the residence at all hours of the day and at night. Declared the residence a Nuisance as a result of the activity and effectively curtailed the actions of the street racing club and effectively abated the nuisance activities surrounding the residence.

- 4151 E. Fountain Street. Addressing Nuisance related issues associated with a group home which provided behavioral health services to children and their families. This group home, which was located in a densely populated residential neighborhood, was unable to keep its clients from interacting with residents in the neighboring community which affected the general health, safety and welfare of these residents and the neighboring community. While addressing the nuisance related activities that were emanating from the group home, pointed out a number of operating issues with the group home to the California Department of Social Services which is the state agency responsible for licensing these types of group homes and for ensuring that the services provided are in compliance with the applicable state regulations. The group home eventually decided to close down after it was unable to effectively address both the nuisance related activities and its own operating issues with the California Department of Social Services.

- Civil Service Commission. Represented the Long Beach Civil Service Commission during employee disciplinary hearings involving City employees.

FY 16 Accomplishments

- Labor Negotiations. Assisted in providing legal analysis and counsel in on-going labor negotiations between the City and its largest employee union – International Association of Machinists and Aerospace Workers.

- PERB. Represented the City in numerous actions before the Public Employment Relations Board (PERB) regarding alleged unfair labor practice charges brought on behalf of City employees and employee unions.

- Employment Law Writs and Appeals. Prepared opposition to writ petitions and represented the City in Superior Court on Writs of Appeal brought by City employees challenging City imposed discipline.

- Writ Defense. Successfully defended the City against Writ of Mandates brought by employees who were terminated due to egregious off-duty conduct involving assault and dereliction of duty.

- Legal Counsel and Employment Advice. Provided legal analysis and counsel to the Department of Human Resources and various other City departments on legal issues related to employee discipline procedures and Federal and State labor and employment laws.

- Training. Provided sexual harassment and hostile work environment training at the Long Beach Fire Department Training Center for new employees, and Brown Act and Open Meeting training for various commissions and committees.

- Long Beach Community Investment Company. Provided legal advice to the former Long Beach Housing Development Company in its new post-Redevelopment role with its expanded powers to apply for and expend funds for the purposes of affordable housing, economic development and neighborhood improvements.

- Utilities. Provided legal counsel to staff in connection with the conversion of all gas meters to an automated meter-reading system. Drafted and negotiated several agreements related thereto.

- Fire Department. Provided legal advice and counsel to the Fire Department for activities and services throughout the City and responses to Public Records Act requests and subpoenas.

- Police Department. Provided legal advice to the Police Department regarding various issues including search and seizure, appropriate and lawful responses to homelessness issues, updating departmental policies, and responding to Public Records Act requests and subpoenas.

- Disaster Preparedness and Emergency Communications. Provided legal advice and counsel to the Disaster Preparedness and Emergency Communications Department and attended various training opportunities to better prepare for any and all disasters.

- Citizen Police Complaint Commission. Provided legal advice to the Citizen Police Complaint Commission regarding policies and procedures, meetings, confidentiality requirements, and Public Records Act requests, and attended meetings upon request.

- Impact Fees. Provided legal advice to the Financial Management Department regarding the Transportation Improvement Fee, Parks and Recreation Facilities Fee, Fire Facilities Impact Fee, and Police Facilities Impact Fee, and drafted a resolution approving the annual and five-year reports for said fees.

- Water Quality Regulations. Assisted the Stormwater Division of Public Works Department in obtaining NPDES permit from the Regional Water Quality Control Board and establishing cooperation agreements with surrounding jurisdictions to regulate water quality.

- Special Events. Provided advice and counsel to the Office of Special Events on First Amendment issues related to demonstrations, parades and marches throughout the City.

- Workforce Development. Provided advice and counsel to the Workforce Development Bureau related to various programs. Prepared and/or reviewed all contracts between City and State, City and non-profit providers for the delivery of job training and workforce development services.

- Parks, Recreation, and Marine. Provided advice and counsel to the Department of Parks, Recreation and Marine for activities and services throughout the City and in the Tidelands area.

- Underground Storage Tanks. Provided advice and counsel regarding environmental compliance for the City's 26 underground fuel storage tanks.

Litigation Division

- With six deputies, handled approximately 200 cases involving a wide variety of issues, including claims of alleged police misconduct, 1st Amendment and 14th Amendment violations, election law disputes, breach of contracts, suits brought under the Public Records Act, employment discrimination cases and public liability cases, including catastrophic injury cases and wrongful deaths. While many of these cases are ongoing, the majority of cases that were resolved resulted in a favorable outcome for the City.

- Tried eight cases to verdicts, including cases involving catastrophic personal injuries. Seven of these cases resulted in defense verdicts. During this period, eleven cases were dismissed by the Plaintiffs for a waiver of costs, including two cases wherein the claim involved an alleged wrongful death.

- Resolved a number of cases with pre-trial motions. Seven cases were resolved in the City's favor by summary judgment (judgment in favor of the City entered by the court before trial), including a challenge to a decision by the City Clerk to refuse to place a medical marijuana ordinance on the ballot for a special election where the ballot did not have the requisite verified signatures. Four cases were resolved in the City's favor by demurrer, one of which included a $2 million claim by the Los Angeles Department of Water and Power.

- Pursued or defended 36 cases in small claims court over the year. The City prevailed on the vast majority of the cases wherein the City was suing as a plaintiff or was defending itself.

- Handled approximately 490 Government Tort Claims. Of the claims which required a payout, only two exceeded $5,000.

- Recovered approximately $202,750 for monies owed and for recovery of workers' compensation benefits paid as a result of the negligence of a third party.

- Provided training to City departments on issues ranging from investigations, police use of force, search and seizure laws, employment discrimination, progressive discipline, and Americans with Disabilities Act (ADA).

Harbor Division

- Environmental and Business Incentives. Drafted new tariffs and other measures to continue financial incentives for users of the Port of Long Beach to reduce their impact on the environment.

FY 16 Accomplishments

- New Long Beach Civic Center. Assisted the Harbor Department in negotiating that portion of the new Long Beach Civic Center project which will house the Port Headquarters and related areas such as Port parking.

- Project Labor Agreement. Provided legal advice and drafting on a Port-wide Project Labor Agreement.

- Procurement. Assisted the Harbor Department in the procurement of the new state-of-the-art Long Beach Harbor fireboats.

- Construction and Development. Provided contracting, real estate, and compliance advice for multiple construction projects including the Middle Harbor Container Terminal and the Gerald Desmond Bridge replacement project, each with a budget of over $1 billion.

- Community Mitigation Grants. Assisted the Harbor Department in the preparation of the Community Impact Study which will facilitate the Community Grants Program and Investment Plan.

- Rail Projects. Provided substantial legal support for environmental analysis and documentation of on-dock, near-dock, and short haul rail projects. These rail projects have the potential to reduce overall freight movement emissions but can have adverse impacts on local residents if not located and planned appropriately.

- Financial Restructuring. Facilitated ACTA refunding bonds in excess of $590 million, which refunding is expected to eliminate payments by the Port of Long Beach for any shortfalls that ACTA may have in the next ten years in connection with ACTA's debt.

Workers' Compensation Division

- Received 534 newly reported claims, including 114 newly litigated claims, for which workers' compensation benefits were administered. Total open claims decreased very slightly over the year from 2,200 to approximately 2,150, for which ongoing benefits and services were provided.

- The City of Long Beach continues to realize annual savings and successes through partnership with its pharmacy benefit manager, NPS. Over the last year, the City achieved an additional reduction of 3.10% ($36,159) in pharmacy payments.

- Issued a Request for Proposal to select a new Bill Review Provider to manage and monitor medical payments in accordance with the State's Official Medical Fee Schedule. As a cost savings measure, the expected savings will be at least 60% over the billed medical payments from providers.

- The published Profile Audit Review (PAR) scores for the State Division of Workers' Compensation Audit Unit ranked Long Beach third (3rd) in the State amongst those entities audited, and first (1st) amongst the ten (10) self-insured/self-administered employers including, five (5) other cities. The City's high audit ranking highlights the efficiencies of the City Attorney's Workers' Compensation claims team, and is a recognition of its commitment to excellence.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	1,782	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	10,184	5,000	5,000	5,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	11,966	5,000	5,000	5,000
Expenditures:				
Salaries, Wages and Benefits	9,382,493	10,805,196	10,805,196	10,951,760
Overtime	1,570	400	400	400
Materials, Supplies and Services	403,133	384,281	384,281	384,281
Internal Support	(1,332,240)	(1,208,182)	(1,208,182)	(1,084,174)
Capital Purchases	14,565	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	8,469,521	9,981,695	9,981,695	10,252,267
Personnel (Full-time Equivalents)	67.25	69.25	69.25	69.25

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
City Attorney	1.00	1.00	1.00	273,789	279,420
Assistant City Attorney	2.00	2.00	2.00	437,250	437,250
Deputy City Attorney	13.00	14.00	14.00	1,951,538	1,945,877
Executive Assistant	2.00	2.00	2.00	187,345	187,345
Investigator II	1.00	1.00	1.00	96,633	96,633
Investigator III	2.00	2.00	2.00	202,569	202,569
Law Clerk	1.00	1.00	1.00	78,338	83,998
Legal Administrator	1.00	1.00	1.00	123,372	123,372
Legal Assistant	2.00	2.00	2.00	137,708	137,708
Legal Assistant I	1.00	1.00	1.00	59,209	59,209
Legal Assistant III	3.00	4.00	4.00	283,233	282,189
Legal Assistant IV	5.00	5.00	5.00	372,395	372,395
Legal Assistant-Subrogation	1.00	1.00	1.00	85,144	86,188
Legal Office Assistant	1.00	1.00	1.00	50,471	50,471
Legal Office Specialist	2.00	2.00	2.00	106,175	106,175
Legal Records Management Supervisor	1.00	1.00	1.00	82,157	82,157
Legal Records Specialist	2.00	2.00	2.00	100,942	100,942
Legal Systems Support Specialist	1.00	1.00	1.00	77,299	77,299
Liability Claims Assistant II	1.00	1.00	1.00	60,253	60,253
Manager-Workers' Compensation	1.00	1.00	1.00	115,752	115,752
Office Specialist	0.25	0.25	0.25	23,299	23,299
Paralegal	1.00	1.00	1.00	85,963	85,963
Principal Deputy City Attorney	4.00	4.00	4.00	679,942	692,257
Senior Deputy City Attorney	2.00	2.00	2.00	320,499	308,184
Senior Workers' Comp Claims Examiner	2.00	2.00	2.00	199,717	199,717
Workers' Comp Administrative Assistant	1.00	1.00	1.00	78,699	78,699
Workers' Comp Claims Assistant	2.00	2.00	2.00	151,330	151,330
Workers' Comp Claims Examiner	5.00	5.00	5.00	425,159	425,159
Workers' Comp Office Assistant II	5.00	5.00	5.00	261,240	261,240
Workers' Comp Medical Only Examiner	1.00	1.00	1.00	62,254	62,254
Total Salaries	67.25	69.25	69.25	7,169,673	7,175,305
Overtime	-	-	-	400	400
Fringe Benefits	-	-	-	3,499,020	3,662,753
Administrative Overhead	-	-	-	136,503	147,933
Attrition/Salary Savings	-	-	-	-	(34,231)
Expenditure Transfer	-	-	-	-	-
Total	**67.25**	**69.25**	**69.25**	**10,805,596**	**10,952,160**

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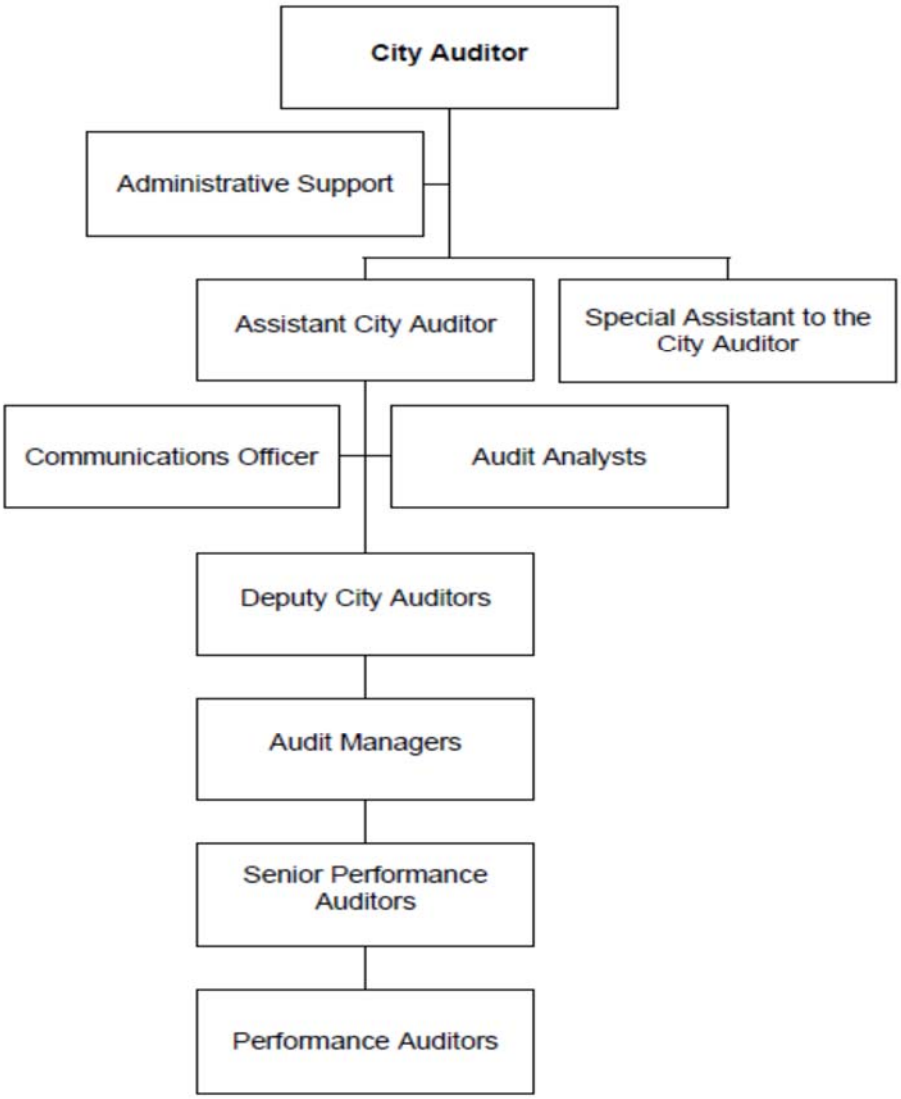
City Auditor



The mission of the City Auditor's Office is to:

- Provide independent assurance that public funds are spent wisely and responsibly.
- Promote transparency, accountability and efficiency in City operations.
- Prevent fraud, waste, and abuse of City resources.

Department Goals

<u>Goal 1</u> Promote transparency, accountability and efficiency in City operations.

A. Apply professional audit services including:

1. Financial Audits
2. Revenue Audits
3. Contract Reviews
4. Lease Reviews
5. Internal Control Reviews
6. Fraud Investigations
7. Benchmarking Studies
8. Economic Analysis of significant transactions and business deals

B. Perform Annual Financial Audits and Federal Single Audit

C. Verify City's cash and investments as required by City Charter
   1. Verify the City's cash and investments once each quarter in a timely manner.
   2. Test invested assets to determine compliance with the City's current Investment Policy and other applicable Government Code restrictions.

D. Open communication with the public
   1. Communicate findings of audits in a clear, concise and understandable format for distribution to residents of the City and/or other stakeholders.
   2. Ensure there are mechanisms within the Office whereby resident complaints and issues can be handled appropriately and in a timely manner.
   3. Actively promote a fraud hotline; allowing City employees, residents and others to anonymously provide tips and other information to assist in detecting and preventing fraud, abuse and government waste.

<u>Goal 2</u> Provide independent assurance that public funds are spent wisely and responsibly.

A. Audit all pending payment vouchers and wire transfers for compliance with applicable statutes, City policies and regulations, lease agreements and any and all applicable contractual provisions.

B. Strive to provide next day approval on all payment vouchers submitted.

<u>Goal 3</u> Prevent and reduce fraud, waste and abuse of City resources.

A. Provide an easy confidential process for employees, vendors, and citizens to report misuse of City resources.

   1. Provide live, independent interviewers 24 hours a day, seven days a week.
   2. Facilitate direct reporting to the Office of the City Auditor of fraud, waste, and abuse of City resources via mobile app, telephone, mail, fax, and email.
   3. Review and take appropriate action on each reported incident.

FY 16 Accomplishments

For over 100 years, the residents of Long Beach have entrusted the City Auditor to provide independent assurance that City-controlled public funds are well-managed, spent prudently and as intended, providing the expected services, and recorded and reported accurately.

The City Auditor is directly elected and accountable to the residents of Long Beach. All audits are conducted based on the professional judgment of the City Auditor and her staff in accordance with Generally Accepted Government Auditing Standards and other applicable statutes and industry regulations.

The Long Beach City Charter defines the responsibilities of the City Auditor, and during FY 16 the City Auditor's Office complied with all Charter and Municipal Code mandates.

Audits or Reports Issued in FY 16:

During FY 16, the City Auditor conducted audits and attestation engagements in accordance with Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States, the official auditor of the U.S. Congress. GAGAS is the industry benchmark for government audit organizations. The City Auditor also provides professional services that are non-GAGAS audits, such as investigations of alleged fraud and analyzing emerging issues.

To see information on audits and projects please see our 2016 Annual Work Plan, which is available at **www.CityAuditorLauraDoud.com**.

The Office reviewed a wide variety of topics during FY 16. Some of the more significant projects included:

Job Order Contract Audit
The objectives of the audit were to evaluate the adequacy of the internal controls surrounding the Department of Public Works' Job Order Contract (JOC) program, including oversight, awarding of work, and performance monitoring. JOC is intended to efficiently move along small-scope construction projects by using a pre-established catalog to maintain competitive pricing. Since 2003, the City has used JOC to complete $68 million in infrastructure projects, such as repair or renovations of parks, libraries and City buildings. The audit scope was from October 2013 through February 2015. The audit found significant systemic lack of controls over all key areas of the JOC process, creating an environment highly vulnerable to fraud. Contractors, knowing JOC project managers were under pressure to move projects along quickly, submitted low, unrealistic bids to secure contracts and then inflated proposals to make a profit. The audit found vague project scopes of work lacked detail to determine if pricing was appropriate and resulted in change orders and cost overruns in 91% of projects reviewed. The audit also found contractors inflated prices through use of items outside of the pre-established catalog, which were charged at 110%. Had non-catalog items been capped like they are in other JOC programs, the City could have potentially saved $1.9 million during the audit period. As typical JOC projects average $100,000, this is equivalent to 19 projects. These situations resulted in the City negotiating project pricing outside of the catalog and paying more than what was contractually obligated. As a result of the audit, the City reported that they temporarily suspended the program to address recommendations in the report. Legislation, recommended by our Office, was passed in May 2016 to provide key controls around the program.

Park Maintenance Audit
The objective of the audit was to assess the City's approach and strategy for landscape maintenance contract oversight in ensuring cost effectiveness and adequate park and tree conditions. The City's park landscape and tree maintenance is overseen by the Parks, Recreation and Marine Department (PRM). The City outsources to private contractors the maintenance of over 29,500 trees and nearly 2,000 acres of grounds in City parks, facilities, and street medians

costing over $3.1 million annually. The audit found the City's parks and park trees will continue to decline unless the City changes its approach to managing resources, maintenance, and park expansion. Since awarding the landscape maintenance contracts in 2013, the City added 16 new parks and park improvements and 18 other locations such as street medians, but did not increase contract funding at the time of expansion. By adding more areas to be maintained without increasing funds, the City tasked landscape contractors to maintain more with the same amount of resources. This, coupled with the state-wide drought, created significant challenges to adequately maintain City parks and trees. The City Auditor's Office estimated there is at least a $1 million annual shortfall for park and park tree maintenance. The audit also found mismanagement of resources due to lack of processes and controls which included:

- $215,622 worth of relatively new equipment left unused in the City yard for several years; and
- $80,800 paid over 16 months for maintenance that was never performed.

PRM generally agreed with the audit findings, however the Department did not agree to undertake key recommendations such as implementing a long-term, concentrated strategic approach to maintaining the City's parks and trees and expanding funding opportunities outside of the General Fund with a plan for naming sponsorships, donor programs and private-public partnerships to offset maintenance costs.

City Auditor's Fraud Hotline Report

The Office issued the first report on the Fraud Hotline which was revitalized by City Auditor Doud. Since 2007, the Office has been operating the Fraud Hotline, which is the only independent reporting system that allows City employees, vendors, business owners and residents to anonymously report their tips of fraud, waste and abuse against the City. The report provided information on who provides tips, type of tips and resolutions from tips received in 2014-2015. Of the 58 tips received during the two year period, a majority came from City employees (40%) followed by Long Beach residents (36%). The top three tips on fraud, waste and abuse against the City as highlighted in the report include:

1. Poor quality of City services
2. Reporting work hours falsely on timesheets
3. Using City property – such as vehicles and equipment – for personal use

The report detailed how tips are processed. For every tip, the Office conducts a thorough analysis to determine if there is sufficient basis to investigate. When the issue is more widespread than an individual instance, the Office conducts a more comprehensive review or audit. Thirty-one percent (31%) of tips led to or identified an audit or internal investigation.

The report also highlighted how to anonymously report tips 24 hours a day, 7 days a week to the City Auditor's Fraud Hotline:

- Phone: 1-888-FRAUD-07 (1-888-372-8307)
- Online form at CityAuditorLauraDoud.com
- MyAuditor App available at the App Store or Google Play

City Auditor's Report on Results

The first Report on Results summarized the implementation status of audit recommendations issued from our Office over a 5-year period from 2010 to 2014. Due to the extensive number of recommendations, implementation status was provided by Departments, and therefore not verified, but could be subject to follow-up audit procedures. Of the 256 total active recommendations, Departments reported that 182 (71%) were fully implemented. These changes resulted in improved oversight, access, and safeguarding of $80 million in City revenue annually. The report showed that with City Management implementing a majority of our recommendations, the City is better, more efficient and more transparent. However, the report also highlighted that there is still room for improvement citywide. Audits have indicated reoccurring systemic issues in essential operations which expose the City to a high risk of fraud, waste and potentially uncollected revenue. Over the 5-year period, the Office found that strategic plans were lacking,

creating problems throughout departments whose operations bring in more than $40 million in annual revenue. A substantial amount of recommendations, 45% across 12 departments, addressed the need for sufficient policy and defined processes over a particular operation. Also, numerous audits noted issues with procurement and contracts that bring in $29 million in annual revenue as well as significant security issues with City software systems.

Contract Administration Audits
Throughout FY 16, the Office conducted limited scope reviews of selected contracts throughout the City. The Office evaluated the adequacy of the City's monitoring procedures and internal controls over the administration of contracts as well as the vendor's compliance with key contract provisions. The Office issued separate reports for each individual contract audit upon completion; a total of ten audits will be completed. A summary report that will compile all of the results is expected to be issued in FY 17. Individual reports released so far have shown that the City has not provided resources, guidance and training on how to effectively manage contracts which has led to a limited amount of oversight from City staff, poor planning, lack of agreement on work product, and services paid for outside of contract terms.

The Office is also involved in a number of compliance and required financial reviews such as Quarterly Cash and Investment audits, the City's annual Financial and Single Audits, Gann Appropriations Limit Letter concerning government allowed spending, financial statements for Los Cerritos Wetlands Authority, and Proposition H oil tax expenditures and revenues.

Other Accomplishments

Distinguished Knighton Award for Police & Fire Public Safety Dispatcher Overtime Audit
In FY 16, the Office won the prestigious 2015 Distinguished Knighton Award from the Association of Local Government Auditor's (ALGA) for the Police & Fire Public Safety Dispatcher Overtime Audit. The audit identified $1.3 million in public safety dispatcher overtime and a potential unsafe work environment. Based on the findings, the audit recommended that the Police and Fire Departments review more closely their current staffing levels and schedules, the disproportionate distribution of overtime among the dispatcher workforce, as well as their recruitment efforts. Judges determined the Office's report was among the best of 2015, noting, "The report identified the potential for significant impacts including budgetary, safety, and operational efficiencies." This is the fourth ALGA Knighton Audit Award the Office has received. The Knighton Award is one of the most highly regarded honors, because it recognizes the best performance audit reports issued by its 300 local government audit organization members.

Annual Work Plan & Accomplishments Report
In FY 16, the Office released its second Annual Work Plan to the public. The document enhances transparency by providing information about the role of the Office, highlighting the valuable audit work produced in 2015, and outlining planned audits with a focus on issues that directly affect the public's quality of everyday life. The 2016 Annual Work Plan & Accomplishments Report shows how our Office consistently focuses on internal improvements and provides increased value to the City.

Fraud Hotline
The City Auditor's Fraud Hotline operates 24-hours per day, 7-days a week and is available to anyone to report allegations of fraud, waste, or abuse against the City. The Hotline is promoted with educational materials distributed throughout the City. Posters and brochures on fraud awareness and prevention contain messages with the theme "Let's Be Clear" and provide clear examples of fraud against the City. In addition, the City Auditor's Fraud Hotline Report was distributed to all City employees and members of the public at community events.

The 2016 Report to the Nation issued by the Association of Certified Fraud Examiners estimates a typical organization loses 5% of its annual revenue to fraud. The same report has found that fraud schemes are much more likely to be detected by tips than by any other method. Appropriate follow-up measures are implemented for each Fraud Hotline report.

Website
In FY 16, the City Auditor's website, **www.CityAuditorLauraDoud.com**, was updated with a more user-friendly and responsive interface, so that the public can easily access reports, find out about upcoming projects, see news items and report fraud tips.

Mobile App
The Office updated the MyAuditor mobile app that provides quick access to the Office from both Apple and Android devices. It provides the public with a way to conveniently and confidentially report fraud, access audits, and receive the latest Office news. The MyAuditor app is the first of its kind among government audit offices.

Social Media
A top priority in FY 16 was to enhance transparency through new communication modes allowing for two-way dialogue with the public. The Office launched new social media channels, Twitter at @LBCityAuditor and Facebook at facebook.com/LongBeachCityAuditor, which the public can follow to stay informed on how the Office is working for them and to share their comments.

Community Events
The Office attended community events to distribute Office information and interact with the public by listening to concerns, answering questions and obtaining feedback on current issues.

Additional Responsibilities of the City Auditor's Office

In addition to projects listed above, the Office has project responsibilities evolving through ordinances, ballot measures and new contract agreements that include language assuring the public that the City Auditor will be involved in oversight or review. These responsibilities, some mandated, some agreed upon, are in addition to activities required by the City Charter.

Examples are:

- Prop H – Oil Production Tax adjustment benefiting Long Beach Public Safety; annual audit of revenues and expenditures required
- Measure G – Utility Users Tax Update; annual audit of utility taxes received required
- Prop L – Analysis required of outsourced contracts for work usually performed by City employees
- Long Beach Municipal Code 3.64 – Authorizes the City to levy Transient Occupancy Tax (TOT) on individuals who occupy a hotel/motel room in Long Beach for a period of 30 days or less

Disbursements
As required by City Charter, the City Auditor reviews all disbursements of City funds. The Office of the City Auditor is also responsible for final approval of the City's wire transfers.

Complete FY 16 data is not available as of the date of publication of this document; however, the following FY 15 information illustrates the scope of this work:

- Number of checks reviewed: 52,545
- Value of checks reviewed: $699,892,094
- Number of checks withheld: 137
- Value of checks withheld: $10,453,691
- Number of wire transfers authorized: 1,132

- Value of wire transfers authorized: $1,797,063,917

In accordance with the City Charter, the City Auditor signs each check that the City issues, including vendor payments, workers' compensation claims, and employee payroll checks. Each disbursement is reviewed to ensure payments are appropriate, timely, authorized, and documented. If there is an issue with a requested disbursement, payment is withheld until the issue is resolved. No checks or wire transfers may leave the City without the authorization of the Office of the City Auditor.

Wage Garnishments

The Office of the City Auditor administers all City employee wage garnishments. So far during FY 16 the Office is managing over 200 active garnishment files for City employees. Garnishment payments total approximately $52,000 each payroll period. Additionally, the Office maintains files for 1,000 inactive cases. The process is complex due to unique regulations for each garnishment regarding collection and payment of monies processed. Currently, the Office of the City Auditor manages accounts for over 15 agencies including the U.S. Department of Education, California Franchise Tax Board, United States Internal Revenue Service and Los Angeles County Sheriff's Department. The Office keeps current with changing laws, rules and regulations to ensure that the City is in full compliance.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	-	-	-	-
Expenditures:				
Salaries, Wages and Benefits	2,416,536	2,653,252	2,653,252	2,691,331
Overtime	11	-	-	-
Materials, Supplies and Services	378,679	165,304	294,205	165,304
Internal Support	107,057	228,348	228,348	228,678
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	2,902,283	3,046,904	3,175,805	3,085,313
Personnel (Full-time Equivalents)	22.00	22.00	22.00	22.00

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
City Auditor	1.00	1.00	1.00	203,785	207,900
Assistant City Auditor	1.00	1.00	1.00	181,450	181,450
Audit Analyst	3.00	3.00	3.00	213,483	217,852
Audit Manager	3.00	3.00	3.00	300,267	300,267
Deputy City Auditor	4.00	4.00	4.00	571,137	571,137
Executive Assistant	1.00	1.00	1.00	81,289	81,289
Senior Auditor	6.00	6.00	6.00	416,974	418,355
Staff Auditor	3.00	3.00	3.00	145,634	148,757
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Subtotal Salaries	22.00	22.00	22.00	2,114,018	2,127,008
Overtime	-	-	-	-	-
Fringe Benefits	-	-	-	1,024,613	1,089,956
Administrative Overhead	-	-	-	40,249	43,852
Attrition/Salary Savings	-	-	-	(525,627)	(569,485)
Expenditure Transfer	-	-	-	-	-
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Total	22.00	22.00	22.00	2,653,252	2,691,331

Key Contacts

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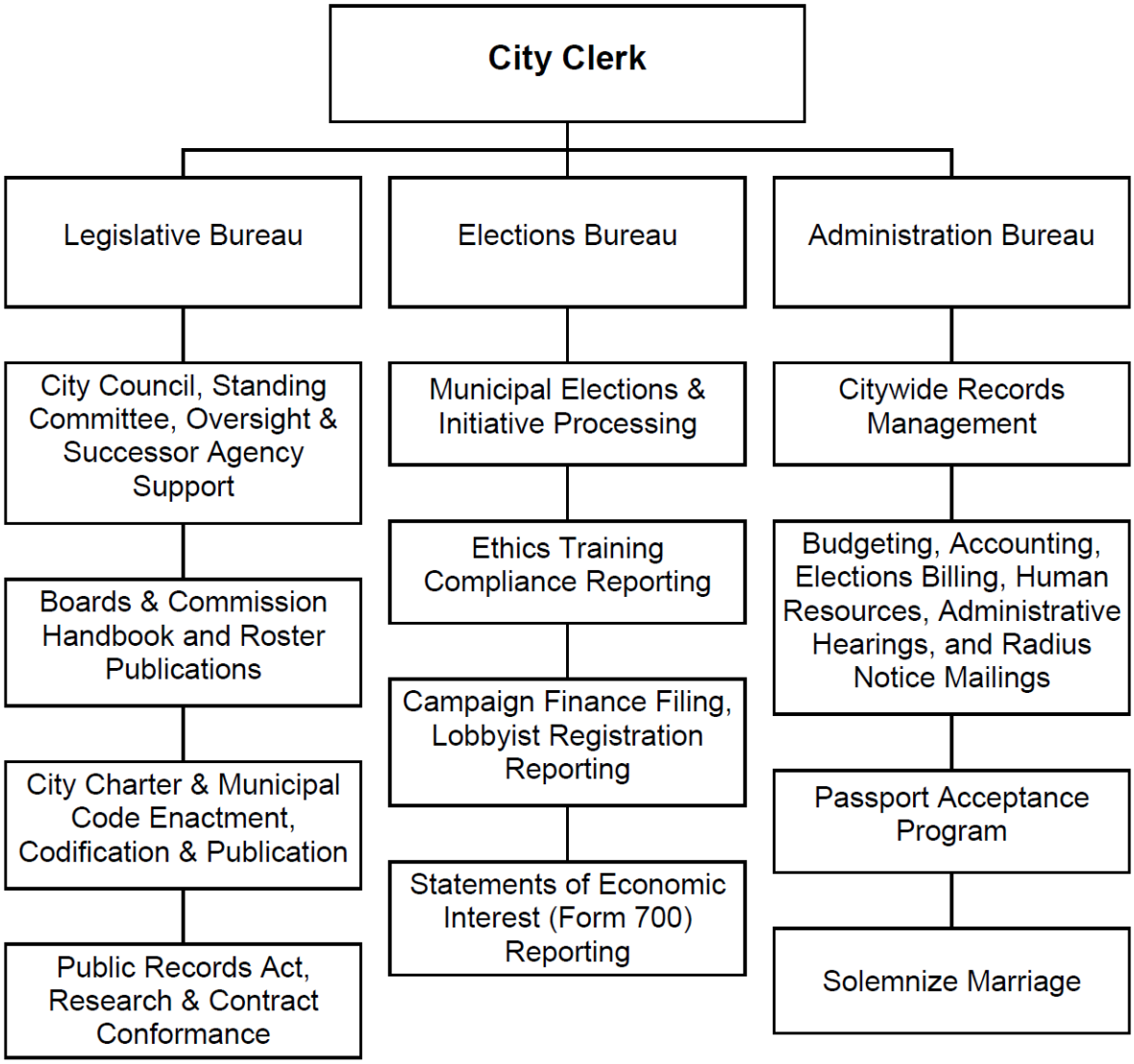
City Clerk



Mission Statement

The Office of the City Clerk is committed to pursuing excellence through trust, respect, caring, and by being accountable, transparent, and responsible, by following these guiding principles: Provision of accessible legislative services to all, including the obligation to inform and notify the public; Conducting all elections in an efficient and accurate manner and as mandated by law; Recording and maintaining official City government documents in a manner that promotes security and ease of retrieval.

Department Overview

The Office of the City Clerk is organized into three functional units:

Administration

This unit is responsible for management and coordination of Department operations related to budgeting, accounting, payroll, human resources, employee development, internal communications and City safety programs. This unit coordinates the development of the annual budget, billing for LBUSD and LBCCD elections, assists other managers regarding human resources, maintains the employee orientation and development program, and supports development and monitoring of the Department budget reduction measures. This unit also solemnizes marriages, coordinates the scheduling, newspaper noticing, and assignment of administrative hearing officer, including issuance of all radius notice mailings as required by the Municipal Code.

This unit administers the citywide records retention and destruction program for 23 City departments. This includes the management of 8,139 permanent boxes and 13,257 temporary boxes located in on-site and off-site storage locations. The Records Center also assists departments in identification, evaluation, protection and retrieval of records to satisfy legal requirements; and ongoing operations.

Furthermore, this unit provides supervision of “front office”, telephone, and Internet services to all customers seeking agendas, minutes, reports, the City Charter, Municipal Code and passport processing services.

Legislative

Consistent with the provisions of California’s public meeting laws and the Public Records Act, this unit is responsible for the transparent presentation and retention of the City’s legislative agendas, reports, videos, and minutes that present and archive the decisions, laws, and policies of the City Council and other public boards. The unit assembles and distributes all documents related to the presentation and deliberations of policy and program issues as reported upon and recommended by the City Manager, City Attorney, City departments and the public.

This unit is also responsible for the preparation of agendas, posting and publishing public notices as required by law, recording of actions, attests to bonds, acceptance of damage claims and subpoenas, and the retrieval of permanent records. In support of the City Manager Department, this unit also provides post-meeting City Manager Status reports immediately after each regular meeting of the City Council.

This unit also provides support to City departments by processing and of indexing all contract documents filed with the City Clerk. In addition, this unit is responsible for maintenance and updating of the Boards and Commissions Roster as well as updating of the Boards and Commissions Handbook.

Elections

This unit is responsible for the management and conduct of City, school district and community college district elections comprising 23 elected offices and approximately 250,000 registered voters.

Other responsibilities include: processing of initiatives, referendums, and recall petitions; the import and verification of voter registration data from the Los Angeles County Registrar-Recorder/County Clerk; design and maintenance of precinct and district boundaries; identification and assessment of polling places in compliance with the California Secretary of State Polling Place Accessibility Checklist; recruitment and training of elections officers including bilingual poll workers; maintenance and testing of vote tally equipment in compliance with Secretary of State and federal certification requirements; development and publishing of the Official Sample Ballot Booklets and official ballots; distribution and processing of Vote-By-Mail Ballot Applications and petitions and implementation of voter outreach and

education programs. The unit also manages candidate, lobbyist, and campaign finance filings, the Campaign Matching Fund Program, compliance monitoring of the Form 700 Statements of Economic interest in compliance with State law involving approximately 1,200 filers.

For FY 17, the Office of the City Clerk proposes the establishment of goals in collaboration with the Mayor and City Council. The goals can be established during the budget development process or shortly after adoption of the budget in October 2016.

Accomplishments, Challenges and Opportunities

Administration Bureau Accomplishments

- Completed a departmental re-branding campaign which includes development of a new City Clerk logo, branding, and identity system.
- Collaborated with the Technology and Innovation Department and continued efforts to create a "virtual" citywide records management system.
- Administered annual Record Center archival, destruction and retrieval involving approximately 2,100 file/box transactions.
- Converted paper stored historical City contracts and City Council agendas and staff reports to a digital format for export to the citywide records management system.
- Performed civil marriage ceremonies as authorized by AB 1525 including a mass LGBT wedding ceremony at 2016 LB Pride parade.

Legislative Bureau Accomplishments

- Provided effective meeting support of City Council, standing committees and assigned advisory committee meetings.
- Continued streamlined publication of the City Charter and Municipal Code information management system in order to enhance the timeliness of printed supplements and online availability on the Internet and via the City Clerk e-Book Library.
- Continued to conduct training for City Council and City departmental staff relative to City Council and standing committee agenda process, as well as use of the City's Legislative Information Management System (LIMS).
- Continued the administration, training and operation of Granicus Legistar software for use by other City departments and subscriber advisory committees, including the Parks and Recreation Commission, the Long Beach Transit Board, and the Board of Harbor Commissioners.
- Successfully generated 1,694 legislative documents such as agendas, reports, contracts, ordinances, resolutions, public hearings, and city manager status reports.
- Successfully conformed 870 City contracts.

Elections Bureau Accomplishments

- Successfully conducted the April 12, 2016 Primary Nominating Election as prescribed by the City Charter and State Elections Code.
- Successfully coordinated the June 7, 2016 General Municipal Election with the Los Angeles County Registrar-Recorder/County Clerk.
- Successful administration of an accessible, private, and independent voting program for persons with disabilities utilizing the eSlates, a component of the City's state certified voting system.
- Successful implementation of civic engagement activities promoting voting and elections including National Voter Registration Day, Student Mock Elections, and Election Day activities.
- Partnered with Long Beach Airport to convert an existing warehouse into the centralized election supply assembly, distribution and collection center for the 2016 Primary Nominating Election.

Accomplishments, Challenges and Opportunities

- Served as the City of Long Beach representative to the Los Angeles County Registrar-Recorder/ County Clerk, Voting Systems Assessment Project Advisory Committee and the California Secretary of State's Language Accessibility Advisory Committee.

- Election Management System (EMS) – Continue maintenance and support of the EMS that provides support for the effective planning and administration of these critical election functions: Voter Registration Management; Precinct and District Modules; Street Inventories; Office/Incumbent and Candidate Processing; Polling Place and Poll Worker Planning and Inventory and Payroll; Vote-By-Mail Ballot Processing and Voter History Information. Continue to work with Los Angeles County Registrar-Recorder/County Clerk for the utilization of all management modules of the Voter Information Management System.

- Supported and had direct involvement in the participatory budgeting in Council District 9.

- Translation of the April 12, 2016 Primary Nominating Election Official Sample Ballot booklet in Khmer, Tagalog, Vietnamese, Korean and Spanish.

- Monitored and achieved 99 percent of AB 1234 biennial ethics training compliance for all appointed members to City boards and commissions.

- Successful administration of form 700 e-filing with 97 percent on-time filing due on April 1, 2016. Form 700 – Statement of Economic Interests (SEI) Program – promotes an enhanced level of citywide monitoring and compliance by a SEI software program that has created efficiencies in the administration of the State mandated SEI program for the City Clerk Department (filing official), City department staff (filing officers) and filers (City Council, City staff, committee appointees and contract consultants).

Challenges

- Development and implementation of organizational redesign changes that will provide improved service delivery, employee professional development, and succession management over the next five years.

- Continuing the expansion of the Legislative Information Management System to City departments and interested advisory boards and commissions.

- Successful preparation and execution of digitizing all historical records in preparation for the move to the new Civic Center.

- Maintaining full compliance with biennial AB 1234 ethics training requirements for members of the City Council and members of advisory boards and commissions.

Opportunities

- Continue training employees in the use of existing integrated information systems to increase efficiency and transparency.

- Expansion of civic engagement programs that promote civic participation at all levels.

- Development of a City Clerk Emergency Continuity of Operations Plan (COOP) to be used in the event of a citywide/regional emergency or natural disaster.

Financial Summary

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	(4)	-	-	-
Revenue from Other Agencies	210,498	-	-	-
Charges for Services	853	450	450	450
Other Revenues	226,198	609,060	609,060	12,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	500	500	2,000
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	437,545	610,010	610,010	14,450
Expenditures:				
Salaries, Wages and Benefits	1,837,830	2,021,204	2,021,204	2,082,085
Overtime	6,758	20,730	19,230	20,730
Materials, Supplies and Services	505,173	2,529,399	2,532,894	389,149
Internal Support	205,405	224,098	224,098	236,455
Capital Purchases	12,180	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	2,567,346	4,795,431	4,797,426	2,728,419
Personnel (Full-time Equivalents)	16.50	16.50	16.50	16.50

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
City Clerk	1.00	1.00	1.00	151,624	143,425
Administrative Officer	1.00	1.00	1.00	115,312	115,312
Assistant City Clerk	1.00	1.00	1.00	122,670	122,670
City Clerk Analyst	2.00	2.00	2.00	150,477	159,603
City Clerk Assistant	2.50	2.50	2.50	108,715	116,230
City Clerk Specialist	5.00	5.00	5.00	344,755	347,823
Executive Assistant	1.00	1.00	1.00	76,143	76,143
Senior City Clerk Analyst	3.00	3.00	3.00	272,345	273,806
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Subtotal Salaries	16.50	16.50	16.50	1,342,042	1,355,013
Overtime	-	-	-	20,730	20,730
Fringe Benefits	-	-	-	679,039	724,563
Administrative Overhead	-	-	-	25,551	27,936
Attrition/Salary Savings	-	-	-	(25,427)	(86,059)
Expenditure Transfer	-	-	-	-	60,632
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Total	**16.50**	**16.50**	**16.50**	**2,041,934**	**2,102,815**

Key Contacts

Maria de la Luz Garcia, City Clerk

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cityclerk@longbeach.gov
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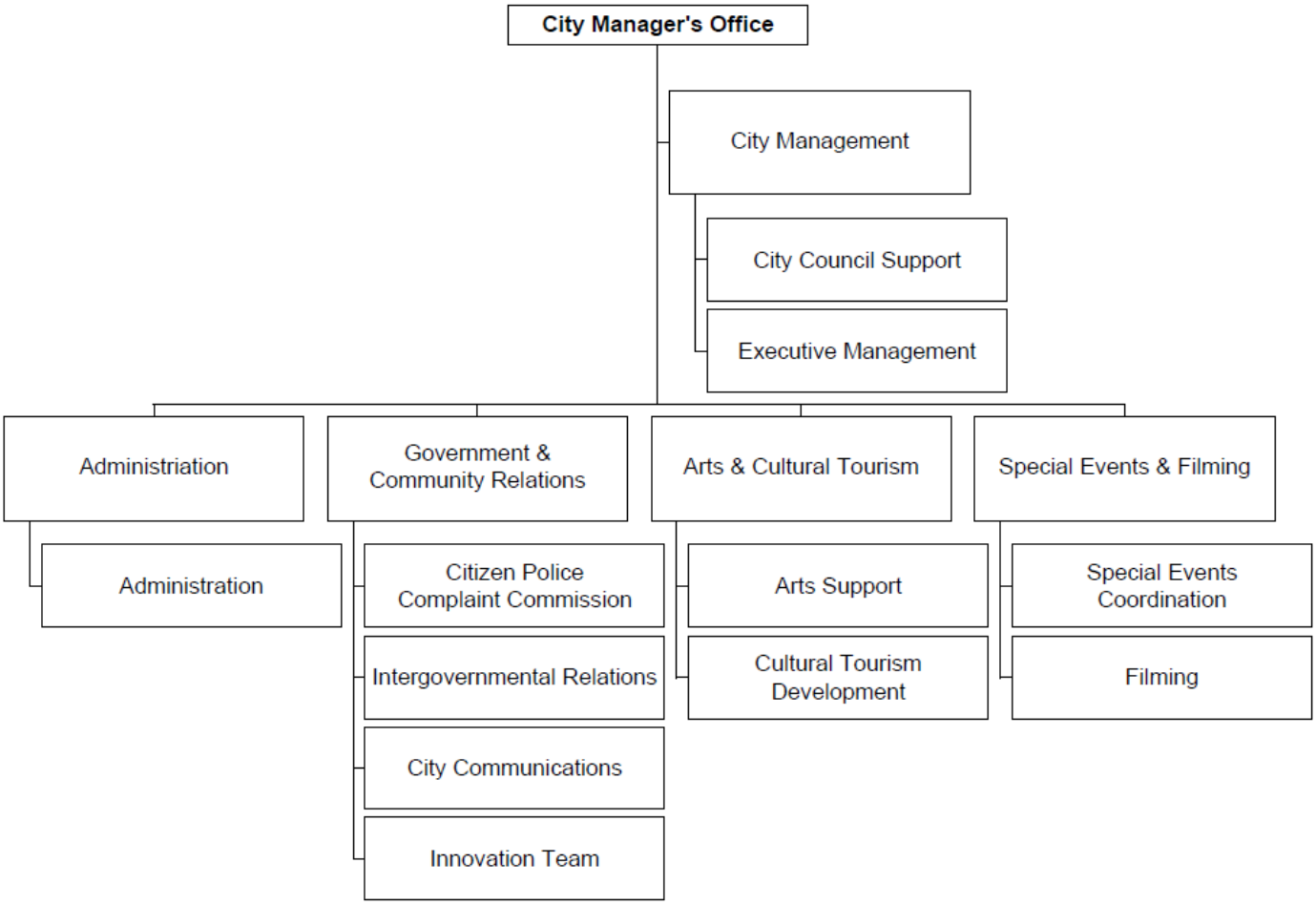
City Manager



Patrick H. West, City Manager

Thomas B. Modica, Assistant City Manager

Arturo M. Sanchez, Deputy City Manager

Department Overview

Mission:
To plan and direct the implementation of City programs in accordance with City Council policies, the City Charter, and the Municipal Code, and provide leadership for efficient and effective municipal services for the community.

Core Services:

- Implement policy set by the City Council.
- Ensure City departments provide efficient delivery of services.
- Provide analysis and recommendations to the City Council to assist in policy making.
- Provide services to the community to reduce and eliminate the causes of crime.

FY 17 Focus:

City Council Support: Providing accurate information, analysis, and recommendations to the City Council in a timely manner continues to be a key focus of the City Manager's Office.

Executive Management: Providing leadership, oversight, and support to City departments will be a focus as the City continues to face decreased fiscal resources and a reduced workforce. Through City services and programs, staff will work diligently while promoting the City as a great place to visit, live and work.

Intergovernmental Relations: In FY 17, staff will focus on protecting Long Beach assets throughout the dissolution of redevelopment, cap and trade implementation, municipal solid waste disposal and recycling policy changes, gun control and statewide oil regulations. Staff will also work on securing federal funding to fulfill the federal cost share portion of the East San Pedro Bay Ecosystem Restoration Study,

Special Events and Filming: Maintaining filming operations as one of the top film-friendliest cities in California, while sustaining customer base and strengthening presence in the film industry, will continue to be a main focus. Emphasis will be made to ensure special events have a streamlined and efficient permitting process for events that benefit Long Beach. Efforts to increase social media presence both locally and regionally will be a key focus in FY 17.

Citizen Police Complaint Commission (CPCC): The CPCC will continue to receive and investigate allegations of police misconduct and provide support to the community. Commission staff will focus on community engagement and increasing transparency.

Innovation Team (i-team): In partnership with City departments and the community, the i-team will continue its focus on economic development and access to City services in FY 17. Funded by a three-year grant from Bloomberg Philanthropies, the i-team is a forward-thinking, highly motivated team of researchers, designers, and programmers, with the mission to research, develop and deliver sustainable solutions for Long Beach.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Letters of Support and Opposition Written	64	66	72	72

A total of 64 letters of support and opposition were written in FY 15 and a total of 72 in FY 16. Staff is in continuous communication with the City's State and Federal delegation in order to convey interests in furthering specific programs and protect the City's interests as identified in the City's State and Federal legislative agendas.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Filming Permits Processed	445	430	445	440

Staff anticipate processing a total of 445 permits in FY 16. The FY 17 estimate for filming permits reflects a slight decrease from FY 16. Feature film production increased in FY 16 due to the State of California Film and Tax Credit Program.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Reported Complaint Investigations Completed	250	300	300	310

A total of 300 reported complaint investigations are expected to be completed in FY 16 and 310 are anticipated in FY 17. With additional staff support and heightened local, state and national police/community issues, it is expected that the number of documented complaints and contacts will increase. The number of documented contacts, which is also tracked by staff, does not always correlate to the number of completed investigations since some of the contacts may not rise to the level of a formal investigation. The Charter-mandated Citizen Police Complaint Commission has the responsibility of investigating allegations of police misconduct.

FY 16 Accomplishments

- In working with State Senator Ricardo Lara, Intergovernmental Relations secured the enactment of SB 562, legislation to support development of the Long Beach Civic Center Project in downtown Long Beach exceeding a value of $520 million.

- Intergovernmental Relations secured authorization for Los Angeles County Metropolitan Transportation Authority to make safety improvements to the Blue Line Wardlow Station and fare evasion stations at four Blue Line stops in downtown Long Beach.

- Intergovernmental Relations secured a revised federal cost share agreement with the U.S. Army Corps to accelerate and contribute $2.25 million in local Tidelands funding to the federal East San Pedro Bay Ecosystem Restoration Study, which enabled the study to begin in February 2016.

- Full- and part-time Investigators (two employees) were hired to enhance staffing to support the Citizen Police Complaint Commission.

- As a result of the efforts of Special Events and Filming staff, over 75 percent of television productions return to the City of Long Beach for their production needs. Continuing this trend, in FY 16, Long Beach attracted top-tier television shows that produce in Long Beach on a regular basis, such as Rosewood, Animal Kingdom, Scorpion, The Fosters, and Jane the Virgin. Other television shows such as Lethal Weapon, NCIS: LA, Criminal Minds, Castle, Bar Rescue, Ray Donovan, The People's Couch, Brooklyn Nine-Nine, House of Lies, and American Horror Story also use Long Beach as one of their favorite backdrops. In FY 16, Long Beach welcomed the following feature films: CHiPs featuring Dax Shepard, Live by Night starring Ben Affleck, La La Land costarring Ryan Gosling and Emma Stone, and Straight Outta Compton featuring O'Shea Jackson Jr.

- Special Events and Filming continues to work on permitting new events, such as the Hot Sauce Festival, Vegan Festival, and planning the highly successful Beach Streets. Partnering with local business development groups to develop programming that attracts both visitors and residents to events has helped staff maintain a steady level of special event permit activity.

- The City of Long Beach continued its Energy Efficiency Partnership with Southern California Edison. Through the Partnership, the City achieved 80,620 kilowatt hours in municipal energy savings from projects in 2016 that has helped to lower costs, reduce pollution and put less strain on the City's power grid.

- With funding from the Port of Long Beach, the Office of Sustainability continued to partner with Neighborhood Resources to plant California native, drought tolerant, and low volatile organic compound (VOC) emitting trees, accounting for 2,463 trees planted to date, towards a goal of 6,000 by 2020.

- The Civic Center Edible Garden produced and donated over 250 pounds of produce in 2016, and hosted eight workshops and events for staff and residents.

- The City of Long Beach continued its free Mulch Delivery and pickup program, offsetting over 2,200 tons of tree trimmings that would otherwise go to the landfill.

- The City of Long Beach has recognized 17 Green Businesses to date in 2016, encouraging businesses to adopt sustainability as a business strategy and highlighting leaders in the community.

FY 16 Accomplishments

- The City secured a $3 million grant from Bloomberg Philanthropies to fund an Innovation Team (i-team). The grant pays for a full-time Innovation Team Director, Mayor's Deputy, Researcher, Developer, Designer, and three Innovation Fellows focused on the research and development of solutions to stimulate economic development and access to City services.

- The City was awarded a $50,000 grant from the Knight Foundation to implement five "open procurement challenges" in partnership with the international Citymart organization.

- The City was awarded a $50,000 challenge prize from the Small Business Administration (SBA) to streamline the business startup process. The i-team is leading the effort to develop solutions that will help businesses "Startup in a Day."

- The City was selected as a "Code for America Fellowship" host city to develop solutions that reduce the cost and confusion of starting a business, with a particular focus on underserved populations of the city. The Fellowship included a $150,000 grant from the James Irvine Foundation (paid directly to Code for America), and resulted in the creation of the City's BizPort online platform and online scheduling of building inspections.

- The City was awarded $300,000 by the Knight Foundation for the construction of the nation's first "Outdoor Office" co-working space. This collaborative community project seeks to create a dynamic civic space to connect entrepreneurs with high speed internet, office space, business support services, and with other entrepreneurs.

- The Tidelands Capital Improvement Division completed the construction of the Alamitos Beach Parking Lot Improvements, Shoreline Drive Traffic and Pedestrian Accessibility Improvements, and Phase One of the Naples Island Seawall Repairs.

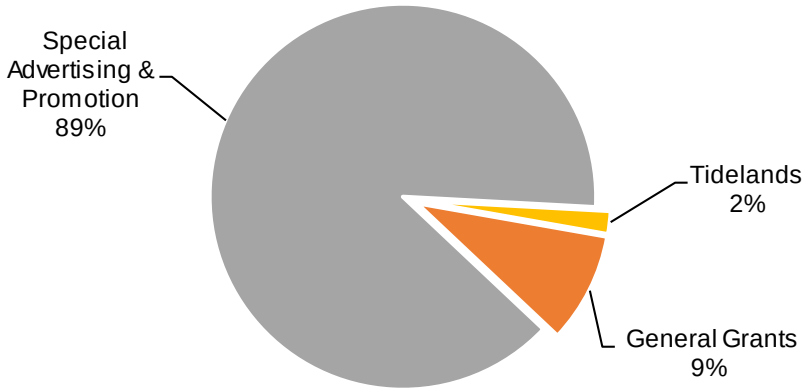
- The Tidelands Capital Improvement Division initiated construction of the Seaside Way Pedestrian Bridge, which is anticipated to be completed in FY 17. Construction of the Colorado Lagoon Phase 2B Mitigation and Restoration is scheduled to begin and is expected to be completed in FY 17.

- City Communications staff distributed over 200 press releases to keep the public informed about City services and accomplishments, as well as opportunities for community involvement and engagement.

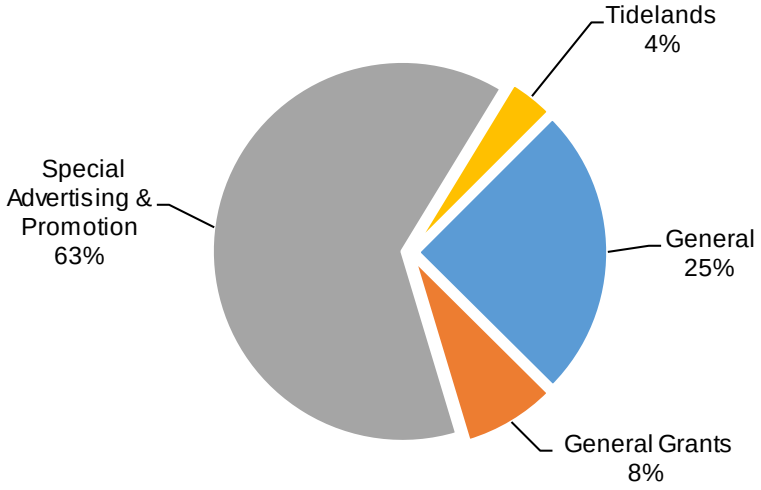
- The City continued to expand its reach and community engagement via Social Media. More than 25,000 people "Like" the City's Facebook page, and the City's Twitter account has more than 47,000 Followers. By the end of FY 16, the City will have more than 50,000 Followers on Twitter.

- City Communications staff manage over 500 media inquiries annually to ensure reporters have accurate and timely information to provide to the public.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	-		3,154,250		(3,154,250)
General Grants	1,000,000		1,000,000		(0)
Special Advertising & Promotion	9,590,650		8,013,340		1,577,310
Tidelands	207,000		479,093		(272,093)
Total	**10,797,650**		**12,646,684**		**(1,849,034)**

Summary of Proposed Changes*

General Fund	Impact	Positions
Implement various organizational, staffing, and materials budget changes to assist with operational and budget management.	$ (53,216)	0.57

Special Advertising and Promotion Fund	Impact	Positions
Increase ongoing support to promote the Long Beach Museum of Art.	$ 150,000	-
Increase ongoing support for the Convention and Visitors Bureau to support promotion of the City for conventions and tourism.	$ 380,000	-
One-time funding to conduct two Beach Street events.	$ 500,000	-

Tidelands Operations Fund	Impact	Positions
Transfer the Tidelands Projects Division to the Public Works Department to better coordinate coastal, and Tidelands area and capital projects.	$ (2,182,419)	(7.00)

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Administration

Key Services:

1. Administration

- Office Management
- Budget and Accounting
- Citywide Public Records Requests Coordination
- Citywide Contract and Purchasing Request Approvals
- Employee Safety and Training
- Human Resources/Personnel
- Procurement

FY 17 Funding Source: General Fund 100%

Administration	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	580,404	341,561	303,377
FTEs	1.56	2.56	2.56

*Amounts exclude all-years carryover.

Narrative:

Administration staff continues to handle the coordination of California Public Records Act (PRA) requests for City departments. Administration staff sends PRA requests to City departments and provides support in the handling of PRA requests as necessary. While Administration has this responsibility, the City Attorney's Office continues to provide legal counsel required to handle specific requests. In FY 17, Administration will continue processing all of the grant documents, purchase requests, contracts, and other legal forms sent to the City Manager for signature.

The FY 17 budget will enable Administration to provide the highest level of administrative support to staff in the City Manager's Office and City departments.

City Facilities Capital Project Management

City Facilities Capital Project Management	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	2,293,318	-	-
Expenditures	29,322,888	2,036,481	-
FTEs	7.25	7.00	0.00

*Amounts exclude all-years carryover.

Narrative:

Beginning in FY 17, the City Facilities and Capital Project Management Division transferred to the Engineering Bureau of the Public Works Department. Details about the Division and its funds can be found in the Engineering Bureau of the Public Works Department chapter.

City Council Support

Key Services:

1. **City Council Support**
   - City Manager Department Council Letter Coordination
   - Council Briefings
   - Council Inquiries
   - Formal Council Request Reports

FY 17 Funding Source: General Fund 100%

City Council Support	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	553,902	616,051	619,781
FTEs	2.85	2.85	2.85

*Amounts exclude all-years carryover.

Narrative:

City Council Support provides a high level of service by assisting in the Council letter preparation process and other actions necessary for the weekly Agenda for the City Council's approval. In addition, staff coordinate with City departments in ensuring that formal Council-related reports are delivered within the time period specified by Council. Staff will continue to work diligently in providing information and recommendations to the Mayor and City Council.

Executive Management

Key Services:

1. **Executive Management**
   - Executive Leadership
   - Strategic Initiatives
   - Fiscal Oversight
   - Management Assistant Program

FY 17 Funding Source: General Fund 100%

Executive Management	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	53	-	-
Expenditures	1,160,875	1,223,191	1,360,952
FTEs	6.40	7.22	8.22

*Amounts exclude all-years carryover.

Narrative:

The resources in FY 17 will allow Executive Management to provide executive support to staff in the City Manager's Office and City departments. Along with the myriad duties of the City Manager and his executive staff, there is the responsibility of signing all contracts and legal documents as well as approving citywide purchases over $25,000 but not exceeding $200,000, except for the Homeland Security-funded purchases which can be approved up to $500,000. These documents coming from City departments are approved daily by the City Manager and Assistant City Manager. A high volume of documents is expected in FY 17 as staff take care of City business, work on projects and provide services and programs to the community.

Through the support and assistance of Executive Management, a structurally balanced budget was developed and implemented in FY 16 while core services were maintained. In FY 17, Executive Management will employ the same focus in dealing with issues facing many local governments such as higher pension costs. Fiscal resources will be managed prudently, while providing leadership to departments and assistance to the Mayor and City Council. Additionally, in FY 17, personal services costs were transferred from Intergovernmental Relations to Executive Management to align with services provided that have a more managerial focus.

Citizen Police Complaint Commission

Key Services:

1. **Citizen Police Complaint Commission**
   - Investigations
   - Investigative Reports
   - Commission Meetings
   - Training
   - Community Engagement

FY 17 Funding Source: General Fund 100%

Citizen Police Complaint Commission	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	256,469	370,724	378,056
FTEs	1.50	2.50	2.50

*Amounts exclude all-years carryover.

Narrative:

The Charter-mandated CPCC receives and investigates allegations of police misconduct. The CPCC staff will continue to provide support to the Commission as well as the community through speaking engagements at neighborhood associations and other local organizations. While there may be a certain level of documented contacts with the public, all of the contacts do not rise to the level of a formal investigation completed by the CPCC.

Ongoing training is an important part of the CPCC function. Training is arranged for Citizen Police Complaint Commissioners relating to police operations. Commissioners have an opportunity to learn about critical decision-making, the legalities and mechanics of making arrests, escalation and de-escalation of force, and proper search techniques. The training includes topics such as constitutional law, force options, arrest control techniques, and use of force.

Commissioners also attend facility tours to better understand the environments from where complaints are received. Both the training and tours assist the Commissioners in fulfilling their role as an independent investigative panel.

Intergovernmental Relations

Key Services:

1. **Intergovernmental Relations**
   - State and Federal Legislative Agendas
   - Legislative Analyses, Reports, Support and Opposition Letters, Regulatory Comment Letters
   - Communications Management With County, State and Federal Elected Officials and Agencies

FY 17 Funding Source: General Fund 100%

Intergovernmental Relations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	625,608	415,695	336,001
FTEs	4.75	3.18	2.75

*Amounts exclude all-years carryover.

Narrative:

The FY 17 budget includes a reclassification of an Administrative Intern-Non Career to a full-time Program Specialist –City Manager position, funded by reductions in the Intergovernmental Relations program budget as well as some adjustments made to enhance the Memorandum of Understanding with City departments to help support legislative efforts that have citywide benefits.

Intergovernmental Relations staff will continue supporting legislative efforts that benefit the Southeast Resource Recovery Facility and Cap and Trade Implementation within the City. The Southeast Resource Recovery Facility (SERRF) plays a role in the reduction of greenhouse gas emissions in the region. Long Beach will continue to participate in the working group that has been established by the Governor's Office to determine the future direction of thermal recovery policies in California.

The State Legislature is considering a package of gun control legislation that includes measures to ban large capacity magazines and to ensure prohibited possessors cannot own guns. Staff will continue supporting legislative efforts that strengthen gun control laws, promote gun safety, and protect public safety within the city.

With the dissolution of redevelopment statewide and diminishing State and Federal funds, Intergovernmental Relations staff will continue to monitor comprehensive changes to affordable housing in California.

Given that it is an election year, there is an influx of measures that will appear on the 2016 statewide ballot. Proposals include overturning the new plastic bag ban, increasing tobacco taxes, legalizing marijuana for recreational use, among others. Staff will continue to track ballot measures and provide an impartial impacts report to the City,and continue to negotiate language to County measures. In FY 15, the State passed the Medical Marijuana Regulation and Safety Act. Staff will continue to monitor future State law regarding medical marijuana regulations in order to enable clear local enforcement, while protecting the City's authority to establish a municipal code and regulate medical marijuana activities.

The City will continue to advocate for federal funding to fulfill the federal cost share portion of the East San Pedro Bay Ecosystem Restoration Study, as well as sustainable funding to ensure that the Los Angeles River Estuary remains dredged to an appropriate level for navigation. In addition, staff will continue to seek funding for the Shoemaker Bridge.

City Communications

Key Services:

1. **City Communications**
   - Citywide Media Relations and Departmental Coordination
   - Public Outreach, Social Media and Events
   - City Identity and Publications

FY 17 Funding Source: General Fund 50%, Special Advertising and Promotion Fund 50%

City Communications	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	116,891	325,189	327,205
FTEs	1.00	3.00	3.00

*Amounts exclude all-years carryover.

Narrative:

City Communications staff will continue to build on the success of FY 16 to expand the scope, reach and effectiveness of social media to communicate directly with the public, increase transparency and strengthen levels of civil engagement throughout the community. City Communications staff will continue to strengthen media relations and provide services such as communications consultations, organization of press conferences, coordination and preparation of press releases, and promotion of special events as well as manage city identity resources, and print collateral and publications.

The increased use of technology and internal coordination among City Manager departments will continue to create synergies, further integrate messaging across all platforms and communicate more effectively with the public. Examples include the use of i-Clip video reports from LBTV, which are embedded into the City's Facebook Page and cross-promoted on the City's Twitter account and restructured YouTube channel for maximum reach and effectiveness.

Arts Support

Key Services:

1. Arts Support
- Arts Grants
- Performing and Visual Arts Opportunities
- Joint Marketing Efforts
- Arts Council Training and Support
- Cultural-based Art Opportunities
- Arts Administrative Support Activities

FY 17 Funding Source: Special Advertising and Promotion Fund 100%

Arts Support	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	50,004	50,000	50,000
Expenditures	379,300	579,300	479,300
FTEs	0.00	0.00	0.00

*Amounts exclude all-years carryover.

Narrative:

The FY 17 Budget for Arts Support includes a structural increase of $150,000 in support for the Long Beach Museum of Art.

The Arts Council contract is budgeted in the Special Advertising and Promotion Fund in the amount of $329,300 with an additional $25,000 which is paid out of the General Fund. The Arts Council provides public art, arts grants to enhance creativity in the community, neighborhood and educational programs, professional development/training and marketing services to support its mission to organize, encourage and enhance the cultural environment in Long Beach. The community benefits from the arts opportunities in the city.

Cultural Tourism Development

Key Services:

1. **Cultural Tourism Development**
   - Convention Center Marketing
   - Special Event Coordination
   - Advertising
   - Visitor Information Services

FY 17 Funding Sources: Special Advertising and Promotion Fund 92%, Rainbow Harbor Area Fund 6%, Tidelands Operations Fund 2%

Cultural Tourism Development	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	7,063,676	6,495,985	8,557,000
Expenditures	4,879,608	7,357,228	5,759,533
FTEs	1.19	1.62	1.62

*Amounts exclude all-years carryover.

Narrative:

The FY 17 Budget for Cultural Tourism Development includes a structural increase of $380,000 in additional funding for the Long Beach Area Convention and Visitors Bureau (CVB). The contract with the CVB will amount to $4.65 million in FY 17, with $4.35 million coming out of the Special Advertising and Promotion Fund and the remaining $300,000 from the Tidelands Operations Fund.

The resources provided to the CVB will allow for the promotion of the City as a site for conventions and tourism, resulting in increased convention-related hotel room bookings in the city. Hotel room bookings result in Transient Occupancy Tax (TOT) revenues which help to support Cultural Tourism Development. Economic conditions have continued to improve, providing an increase in the level of TOT revenues.

Through the ongoing involvement and leadership of the CVB, the City has positioned itself as a destination for business and recreational travelers. The City's support of the CVB helps them market the City and its considerable amenities, which results in increased tourism.

Innovation Team

Key Services:

1. Innovation Team
- User Centered Research
- Idea Generation & Solution Development
- Information Sharing & Reporting
- Grants Administration

FY 17 Funding Sources: General Grants Fund 100%

Innovation Team	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	2,051,713	1,000,000	1,000,000
Expenditures	461,311	1,000,000	1,000,000
FTEs	0.00	7.00	7.00

*Amounts exclude all-years carryover.

Narrative:

The Innovation Team (i-team) is a forward-thinking, highly motivated team of researchers, designers, programmers, and project managers with the mission to research, develop, and deliver solutions that make government work better for the people that live, work, and play in Long Beach. The i-team is funded by revenues from a three-year, $3 million grant from the Bloomberg Philanthropies, $350,000 in grants from the Knight Foundation, $50,000 from the Small Business Administration (SBA) and a $1 million match from the City's Innovation Fund approved during FY 15.

In FY 17, the i-team is expected to continue to spend resources on solutions that increase the number and size of businesses in the City, and nurture services that attract and grow local businesses. The i-team will turn its attention to its next priority in FY 17 and develop tools and strategies that increase access to City services for residents, businesses and visitors to the City.

Special Events Coordination

Key Services:

1. **Special Events Coordination**
   - Citywide Events

FY 17 Funding Sources: Special Advertising & Promotion Fund 100%

Special Events Coordination	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	687,392	537,825	537,825
Expenditures	809,145	894,714	1,393,085
FTEs	8.14	6.59	6.54

*Amounts exclude all-years carryover.

Narrative:

The FY 17 Budget will enable staff to issue Occassional Event Permits, which has been transferred from the Business License division. Staff will continue working on ways to reduce costs, including researching the contracting-out of notification distribution and traffic management.

Special Events Coordination staff will provide support services for large-scale events such as Grand Prix, Beach Streets, Jazz Festival, Pride, Long Beach Marathon, Dark Harbor, and others. These large-scale events create a positive economic impact, while providing community-sensitive, culturally enriching, and mutually beneficial events. Special Events Coordination works to maintain long-standing partnerships with event promoters as well as the stakeholders in the community. Management of the permit process, facilitation of support from City departments, and monitoring of the events for compliance of agreed upon terms and conditions are provided. Working to resolve stakeholder issues while promoting the City of Long Beach to visitors remains a top priority. Large-scale special events provide over $120 million in direct economic impact to the City of Long Beach each year.

Filming

Key Services:

1. **Filming**
   - Citywide Film Production

FY 17 Funding Sources: Special Advertising & Promotion Fund 100%

Filming	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	684,471	652,825	652,825
Expenditures	496,066	846,055	860,516
FTEs	6.04	6.59	6.64

*Amounts exclude all-years carryover.

Narrative:

The filming staff coordinates all City services required to oversee film and commercial productions within the City with as little impact as possible to the community. The production companies are provided strict guidelines to govern their activities. Coordination, production oversight, compliance monitoring and community relations are all part of the permit process. Assisting the community by providing resolutions to neighborhood citizen concerns during days of filming remains a top priority.

With over 600 production days, FY 16 was a busy year for issuing film permits. Feature films such as CHiPs, Live by Night, Straight Outta Compton, and La La Land have made a name for Long Beach in the FY 16 feature film market.

Over the past 14 years, film and television industry trends have increased City revenues dramatically. City departments (Police, Fire, Public Works, etc.) have received revenues from reimbursements for event, film and television productions.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	6,840,213	6,300,000	6,300,000	8,350,000
Franchise Fees	-	-	-	-
Licenses and Permits	1,349,703	1,185,650	1,185,650	1,185,650
Fines and Forfeitures	-	-	-	-
Use of Money & Property	225,180	195,985	195,985	207,000
Revenue from Other Agencies	1,050,000	1,000,000	1,000,000	1,000,000
Charges for Services	9,760	-	-	-
Other Revenues	12,453	5,000	5,000	5,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	3,343,318	50,000	50,000	50,000
Total Revenues	12,830,627	8,736,635	8,736,635	10,797,650
Expenditures:				
Salaries, Wages and Benefits	5,285,900	6,497,260	6,497,260	5,700,377
Overtime	29,913	12,000	12,000	12,000
Materials, Supplies and Services	32,651,891	6,914,899	6,914,899	6,585,253
Internal Support	708,128	360,910	360,910	349,054
Capital Purchases	566,635	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	400,000	50,000	2,050,000	-
Total Expenditures	39,642,467	13,835,068	15,835,068	12,646,684
Personnel (Full-time Equivalents)	40.68	50.11	50.11	43.68

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
City Manager	1.00	1.00	1.00	271,394	271,394
Administrative Analyst II	1.00	1.00	-	84,205	-
Administrative Analyst III	1.00	1.00	1.00	91,983	74,285
Administrative Assistant-City Manager	1.00	1.00	1.00	105,467	105,467
Admin Intern-NC	-	0.43	-	15,708	-
Assistant Administrative Analyst I	1.00	1.00	1.00	57,704	54,914
Assistant Administrative Analyst II	1.00	1.00	1.00	71,591	71,591
Assistant City Manager	1.00	1.00	1.00	240,099	240,099
Assistant to City Manager	3.00	4.00	4.00	439,259	486,677
Business Systems Specialist	-	1.00	-	73,779	-
Capital Projects Coordinator I	1.00	1.00	-	93,267	-
Capital Projects Coordinator II	1.00	1.00	-	98,111	-
Capital Projects Coordinator III	1.00	1.00	-	100,589	-
Clerk Typist II	1.00	1.00	-	41,505	-
Clerk Typist III	2.00	2.00	1.00	91,493	48,573
Clerk Typist II - NC	1.18	1.18	1.18	45,303	43,106
Deputy City Manager	1.00	1.00	1.00	195,000	195,080
Director of Business & Property Development	1.00	-	-	-	-
Director of Gov't Affairs and Strategic Initiatives	1.00	-	-	-	-
Events Coordinator I	3.00	4.00	4.00	221,123	220,759
Events Coordinator II	1.00	3.00	3.00	185,999	185,999
Executive Secretary to Asst City Manager	1.00	1.00	1.00	76,220	76,220
Executive Secretary to City Manager	1.00	1.00	1.00	94,160	94,160
Executive Assistant	1.00	1.00	1.00	67,547	67,547
Investigator - City Manager	0.50	1.50	1.50	100,775	98,136
Management Assistant	2.00	2.00	2.00	107,866	121,396
Manager - Administration	-	-	1.00	-	118,049
Manager - Government Affairs	-	1.00	-	118,000	-
Manager - Special Events	1.00	1.00	1.00	121,265	121,265
Park Ranger I	1.00	-	-	-	-
Park Ranger II	1.00	-	-	-	-
Park Ranger I - NC	2.00	-	-	-	-
Program Specialist	3.00	10.00	12.00	645,870	746,476
Public Affairs Officer	-	-	1.00	-	110,000
Public Information Officer	-	1.00	-	110,000	-
Secretary	1.00	1.00	1.00	52,248	52,248
Special Projects Officer	1.00	1.00	1.00	90,518	100,036
Tidelands Development Officer	1.00	1.00	0.00	141,621	-
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Subtotal Salaries	40.68	50.11	43.68	4,249,667	3,703,478
Overtime	-	-	-	12,000	12,000
Fringe Benefits	-	-	-	2,100,701	1,942,181
Administrative Overhead	-	-	-	80,868	76,323
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	66,024	(21,605)
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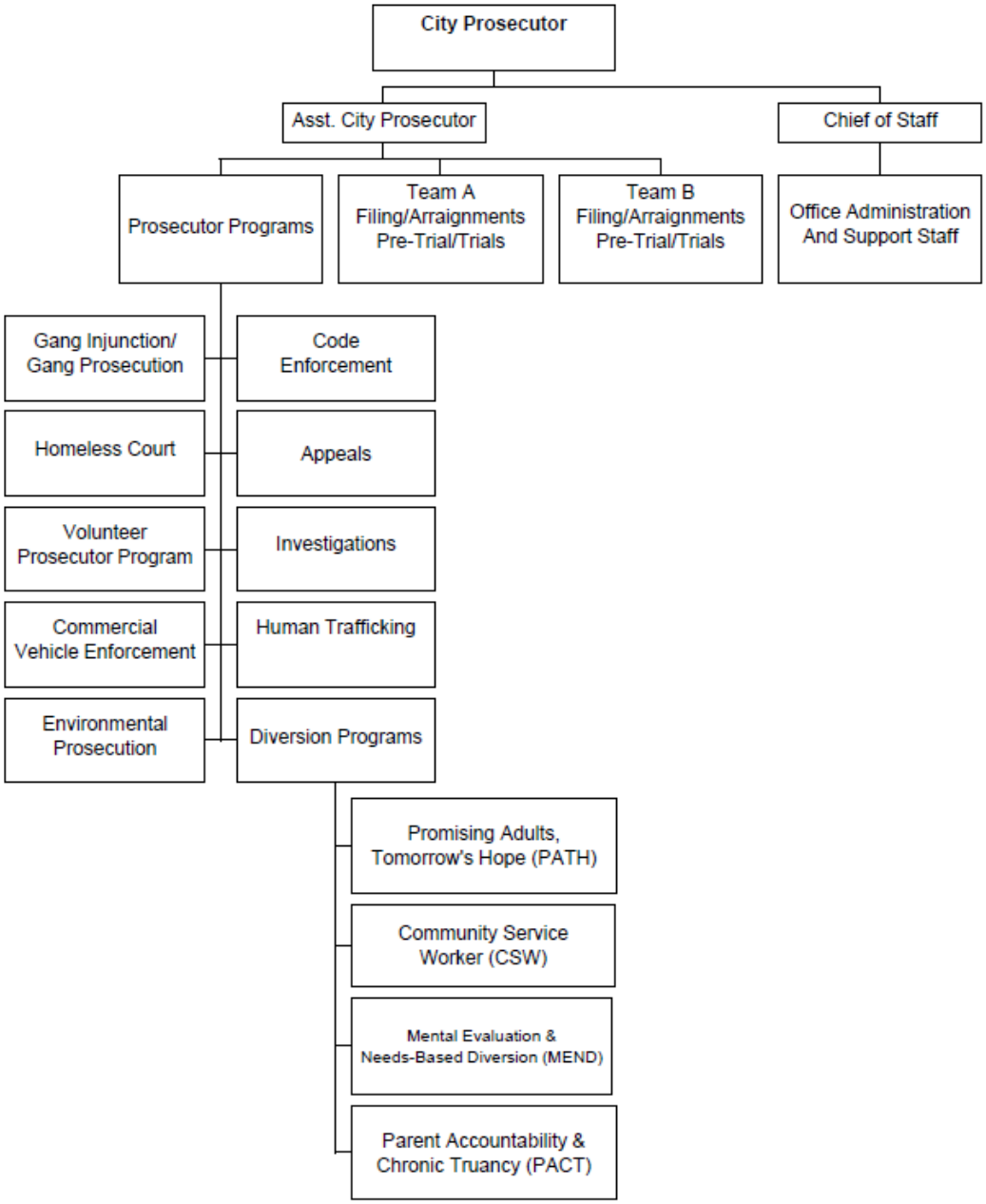
Total	**40.68**	**50.11**	**43.68**	**6,509,260**	**5,712,378**

City Prosecutor



Mission Statement

It is our mission to ethically and effectively prosecute the guilty, protect crime victims, and improve the quality of life in Long Beach. We are committed to ensuring that justice is done.

Department Goals

Overview

The City Prosecutor is entrusted with the prosecution of all adult misdemeanor and infraction violations of state and local law. Approximately 14,000 cases are handled by the City Prosecutor each year.

Types of Cases Prosecuted

Cases prosecuted by the City Prosecutor range from relatively minor crimes to significant acts of violence; however, the District Attorney, not the City Prosecutor, prosecutes all felonies and juvenile cases.

The following is a small sampling of some of the crimes prosecuted by the City Prosecutor:

- Driving under the influence of alcohol or drugs
- Battery
- Supervising a Prostitute
- Overweight commercial vehicles
- Vehicular manslaughter
- Commercial Burglary
- Failure to register as sex offender
- Child and Elder abuse
- Lewd conduct in public
- Resisting or obstructing a law enforcement officer
- Cruelty to animals
- Vandalism
- Graffiti
- Reckless driving
- Building without a permit (e.g., garage conversion)
- Driving on suspended license
- Public Intoxication/Under the influence of drugs
- Violation of court order (includes gang injunctions)
- Domestic violence
- Hit and run
- Carrying concealed weapon
- Code Enforcement
- Unlicensed business
- Contributing to the Delinquency of a minor
- Possession of heroine, cocaine, methamphetamine

Investigating Agencies

A number of state, county and city agencies and departments present cases to the City Prosecutor's Office. After an investigating agency presents a case for potential criminal prosecution, the City Prosecutor must independently review the facts and law to determine if the matter is appropriate for criminal prosecution. Examples of some investigating and referring agencies include:

- Long Beach Police Department
- Other City Departments/Programs including: Code Enforcement, Health and Human Services Department, Animal Control, Harbor Patrol, Fire Department, Building & Safety
- CA Contractors State Licensing Board
- CA Highway Patrol
- LA Sheriff's Department
- CA Department of Fish & Game
- Cal-OSHA
- Cal-EPA
- CSU Police Department
- Other prosecuting agencies (e.g., District Attorney, Attorney General)

Priorities and Accomplishments

The Long Beach City Prosecutor's Office is true to its Mission Statement, which states, "It is our mission to ethically and effectively prosecute the guilty, protect crime victims, and improve the quality of life in Long Beach." All City Prosecutor employees recognize the duty to fairness to which we are charged: "We are committed to ensuring that justice is done."

The City Prosecutor's Office is recognized as a national leader in many respects. The City Prosecutor's *Gang Prevention Strategy* was recognized in 2013 by Neighborhoods USA as one of the nation's "Best Neighborhood Programs." At the award presentation to City Prosecutor Doug Haubert at Neighborhoods USA's annual conference in Minneapolis, MN, the *Gang Prevention Strategy* was described as follows:

> "In Long Beach, police and prosecutors have developed a three-part strategy that suppresses gang violence, creates community partnerships, and keeps at-risk kids in school. Combining new technology with a neighborhood-based approach, the Gang Prevention Strategy could become a model for prosecutors across the nation."

More recently, the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention, awarded a grant to the City Prosecutor's Office to expand its mission of reducing gang violence. The grant funds are working to keep chronic truants in school so they do not become gang recruits or victims of gang violence.

The City Prosecutor's Office continues to be a leader in obtaining gang injunctions and prosecuting gang leaders. Working with LBPD, the City Prosecutor's Office is targeting the most active and dangerous gang members in a successful effort to reduce violent crimes in Long Beach.

The City Prosecutor's Office continues to secure a record number of gang injunction convictions. Over the past 5 years, gang injunction arrests and prosecutions have increased dramatically. While increasing pressure on active gang members, the City Prosecutor's Office is also working with community groups to help keep youth out of gangs and to curb gang recruitment.

In addition to gang prosecutions, the City Prosecutor works with the Police Department, Long Beach Unified School District, and community groups on gang prevention and anti-truancy programs. The Parent Accountability and Chronic Truancy (P.A.C.T.) Program is now in its fourth year and continues the effort to keep kids in school, and out of trouble.

Also, since 2011 the City Prosecutor's Office dramatically increased its Environmental Prosecutions section. A $50,000 grant from the National Fish and Wildlife Foundation is assisting with prosecution of cases referred by the California Department of Fish and Game. Additionally, the City Prosecutor's Office secured what is believed to be the largest misdemeanor court fine ever in the history of the Long Beach Courthouse. Oakland-based Pacific Coast Container pleaded "no contest" to 47 misdemeanor counts and was ordered to pay fines and penalties in excess of $460,000 for transporting dangerous and overweight loads in violation of State law.

In addition to innovations to reduce gang violence, the City Prosecutor's Office is a leader in creative diversion programs that will reduce crime long term, save taxpayers money, and reduce court congestion. In 2016, the office initiated the Promising Adults, Tomorrow's Hope (PATH) program to assist 16-24 year old offenders. Diverting youthful offenders into employment services and career opportunities not only saves taxpayers money, but it helps to improve the rehabilitative outcomes for justice-involved persons.

In addition, the City Prosecutor's Office in 2016 was again recognized by Neighborhoods USA for its Community Service Worker (CSW) program. At its annual conference in Memphis, TN, NUSA named CSW the "Best Neighborhood Program" in America in the Physical Revitalization category, stating:

> "In Long Beach, Calif., neighborhood groups and non-profit organizations get more done in less time with help from the City's Community Service Worker program, implemented by the Long Beach City Prosecutor's Office. What started as court diversion has grown into an innovative program that beautifies and restores public areas while empowering individuals and saving taxpayers money."

The CSW program allows low level, first-time offenders to perform community labor in lieu of facing jail time or significant fines (which often go unpaid). The CSW program has saved taxpayers hundreds of thousands of dollars over the past 5 years, while beautifying and improving our public beaches, wetlands, parks, and streets.

One of the most important priorities for the City Prosecutor's Office is to stabilize funding which has been significantly cut from the department in recent years, resulting in about one-third reduction in the number of prosecutors. Future cuts could impair the department's ability to fulfill its charter-mandated duties and jeopardize public safety. In addition to restoring traditional general funds, the department continues to look for new sources, such as grants and cost recovery programs, to stabilize funding so it can accomplish its duties.

For a more detailed list of the City Prosecutor's programs and accomplishments, visit: www.CityProsecutorDougHaubert.com.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	74,905	-	-	-
Charges for Services	101,267	50,000	50,000	106,814
Other Revenues	23,000	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	236,235	-	236,235	-
Total Revenues	435,408	50,000	286,235	106,814
Expenditures:				
Salaries, Wages and Benefits	4,393,636	4,546,747	4,634,948	4,722,966
Overtime	16,517	4,000	4,000	4,000
Materials, Supplies and Services	212,884	255,717	403,751	255,717
Internal Support	136,854	200,777	200,777	208,735
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	236,235	-	-	-
Total Expenditures	4,996,126	5,007,241	5,243,477	5,191,418
Personnel (Full-time Equivalents)	37.38	37.38	37.38	37.38

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 14 Adopt FTE	FY 15 Adopt FTE	FY 16 Prop FTE	FY 15 Adopted Budget	FY 16 Proposed Budget
City Prosecutor	1.00	1.00	1.00	214,235	218,559
Assistant City Prosecutor	1.00	1.00	1.00	169,842	169,842
Chief of Staff - Prosecutor	1.00	1.00	1.00	111,048	111,048
Community Service Worker Program Coord	1.00	1.00	1.00	61,671	61,671
Deputy City Prosecutor	6.70	2.70	3.70	196,445	304,088
Deputy City Prosecutor I	2.00	5.00	2.00	385,028	147,878
Deputy City Prosecutor II	2.00	3.00	3.00	276,718	261,549
Deputy City Prosecutor III	3.00	3.00	5.00	429,938	623,035
Investigator - City Prosecutor	1.23	1.23	1.23	85,262	90,446
Legal Technologist - Prosecutor	1.00	1.00	1.00	96,388	96,388
Office Specialist - Prosecutor	0.45	0.45	0.45	41,939	41,939
Paralegal-Prosecutor	3.00	3.00	3.00	176,424	185,005
Prosecutor Assistant	3.00	3.00	3.00	162,185	153,429
Prosecutor Assistant I	5.00	5.00	5.00	298,553	298,553
Prosecutor Assistant III	3.00	3.00	3.00	203,004	203,005
Senior Prosecutor Asst	2.00	2.00	2.00	145,448	145,448
Supervising Prosecutor Asst	1.00	1.00	1.00	81,639	81,639
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Subtotal Salaries	37.38	37.38	37.38	3,135,769	3,193,523
Overtime	-	-	-	4,000	4,000
Fringe Benefits	-	-	-	1,593,757	1,706,091
Administrative Overhead	-	-	-	59,644	65,775
Attrition/Salary Savings	-	-	-	(242,423)	(242,423)
Expenditure Transfer	-	-	-	-	-
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Total	**37.38**	**37.38**	**37.38**	**4,550,747**	**4,726,966**

Key Contacts

Douglas P. Haubert, City Prosecutor

Randall Fudge, Assistant City Prosecutor

Sherri Seldon, Chief of Staff

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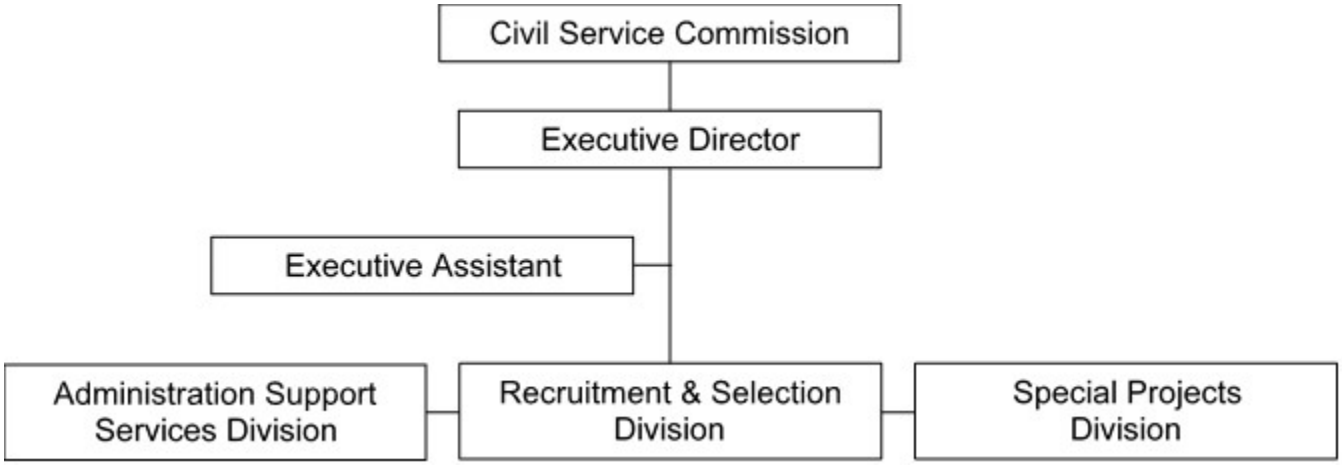
Civil Service



Mission Statement:

The Civil Service Department is committed to providing technical, operational, and strategic support on a wide range of employment concerns to ensure a quality Classified workforce for the City of Long Beach.

The Department does this by:

- Providing a robust employee selection system that is in accordance with Civil Service Rules and Regulations and designed to meet the needs of the organization
- Listening to the needs of customers and operating departments and responding accordingly.
- Keeping abreast of best practices and trends related to merit–based employment principles and guidelines.

FY 16 Accomplishments

The Civil Service Commission is mandated by Article XI Section 1100 of the Charter of the City of Long Beach. The five members of the Commission are appointed by the Mayor and are approved by the City Council. The Civil Service Commission appoints the Executive Director of Civil Service. The Executive Director appoints Civil Service Department staff members.

- Implemented an online video and voice based interviewing program to enhance the candidate experience and align with the Mayor's technology initiatives.
- The Recruitment and Selection Division collaborated with the Special Projects Division in implementing a City of Long Beach Test Construction Internship Project to revise written exams.
- Implemented an internship in partnership with KRA/Pacific Gateway to provide an opportunity for an at risk young adult to develop job skills and enhance inter-personal effectiveness.
- Partnered with the Port of Long Beach to assist with the Summer High School Internship 8-week program.
- Revised Civil Service Performance Appraisal Training program and conducted three training sessions for the Public Works and Police Departments.
- Processed over 4,649 personnel transaction documents in service to City departments.
- Provided candidate application batches for 104 recruitments to user departments to expedite their selection process.
- Processed over 16,718 applications and completed 272 recruitments and examinations.
- Completed 11 employee disciplinary appeal hearings across 20 days.
- Implemented a comprehensive internal personnel requisition tracking system so that the Department could validate efficiencies gained in turn-around times.
- Completed a collaborative job analysis for Customer Service Representative to enhance the effectiveness of the selection process for this critical citywide job classification.
- Administered public safety examinations for Police Recruit, Fire Recruit, Police Lieutenant, Public Safety Dispatcher, Public Safety Dispatcher-Lateral, Battalion Chief, Fire Captain, Police Officer-Lateral, Ambulance Operator, Criminalist, School Guard, and Fingerprint Classifier.
- Attended 18 community outreach events/job fairs and coordinated attendance at 34 community outreach events/job fairs for public safety personnel in order to more effectively promote employment with the City of Long Beach.
- Conducted 11 orientation workshops in collaboration with the Police and Fire Departments regarding the examination, hiring process, training and duties of public safety positions to enhance applicant knowledge and experience during the selection process and to promote the City of Long Beach as an employer of choice.
- Participated in the Citywide New Employee Orientation program so that newly hired City employees receive information that assists them in navigating the City, understanding expectations and serving more effectively in their roles.
- Expanded Civil Service Social Media platform (Facebook, Twitter, Instagram, LinkedIn, Yelp) by over 75% to promote employment opportunities within the city, broaden the City's recruitment pool and market the City of Long Beach as an employer of choice.
- Collaborated with the Police Department and Long Beach TV to develop a series of recruitment videos depicting the personal side of Long Beach Police Officers.
- Conducted career counseling sessions to promote employee development and career growth.

Administration and Support Services Division Summary

Services Provided:

Enforce City Charter-mandated Civil Service Rules and Regulations; adjudicate appeals, maintain eligible and priority lists; certify candidates for selection, monitor non-career appointments, process personnel transactions, monitor performance appraisal system, maintain employee records, provide administration and financial services for the Civil Service department.

Service Improvement Objectives:

• To design a New Civil Service Commissioner's orientation program so that Commissioners understand the purpose and role of the Civil Service Commission and the Civil Service Department and receive written expectations regarding the key roles, responsibilities and expectations.

• Revise and conduct three managerial/supervisory training classes on employee performance appraisals to promote knowledge and effectiveness of City of Long Beach managers and supervisors.

• To accurately process 100 percent of personnel transactions forms within 1 business day of receipt and to certify 100 percent of personnel requisitions within 2 business days of receipt so that we can ensure high quality, efficient service.

• Expand our internal tracking systems to include the tracking of personnel transactions, so that we can validate department efficiencies gained in turn-around times.

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Expenditures:				
Salaries, Wages and Benefits	818,079	773,744	773,744	863,186
Materials, Supplies and Services	71,600	228,338	288,338	138,207
Internal Support	133,192	123,265	123,265	109,987
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers From Other Funds	-	-	-	-
Total Expenditures	1,022,872	1,125,347	1,185,347	1,111,380
Personnel (Full-time Equivalents)	4.43	5.48	5.48	5.77

*Amounts exclude all-years carryover.

Recruitment and Selection Division Summary

Services Provided:

Implement recruitment strategies that identify and attract qualified, diverse, service-oriented applicants for City jobs. Provide City departments with Equal Employment Opportunity (EEO) hiring opportunities. Coordinate outreach program with local community colleges and universities. Develop and administer streamlined, job related employment examinations in accordance with modern psychometric standards to ensure City departments are equipped with highly qualified pools of candidates for selection. Provide timely staff reports to the Civil Service Commission to meet the exceptional personnel needs of the user departments. Perform bilingual assessments and coordinate the bilingual certification program.

Service Improvement Objectives:

• Implement a community outreach/recruitment event attendance standard for Civil Service Analyst staff so that we can build effective relationships within the community and promote our brand/services on a broader level.

• Identify three difficult to recruit/test classifications and work with Subject Matter Experts to develop improvement strategies.

• To obtain an average customer rating of 9.0 out of 10.0 on Civil Service Analyst Feedback Surveys to ensure effective processes and unparalleled service.

• To incorporate a formal examination review in the pre-planning meetings so that we maintain up to date relevant testing materials.

• Implement an After Action Review at the conclusion of each recruitment/selection process to ensure customer satisfaction.

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Expenditures:				
Salaries, Wages and Benefits	1,016,666	1,060,592	1,060,592	1,085,252
Materials, Supplies and Services	163,831	1,587	1,587	210,834
Internal Support	40,086	46,235	46,235	63,056
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers From Other Funds	-	-	-	-
Total Expenditures	1,220,584	1,108,414	1,108,414	1,359,142
Personnel (Full-time Equivalents)	9.57	10.18	10.18	10.01

*Amounts exclude all-years carryover.

Special Projects Division Summary

Services Provided:

Implement projects that enhance customer service, improve operations and promote the work, goals and visions of the Civil Service Department. These goals, that relate to department's collaboration and outreach efforts within the organization and the community, include training, policy research, classification and compensation. Manage the city-wide applicant tracking system utilized for the recruitment and selection of City employees.

Service Improvement Objectives:

• To develop, coordinate and implement NEOGOV Insight and Online Hiring Center (OHC) and Civil Service-based trainings such as employee selection, examination preparation and/or general understanding of Civil Service testing and procedures for Civil Service staff, Administrative Officers, key support personnel, and other City of Long Beach managers so that we can continually build organizational knowledge and capacity.

• To collaborate with the Department of Human Resources in improving the current citywide personnel requisition approval process so that we can more prudently utilize City resources and more effectively meet assist departments in meeting classified and unclassified hiring needs.

• To serve as Civil Service Module Lead for ERP Selection Process to better collaborate in the implementation and enhancement of technology citywide.

• To continue to develop and design a video-based job classification overview so that we can provide job applicants with a realist job preview of various positions with the City of Long Beach and promote the City of Long Beach as an employer of choice.

• To update Civil Service Policies and Procedures to improve the methods of services provided to our customers by Civil Service staff.

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Expenditures:				
Salaries, Wages and Benefits	-	155,437	155,437	136,646
Materials, Supplies and Services	-	32,000	32,000	35,600
Internal Support	-	6,291	6,291	6,481
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers From Other Funds	-	-	-	-
Total Expenditures	-	193,727	193,727	178,727
Personnel (Full-time Equivalents)	0.00	1.00	1.00	0.90

*Amounts exclude all-years carryover.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	(114)	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	(791)	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	(905)	-	-	-
Expenditures:				
Salaries, Wages and Benefits	1,787,174	1,989,773	1,989,773	2,085,084
Overtime	47,571	-	-	-
Materials, Supplies and Services	235,431	261,925	321,925	384,641
Internal Support	173,279	175,791	175,791	179,524
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	2,243,455	2,427,489	2,487,489	2,649,249
Personnel (Full-time Equivalents)	14.00	16.66	16.66	16.68

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Executive Director	1.00	1.00	1.00	160,851	175,553
Administrative Aide I	1.00	1.00	1.00	56,366	56,366
Administrative Aide II	1.00	1.00	1.00	59,209	59,209
Administrative Analyst I - NC	-	0.33	0.34	19,749	20,472
Administrative Officer	-	1.00	1.00	108,282	108,344
Clerical Aide I - NC	-	0.33	0.34	8,555	8,555
Clerk Typist III	1.00	1.00	1.00	48,573	48,573
Clerk Typist IV	-	1.00	1.00	44,737	52,248
Deputy Director	1.00	-	-	-	-
Executive Assistant	1.00	1.00	1.00	73,318	73,318
Members-Boards/Commissions	-	-	-	26,000	26,000
Personnel Analyst I-Confidential	1.00	1.00	1.00	78,058	78,058
Personnel Analyst III-Confidential	5.00	4.00	4.00	351,068	365,216
Personnel Assistant I-Confidential	1.00	1.00	1.00	56,365	56,365
Personnel Assistant II-Confidential	1.00	1.00	1.00	60,671	61,715
Recruitment Officer	-	1.00	1.00	108,282	108,344
Special Projects Officer	-	1.00	1.00	103,032	103,091
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Subtotal Salaries	14.00	16.66	16.68	1,363,115	1,401,428
Overtime	-	-	-	-	-
Fringe Benefits	-	-	-	688,506	742,620
Administrative Overhead	-	-	-	25,451	28,335
Attrition/Salary Savings	-	-	-	(87,299)	(87,299)
Expenditure Transfer	-	-	-	-	-
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Total	**14.00**	**16.66**	**16.68**	**1,989,773**	**2,085,084**

Key Contacts

Kandice Taylor-Sherwood, Executive Director

Robert Pfingsthorn, Administrative Officer

Crystal Slaten, Recruitment and Selection Officer

Caprice McDonald, Special Projects Officer

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Long Beach, CA 90802
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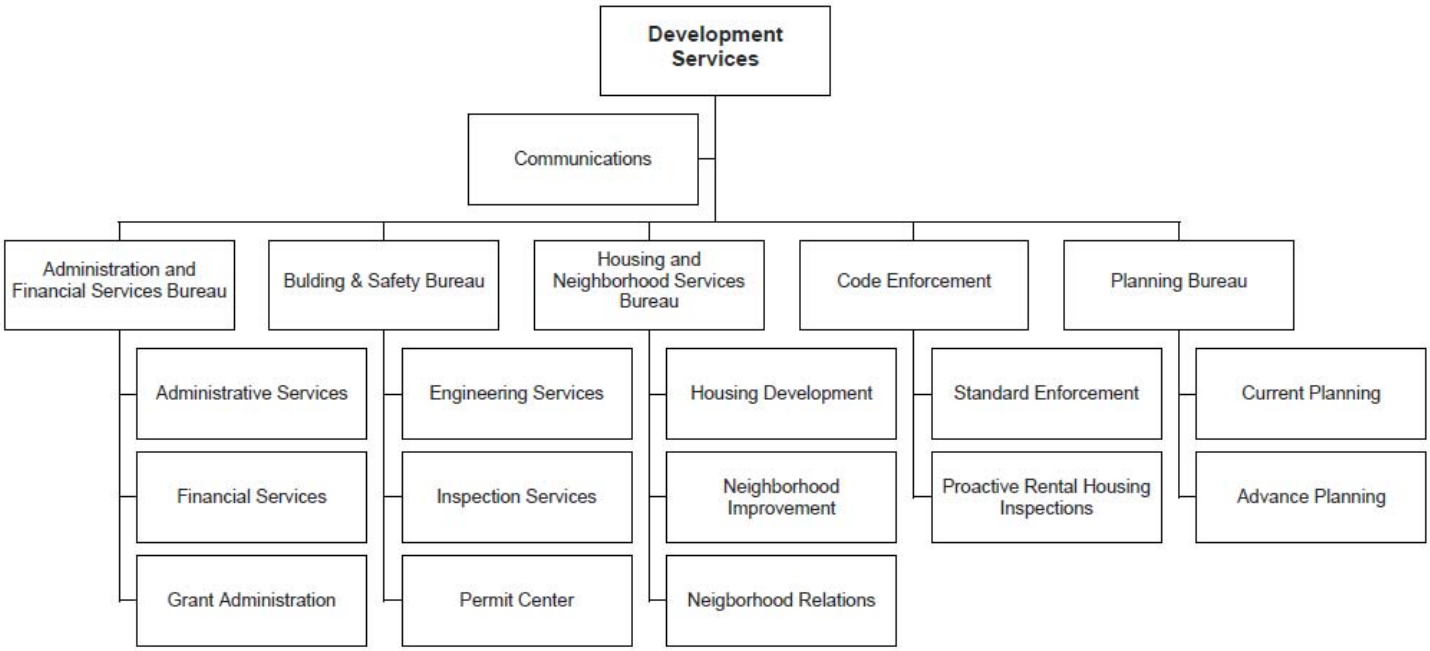
Development Services



Amy Bodek, Director

Robert Zur Schmiede, Interim Deputy Director of Development

Lisa Fall, Administrative and Financial Services Bureau Manager

David Khorram, Building Official

Linda Tatum, Planning Bureau Manager

Department Overview

Mission:
To contribute to a safe and sustainable city that honors its past and embraces the future.

Core Services:

- Oversee the physical development and revitalization of the City
- Improve the quality of life in Long Beach through:
    - Comprehensive code enforcement
    - Provision and improvement of affordable housing
    - Neighborhood beautification and improvement, including community involvement and leadership programs
- Assist residents and businesses through the development process, while continuing to evaluate ways to streamline it
- Continue dissolution of the former Redevelopment Agency

FY 17 Focus:
In FY 17, the Department will undertake a reorganization to improve efficiency and enhance delivery of its core services by creating a new Code Enforcement Bureau and merging its affordable housing and neighborhood improvement programs into the Housing and Neighborhood Services Bureau. The Department will focus FY 17 efforts on maximizing special funding streams and implementing initiatives to create innovative ways of improving the livability and sustainability of the City. Some of the programs the Department will implement to further these activities include the following:

Technological Efficiencies – In FY 17, the Department will continue to implement technology improvements, including: field testing tablets to enhance inspections, upgrading the Oil Well billing program, digitizing plans, and expanding the scope of the electronic plan review system. Benefits of the electronic plan review system include: a convenient way for applicants to submit plans, a more efficient way to plan check by allowing simultaneous reviews, and a reduction to applicants' reproduction costs and trips to City Hall.

Code Enforcement – Staff will continue to implement the Proactive Rental Housing Inspection Program (PRHIP). To improve the habitability of the City's rental housing stock, staff will target areas identified as having the greatest need for proactive intervention. Compliance with applicable codes and regulations will be encouraged through the use of the California Franchise Tax Board's substandard housing program.

Affordable Housing Development – The Long Beach Community Investment Company (LBCIC) will continue to administer the City's affordable housing assets and programs. In FY 17, development projects will be completed, continued, and started and the Housing Services Division will release the last remaining LBCIC-owned property for development. In addition, funding for the development of affordable housing will be made available through a Notice of Funding Availability (NOFA) process.

Neighborhood Improvement – The Neighborhood Improvement Division will implement programs and services to assist residents in organizing and networking to improve and build strong and sustainable neighborhoods.

Planning – The Planning Bureau will focus on streamlining the development review process; completing the Southeast Area Specific Plan, the Land Use Element and Urban Design Element; initiating work on a Climate Action Plan; evaluating the Bureau's records retrieval needs and the process to digitize its records; and enhancing the use of Infor. Staff will also focus on creating incentives for historic preservation (e.g., the expanded Mills Act program and adaptive reuse), increasing the overall efficiency of staff reviews and improving the public's understanding of the goals and benefits of preservation through design guidelines for historic districts, updated applications, improved online resources, and enhanced public outreach.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Percentage of code enforcement cases with reported violations in compliance within 120 days	89%	91%	85%	85%

Code enforcement activities eliminate blight and improve the quality of the current housing stock. Compliance within 120 days has declined following the adoption of the Proactive Rental Housing Inspection Program (PRHIP). The increased publicity related to PRHIP has led to an increased volume of calls, impacting standard Code Enforcement staff.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of restricted affordable housing units monitored per federal and state requirements	2,976	3,034	3,285	3,340

Housing Services offers financial assistance for development and preservation of affordable housing. The Bureau also offers homebuyer and homeowner assistance programs. A variety of mid- to long-term affordability covenants are recorded in conjunction with this financial assistance. Currently, the Bureau monitors covenants for 3,285 restricted units. That number is expected to grow to 3,340 in FY 17.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Percentage of customers served within 30 minutes at the Planning counter	88%	98%	94%	98%

The addition of a Permit Technician has made it possible to shift additional staff to the counter ensuring that adequate resources are available to provide services during peak hours. This change, coupled with filling vacancies, has increased the Planning Bureau's ability to service customers at the counter within 30 minutes from 88 percent to 94 percent in FY 16. The goal of serving customers within 30 minutes should be achieved 98 percent of the time in FY 17 as new staff becomes familiar with counter duties and service expectations. Staff will be completing preparation of several long range policy documents in FY 17, requiring substantial staff resources; however, the Bureau will monitor wait times and make adjustments as necessary to continue providing a high level of service at the Planning counter.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Percentage of new single-Family home/addition/ alteration applications reviewed by staff that receive comments in four weeks	90%	95%	90%	95%

In FY 16, the Department maintained a 90 percent standard for the reviewing and issuing comments on single-family residential applications within four weeks. The Permit Center was expected to achieve this goal 95 percent of the time in FY 16. However, several factors limited the Permit Center's ability to meet the four-week target to 90 percent, including new staff and the introduction of new State-mandated construction codes. In FY 17, as staff becomes more seasoned and receives training on the new codes, the Department expects to improve performance and achieve its 95 percent goal.

FY 16 Accomplishments

- Investigated approximately 10,000 code enforcement cases, of which 85 percent were closed within 120 days of initiation.
- Inspected 81 properties for possible illegal garage conversions to dwelling units and issued approximately 75 citations.
- Registered 1,081 residential properties in the City's Foreclosure Registry (issued a notice of default) and collected $173,000 in registration fees.
- Partnered with residents, business owners, non-profit agencies, and neighborhood associations to hold over 170 community meetings, classes, resource fairs, events, Neighborhood Leadership training sessions, and organized nearly 107 neighborhood clean-up activities.
- Assisted 230 property and business owners in making improvements to their homes and businesses through programs such as the Home Improvement Rebate Program, Business Start-up Grants, and Commercial Improvement Rebates.
- Completed 26 mini-infrastructure projects including installing LED lighting around a historic museum home, neighborhood pet waste stations, community garden signage, neighborhood marker signage, and shade trees in a park amphitheater, as well as making business district landscape improvements, and repairing a park mural and 15 painted utility boxes.
- Planted 707 street trees and made 395 sidewalk cuts using funding from a Port of Long Beach grant and federal CDBG funds.
- Used federal CDBG funding to complete two commercial façade improvement projects to enhance major commercial corridors, including Long Beach Boulevard and Anaheim Street and Atlantic Avenue and Burnett Street.
- Convened Safe Long Beach Coordination Team and Workgroup meetings with over 80 City, county, community-based, faith-based, and resident partners to effectively coordinate violence prevention/intervention policies and programs.
- Hosted two Community Safety Fairs and four Community Watch and Information Meetings in high crime police beats to educate residents about crime prevention, homeless services, neighborhood improvement and access to City services.
- In partnership with LBUSD developed individualized "All In" truancy response plans in high-truancy schools and engaged over 50 local businesses and churches in the surrounding neighborhoods to participate in the program.
- Rescued 120 victims of human trafficking and had 19 gang members taken into custody for human trafficking/pimping through the My Sister's Keeper Grant, with funding earmarked for the Long Beach Police Department, City Prosecutor, LBUSD and five community-based organizations.
- Launched My Brother's Keeper Long Beach on April 7, 2016, focusing on increasing high school graduation rates, providing job training and employment, providing career and college readiness, and reducing violence for young men and boys of color.
- Substantially completed construction on the adaptive reuse of the Immanuel Church, located at 3125 E. Third Street, into a 25-unit apartment building for lower income seniors.

FY 16 Accomplishments

- Began construction of Anchor Place Apartments, a 120-unit affordable rental community for very low- and low-income families and individuals at the Villages at Cabrillo. The community will provide an array of on-site amenities and social services for residents.

- Approved financing for the development of The Beacon Apartments, a 160-unit mixed population development that will include a 121-unit building serving extremely low-, very low-, and low-income seniors (62+), and a 39-unit supportive housing building serving veterans who are homeless or at risk of homelessness.

- Assisted with the preservation of 541 at-risk affordable housing units in three projects: American Gold Star Manor, St. Mary Tower, and Beachwood Apartments.

- In conjunction with the Public Works Department, substantially completed construction of the new North Branch Library, a 20,000-square-foot, state-of-the-art facility that will offer areas for children, teens, and adults, as well as a community center and pedestrian plaza.

- Provided business advising and training sessions through an agreement with Long Beach City College to deliver consulting services at the Small Business Development Center.

- Completed nearly 35,000 residential and commercial inspections. Notable projects inspected include: “The Current” at 707 E. Ocean Boulevard, City Hall East at 100 Long Beach, and two major medical office buildings in Douglas Park.

- Approved discretionary applications, including design and environmental reviews, and commenced project plan review for the new Civic Center project.

- Implemented the updated Cultural Heritage Commission ordinance with a goal to landmark more than ten historic structures annually. During FY 16 two structures have been designated landmarks, the first since 2006; additional structures are pending designation,

- Recommended 15 properties for contracts under the Reinstated the City’s Mills Act Program.

- Completed and adopted the West Long Beach Livability Implementation Plan, the Metro Station Transit-Oriented Design and Downtown Pedestrian Master Plan and Terminal Island Freeway Transition Plan.

- Completed a draft of the Southeast Area Specific Plan and released the Program EIR.

- Completed a draft of the updated Land Use Element and Urban Design Element and released the Program EIR, the first comprehensive update of the Land Use Element since 1989.

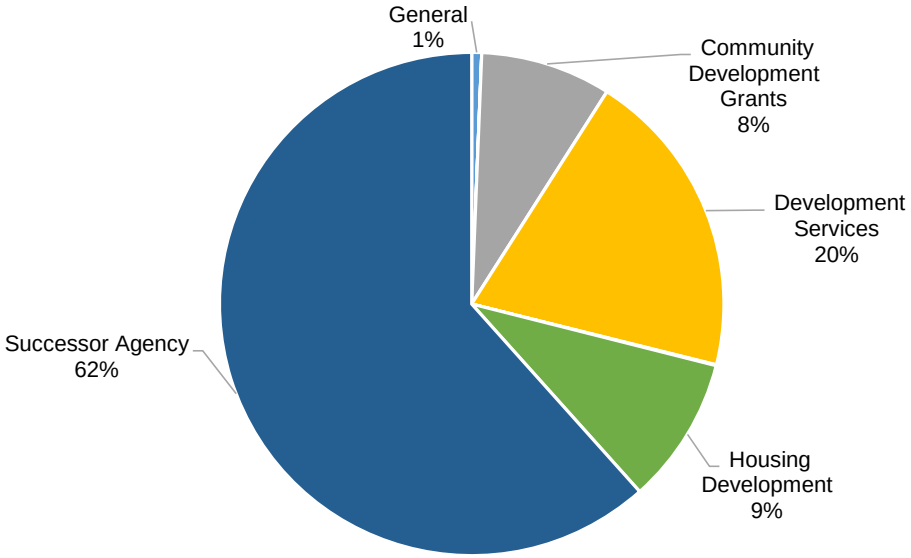
- Completed Phases 1 and 2 and began Phase 3 of the Alcohol Nuisance Abatement Ordinance (ANAO) achieving “deemed approved” status for 60 businesses selling alcohol for off-site consumption and providing the community with cleaner, safer, and more aesthetic environment.

- Entered into a contract with E-PlanSoft to develop an electronic plan check system and facilitated initial implementation of the system in the Development Services, Fire, Public Works, and Gas & Oil Departments.

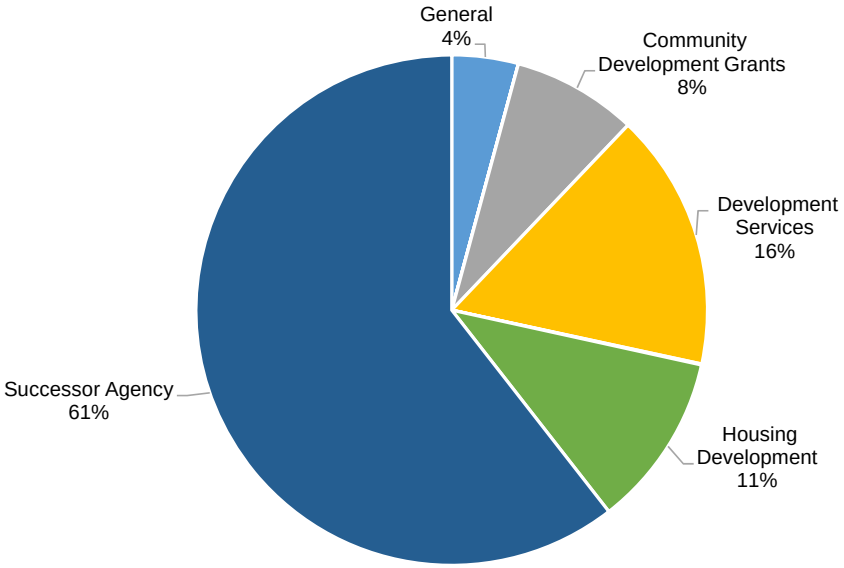
- Continued scanning building plans into Laserfiche, a content management software, for better retrieval and archival capabilities. Since inception in August 2014, approximately 60,000 sheets of plans have been scanned.

- Continued to develop a streamlined planning, building, fire and health plan check and inspection program, consolidating multiple permit forms into one form that includes the requirements of all departments.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	784,917		5,122,044		(4,337,127)
Business Assistance	-		10,170		(10,170)
Community Development Grants	10,272,257		9,644,484		627,773
Development Services	24,396,065		19,890,967		4,505,097
General Grants	75,000		75,000		-
Housing Development	11,598,238		13,456,671		(1,858,433)
Successor Agency	75,610,413		73,907,808		1,702,605
Total	**122,736,889**		**122,107,144**		**629,745**

Summary of Proposed Changes*

GENERAL FUND	Impact	Positions
Eliminate the weekend code enforcement program, which includes a Combination Building Inspector Aide II, overtime funding for supervision, and materials and supplies.	(103,528)	(1.00)
Combine the Housing & Community Improvement and Neighborhood Services Bureaus into one Housing & Neighborhood Services Bureau and convert a Manager of Housing Services to a Housing & Neighborhood Services Bureau Manager responsible for the new combined Bureau.	10,945	0.05
Reallocate funding for the Deputy Director to better align with current departmental functions.	(12,521)	(0.05)
Increase budget to support Language Access Policy (LAP) implementation.	80,000	-
Create a new Code Enforcement Bureau and add a Code Enforcement Bureau Manager to provide leadership and oversight.	54,723	0.25
Reallocate fleet maintenance costs of vehicles used by Proactive Rental Housing Inspection Program (PRHIP) to align with PRHIP budget.	(53,165)	-

BUSINESS ASSISTANCE FUND	Impact	Positions
Add an Accounting Technician in the Administrative & Financial Services Bureau to perform needed accounting tasks.	10,170	0.12

COMMUNITY DEVELOPMENT GRANTS FUND	Impact	Positions
Combine the Housing & Community Improvement and Neighborhood Services Bureaus into one Housing & Neighborhood Services Bureau and convert a Manager of Housing Services to a Housing & Neighborhood Services Bureau Manager responsible for the new combined Bureau.	98,501	0.45
Reallocate funding for the Deputy Director to better align with current departmental functions.	(87,644)	(0.35)
Create a new Code Enforcement Bureau and add a Code Enforcement Bureau Manager to provide leadership and oversight.	43,778	0.20
Reclassify Clerk Typist IV to a Secretary and Combination Building Inspector Aide I positions to a Combination Building Inspector in support of the new Code Enforcement Bureau.	42,492	-
Reallocate fleet maintenance costs of vehicles used by Proactive Rental Housing Inspection Program (PRHIP) to align with PRHIP budget.	(16,835)	-
Add an Accounting Technician in the Administrative & Financial Services Bureau to perform needed accounting tasks.	56,784	0.67

Summary of Proposed Changes*

DEVELOPMENT SERVICES FUND	Impact	Positions
Convert a position from a non-career Administrative Analyst I to an Administrative Analyst II in the Communications Division to support PRHIP, Safe Long Beach and long range Planning studies, such as the Mobility Element.	15,389	-
Implement various organizational, staffing, and materials budget changes to assist with operational and budget management, including aligning budget to current operations.	18,780	0.23
Reallocate funding for the Deputy Director to better align with current departmental functions.	87,644	0.35
Create a new Code Enforcement Bureau and add a Code Enforcement Bureau Manager to provide leadership and oversight.	120,390	0.55
Reallocate fleet maintenance costs of vehicles used by Proactive Rental Housing Inspection Program (PRHIP) to align with PRHIP budget.	70,000	-
Convert Combination Building Inspector Aide I positions to a Combination Building Inspector in support of the new Code Enforcement Bureau.	(36,000)	(0.50)
Add an Administrative Analyst II position in the Building Permit Center to provide coordination of technological systems.	105,078	1.00
Add an Electrical Plan Checker II in the Building Bureau to accommodate increased electrical plan review services.	132,007	1.00
Add a Civil Engineering Associate and a Civil Engineering Assistant to review housing plans and structural designs for compliance.	216,451	2.00
Add a Civil Engineer to manage the increased volume of complex development projects.	137,658	1.00
Add a Senior Combination Building Inspector and a Combination Building Aide for Deputy Inspections and Building Code Enforcement.	206,770	2.00
Add a Senior Combination Building Inspector to oversee the Construction and Demolition and Oil Well programs.	107,833	1.00
Add a Combination Building Inspector to address increased inspections needed for solar projects and electric vehicle charging stations.	98,937	1.00
Add an Administrative Analyst II to manage the Construction & Demolition program.	105,078	1.00
Add a Combination Building Inspector Aide II, Planner III, and Planning Aide to support the State's Model Water Efficient Landscape Ordinance (MWELO).	264,765	3.00
Add funding for the services of a Deputy Fire Marshall at the Development Services Permit Center.	150,972	-
Add Two 0.77 FTE Non-Career Clerk Typists in Planning Bureau to assist with record scanning.	60,199	1.54
Increase budget for implementation of an Electronic Plan Check system and ongoing Land Management revenue system.	256,000	-
Increase the revenue for the Proactive Rental Housing Inspection Program (PRHIP) to ensure full cost recovery.	(160,324)	-
Increase budgeted Development Services fee revenue to align with historical actuals and offset requested budget increases.	(1,526,655)	-

Summary of Proposed Changes*

DEVELOPMENT SERVICES FUND (CONTINUED)	Impact	Positions
Increase budgeted revenue for permit fee revenue anticipated as a result of the upcoming Civic Center project.	(4,000,000)	-
One-time funding of $700,000 to add sustainability components to currently planned initiatives, such as preparation of a Climate Action Plan, offset by Construction and Demolition (C&D) Forfeiture funds.	-	-
One-time funding for a benchmarking study on the development process.	200,000	-

HOUSING DEVELOPMENT FUND	Impact	Positions
Combine the Housing & Community Improvement and Neighborhood Services Bureaus into one Housing & Neighborhood Services Bureau and convert a Manager of Housing Services to a Housing & Neighborhood Services Bureau Manager responsible for the new combined Bureau.	(138,545)	(0.75)
Reallocate funding for the Deputy Director to better align with current departmental functions.	12,521	0.05
Add an Accounting Technician in the Administrative & Financial Services Bureau to perform needed accounting tasks.	7,628	0.09
Increase Housing Development Fund budget to expend revenue earned in FY 16.	6,712,053	-

SUCCESSOR AGENCY FUND	Impact	Positions
Combine the Housing & Community Improvement and Neighborhood Services Bureaus into one Housing & Neighborhood Services Bureau and convert a Manager of Housing Services to a Housing & Neighborhood Services Bureau Manager responsible for the new combined Bureau.	54,723	0.25
Reallocate funding for a Development Project Manager III and Clerk Typist III to better align with current departmental functions.	(12,780)	(0.23)
Add an Accounting Technician in the Administrative & Financial Services Bureau to perform needed accounting tasks.	10,170	0.12

*For ease of review, reallocation of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Administrative and Financial Services Bureau

Key Services:

1. **Administration**
   - Benefit Administration
   - Payroll
   - Safety Training and Compliance
   - Enforcement of Policies & Procedures
   - Development and Interpretation of Policies and Procedures
   - Workers Comp Administration
   - Leave of Absence Administration
   - PRAs and Subpoenas
   - Facilities Management
2. **Financial Services**
   - Budget Preparation, Monitoring & Adjustment
   - Procurement
   - Payment Processing
   - Risk Management
   - Financial Analysis and Reporting
   - TSR Processing
   - Accounting (JVs, GLs, Year-End)
   - Revenue and Collection
3. **Grants Administration**
   - Grant Application Preparation
   - Prepare HUD Action Plan
   - Ensure Proper Use of Grant Funds
   - Manage MOU Partnerships
   - Contract Administration
   - Grant Reimbursement Processing
   - Process and Track Special Use Funds
   - Quarterly and Annual Reporting
4. **Executive Office**
   - Department Administration
   - Interdepartmental Communications
   - Communications - Public Relations
   - City Council, Boards & Commissions Administration

FY 17 Funding Sources: Development Services Fund 56%, General Fund 44%

Administrative and Financial Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	720,740	516,365	470,000
Expenditures	1,300,669	1,445,982	1,628,507
FTEs	17.70	17.70	17.70

*Amounts exclude all-years carryover.

Narrative:

The Administrative and Financial Services Bureau provides executive leadership, communications, grant administration, and administrative support to the Department of Development Services' five bureaus, eight funds, 228 employees, and eight boards and commissions. The Bureau provides extensive financial processing, reporting, troubleshooting, and forecasting support within the Department. It also plays a key role in the Department's strategic planning and research efforts, explores new methods to maximize efficiency and reduce cost, and provides the Department with key human resources, payroll, safety and risk management guidance and support.

In FY 16, the Bureau's Executive Office coordinated the activities of the Department's boards and commissions and managed the delivery of the Department's services. The Executive Office also ensured that the Department's activities were communicated in a coordinated and effective manner to all stakeholders through a variety of outlets, including social media. The Bureau's Financial Services Division performed financial analyses to assess the Department's financial condition and ensure its continued health. The Administrative Services Division implemented new initiatives stemming from changes in federal regulations and the resetting of City policies. The Grant Administration Division managed the Department's state and federal grants, and commenced the preparation of new U.S. Housing and Urban Development Department (HUD) documents – the Assessment of Fair Housing (AFH) and the next Consolidated Plan (FY 18 – FY 22) – prerequisites for continued receipt of HUD funds.

Administrative and Financial Services Bureau

In FY 17, the Bureau will focus on developing systems to improve current processes and to ensure the cost-efficient and effective use of available resources throughout the entire Department. To that end, the FY 17 budget includes an enhancement for a new Accounting Technician to manage a comprehensive loan database and an upgrade for an Administrative Analyst dedicated to strengthening communications. The Bureau will continue to be a key component of the Department by providing administrative, fiscal, grant administration and executive support and an important communications framework to its bureaus.

Building and Safety Bureau

Key Services:

1. **Plan Check**
   - Customer/Project Facilitation
   - Employ Technology for Service Delivery
   - Preliminary Plan Check
   - Plan Check - Building, Fire, Electrical, Plumbing, Health, Mechanical
   - Permit Application Assistance
   - Service Appointments
2. **Inspection**
   - Customer/Project Facilitation
   - Employ Technology for Service Delivery
   - Schedule Inspections
   - Construction Inspections
   - Respond to Unpermitted Work
   - Issue Deputy Inspector Licenses
   - Deputy Inspection Report Review
   - Structural Observation Report Review
   - Issue Temporary Certificates of Occupancy
   - Issue Certificates of Occupancy
   - Manage Administrative Citation Program
3. **Permit Center**
   - Customer/Project Facilitation
   - Employ Technology for Service Delivery
   - Intake Inspection Requests
   - Intake/Process Plans
   - Issue Permits
   - Collect Fee Revenue/Cashiering
   - Provide Permit Application Assistance
   - Set up Appointments for Services
   - Manage Central Files
   - Receive and Respond to Customer Inquiries
   - Process Final Documents and Record Retention
4. **Administration**
   - Customer/Project Facilitation
   - Coordinate Board of Examiners, Appeals and Condemnation
   - Administer Construction and Demolition Program
   - Review Code Modification and Alternate Material Requests
   - Employ Technology for Service Delivery

FY 17 Funding Source: Development Services Fund 100%

Building and Safety	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	13,774,909	12,327,409	16,767,409
Expenditures	8,876,990	12,734,648	10,898,769
FTEs	56.20	57.20	69.94

*Amounts exclude all-years carryover.

Narrative:
In FY 16, commercial and manufacturing development continued to increase with ongoing renovations at the Port of Long Beach and continued development at Douglas Park. The residential market continued to improve with new multi-family residential projects proposed in the Downtown area. The Building and Safety Bureau anticipates that activity will also continue to increase in FY 17 as a result of new State mandates related to solar permitting and the Model Water Efficiency Landscape Ordinance (MWELO) as well as the new Civic Center Project. In FY 17, the Bureau will also review several major mixed-use projects, including those proposed at 207 Seaside Way, 442 Ocean Boulevard, and 247 East Broadway. To accommodate this increased volume of projects and reduce plan review backlogs, changes requested in FY 17 include a new Electrical Plan Checker and three new civil engineering positions.

The Inspections Division has four specialized programs: 1) the Deputy Inspection Program; 2) the Unpermitted Active Construction Program; 3) the Construction and Demolition Program; and 4) the Oil Well Inspection Program that require additional staff to improve the effectiveness of these programs.

Additional staffing, including an Administrative Analyst and three additional inspectors, has been requested in FY 17 to ensure the programs are implemented in a robust and comprehensive manner.

In order to better serve its customers, the Permit Center continues to implement a staffing model that uses Permit Technicians to assist customers through the development process. Permit Technicians are certified by the International Code Council as possessing an industry standard of technical expertise and professional accomplishment. This ensured level of expertise provides the Permit Center's customers with quick and assured answers regarding their developmental needs. To further improve customer response times, the Permit Center added a Permit Center Supervisor in FY 16 to provide focused supervision at the Permit Center. In FY 17, an Administrative Analyst will be added to coordinate the use of technology with daily operations at the Permit Center.

The Building and Safety Bureau will continue to implement process improvements during FY 17 by applying information technology in several key areas. Electronic plan submittal will provide the ability to accept building plans electronically and to use software to track, review, and mark-up those plans for code compliance. This will reduce processing times by allowing parallel plan review, improve accuracy of data contained on the plans, enhance field inspections by having plans available via electronic devices, and assist first responders when they respond to structural disasters. The Bureau will also digitize archived building records, which will allow records to be accessed electronically saving time, reproduction costs, and storage space.

Code Enforcement Bureau

Key Services:

1. **Code Enforcement**
   - Respond to Referrals to Ensure LBMC Compliance
   - Collaborate with Fire, Police, Business License, City Attorney, City Prosecutor
   - Issue Citations
   - Employ Technology for Service Delivery
   - Collect and Process Revenue
   - Administer Board of Examiners, Appeals and Condemnation
   - Implement Programs Targeted to Specific Problems
   - Implement Proactive Rental Housing Inspection Program (PRHIP)
   - Nuisance Abatement Referral Intake and Status Reporting
   - Referral Investigations
   - Resolution, Identification and Implementation of Corrections
   - Collaboration with Police, Code Enforcement, Prosecutor and City Attorney
   - Progress Monitoring

FY 17 Funding Sources: General Fund 54%, Development Services Fund 28%, Community Development Grants Fund 17%

Code Enforcement	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	2,694,601
Expenditures	-	-	6,693,866
FTEs	0.00	0.00	49.60

*Amounts exclude all-years carryover.

Narrative:

In FY 17, the Code Enforcement Division, previously in the Neighborhood Services Bureau, will be reconfigured into the Code Enforcement Bureau. The Bureau will consist of two divisions: Standard Code Enforcement and the Multi-Family Housing Inspections, which will implement the Proactive Rental Housing Inspection Program (PRHIP) at 4+ unit properties.

Changes to Code Enforcement in FY 17 include the addition of a Bureau Manager and conversion of 1.5 Combination Building Inspector Aide positions to a single Combination Building Inspector (CBI). The CBI, assigned to the Standard Code Enforcement Division, will investigate and address complaints in specific locations and corridors with an emphasis on enhancing neighborhood appearance and reducing blight. Changes also include elimination of the Weekend Code Enforcement Program, which was first added in FY 15 to address non-permitted construction occurring on weekends. In the first year of implementation, the Weekend Code Enforcement Program received 60 complaints, 33 of which were deemed valid.

Code Enforcement will continue to provide rental housing inspections through PRHIP and utilize a team approach to arrest blight on private property along the City's business corridors and in residential neighborhoods. Area team meetings will be held on a monthly basis to coordinate the enforcement activity of Code Enforcement personnel, Police, Fire, Neighborhood Improvement Coordinators, Prosecutor, City Attorney, Business License, Community Safety and Nuisance Abatement.

Housing and Neighborhood Services Bureau

Key Services:

1. **Community Improvement (Redevelopment Dissolution)**
   - Complete Development Projects
   - Prepare ROPS
   - Manage Properties
   - Support Successor Agency and Oversight Board
   - Public Information and Education
2. **Housing Operations**
   - Housing Site Disposition
   - Developer Assistance/Development Loans
   - Affordable Housing Preservation
   - Single and Multi-Family Rehab Loans
   - Homebuyer Second Mortgage Assistance Loans
   - Loan and Covenant Monitoring
   - Property Management
   - Long Beach Community Investment Company (LBCIC) Administration and Board Support
   - Public Information and Education
3. **Neighborhood Improvement**
   - Neighborhood Partners Grant Program
   - Tree Planting
   - Neighborhood Cleanups
   - Residential Exterior Rehab
   - Commercial Façade Rehab
   - Neighborhood Resource Center
   - Neighborhood Business Startup Grants
   - Neighborhood Leadership Program
   - Community Workshops and Trainings
4. **Neighborhood Relations**
   - Implement Safe Long Beach Violence Prevention Plan
   - Administer Human Relations Commission
   - Manage CALGRIP (Gang Reduction, Intervention and Prevention) Program
   - Develop My Brother's Keeper Long Beach Resolution and Local Action Plan
   - Administer the US DOJ Anti-Gang Strategy Grant
   - Implement the Language Access Policy
5. **Administration**
   - Fund Management
   - Contract Management and Payments
   - Annual City Audits and Reporting
   - Grant Reporting
   - Legislative Monitoring and Conformance
   - Annual Property Tax Exemptions

FY 17 Funding Sources: Successor Agency Fund 76%, Housing Development Fund 14%, Community Development Grants Fund 9%, Others 1%

Housing & Neighborhood Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	255,992,450	103,091,044	97,480,908
Expenditures	294,976,368	101,224,878	96,763,170
FTEs	97.80	97.56	48.03

*Amounts exclude all-years carryover.

Narrative:
In FY 17, the Housing & Community Improvement and Neighborhood Services Bureaus will be consolidated to form the Housing and Neighborhood Services Bureau, which will collaborate with other City Departments, residents, property owners, businesses, developers, and non-profit organizations to deliver services that help preserve, develop or improve affordable housing; assist homeowners; improve businesses and commercial corridors; eliminate blight in qualified low-income areas; improve and promote safe neighborhoods; and encourage community participation and unity.

The California Redevelopment Dissolution Act eliminated redevelopment agencies across the state, effective February 1, 2012. The dissolution resulted in the permanent loss of future tax increment funding

to carry out the former Redevelopment Agency's (Agency) blight removal programs. The dissolution of the Agency is ongoing, and the completion of its obligations will continue until 2040. The production and preservation of housing affordable for low- to moderate-income families was also impacted by the loss of tax increment funding. Follow-up legislation contained in AB 1484 provides for the repayment of certain Agency debt to the Housing Fund. As of July 2016, all of the Agency debt, totaling $24.7 million, has been repaid to the Housing Fund. In addition, the State Department of Finance has approved the repayment of a share of the Agency's debt to the City. Twenty percent of that repayment must be deposited into the Housing Fund. The first deposit will be available in FY 17 to help develop additional affordable housing units.

The City Council created the Long Beach Community Investment Company (LBCIC) to administer the City's affordable housing assets and programs. Of the Bureau's FY 17 budget, $11.4 million has been budgeted for LBCIC activities. In FY 17, the LBCIC will continue with the sale and development of LBCIC-owned properties: beginning construction on The Beacon Apartments and releasing additional funding for the development of affordable housing. In addition to the implementation of a new Mobile Home Repair Grant Program, State and federally funded programs aimed at improving the existing housing stock – Single- and Multi-Family Housing Rehabilitation, and Second Mortgage Assistance Programs – continue to be implemented.

Federal HOME Funds will be used to complete construction on the adaptive reuse of the Immanuel Church into a 25-unit senior affordable housing project; continue construction of Anchor Place, a new 120-unit affordable apartment community at the Villages at Cabrillo; to acquire, preserve, and rehabilitate Beachwood Apartments; and, to improve the existing housing stock through the Multi-Family Rehabilitation Loan Program.

Neighborhood Improvement programs encourage community involvement through programs such as the Neighborhood Leadership Program, the Home Improvement Rebate Program, the Commercial Improvement Rebate Program, and the Neighborhood Clean-Up Assistance Program. The programs provide education and empower residents with training to create and maintain healthy, clean, safe and stable neighborhoods. Resident participation and support is vital to sustain neighborhood improvement.

The Bureau's Neighborhood Relations Division oversees grant programs related to the Violence Prevention Program (Safe Long Beach) and the Language Access Policy (LAP). Safe Long Beach is a comprehensive strategic action plan to prevent violence in families, schools, and communities. By forging relationships across disciplines, professions, and neighborhood boundaries, Safe Long Beach provides innovation and cutting edge discussion and collaboration among governmental and nongovernmental partners to sustain conditions of long-term safety. In addition to these duties, this Division is responsible for coordinating and ensuring implementation of activities identified in LAP. In FY 17, the budget includes funding to implement LAP including document translation, interpretation at public meetings, annual staff training on translation techniques and ethics, and notices of availability of LAP services. The Division also developed the My Brother's Keeper Local Action Plan and will work with the MBK Advisory Council to implement it.

The Bureau's FY 17 programs will be funded primarily through property tax funds (formerly tax increment), carryover funds from prior years, Housing Fund loan repayments, as well as federal CDBG, HOME, and state CalHome Grant funds. The County Auditor-Controller will bi-annually allocate property tax revenues to the City based on funds required to complete projects in progress at the time of the dissolution, until all projects have been completed; carryover balances will continue to fund projects and programs for which they were earmarked. Successor Agency loan repayments to the Housing Fund will be placed in the Housing Trust Fund. In FY 17, the Bureau will seek other community development funding sources in order to continue services aimed toward maintaining neighborhood housing and infrastructure and preserving quality of life.

Planning Bureau

Key Services:

1. **Long Range Policy Planning**
   - General Plan Development
   - Area Plan Development
   - Zoning Code Updates
   - Compliance with State Mandates
2. **Discretionary Project Review (Entitlements)**
   - Planning Commission
   - Cultural Heritage Commission
   - Site Plan Review Committee
   - Zoning Administrator
   - CEQA Compliance
   - Staff Level
3. **Plan Check Review and Permitting**
   - Staff Permit Counter
   - Review Plans
   - Issue Permits
4. **Communication and Process Administration**
   - Establish/Maintain Internal Processes
   - Support Policy/Decision-makers
   - Respond to Citizen Inquiries
   - Report Project Status/Accomplishments
   - Maintain Website
   - Staff Zoning Phone Information Line

FY 17 Funding Source: Development Services Fund 99%, General Grants Fund 1%

Planning	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	5,604,412	3,929,267	5,323,972
Expenditures	5,743,646	5,326,094	6,122,831
FTEs	21.89	21.89	24.12

*Amounts exclude all-years carryover.

Narrative:
During FY 16, the Planning Bureau experienced an increased demand for services. Staff reviewed over 1,400 business licenses for compliance with zoning and operational requirements; served over 12,000 people at the Planning counter, answering land use and zoning questions and reviewing construction plans for zoning compliance. In addition, Planning staff processed over 150 discretionary applications, including Riverwalk, a 131 single-family residence; 101 Alamitos Avenue, which will have 136 residential units; and 200 W. Ocean Boulevard, an adaptive reuse of an office building to 94 residential units.

During FY 17, the Bureau's focus will be to complete key long-range policy documents – the Southeast Area Specific Plan and the Land Use and Urban Design Elements – and to prepare the state-mandated Climate Action Plan, which establishes the City's goals for reducing greenhouse gas emissions from community and municipal sources. In terms of plan review, the Planning Bureau will be able to focus on streamlining the review process and establishing greater consistency in completing project reviews and approvals in a reduced time frame and with greater coordination among the reviewing departments given its additional staffing. In the area of Plan Check Review and Permitting, the Bureau anticipates enhanced customer service with the implementation of electronic plan check which will result in reduced wait times for plan check comments. In the area of communication and process administration, the Bureau will reestablish annual project monitoring and compliance to assure that conditions of approval for development projects receiving discretionary approvals are implemented and the property and project sites are properly maintained on an ongoing basis. The Bureau also plans to establish a process to scan project records, which includes the addition of 1.54 new FTE so that they are accessible in a digital format, which is vital as the Bureau prepares to move to the new City Hall where limited file space and records storage will necessitate the use of digital records to the greatest extent practical.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	23,393,378	44,228,805	44,228,805	44,228,805
Other Taxes	15,412	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	19,525,016	17,151,606	17,151,606	18,838,585
Fines and Forfeitures	68,227	102,000	102,000	87,321
Use of Money & Property	3,942,696	1,399,271	1,403,246	1,399,271
Revenue from Other Agencies	11,387,490	8,749,672	9,073,083	8,677,695
Charges for Services	1,915,286	884,594	1,091,594	5,409,633
Other Revenues	9,578,044	3,011,636	3,725,627	2,506,159
Interfund Services - Charges	313,562	363,669	363,669	363,669
Intrafund Services - General Fund Charges	55,309	63,711	63,711	63,711
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	163,112,489	-	-	-
Operating Transfers	42,785,600	41,168,041	42,660,744	41,162,041
Total Revenues	276,092,509	117,123,005	119,864,084	122,736,889
Expenditures:				
Salaries, Wages and Benefits	19,060,757	21,000,075	21,000,075	21,409,505
Overtime	272,757	24,863	24,863	6,930
Materials, Supplies and Services	22,137,708	15,980,827	14,071,577	22,546,230
Internal Support	3,631,886	5,553,692	5,556,833	6,053,076
Capital Purchases	1,963	15,000	16,963	126,000
Debt Service	213,817,737	30,162,040	30,162,040	28,796,570
Transfers to Other Funds	51,974,866	42,382,040	49,899,251	43,168,832
Total Expenditures	310,897,673	115,118,537	120,731,602	122,107,144
Personnel (Full-time Equivalents)	193.59	194.35	194.35	209.39

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Development Services	1.00	1.00	1.00	218,474	218,474
Accounting Clerk III	2.00	2.00	2.00	101,953	92,454
Accounting Technician	-	-	1.00	-	53,524
Administrative Analyst I	1.00	-	4.00	-	300,230
Administrative Analyst II	2.00	2.00	7.00	154,099	527,977
Administrative Analyst III	5.00	5.00	6.00	435,180	506,893
Administrative Analyst I-NC	2.00	2.00	1.00	119,688	59,844
Administrative Intern-NC/H36	3.70	3.70	3.70	133,640	133,295
Administrative Intern-NC/H38	0.38	0.38	0.38	15,360	15,360
Administrative Intern-NC/H45	-	0.77	0.77	39,188	39,190
Administrative Officer-Planning & Building	1.00	1.00	1.00	108,311	108,311
Advance Planning Officer	2.00	1.00	1.00	126,684	130,554
Assistant Administrative Analyst II	3.00	3.00	3.00	184,312	194,836
Communications Officer	1.00	1.00	-	80,372	-
Building Inspections Officer	-	1.00	-	129,447	-
Civil Engineering Associate	1.00	1.00	2.00	78,361	165,995
Civil Engineering Assistant	-	-	1.00	-	64,070
Civil Engineer	2.00	1.00	2.00	114,274	195,135
Clerk Typist II	5.00	5.00	5.00	218,533	206,483
Clerk Typist III	12.00	11.00	11.00	522,594	507,980
Clerk Typist II - NC	-	-	1.54	-	56,246
Clerk Typist IV	1.00	1.00	-	44,737	-
Code Enforcment Officer	1.00	1.00	1.00	121,263	114,447
Combination Building Inspector Aide II	13.00	13.00	13.00	704,755	681,227
Combination Building Inspector Aide I	1.50	1.50	-	76,892	-
Combination Building Inspector	22.00	22.00	25.00	1,718,418	1,918,884
Community Development Analyst I	4.00	4.00	-	291,160	-
Community Development Analyst II	2.00	2.00	-	169,454	-
Community Development Analyst III	1.00	1.00	-	83,072	-
Community Information Officer	-	-	1.00	-	80,372
Community Worker-NC	5.00	5.00	5.00	178,325	178,333
Community Program Specialist III	-	1.00	1.00	65,075	66,119
Community Program Specialist IV	-	-	1.00	-	71,919
Community Program Specialist V	1.00	1.00	1.00	81,216	85,359
Community Program Technician II	-	1.00	1.00	49,564	52,438
Current Planning Officer	-	1.00	1.00	124,285	130,498
Customer Service Representative II	1.00	1.00	1.00	42,968	45,417
Customer Service Representative III	2.00	2.00	2.00	96,216	96,229
Deputy Director-Development Services	1.00	1.00	1.00	180,161	180,161
Development Project Manager I	1.00	1.00	1.00	76,193	76,193
Development Project Manager II	4.00	4.00	4.00	379,999	379,999
Development Project Manager III	3.01	3.00	3.00	311,185	292,166
Environmental Health Specialist III	2.00	2.00	2.00	155,270	156,523

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Environmental Health Specialist IV	1.00	1.00	1.00	82,063	82,063
Executive Assistant	1.00	1.00	1.00	65,457	65,457
Financial Services Officer	1.00	1.00	1.00	103,939	103,939
General Superintendent-Development Services	1.00	1.00	1.00	148,795	148,795
Housing Development Officer	1.00	1.00	1.00	126,309	130,053
Housing Rehabilitation Counselor	2.00	2.00	1.00	132,764	60,710
Inspection Services Officer	1.00	-	1.00	-	129,447
Members - Boards and Commissioners	-	-	-	43,600	43,600
Manager-Administrative & Financial Services	1.00	1.00	1.00	131,655	131,655
Manager-Code Enforcement	-	-	1.00	-	155,250
Manager-Housing & Neighborhood Services	-	-	1.00	-	155,250
Manager-Housing Services	1.00	1.00	-	135,000	-
Manager-Planning Bureau	1.00	1.00	1.00	148,800	152,063
Neighborhood Improvement Officer	1.00	1.00	1.00	111,445	111,445
Neighborhood Resources Officer	1.00	1.00	1.00	116,642	116,642
Neighborhood Services Specialist I	1.00	1.00	1.00	52,438	52,438
Neighborhood Services Specialist III	6.00	6.00	6.00	361,922	363,609
Payroll/Personnel Assistant II	1.00	1.00	1.00	48,573	48,573
Permit Center Supervisor	-	-	1.00	-	64,210
Permit Counter Supervisor	-	1.00	-	78,465	-
Permit Technician I	5.00	5.00	5.00	283,624	249,769
Permit Technician II	6.00	6.00	6.00	385,186	353,946
Plan Checker-Electrical II	1.00	1.00	2.00	110,808	199,932
Plan Checker-Fire I	3.00	3.00	3.00	299,707	301,982
Plan Checker-Fire II	1.00	1.00	1.00	91,230	111,330
Plan Checker-Mechanical II	1.00	1.00	1.00	111,330	91,230
Plan Checker-Plumbing II	1.00	1.00	1.00	105,952	110,808
Planner II	2.00	2.00	2.00	164,095	149,124
Planner III	4.00	4.00	5.00	357,420	435,025
Planner IV	5.00	5.00	5.00	473,933	504,555
Planner V	5.00	5.00	5.00	513,644	522,006
Planning Aide	-	-	1.00	-	46,157
Principal Building Inspector	8.00	8.00	8.00	810,741	810,741
Redevelopment Project Officer	1.00	-	-	-	-
Secretary	3.00	3.00	4.00	148,235	205,048

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Special Projects Officer	1.00	1.00	1.00	103,938	103,938
Senior Civil Engineer	3.00	4.00	4.00	483,963	499,982
Senior Combination Building Inspector	7.00	7.00	9.00	624,489	766,315
Senior Electrical Inspector	2.00	2.00	2.00	176,666	160,826
Senior Mechanical Inspector	1.00	1.00	1.00	76,761	78,845
Senior Plumbing Inspector	1.00	1.00	1.00	77,805	74,059
Senior Structural Engineer	1.00	1.00	1.00	133,684	132,640
Superintendent - Building and Safety	1.00	1.00	1.00	159,707	159,707
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Subtotal Salaries	193.59	194.35	209.39	15,311,463	16,366,299
Overtime	-	-	-	24,863	6,930
Fringe Benefits	-	-	-	7,710,330	8,679,370
Administrative Overhead	-	-	-	290,453	336,233
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	(2,312,171)	(3,972,397)
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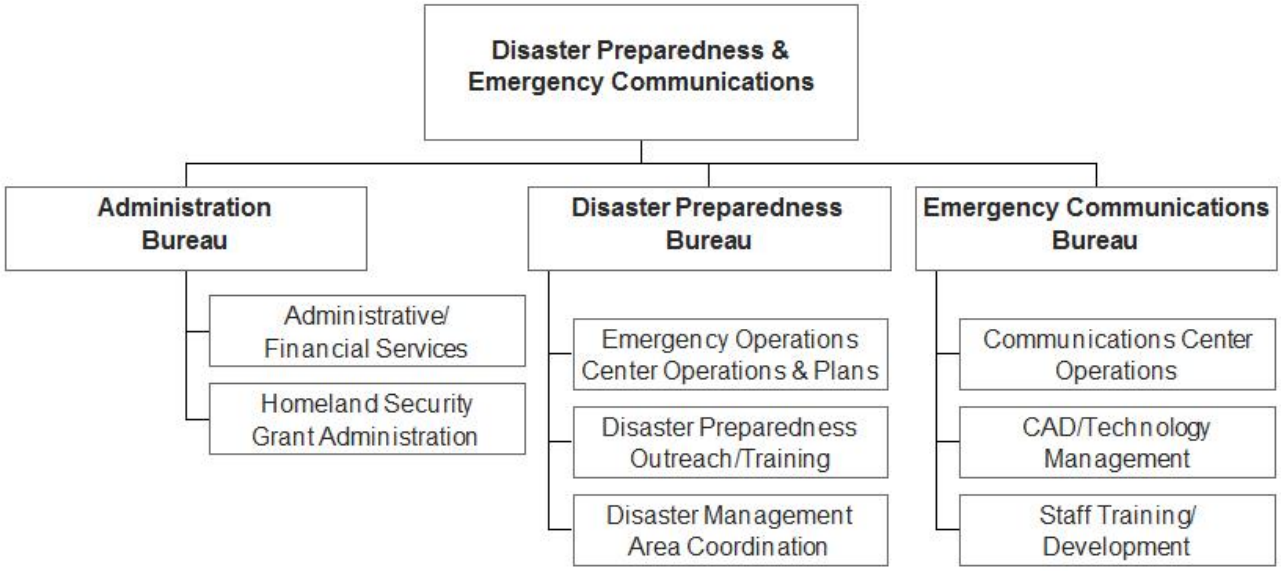
Total	**193.59**	**194.35**	**209.39**	**21,024,938**	**21,416,435**

Disaster Preparedness & Emergency Communications



Reginald Harrison, Director

David Ashman, Disaster Preparedness Manager

Leslie Untener, Administration Manager

Department Overview

Mission:
The mission of the Disaster Preparedness and Emergency Communications Department is to protect the lives and property of the community and first responders through comprehensive planning, training and communication to ensure that daily requests for emergency and non-emergency services, as well as response, recovery and mitigation for major emergencies and disasters is completed in an effective and efficient manner.

Core Services:
- Coordinate and administer the Citywide emergency preparedness plans to ensure that City employees and key Community Partner Organizations (CPOs) know their role in the event of a major emergency or disaster.
- Provide all-hazards planning, training, and exercise coordination to ensure that City employees are prepared to manage an event and assist in the recovery from a major emergency or disaster.
- Coordinate and administer the Citywide Homeland Security Grants program to ensure that the City maximizes the receipt and use of grant awards to prepare the City for a major emergency or disaster.
- Coordinate the efforts of the Los Angeles County Disaster Management Area F, which includes the cities of Long Beach, Avalon and Signal Hill.
- Provide emergency communication services for police, fire and emergency medical service responses for the community and the City's first responders.
- Coordinate the planning and implementation of a Consolidated Emergency Communications Bureau to incorporate Police and Fire Emergency Communications Center operations.
- Maintain the readiness of the Emergency Communications and Operations Center (ECOC), by facilitating repairs and upgrading the facility as needed.

FY 17 Focus:
The Disaster Preparedness and Emergency Communications Department will work to ensure that City Departments and CPOs are aware of their roles in the Citywide Emergency Operations and Hazard Mitigation Plans, as well as provide employees and CPOs with basic disaster response and recovery information to better prepare the City in the event of a major emergency or disaster.

The Department will continue to train department users on AlertLongBeach, the City's emergency notification system and VEOCI, the City's incident management system for citywide response to an emergency or disaster, as well as continue to seek technology solutions to enhance Emergency Operations Center (EOC) protocols.

The Department will provide Continuity of Operations Plan (COOP) training to departments to ensure the safety of employees and the resumption of time-sensitive operations and services in case of emergencies.

The Department will continue to enhance Citywide oversight of the Homeland Security Grants program to maximize the award of grant funds for safety and non-safety City departments, and ensure the maximum value of the funds are expended.

The Emergency Communications Centers will continue to manage and maintain call-taking times within industry standards and refine procedures to maximize staffing efficiencies. Management and staff will focus on the development and implementation of the consolidated training programs for existing supervisors and Public Safety Dispatchers, as well as continue to reduce vacancy levels in the communication centers. Due to an industry-wide shortage of qualified Public Safety Dispatch candidates, the City's Communications Centers continue to be at risk of being understaffed.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of disaster preparedness training/ outreach events conducted for City employees, Community Partner Organizations (CPO), and the community	21	20	34	20

The Department will continue to provide a variety of City, CPO and community trainings, including the American Red Cross, local hospitals and school district, California State University Long Beach and Long Beach City College, as well as outreach events to further the development of the City's comprehensive disaster response readiness. Regular Department Head and CPO trainings have been established to train participants, as well as create the partnerships, protocol and information sharing between departments and organizations that will be critical in a real event. The Department also coordinates with Long Beach CERT to assist in the organization of the annual Ready Long Beach community event. These regular training events have been possible due to the assistance of representatives from all City departments.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Public Safety Dispatcher candidates processed for recruitment	250	100	75	100

Communication Center supervision and management continue to focus on the continuous recruitment of eligible Public Safety Dispatch candidates to maintain manageable staffing levels for efficient operations, as well as planning for the cross-training for consolidation of the operations. The combined efforts of Disaster Preparedness and Emergency Communications, Human Resources and Civil Service departments has resulted in significant recruitment successes over the two past years. The use of overtime backfill has reduced by 27.8% from FY 15.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
% of 9-1-1 calls for service answered within industry standards	91.2	90.0	92.7	90.0

The Police and Fire Communications Centers are the first contact for the community when Police, Fire or emergency medical services are needed. The speed and accuracy of the call-taking and dispatch services is critical to getting the appropriate first responders to the calling parties as soon as possible. Therefore, the Communication Centers manage and deploy the Communication Centers resources to meet the industry standard of answering 90 percent of 9-1-1 phone calls within 10 seconds or less. Staffing plan and procedures are regularly reviewed to ensure that these standards are met.

FY 16 Accomplishments

- Coordinated the Citywide effort to update the Long Beach Emergency Operations Plan. The EOP coordinates all functional areas and personnel of the City into an efficient organization capable of responding to any emergency and returning the City to normalcy as quickly as possible. The EOP was developed utilizing the latest directives and guidance from the Federal Emergency Management Agency (FEMA) and best practices from like jurisdictions. In accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the City has also reviewed the Los Angeles County Operational Area EOP, as well as the State Office of Emergency Services directives to ensure that the City's EOP is consistent with those documents.

- Implemented AlertLongBeach, which is a grant-funded free mass notification system designed to keep those that live or work in Long Beach informed of important information before, during and after a major emergency or disaster. Alerts will be sent to registrants that will let them know what has happened, what first responders are doing and what actions they should take to protect themselves and preserve property. The system was also upgraded to improve the reach of the emergency alert messages to residents who are deaf, blind or hard of hearing in accessible formats, including American Sign Language (ASL) with English voice-over text.

- Implemented a grant-funded Virtual Emergency Operations Center software program (VEOCI) for incident management and communication during an emergency or pre-planned event. The system will support the federal Incident Command System (ICS) structure that the City is required to follow.

- Initiated the Continuity of Operations Plan (COOP) program with City departments to ensure the development of plans for the safety of employees and the resumption of time-sensitive City operations and services in case of emergencies

- Conducted regular Disaster Preparedness coordination meetings with City departments and key Community Partner Organizations to build awareness of coordination efforts that will be necessary in the event of a major emergency or disaster.

- Received 673,472 calls, handled 297,121 outbound calls and dispatched 198,425 calls in calendar year 2015 through the Police Communications Center.

- Received 190,697 calls, handled 38,952 outbound calls and dispatched 59,271 calls in calendar year 2015 through the Fire Communications Center.

- Answered 91.2 percent of emergency 9-1-1 calls within industry standards (10 seconds) in calendar year 2015.

- Oversaw the 2015 UASI grant request process for the City, which resulted in the preliminary award of $7.0 million in grant funds for FY 16.

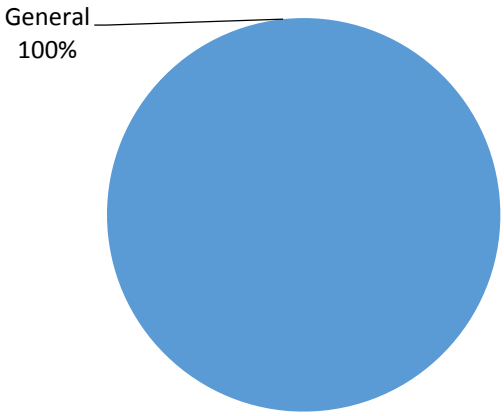
- Submitted for reimbursement and received over $6.0 million in UASI grant fund reimbursements for grant year 2014.

- Developed, recruited and implemented one Consolidated Public Safety Dispatcher Training Academy with a total of 4 new-hire and lateral Public Safety Dispatchers trainees.

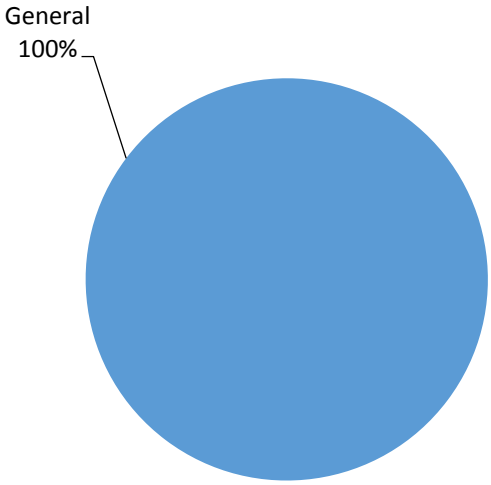
- Conducted 1,500 hours of Police and Fire cross-training academies and floor training in FY 16.

- Overtime reliance has been reduced by 27.8 percent compared to FY 15.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	88,347		12,037,748		(11,949,401)
Total	**88,347**		**12,037,748**		**(11,949,401)**

Summary of Proposed Changes*

GENERAL FUND	Impact	Positions
Reclassification of Public Safety Dispatcher I, II and III positions to better reflect the additional duties of a consolidated emergency communications operation and to incentivize staff to complete the necessary training for consolidation. Increase offset by reduction in overtime.	$ -	-
Transfer budget from the Police Department to fund a Payroll Personnel Analyst II to support payroll and basic personnel functions.	$ 70,000	1.00

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Disaster Preparedness Bureau

Key Services:

1. **Citywide Disaster Preparedness**
   - Citywide Emergency Operations Plans
   - Communications and Outreach
   - Employee Training
   - Citywide Disaster Preparedness Trainings and Exercises
   - Area F Disaster Management Area Coordinator Representation

2. **Emergency Operations Center Operations**
   - EOC Systems Maintenance
   - ECOC Facilities Repair and Maintenance
   - EOC Operations & Security
   - EOC Capital Improvement Projects
   - EOC Facility Usage

FY 17 Funding Source: General Fund 100%

Disaster Preparedness	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	730,332	392,387	-
Expenditures	1,781,988	1,802,783	1,318,489
FTEs	3.00	3.25	3.00

*Amounts exclude all-years carryover.

Narrative:
The Disaster Preparedness Bureau will continue to provide coordination of disaster preparedness training and outreach for City departments, Community Partner Organizations and the community, including training exercises and drills. The Bureau will represent the City as the Area F (Long Beach, Signal Hill, and Avalon) Disaster Management Area Coordinator in Los Angeles County. The Bureau will maintain and update the City's Emergency Operations Plan and Natural Hazard Mitigation Plan as necessary.

The Bureau will implement and train department users on AlertLongBeach, the City's emergency notification system and VEOCI, the City's incident management system for citywide response to an emergency or disaster, as well as continue to seek technology solutions to assist in the disaster preparedness, response and mitigation of major emergencies or disasters.

The Bureau will provide Continuity of Operations Plan (COOP) training to departments to ensure the safety of employees and the resumption of time-sensitive operations and services in case of emergencies. The City of Long Beach provides vital services to its citizens. As a result, reliability is the fundamental mission of every department in the City. Should a crisis disrupt essential departmental operations, the City would not be able to fulfill fundamental missions in the absence of Continuity of Operations Planning.

The Bureau will pursue opportunities to increase awareness and understanding of the challenges and support requirements of those with disabilities as well as access and functional needs for inclusion in the City's whole community response plans. The Bureau has also submitted for grant funding to fund a trailer of equipment to be used for AFN persons (e.g. wheelchairs, walkers, shelter equipment, communication tools, service animal supplies, etc.) during an emergency in the City of Long Beach or the region. The Emergency Communications and Operations Center facility and systems will be maintained and upgraded as necessary, as funding is available.

Administration Bureau

Key Services:

1. **Administration and Financial Services**
   - Administrative Services
   - Financial Services
   - Homeland Security Grant Administration
   - Purchasing and Contracts

FY 17 Funding Source: General Fund 100%

Administration	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	393,988	636,615	665,100
FTEs	2.00	2.75	4.00

*Amounts exclude all-years carryover.

Narrative:

The Administration Bureau will continue to provide the coordination of the department financial, budget, purchasing and administrative requirements. The Citywide Homeland Security grants administration services will continue with a focus to maximize grant awards and reimbursements to provide training and equipment to make the City and the region better prepared to respond and recover from disasters.

The FY 17 budget includes the addition of a Payroll/Personnel Assistant position, who will perform the payroll and personnel functions necessary to support the 92 FTEs in the department.

Emergency Communications Bureau

Key Services:

1. **Emergency Communications**
   - Call Taking (9-1-1 and 7-digit)
   - Emergency Dispatch and Resource Allocation
   - Tactical Operations Support
   - Intra-agency emergency support coordination
   - Staff Training and Development
   - CAD and Technology Systems Management
   - Data Analysis and Reporting
   - Investigative Support

FY 17 Funding Source: General Fund 100%

Emergency Communications	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	88,347	88,347
Expenditures	8,309	9,994,124	10,054,160
FTEs	0.00	85.00	85.00

*Amounts exclude all-years carryover.

Narrative:

The Communications Centers will continue to manage operations to maximize the efficiency of call-taking and dispatch operations to best provide services for the community and the City's first responders.

Supervision and management will provide a continuous effort to maintain staffing levels, which involves the recruitment and training of new and lateral public safety dispatcher candidates to ensure effective staffing for operations and consolidation cross-training, as well as a work-life balance for employees.

The efforts to implement the consolidation of the Fire and Police Emergency Communications Centers will continue with the focus on a training program for the existing Public Safety Dispatcher and Supervisors. The comprehensive and thorough training of existing staff is the next step necessary for the consolidation process.

The FY 17 budget includes the upgrade of 10 Public Safety Dispatcher I positions to Public Safety Dispatcher II to properly budget for the journey level positions that staff the Emergency Communications Centers. Also included, is the upgrade of 15 Public Safety Dispatcher IIs to Public Safety Dispatcher III to budget for the anticipated transition to consolidated Police and Fire call-taking capable Public Safety Dispatchers.

Financial Summary by Category

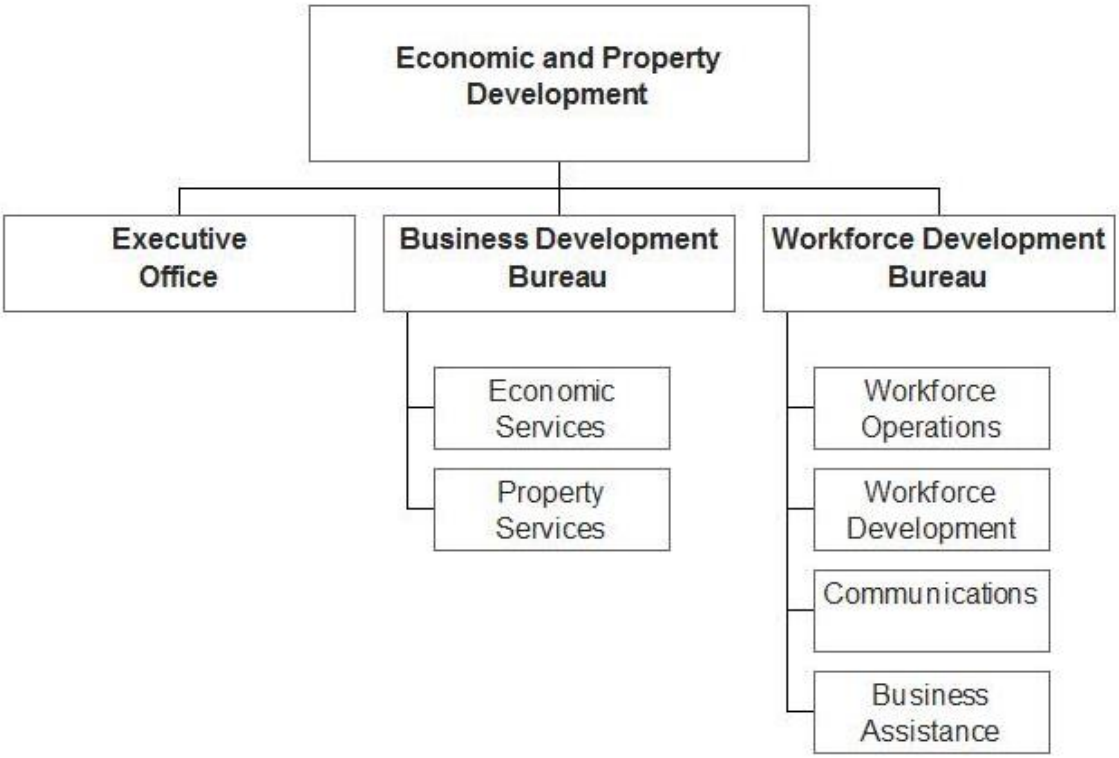
	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	181	-	-	-
Revenue from Other Agencies	723,695	-	392,387	-
Charges for Services	-	88,347	88,347	88,347
Other Revenues	6,455	-	-	-
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	730,332	88,347	480,734	88,347
Expenditures:				
Salaries, Wages and Benefits	833,259	9,939,067	10,015,355	10,366,667
Overtime	5,800	361,940	361,940	252,661
Materials, Supplies and Services	598,152	529,307	1,012,194	529,307
Internal Support	407,449	1,044,034	1,044,034	889,113
Capital Purchases	339,624	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	2,184,285	11,874,348	12,433,523	12,037,748
Personnel (Full-time Equivalents)	5.00	91.00	91.00	92.00

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director-Disaster Prep & Emergency Comm	1.00	1.00	1.00	208,086	208,086
Administrative Analyst I	-	1.00	1.00	63,822	63,822
Administrative Analyst III	1.00	1.00	1.00	90,939	83,681
Communications Center Coordinator	-	1.00	-	84,205	-
Communications Center Supervisor	-	6.00	6.00	492,375	492,375
Manager-Administration	1.00	1.00	1.00	140,894	140,894
Manager-Disaster Management	1.00	1.00	1.00	137,541	137,541
Payroll/Personnel Assistant II	-	-	1.00	-	41,606
Public Safety Dispatcher I	-	10.00	-	512,972	-
Public Safety Dispatcher II	-	40.00	35.00	2,538,213	2,198,882
Public Safety Dispatcher III	-	16.00	31.00	1,020,416	2,009,193
Public Safety Dispatcher IV	-	12.00	12.00	909,576	914,315
Secretary	1.00	1.00	1.00	53,292	53,292
Special Projects Officer	-	-	1.00	-	103,000
Subtotal Salaries	5.00	91.00	92.00	6,252,331	6,446,687
Overtime	-	-	-	361,940	252,661
Fringe Benefits	-	-	-	3,560,923	3,779,479
Administrative Overhead	-	-	-	119,037	132,911
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	6,776	7,590
Total	**5.00**	**91.00**	**92.00**	**10,301,007**	**10,619,328**

Economic and Property Development



Michael Conway, Director

Juan Lopez-Rios, Business Development Manager

Nicholas Schultz, Workforce Development Director

Department Overview

Mission:
The mission of the Economic and Property Development Department is to create a focused effort on economic development services, foster and encourage business and job growth, facilitate business relocation and expansion, and increase economic activity while maintaining quality and strength of our neighborhoods.

Core Services:
- Create business opportunities through coordinated, interdepartmental outreach and support
- Reduce risk and increase certainty in the entitlement and permitting process
- Support neighborhood quality while supporting economic development
- Provide resources for business retention, relocation, retraining, retooling and restructuring
- Accommodate business short and long term labor needs
- Provide opportunities for workforce matriculation and assimilation
- Manage, negotiate and implement complex real estate transactions
- Manage, negotiate, implement and administer complex leases and extensions
- Continue to develop every City employee into business ombudsmen

FY 17 Focus:
The Economic and Property Development Department will work with the Mayor and City Council, its Commission and various Committees, BIDs and economic development partners, to focus on the following: access to capital for new entrepreneurs and Long Beach based businesses; business assistance services and permitting to support and grow the City's economy; licensing and location assistance; strategic disposal of Successor Agency properties to generate needed residential density; hotel development and retail growth to support local businesses; coordination with the Innovation Team to improve the delivery of services; reducing risk and increasing certainty in the permitting and development process; and identifying problems and finding solutions.

The Department will continue daily activities to support economic development initiatives, in addition to the vast administrative workload of City-owned land and buildings leased to businesses and individuals. These leases generate a tremendous revenue stream, which Department staff continue to manage in ways that are in the best interest of the City. One such asset, the Queen Mary and surrounding 43 acres, is an example of an intricate lease arrangement that includes priority returns, land residual values, Queen Mary restoration funding and Carnival Cruise Line growth.

The Department will continue to work with the Mayor, City Council, Economic Development and Finance Committee, and the newly formed Economic Development Commission to define a scope of work for Beacon Economics to prepare an Economic Strategic Blueprint, Economic Indicators Report and an implementation strategy to help guide the City toward greater economic success. The Department's most recent partner is the Mayor's Innovation Team, funded through a 3 year, $3 million grant from the Bloomberg Foundation. The Department looks forward to continue its excellent working relationship with the Innovation Team to identify ways to stimulate growth and generate jobs; and to identify ways to improve services, increase productivity and stimulate business growth.

The Department now includes the Workforce Development Bureau (Pacific Gateway), which significantly increases the size of the Department, its budget and its ability to pursue economic development activities. Merging the Bureau into the Department creates synergy in functionality and coordination that can serve to match individuals with jobs, retrain individuals for employment in emerging industries and assist businesses by providing qualified employees for specialty services, often with subsidized wages. The extent of the benefits of this merger are not yet fully explored and are anticipated to grow as the services offered by the Business Development Bureau complement the services offered by the Workforce Development Bureau.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of new Long Beach based small businesses *(10 or fewer employees)*	929	947	876	947

This measures the number of new small businesses (10 or fewer employees) locating in the city or adding a new location. Figures exclude home-based businesses and commercial/residential rental property licenses. In FY 15, Council approved a small business incentive pilot program. Staff will continue to monitor its success.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Successor Agency properties disposed	1	15	15	17

This measures the amount of former Redevelopment Agency Properties that were initially retained under the Long Range Property Management Plan under the category of “for sale”. The initial goal is to sell the 57 parcels designated “for sale” while actively seeing buyers for an additional 136 parcels categorized as “Future Development”. These properties were transferred to the city for disposition, with the goal to dispose of these properties to enhance economic development and improve the City’s economic health. The total number of “Future Development” parcels approved by Council in FY16 is 89.

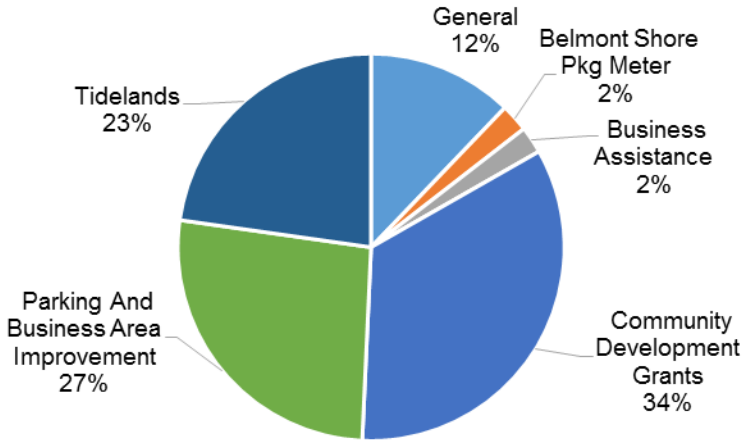
Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Long Beach residents who are placed in employment	2,526	2,300	2,500	3,600

This measures the number of residents that are placed in employment as a result of the services provided through Pacific Gateway. This includes career services through the Career Transition Center, Youth Opportunity Center, and contracted service providers. The number of residents placed in employment is affected by several factors, such as the unemployment rate and availability of jobs and resources for job seekers. Despite modest funding reductions, discretionary grants will support continued service levels consistent with FY 16. The FY 17 projection includes services provided throughout the Bureau’s service area, many of which had been left out of this projection in previous years.

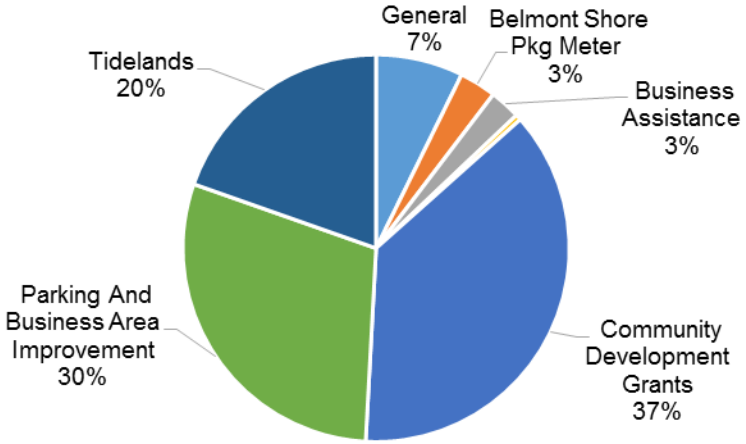
FY 16 Accomplishments

- Received approval to implement a Long Range Property Management Plan (Plan) for over 250 parcels in connection with the dissolution of the Redevelopment Agency.
- Disposed of the majority of the For Sale property identified in the Plan.
- Land Swap that enabled the Pike to transform into the Pike Outlets with H&M, Nike and Forever 21.
- Success at Douglas Park with approximately 3,000 jobs with Mercedes Benz, Virgin Galactic, Universal Technical Institute and the creation of a medical office cluster.
- Provided 38 business start-up grants.
- Approved/funded four economic development loans totaling $445,000.
- Accomplished annual renewals for all Parking and Business Improvement areas.
- Was awarded more than $1 million in funding to continue operation of the Harbor WorkSource Center supporting the residents of Wilmington, San Pedro, and the Harbor Gateway communities.
- Pacific Gateway's Youth Opportunity Center assisted more than 900 youth in gaining paid work experience in the public and private sectors.
- Pacific Gateway's Employment Services served over 5,100 people through one-on-one services centered on education and skills, career coaching, job readiness, training access, and job development/placement.
- Services resulted in placement of over 1,300 adult residents in employment of which 84 percent were still employed nine months later.
- Completed a sales tax sharing agreement with Hooman Toyota to facilitate the renovation, expansion and relocation of a retail car sales business.
- Completed a sales tax sharing agreement with Worthington Ford to support the cost to rehabilitate and upgrade an on-site freeway advertising message signboard.
- Established a new Uptown Business Improvement District (BID).
- Established a new Mid-Town Business Improvement District (BID).
- Completed the sale of the Edison building.
- Executed the Project Agreement for the new Long Beach Civic Center.
- Completed the abatement and demolition of the old Courthouse Building.
- Received City Council authority to sell the Art X and Acres of Books, and City Ventures property.
- Received authority for the first TOT Sharing Agreement in the City.
- Assigned existing lease and received authority to negotiate a Restated Lease for the Queen Mary.
- Most Future Development properties are now under contract and in escrow.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues	Expenditures	Fund Impact
General	3,659,567	1,970,226	1,689,340
Belmont Shore Pkg Meter	701,734	830,891	(129,157)
Business Assistance	677,838	694,119	(16,281)
Civic Center	-	126,696	(126,696)
Community Development Grants	10,208,334	10,113,024	95,310
Parking And Business Area Improvement	7,968,757	7,968,757	-
Tidelands	6,838,000	5,299,700	1,538,300
Total	**30,054,230**	**27,003,413**	**3,050,817**

Summary of Proposed Changes*

GENERAL FUND	Impact	Positions
Add a Development Project Manager II to serve as an ombudsman and an Administrative Officer and Payroll Personnel Assistant II to provide personnel, administrative and financial oversight and support. All positions are offset by additional revenue.	$ -	1.81
Reduce property management expenses at selected City-owned vacant land/properties	$ (32,412)	-

COMMUNITY DEVELOPMENT GRANTS FUND	Impact	Positions
Add a Payroll Personnel Assistant II to support personnel and administrative services in the Department.	$ 62,544	0.80
Add an Administrative Officer responsible for personnel, financial, and other administrative functions for the Department, offset by reallocation of other costs.	$ 7,323	0.09

TIDELANDS OPERATIONS FUND	Impact	Positions
Add an Administrative Officer and Payroll Personnel Assistant II to provide personnel, administrative and financial oversight and support.	$ 45,487	0.30

* For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Business Development Bureau

Key Services:

1. **Leases, Contracts and Acquisitions**
   - Lease/Contract Negotiations
   - Amendments/Modifications
   - Lease/Contract Administration
   - Acquire Property
   - Sell Property
2. **Economic Services**
   - Inter-Departmental Coordination
   - Business Outreach
3. **Special Projects**
   - City Mgmt./Assigned Tasks
   - Council/Assigned Tasks
4. **Property & Business Improvement Districts (PBID)**
   - Staff Support
   - Establishment/Reestablishment
   - PBID Reporting

FY 17 Funding Source: General Fund 7%, Civic Center Fund 1%, Parking Area and Business Area Improvement Fund 52%, Belmont Short Parking Meter Fund 5%, Tidelands Operations Fund 33%, Marina Fund 1%, Rainbow Harbor Area Fund <1%, Community Development Grants Fund <1%

Business Development	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	19,447,391	19,845,896
Expenditures	-	17,315,100	16,773,501
FTEs	-	13.00	17.00

*Amounts exclude all-years carryover.

Note: FY 15 information can be found in the City Manager, Development Services, Human Resources, and Public Works Department Budgets.

Narrative:

The Business Development Bureau includes two divisions. The Property Services Division is responsible for the City's acquisitions and sale of City-owned assets and provides real estate asset administration functions, which include leasing of privately held property for City-use purposes and leasing of City-owned property for business purposes. The Division is also involved in the administration of various ground lease and management agreements including the Queen Mary, Pike at Rainbow Harbor, the Long Beach Convention Center, the Towne Center and the Aquarium of the Pacific. The Economic Services Division provides coordinated support, information and guidance to help steer businesses through City processes and business license requirements. The Division also manages the small business loan program.

Business Development provides support for the City's Business Improvement District (BID) program, assisting community and quasi-public groups in the formation of business improvement associations within defined geographic areas to promote business and economic vitality.

The Bureau does not currently have sufficient staffing to address its functional scope. It is further anticipated that expansion of the functional scope will likely occur in FY 17. As a result, Business Development Bureau staffing has been enhanced in the FY 17 budget by including a new Development Project Manager III. The Development Project Manager is intended to report to the Department's Economic Development Officer to support expanded economic development activities and programs. In addition, an Administrative Officer and Payroll Personnel Assistant II have been budgeted in the Department in order to assist with administrative functions.

Workforce Development Bureau

Key Services:

1. Services for Adults
- Job Search Assistance
- Individualized assessments
- Connection to Training
- Career Counseling
- Skill Development scholarship to Occupational Training

2. Services for Youth
- Employment and occupational training
- Internship and work experience
- Career exploration

3. Services for Business
- Recruitment and Hiring
- Youth Hiring and Internships
- Lay-Off Aversion
- Customized Training

4. Bureau Operations
- Contracts and Procurement
- Accounting Functions
- Budgeting
- Department administration
- Grant Monitoring

FY 17 Funding Sources: General Fund 2%, Community Development Grants Fund 98%

Workforce Development	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	20,604,368	10,208,334
Expenditures	-	20,820,566	10,229,912
FTEs	-	70.27	70.27

*Amounts exclude all-years carryover.

Narrative:
In FY 17, Pacific Gateway will continue to provide skill-based employment services to over 3,900 residents, which is correlated to more than 10,800 actual visits. These efforts will be focused on preparation for high growth sectors of vital importance to the regional economy including healthcare, advanced manufacturing, construction, logistics / goods movement, and retail trade. Pacific Gateway will also continue to offer vibrant services and programs providing effective career transition assistance for area youth focused on career exploration, occupational skills training, academic enrichment, industry recognized credential attainment, and preparation for employment, postsecondary education, or advanced training. The Business Assistance Programs will continue to increase employment opportunities for Long Beach residents by promoting layoff aversion strategies, business training strategies, and no-cost human resources assistance. The Business Assistance Team will also be fully engaged in delivering retraining and reemployment assistance to residents impacted by major downsizing or plant closures in the area.

Financial Summary by Category

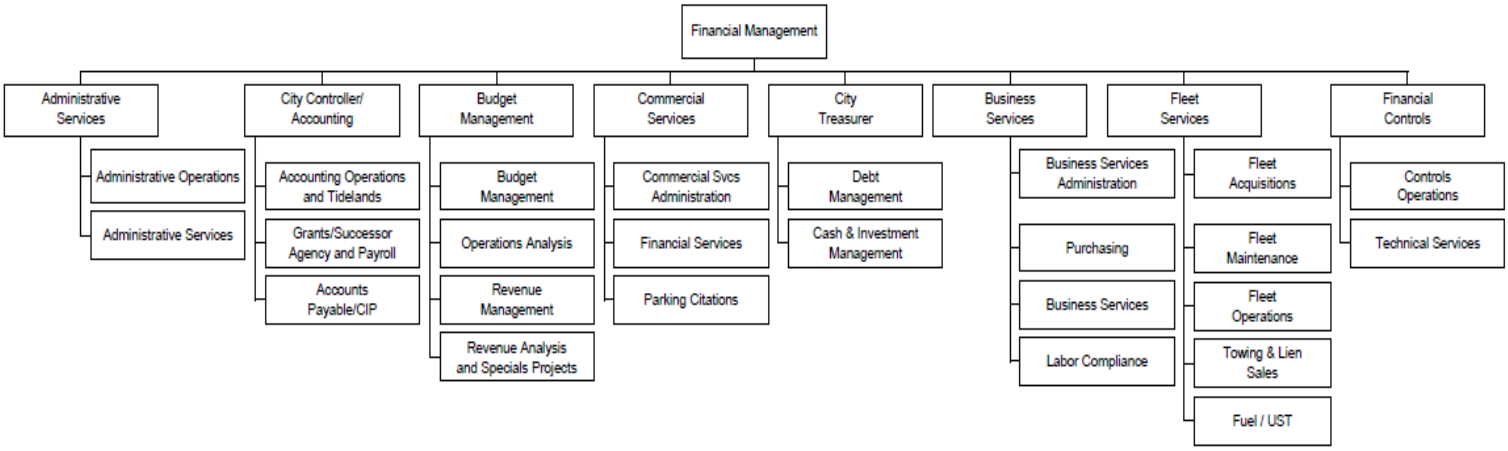
	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	7,968,757	7,968,757	7,968,757
Franchise Fees	-	-	-	-
Licenses and Permits	-	12,000	12,000	12,000
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	11,415,634	11,415,240	11,115,634
Revenue from Other Agencies	-	9,785,506	20,228,038	9,933,802
Charges for Services	-	-	-	-
Other Revenues	-	357,976	376,724	1,012,036
Interfund Services - Charges	-	6,000	6,000	6,000
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	45,000	6,000
Total Revenues	-	29,545,874	40,051,759	30,054,230
Expenditures:				
Salaries, Wages and Benefits	-	8,967,602	10,573,362	9,818,034
Overtime	-	-	(1,497)	-
Materials, Supplies and Services	-	16,730,460	25,962,443	17,113,734
Internal Support	-	(246,648)	(362,440)	(178,877)
Capital Purchases	-	-	9,229	-
Debt Service	-	252,122	252,122	250,522
Transfers to Other Funds	-	-	1,702,448	-
Total Expenditures	-	25,703,537	38,135,666	27,003,413
Personnel (Full-time Equivalents)	0.00	83.27	83.27	87.27

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director-Economic and Property Development	-	1.00	1.00	204,181	214,390
Accountant III	-	1.00	1.00	67,173	67,174
Accounting Clerk II	-	1.00	1.00	38,535	38,535
Accounting Clerk III	-	1.00	1.00	41,478	50,976
Administrative Analyst III	-	3.00	3.00	272,816	272,816
Administrative Analyst II-NC	-	2.00	2.00	133,142	136,550
Administrative Analyst I-NC	-	1.00	1.00	65,257	65,259
Administrative Intern	-	8.76	8.76	318,863	318,877
Administrative Officer	-	-	1.00	-	114,000
Assistant Director-Workforce	-	1.00	1.00	110,000	110,000
Clerk Typist II	-	1.00	1.00	44,737	44,737
Clerk Typist III	-	5.00	5.00	232,612	225,325
Community Information Specialist II	-	1.00	1.00	42,436	42,443
CD Specialist I	-	4.00	4.00	235,579	228,048
CD Specialist II	-	2.00	2.00	119,904	123,407
CD Specialist III	-	16.51	16.51	1,254,723	1,245,224
CD Specialist IV	-	3.00	3.00	228,210	231,508
CD Specialist V	-	7.00	7.00	604,306	608,095
CD Technician I	-	1.00	1.00	40,443	47,389
CD Technician II	-	1.00	1.00	43,550	43,550
CD Technician III	-	1.00	1.00	54,904	54,904
CD Technician IV	-	2.00	2.00	117,004	117,005
Development Project Manager II	-	1.00	1.00	84,205	84,205
Development Project Manager III	-	2.00	3.00	188,529	270,519
Exec Director-Reg Wrkfrc Invest Brd	-	1.00	1.00	148,782	148,782
Executive Assistant	-	-	1.00	-	65,457
Manager-Property Services	-	1.00	1.00	152,564	152,564
Payroll Personnel Assistant II	-	-	1.00	-	48,573
Real Estate Officer	-	1.00	1.00	133,659	133,659
Real Estate Project Coordinator II	-	1.00	1.00	93,285	98,111
Real Estate Project Coordinator III	-	3.00	3.00	294,657	309,723
Real Estate Technician II	-	1.00	1.00	56,256	59,209
Redevelopment Project Officer	-	1.00	1.00	117,799	117,799
Secretary	-	2.00	2.00	104,496	87,230
Special Project Officer	-	1.00	1.00	121,263	121,263
Senior Accountant	-	1.00	1.00	90,939	90,939
Workforce Development Officer	-	3.00	3.00	302,634	302,634
Subtotal Salaries	-	83.27	87.27	6,158,922	6,490,879
Overtime	-	-	-	-	-
Fringe Benefits	-	-	-	2,886,056	3,231,615
Administrative Overhead	-	-	-	116,910	133,441
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfers	-	-	-	(194,286)	(37,901)
Total	**-**	**83.27**	**87.27**	**8,967,602**	**9,818,034**

Financial Management



John Gross, Director of Financial Management

Lea Eriksen, Assistant Finance Director, Budget Management Bureau

Stephen Hannah, City Controller

David Nakamoto, City Treasurer

Pamela Horgan, Manager, Commercial Services Bureau

Jason MacDonald, Manager, Business Services Bureau

Dan Berlenbach, Manager, Fleet Services Bureau

Elizabeth Haynes, Manager, Financial Controls Bureau

Department Overview

Mission:
The mission of the Financial Management Department is to serve the people of Long Beach by keeping the City financially sound. This is achieved by: Managing City financial operations; providing financial policy advice and direction that keeps the City financially strong; providing transparent financial reporting; providing a sound budget process, enabling budgetary decisions that serve the best interests of the City; providing collection and business services in a manner that well serves City goals; providing an efficient and effective City vehicle fleet system; and providing friendly and respectful customer service intended to minimize customer effort, whether for internal customers, residents or businesses.

Core Services:

- Accounting and financial reporting
- Accounts payable
- Payroll operations
- Budget development and budget decision processes
- Investment of funds in a prudent and safe manner
- Financial controls
- Development of financial and budgetary policies
- Provision of financial policy advice
- Promote long-term fiscal strength and sustainability
- Purchasing management
- Business licensing
- Labor compliance
- Management of outstanding debt
- Debt issuance as needed
- Fleet acquisition
- Fleet management
- Fuel and fuel storage management
- Towing, dispatch and impound services

FY 17 Focus:
The Financial Management Department will focus the implementation of a new ERP (financial/human resources system) over the next three years. The implementation of this system will result in efficiency, control, and reporting improvements. The new system is expected to have better reliability, efficiencies, controls, reporting, and improved transparency capabilities. In addition to this primary focus, the Department will also continue to emphasize strong fiscal and budget policy.

With the passage of Measure A, Financial Management will be providing support for Measure A administration, tracking and reporting. Additionally, the Department will focus on other smaller initiatives, including: improvements in training for Commercial Services staff, purchasing and labor compliance, refunding bonds at a lower cost to the City, improvements to the business licensing system to provide real-time information and data entry to business license inspectors out in the field, continuing to “green” the City’s fleet with the conversion to CNG fuel, and implementation of a new fuel management system that will provide much new data that can be analyzed and used to lower fuel use through-out the City.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Purchasing - Percentage of dollars spent with Long Beach businesses	29%	31%	33%	35%

The City of Long Beach, through its Purchasing Division, sends weekly updates to 22 local, minority and women-owned business groups to communicate open bid opportunities. In an effort to increase dollars spent with local businesses, Long Beach business are encouraged to submit bids for City contracts. The Purchasing Division assists businesses to register on the City's electronic bidder's database to download bid specifications. The percentage of dollars spent with Long Beach businesses continues to be steady despite a downward trend in total City expenditures for goods and services. The FY 17 projection assumes a sustained level of bids awarded to local vendors as compared to FY 15. The Purchasing Division is continuing its commitment to outreach to local vendors in order to maintain or increase dollars spent with Long Beach businesses.

Key Measures	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Fleet Services - Number of preventative maintenance services completed on City vehicles	8,354	8,356	7,900	8,300
Fleet Services - Percentage of alternative fueled vehicles in the Fleet	22.4%	25.0%	26.8%	30.6%

The Fleet Services Bureau strives to perform services consistent with industry standards and best practices. As part of the City's continuing effort to improve air quality for its residents and businesses, the Fleet Services Bureau performs regular maintenance and replaces older vehicles and equipment with cleaner, alternative fuel units. Compressed Natural Gas (CNG) fueled vehicles will account for 30% of the total units replaced in FY 17. Compliance with State mandated regulations to reduce emissions have been, and will continue to be, met or exceeded.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Commercial Services - Percentage of ambulance fees collected within the first eighteen months	52%	56%	54%	54%

In FY 15, the Commercial Services Bureau collected an average of 52 percent of Advanced Life Support (ALS) and Basic Life Support (BLS) ambulance transport fees within the first eighteen months from dates of service in early 2013 and early 2014. Collection rates for ambulance bills are relatively low throughout the industry; however, the rate has improved since collections were brought in-house. While the majority of the revenue is collected within the first eighteen months after date of ambulance service, debts continue to be pursued and collected for up to three years and as many as ten years with a small claims judgment. The City's final collection rate continues to significantly improve through activities including filing small claims court actions, intercepting state income tax refunds, and credit reporting by the collection agency. The City's collections' rate is comparable to other agencies that have similar demographics and it is based on the type of insurance coverage from its patients.

FY 16 Accomplishments

Accounting Bureau

- Completed FY 15 Comprehensive Annual Financial Report (CAFR), dated March 25, 2016, with an unmodified opinion.
- Received the Government Finance Officers' Association's Certificate of Achievement for Excellence in Financial Reporting for the City's FY 14 Comprehensive Annual Financial Report (CAFR).
- Received unmodified opinions in all audited grants in the Federal Single Audit.
- Successfully monitored capital improvement projects for maximum funding from external sources.

Budget Management Bureau

- Delivered a structurally balanced General Fund proposed budget for the tenth consecutive year, in an effort to achieve fiscal sustainability for the City.
- Enhanced citizen engagement of the City's budget through the use of an online budget challenge and budget priority survey.
- Enhanced citizen understanding of the City's budget through the use of OpenGov budget transparency software which allowed citizens to view the proposed budget visually.
- Finalized a location agreement with a local business to consolidate their statewide purchasing to Long Beach and share new sales tax revenue with the City, resulting in additional revenue to the General Fund.
- Provided financial analysis, budgeting assistance and reporting in support of the Exclusive Negotiation Agreement (ENA) and pre-construction phases of the Long Beach Civic Center Project.

Commercial Services Bureau

- Used the State Franchise Tax Board Intercept Program to recover unpaid utility bills, ambulance transport charges, parking citations, business license fees, and other bad debts from State income tax refunds.
- Filed 267 Small Claims Court actions in the first eight months of FY 16. The majority of the cases were delinquent utility bills, business licenses, and ambulance transports.
- The Bureau expanded its Ambulance Services webpage; added additional payment option information to ambulance invoices; created a new Ambulance Services email address; and streamlined policies and procedures.
- Streamlined the Preferential Parking Permit process by offering the public the option to manage their account online, including the ability to print temporary guest parking permits.

Treasury Bureau

- Refunded $184.2 million of Tax Allocation Bonds via the County of Los Angeles Redevelopment Refunding Authority. Refunding resulted in $20 million, or 10.80 percent, in present value savings.
- Issued $13.2 million of Lease Revenue Bonds. The bond proceeds were used to finance the courthouse demolition and facilitate the City's Civic Center Project.
- Refunded $106 million of the 2005 A & B Harbor Revenue Bonds. Refunding resulted in $13.8 million, or 13.11 percent, in present value savings.
- Increased year-over-year investment income to $6.5 million from $3.1 million, May 2016 from May 2015.
- Coordinated with the State Board of Equalization to establish the City's ability to receive the newly established Mobile Telephony Services Surcharge.

Business Services Bureau

- Increased businesses registered in the City's Online Bidder's database, PlanetBids, by 9.75 percent from the previous year, to 18,213 registered businesses.
- As of June 2016, issued 2,695 new Business Licenses, 2 new Entertainment Permits, 153 One Time Permits and 776 Alarm Permits.

FY 16 Accomplishments

- Continued the implementation of the Small Business Enterprise Program. As of June 2016, there are 4,333, an increase of 633, or 17 percent, from FY 15 in certified Small Business Enterprises.
- Continued monitoring and compliance for projects that are subject to the Department of Housing and Urban Development (HUD) Section 3 policy.
- Completed the first Project Labor Agreement (PLA) Project following the execution of the Citywide PLA and implemented monitoring on subsequent subject projects. Executed contract with PLA Administrator to monitor and report progress towards local hire goals.
- Finalized development and released Open Counter to the Business Improvement Districts (BID's) for Beta testing. Launched the Alpha version of Bizport to the public that was developed by the Code for America with assistance from the i-Team.
- Continued Business License Incentive program through outreach efforts to city vendors to relocate or expand their business in Long Beach.
- Created video, "How to Become a Registered Vendor" and published on city webpage, in combination with City's i-Team and has been viewed nearly 400 times.
- Implemented Labor Compliance and Small/Disadvantage Business Software (to track documents that contractors are required to submit), which improve compliance in future audits.

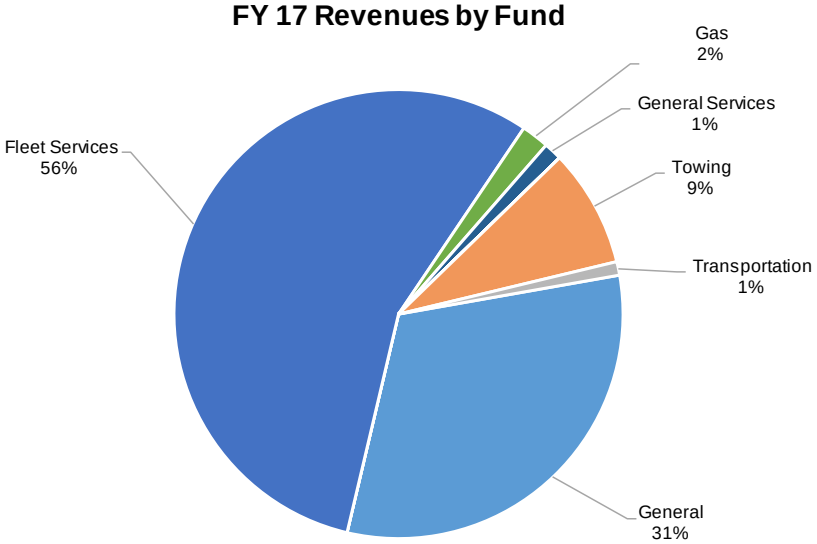
Fleet Services Bureau

- The City of Long Beach Fleet Services was recognized as the 12th best Fleet in North America under the Leading Fleets program, for 2016.
- Recertified by the National Institute for Automotive Service Excellence (ASE) as a certified Blue Seal Repair Shop.
- Started construction of a state of the art time-fill CNG fueling station at the Temple-Willow yard for use with the City's incoming new fleet of CNG-powered refuse trucks and street sweepers.
- First Southern California government fleet agency to add a hydrogen fuel cell vehicle (Toyota Mirai) to its fleet.
- Secured $1.4 million of Mobile Source Air Pollution Reduction Review Committee (MSRC) Local Government Match and Natural Gas Vehicle Incentive Program funds to enable purchase of alternative fuel vehicles and partially fund the Temple-Willow CNG fueling station.
- Upgraded the fleet's information management system to enable a paperless shop, customer access to fleet data, enhanced reporting, and performance measures. System enables data-based decision making and significant efficiencies in scheduling and maintenance of the fleet.

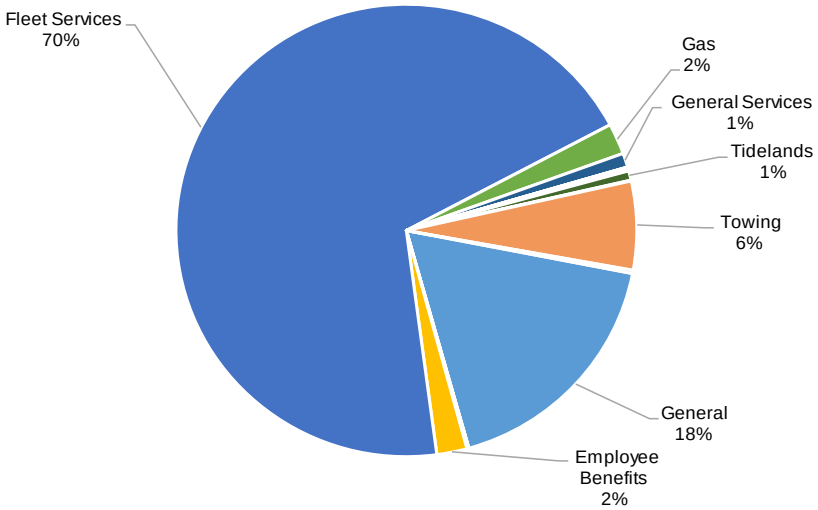
Financial Controls Bureau

- Developed an ordinance that amended City of Long Beach Municipal Code to establish purchasing authority and procedures for use in an emergency to allow the City to move quickly to secure scarce resources and help ensure maximum federal cost reimbursement.
- Increased City-wide awareness and dialogue regarding disaster cost recovery challenges through a two-day seminar led by an expert in the field, and initiated process to obtain consulting services to guide further preparation efforts.
- Implemented continuous improvements to access and quality of financial information to support transparency, efficiency, and improved decision-making.
- Evaluated the City's accounts receivable and delinquent collections process to find opportunities for standardization and improvement and prepare for ERP implementation.
- Provided support to the City's ERP replacement project, including assistance with specification development, gap/fit analysis, scope of work development, and chart of account and project budget analysis.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	21,063,949		14,789,290		6,274,660
Capital Projects	-		8,903		(8,903)
Community Development Grants	-		109,856		(109,856)
Employee Benefits	-		1,780,522		(1,780,522)
Fleet Services	37,330,841		58,400,967		(21,070,126)
Gas	1,333,464		1,859,368		(525,905)
General Services	878,994		846,143		32,851
Health	-		10,470		(10,470)
Housing Authority	-		14,193		(14,193)
Housing Development	-		39,374		(39,374)
Insurance	-		170,337		(170,337)
Tidelands	-		560,075		(560,075)
Successor Agency	-		56,735		(56,735)
Towing	5,691,849		5,326,040		365,809
Transportation	653,500		200,000		453,500
Total	**66,952,597**		**84,172,273**		**(17,219,676)**

Summary of Proposed Changes*

GENERAL FUND	Impact	Positions
Add Special Projects Officer to oversee various communications projects, including the Small Business Incentive program, Budget outreach, Minimum Wage and Measure A.	$ 161,001	1.00
Add an Administrative Analyst IV and budget for printing, materials, and supplies to support Measure A administration and Citizens' Advisory Committee oversight.	$ 206,942	1.00
Add a Labor Compliance Officer to oversee citywide contract labor compliance including Section 3, Project Labor Agreements (PLA) and Minimum Wage.	$ 161,001	1.00
Add a Customer Service Representative-Non Career to Commercial Services utility functions to manage the utility billing system, offset through the Commercial Services MOU.	$ -	0.73
Increased revenue from improved collection of Business License taxes.	$ (324,000)	-
Downgrade an Accountant III to an Accounting Technician in order to create efficiencies and realign staffing costs across multiple funds to reflect current operations and provide additional support to the Enterprise Resource Planning (ERP) project.	$ (110,997)	0.20

FLEET FUND	Impact	Positions
Add a Buyer I for Fleet Acquisitions and Maintenance, a Mechanical Stock Clerk II in the Vehicle Maintenance Stockroom, an Administrative Intern–Non Career, and move a Fleet Services Supervisor and a Maintenance Assistant II from Towing to Fleet Services to align with current operations.	$ 367,929	4.50

TOWING FUND	Impact	Positions
Add a Garage Service Attendant III for Towing supervision and move a Fleet Services Supervisor and a Maintenance Assistant II from Towing to Fleet Services to align with current operations.	$ (111,320)	(1.00)

GAS FUND	Impact	Positions
Add Customer Service Representative-Non Career to Commercial Services utility functions to manage utility billing system.	$ 16,520	-

CAPITAL PROJECTS FUND	Impact	Positions
Add two Buyer IIs and one Assistant Administrative Analyst I to support estimated capital projects activities.	$ -	3.00

Summary of Proposed Changes*

SUCCESSOR AGENCY FUND	Impact	Positions
Downgrade an Accountant III to an Accounting Technician in order to create efficiencies and realign staffing costs across multiple funds to reflect current operations and provide additional support to the Enterprise Resource Planning (ERP) project.	$ 56,002	0.48

COMMUNITY DEVELOPMENT GRANTS FUND	Impact	Positions
Downgrade an Accountant III to an Accounting Technician in order to create efficiencies and realign staffing costs across multiple funds to reflect current operations and provide additional support to the Enterprise Resource Planning (ERP) project.	$ (56,786)	(0.57)

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Administration Bureau

Key Services:

1. **Employee Hiring**
   - Development of job descriptions
   - Position control and reporting
   - Hiring plan development and approval
   - Recruitment and selection support
   - Employee processing and orientation
2. **Employee Administration**
   - Compensation/benefit management
   - Disability/leave coordination
   - Performance and conduct management
   - Training opportunities
   - Supervisor guidance
   - Workplace investigations
3. **Safety and Disaster Management**
   - Ergonomic coordination
   - Worker's Compensation management
   - Safety inspections and compliance
   - Emergency/disaster planning and response
4. **Budget Development and Management**
   - Resource analysis
   - Budget proposal development
   - Monitoring of actual expense/revenue
5. **Office Management and Communications**
   - Council letters
   - Quality control of major documents
   - Public Records Act and subpoena coordination
   - Interdepartmental communications
   - Clerical supervision
6. **Leadership & Special Analysis**
   - Project management
   - Policy and procedure development
   - Executive management requests
   - Department direction

FY 17 Funding Source: General Fund 100%

Administration	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	811	-	-
Expenditures	64,372	-	-
FTEs	5.00	5.50	6.50

*Amounts exclude all-years carryover.

Narrative:
The Administration Bureau provides support and coordination for the other seven Bureaus within Financial Management. The Bureau provides extensive financial reporting, processing, reporting and forecasting support within the Department. It plays a key role in departmental strategic planning, research efforts and in exploring new methods for maximizing efficiencies and reducing ongoing costs. The budget for this operation is charged to the other Bureaus in Financial Management.

For FY 17, the Administration Bureau will add a Special Projects Officer to oversee various communications projects, such as the Small Business Incentive program, Budget Outreach, Minimum Wage and Measure A.

Accounting Bureau

Key Services:

1. **Financial Accounting**
   - Review financial records/transactions
   - Annual audits management, response and reporting
   - Procedural/system control enhancement
2. **Internal and external financial reporting**
   - CAFR report preparation and other State and on-demand regulatory reports
3. **Citywide accounting standard interpretation and consultation**
   - GASB and other authoritative standard interpretation and implementation
   - General Citywide training and department audit consulting
   - FM Accounting staff development
4. **Special Accounting**
   - Grants and CIP accounting and billings
   - Oil and Oil Production
   - Indirect Cost Plan
   - Tidelands and Successor Agency
   - Single and Program Audits
5. **Payroll**
   - Payroll processing
   - Implementation of regulatory changes
   - System updates and maintenance
   - CalPers/Federal/State reporting
   - Benefits rate monitoring/development
   - Employee withholding processing
6. **Accounts Payable**
   - 1099 generation and reporting
   - Payment processing review
   - Sales and use tax reporting
   - Document management
   - W9 verification and tracking
7. **Special Projects**
   - Public Records Act requests
   - Financial analysis and projections
   - Emergency management accounting

FY 17 Funding Sources: General Fund 53%, Employee Benefits Fund 28%, Tidelands Operations Fund 6%, Community Development Grants Fund 2%, Insurance Fund 4%, Marina Fund 2%, Rainbow Harbor Area Fund 2%, Housing Development Fund 1%, Housing Authority < 1%, Health Fund < 1%, General Services Fund < 1%

Accounting	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	750,030	2,100	2,100
Expenditures	4,804,072	4,451,052	4,458,342
FTEs	34.00	29.45	29.49

*Amounts exclude all-years carryover.

Narrative:
The City Controller's Office/Accounting Bureau continues to provide service levels to the City's 23 distinct departments and their subsidiaries across 37 funds (reported as 40 funds for CAFR purposes). The Bureau's main focus is to (a) ensure compliance with statutes, regulations, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements and governmental auditing standards and (b) provide guidance and support to departments citywide. The ongoing receipt of the GFOA Certificate for Excellence in Financial Reporting is an indication of the quality of the reports produced. Preparation for a successful ERP implementation will be the primary area of focus for FY 17.

The FY 17 budget reflects reduced personnel costs resulting from the downgrade of an Accountant position due to increased efficiency and partial reassignment of a position to improve dedicated support to the ERP project.

Budget Management Bureau

Key Services:

1. **Current Year Budget Management**
   - Budget adjustments
   - Quarterly performance reports
   - Debt allocation
   - Preparation of year-end estimates
   - Department monitoring
2. **Budget Development**
   - Base budget preparation
   - Review of department proposals
   - Publication of community and budget books
   - Forecasting of revenues
   - Target and guidelines development
   - Management of budget timeline/process
   - Budget meetings
3. **Departmental Budget Assistance**
   - Review of personnel requisitions
   - Training and assistance for department budget staff
   - Council letter review
4. **Long Range Financial Forecasting and Planning**
   - Long-term forecasting
   - Economic analysis
   - Financial plan development
   - Fiscal capacity analysis
   - Financial policy monitoring
5. **Special Analyses**
   - Exec management projects and reports
   - Council requests
   - Public records requests
   - Labor negotiation analysis
6. **Revenue Maintenance and Maximization**
   - Contract administration
   - Sales tax monitoring
   - Rebates processing
   - Shared revenue agreement administration
   - Fee updates and management

FY 17 Funding Sources: General Fund 75%, Employee Benefits Fund 22%, Tidelands Operations Fund 4%

Budget Management	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	2,051,537	2,166,154	2,524,003
FTEs	12.00	12.00	13.00

*Amounts exclude all-years carryover.

Narrative:
The Budget Office is responsible for developing the key annual policy document the City produces, the City Manager's proposed budget, and for monitoring the adopted budget. The Budget Office also provides long-term financial projections and recommendations for achieving long-term fiscal health and strength. As part of the Bureau's responsibility for Citywide budget development and monitoring, it provides a full menu of services citywide, including: developing the process for and then building a proposed budget in conformance with the direction of the City Manager; providing relevant, accurate and timely budgetary information; supporting the City Manager, City Council, the Budget Oversight Committee; providing community outreach on the City's budget and support; and providing oversight of departmental budgetary actions.

The focus in FY 17 will be to manage the reporting and tracking of the new Measure A tax revenue, as well as staff the newly formed Citizen Advisory Committee. The Bureau will also continue to actively explore and develop opportunities to increase revenue for the City, including cost recovery through fees and sales tax and other revenue-sharing agreements with the private sector. The Bureau will also continue to emphasize streamlining and simplifying budgetary policies and procedures, implementing the budget module for the ERP project, and enhancing the City's long-range financial forecasting capabilities to better assess financial risks and opportunities.

Commercial Services Bureau

Key Services:

1. **Utility Customer Service**
   - In-person customer service
   - Bill dispute resolution
   - Payment and refund processing
   - Collection of unpaid City debts
   - Process bankruptcy billings
2. **Parking Citations**
   - Receive/process citations from field staff
   - Research necessary billing information
   - In-person customer service
   - Disputed citation review and resolution
   - Payment and refund processing
   - Collection of unpaid City debts
   - Remit revenues to issuing agencies
   - Preferential Parking administration
3. **Ambulance Billing**
   - Collect and research billing information
   - Bill generation, quality control, and dispute resolution
   - Payment and refund processing
   - Collection of unpaid City debts
   - Issue and monitor payment plans
   - Process bankruptcy cases
   - In-person customer service
4. **Billing Services for Other City Departments**
   - Centralized bill generation, quality control, and dispute resolution
   - Customer service
   - Payment and refund processing
   - Collection of unpaid City debts
5. **Additional Cashiering Services**
   - Process mail and perform research
   - Accept and verify deposits from City departments
   - Secure money
   - Maintain equipment and systems
   - Reconcile with City financial systems
   - Administer/monitor credit card processor and remote pay station contracts
   - Enforce State/Federal regulations
   - Public Records Act requests

FY 17 Funding Sources: General Fund 71%, Gas Fund 29%

Commercial Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	10,667,704	6,873,928	6,951,829
Expenditures	11,251,316	5,935,493	6,515,463
FTEs	50.59	40.79	41.52

*Amounts exclude all-years carryover.

Narrative:

The Commercial Services Bureau provides a range of customer and financial services to the City and its residents, including billing, collections, payment processing, and customer service. The Bureau provides collection activities for ambulance services, permits, business licensing, parking citations, marina slip fees, utility services, and various other City services. For instance, the Bureau currently works with the State to recover funds from income tax returns for small claims court judgments on delinquent accounts for utility bills, ambulance services charges, business license fees, parking citation fees, etc.

The Bureau's budget reflects additional staffing to handle increased billing functions as a result of the new First Responder Fee for emergency medical responses provided by City paramedics. By charging those who use the emergency services a First Responder Fee, the City is able to partially offset the remaining costs for paramedic services. The First Responder Fee is intended to close the gap in funding while allowing the City to maintain its low taxes and services fees.

The focus in FY 17 include: Implementing mobile technology service for utility customers to obtain account information and automate bill paying features; expanding existing Parking Citation customer portal to offer additional information that will increase the capability for customers to complete transactions automatically via phone or online at their convenience; implementing a new centralized collections system whereby outstanding citywide accounts can be housed in a single system improving efficiency and collection efforts, and exploring the opportunities to improve City collection efforts. The FY 17 budget includes the addition of a part-time position to strengthen the operation's support of the City's utility billing system.

City Treasurer Bureau

Key Services:

1. **Cash Management**
   - Liquidity management and assurance
   - Invest City pooled funds and segregated bond proceeds
   - Distribute manual checks, payroll checks, and vouchers
   - Credit card payment receipt
   - Claim dormant unclaimed funds for City
   - Manage investment advisor relationship
   - Manage Investment Advisory Committee
2. **Debt Management (Bonds, Commercial Paper, Leases)**
   - Debt issuance, liquidity facilities
   - Legal compliance monitoring, reporting
   - Manage debt service payments
   - Manage bond draws
   - Manage assess districts, consultant, and district reporting
   - Manage conduit debt and reporting
3. **Utility Users Tax (UUT)**
   - Process UUT revenue receipts from utilities
   - Manage UUT waiver requests (single metered accounts)
   - UUT Senior/Disabled Refund Program (shared meter accounts)
4. **Performance Bond Safekeeping**
   - Inventory, secured storage, and return
5. **Deferred Compensation Administration**
   - Administer 457 Plan (deferred compensation plan)
   - Administer PARS Plan (part-time employee plan)
6. **Rating Agency and Investor Communication Management**
   - Rating agency communications
   - Investor communications
   - Investor relations (website, disclosures, and financial information)

FY 17 Funding Source: General Fund 100%

City Treasurer	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	1,712,703	1,681,517	2,319,509
Expenditures	1,540,110	1,676,517	2,314,509
FTEs	8.00	8.00	8.00

*Amounts exclude all-years carryover.

Narrative:
The Treasury Bureau manages an estimated $1.5 billion investment portfolio while also managing outstanding City debt obligations totaling more than $2.3 billion as of FY 15 year end.

The Bureau is responsible for managing the City's investments, cash, and debt, as well as ensuring compliance with internal and external policies and regulations. Additional duties included providing optimal solutions to ensure safety and liquidity in support of the City and enterprise fund cash requirements, assistance in financing instruments for City and enterprise fund infrastructure, and capital and leasing programs. The Treasury Bureau also provides administrative services to two deferred compensation programs, two assessment districts, a utility district, and seven community facility districts.

The City's investment portfolio is rated "AAf" by Standard & Poor's. As an issuer of debt, the City of Long Beach received affirmation of "Aa2" and "AA" from Moody's and Fitch Ratings, respectively.

The FY 17 budget includes improved disclosure monitoring to address new regulations and risks, the ability to direct pay fees for banking related services for higher interest earnings, and reallocation of staffing to charges to reflect changing workloads.

Business Services Bureau

Key Services:

1. **Purchasing**
   - Review requests, determine procurement method
   - Develop and post bid package
   - Review and prepare procurement-related council letters
   - Bidder communication and validation
   - Create or renew purchase orders
   - Manage department allocations for citywide contracts
   - Purchasing card administration
   - Online bidding system management
   - Citywide training for Contract Management
   - Customer service
2. **Labor Compliance**
   - Minimum Wage education & outreach
   - Prevailing wage determination & verification
   - HUD Section 3
   - Disadvantage Business Enterprise (DBE)
   - Small Business Enterprise (SBE)
   - Equal Benefits Ordinance (EBO)
   - Project Labor Agreement (PLA) administration
   - Customer service
3. **Transient Occupancy Tax (TOT) Administration**
   - Receive and confirm accurate payment from hotels
   - Process payment to LB Tourism Improvement Agency (TIA)
4. **Business License Issuance**
   - Application review and processing
   - Conditional licenses
   - Entertainment permits
   - Smoking lounge and other miscellaneous permits
   - Customer service
5. **Permit Issuance**
   - Alarm permits
   - Special events permits
   - Garage sale permits
   - Customer service
6. **Business License Compliance Enforcement**
   - Complaints/citizen inquiries
   - Business License
   - Revocations/application denials
   - Field inspection
   - Customer service
7. **Special Projects**
   - Web support
   - Partnering with i-Team on related projects
   - Citymart – alternative RFP for business development
   - Code for America development and support for BizPort

FY 17 Funding Source: General Fund 100%

Business Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	13,445,160	12,296,738	13,123,975
Expenditures	2,365,531	2,745,765	2,937,207
FTEs	18.00	18.00	22.00

*Amounts exclude all-years carryover.

Narrative:
The Purchasing Division has conducted competitive bids for significant citywide services during FY 16, including tree trimming, recycling, street repairs, storm drain repairs, park improvements, and lagoon restorations. The Bureau provides on-going contract compliance for related construction contracts requiring Section 3 compliance, and administers the Equal Benefits Ordinance, which requires contractors on City contracts to provide benefits to their employees with domestic partners equivalent to

those provided to their employees with spouses. The Bureau supported the Project Labor Agreement (PLA) implementation and provided oversight and monitoring on projects under the PLA. The Bureau also oversees the online bid management system that is available via the City's website. The system provides online registration for bidders, maximizing participation in the City's procurement process resulting in the most competitive pricing of goods and best value for services. The system allows for certification of Small Business Enterprises (SBE), Very Small Business Enterprises (VSBE), and Long Beach Small Business Enterprises (LSBE). The Bureau is responsible for determining if local preference applies. Local preference is intended to stimulate local job growth, increase sales tax revenue, and keep revenue in the City. The Purchasing Division provides local outreach by contacting Long Beach businesses for every procurement opportunity. The number of local registered vendors has increased from 1,831 as of June 2015 to 1,965 as of June 2016.

The Bureau also administers business licenses, Alarm, Special Event, Yard Sale, Carnival, Entertainment Permits, and Transient Occupancy Tax (TOT) collection. In addition, the Bureau manages the bi-monthly payments to the Business Improvement Districts (BID's) as well as the monthly payments to Convention and Visitor's Bureau (CVB).

In FY 17, a License Inspector will continue to work Saturdays to primarily focus on illegal yard sales and business license complaints. Inspectors will also investigate and monitor businesses for LBMC compliance, respond to citizen complaints, work special events for vendor compliance and provide collections on outstanding accounts.

The FY 17 budget includes additional positions to support increased fleet acquisitions and capital projects activities, and to strengthen the oversight of Federal and State labor compliance activities.

Fleet Services Bureau

Key Services:

1. **Fleet Acquisition**
   - Replacement Fund management
   - Selection of replacement vehicles
   - Vehicle outfitting
   - Vehicle disposal
   - Fleet sustainability
2. **Fleet Maintenance and Repair**
   - Preventative Maintenance
   - Unscheduled Maintenance
   - Autobody Repair
   - Contract management
3. **Inventory Storage and Management**
   - Supplies and Equipment management
   - Hazardous materials handling
4. **Fleet Operations and Management**
   - Budget management
   - Vehicle assignments
   - Fleet performance analysis
5. **Fuel and Fuel Storage Management**
   - Underground storage facility monitoring
   - Construction/upgrade of fueling system
   - Fuel purchase
   - Fuel site remediation
   - Regulatory compliance and reporting
6. **Towing, Dispatch, and Impound Services**
   - Vehicle towing
   - Dispatch of tow / maintenance service
   - Roadside service calls / assistance
   - Contract management
   - Vehicle and property auctions
   - Counter, phone and payment services
   - Lot service – customer escort, jump starts, Police assistance

FY 17 Funding Sources: Fleet Fund 91%, Towing Fund 8%, Transportation Fund <1%

Fleet Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	43,184,906	42,483,722	43,676,190
Expenditures	35,105,111	59,767,027	63,927,007
FTEs	110.30	114.30	117.80

*Amounts exclude all-years carryover.

Narrative:
In FY 17, the Bureau will continue improvements in the management of the fleet and support to City departments. The aged, outdated fuel dispensing system for City vehicles will be replaced at 11 fuel stations across the City with a state of the art RFID-based system that improves accuracy, strengthens control over fuel, and reduces labor. All vehicles in the fleet will be equipped with telematics devices that wirelessly provide fuel, maintenance, location, safety, and efficiency data. The telematics metadata collected will be provided to departments and used to generate operational savings, improve safety, and reduce fuel use and fleet emissions.

The Bureau will continue its aggressive effort to recapitalize the fleet by working with customer departments to specify new and sustainable vehicle technologies. The use of alternative fuels such as compressed natural gas, renewables, electric vehicles, and the City's first hydrogen fuel cell vehicle will be further deployed through the fleet to minimize the environmental footprint of City services.

The Bureau's budget also reflects realignment of budgeted classifications to better reflect staffing needs, and the addition of personnel to increase operating efficiencies in Towing, replacement vehicle procurement and new vehicle warranty claims.

Financial Controls Bureau

Key Services:

1. **Improve Financial Controls and Processes**
   - Review and evaluate process and control weaknesses
   - Facilitate department meetings
   - Facilitate development and implementation of solutions
   - Reports, presentations on findings/recommendations
   - Apply technology solutions to improve business processes
2. **Citywide Financial Policy/Procedures Trainings**
   - Assess training needs
   - Develop materials and training implementation plan
3. **Review, Evaluate, and Implement Audit Findings**
   - Track audit findings and recommendations
   - Support department implementation
4. **Financial Systems**
   - Management of financial systems and interfaces with ancillary systems
   - System security, validation, troubleshooting, training and help desk
   - Technology integration and ancillary systems data reporting enhancements
   - New system evaluation, integration and project consultation

FY 17 Funding Sources: General Fund 44%, General Services Fund 56%

Financial Controls	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	736,043	878,994
Expenditures	239,497	1,553,950	1,495,741
FTEs	3.00	8.05	8.01

*Amounts exclude all-years carryover.

Narrative:

The Financial Controls Bureau is a small operation that focuses on improving financial controls and management throughout the City. The Bureau was established as a proactive measure to address control issues that can otherwise result in higher than normal rates of errors, fraud, financial, or operational problems. The Bureau supports the development and maintenance of a culture throughout the City that places greater emphasis on controls and financial management. The Bureau has several initiatives underway in FY 16 that will be continued in FY 17. Focus areas include implementation of new financial systems, processes and controls for the new systems, policy and process improvements to mitigate the City's financial risk as a result of a major disaster, improved grant management, operational controls advisement, and tracking implementation of management responses to internal and external audit findings.

Financial Summary by Category

Citywide activities are managed by the Financial Management Department. This summary includes the following activities: "XC" Citywide contains certain citywide revenues, transfers and expenditures that are not linked to a specific operating department. Citywide receipt of property taxes and citywide payments for Pension Obligation Bonds are examples. "XI" contains interfund transfers for the indirect cost allocation plan that provides additional revenue to the General Fund for citywide overhead charged to non-General Fund sources. "XJ" Joint Powers Authority contains expenditures for City-involved joint power activities.

The second Financial Summary by Category page strictly includes the Financial Management Department's operating budget.

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	151,111,146	148,876,392	148,876,392	154,670,616
Other Taxes	122,560,498	119,979,703	120,542,269	161,278,905
Franchise Fees	21,199,550	22,742,863	22,742,863	22,133,657
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	20,253,270	18,536,125	18,536,125	19,863,588
Revenue from Other Agencies	30,398,002	27,059,645	26,304,815	27,177,934
Charges for Services	18,238,763	42,451,391	42,451,391	42,968,391
Other Revenues	4,696,329	1,711,128	1,711,128	1,622,141
Interfund Services - Charges	264,616,794	304,515,213	304,515,213	301,714,481
Intrafund Services - General Fund Charges	383,020	1,300,000	1,300,000	842,729
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	72,110,774	-	-	-
Operating Transfers	101,415,698	71,380,092	71,780,092	64,205,094
Total Revenues	806,983,844	758,552,552	758,760,288	796,477,536
Expenditures:				
Salaries, Wages and Benefits	202,489,624	240,308,392	240,308,392	239,930,279
Overtime	34,563	-	-	-
Materials, Supplies and Services	2,578,267	38,384,127	38,384,127	42,080,831
Internal Support	10,209,256	10,189,223	10,189,223	8,487,006
Capital Purchases	-	-	-	-
Debt Service	144,316,804	82,603,432	83,003,432	86,222,355
Transfers to Other Funds	58,057,152	32,301,742	56,280,381	45,289,842
Total Expenditures	417,685,667	403,786,916	428,165,555	422,010,313
Personnel (Full-time Equivalents)	0.00	0.00	0.00	0.00

* Amounts exclude all-years carryover.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	12,953,133	11,800,163	11,800,163	12,596,163
Franchise Fees	-	-	-	-
Licenses and Permits	481,747	403,986	403,986	385,000
Fines and Forfeitures	1,138,412	345,000	345,000	-
Use of Money & Property	1,008,038	1,451,979	1,451,979	1,454,479
Revenue from Other Agencies	577,260	453,500	1,398,900	653,500
Charges for Services	6,916,383	7,363,568	7,363,568	8,069,340
Other Revenues	5,067,832	3,792,802	3,792,802	3,816,502
Interfund Services - Charges	37,323,334	36,275,515	35,775,515	37,977,419
Intrafund Services - General Fund Charges	908,963	1,742,134	1,742,134	2,000,193
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	3,386,210	-	-	-
Total Revenues	69,761,313	63,628,648	64,074,048	66,952,597
Expenditures:				
Salaries, Wages and Benefits	22,363,673	25,501,619	25,501,619	27,122,505
Overtime	705,065	340,242	340,242	340,242
Materials, Supplies and Services	20,359,283	16,045,582	14,545,107	16,012,466
Internal Support	5,953,511	4,227,925	4,227,925	4,401,428
Capital Purchases	4,036,171	19,634,699	29,695,167	33,137,202
Debt Service	1,448,344	1,564,077	1,564,077	937,707
Transfers to Other Funds	2,555,499	2,421,821	2,421,821	2,220,723
Total Expenditures	57,421,546	69,735,965	78,295,958	84,172,273
Personnel (Full-time Equivalents)	240.89	236.09	236.09	246.32

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Financial Management	1.00	1.00	1.00	212,460	212,460
Accountant III	10.00	10.00	9.00	805,737	723,674
Accounting Clerk II	1.00	1.00	1.00	47,389	46,910
Accounting Clerk III	2.00	2.00	2.00	92,454	101,953
Accounting Operations Officer	1.00	1.00	1.00	109,568	109,568
Accounting Technician	8.00	8.00	9.00	418,844	486,044
Administrative Analyst II	3.00	3.00	3.00	223,046	239,116
Administrative Analyst III	5.00	4.00	4.00	360,277	354,937
Administrative Analyst IV	-	-	1.00	-	80,035
Administrative Intern - NC	-	-	0.50	-	20,877
Administrative Officer	-	-	1.00	-	114,000
Administrative Services Officer	1.00	1.00	-	79,542	-
Assistant City Controller	2.00	2.00	2.00	251,266	251,266
Assistant Administrative Analyst I	1.00	1.00	2.00	50,979	100,651
Assistant Administrative Analyst II	2.00	3.00	3.00	185,999	187,916
Assistant Director of Financial Management	-	-	1.00	-	166,468
Budget Analysis Officer	2.00	2.00	1.00	216,375	108,044
Budget Management Officer	1.00	1.00	2.00	119,507	245,140
Business Systems Specialist III	1.00	1.00	1.00	70,547	86,399
Business Systems Specialist IV	1.00	1.00	1.00	78,073	78,073
Business Services Officer	1.00	1.00	1.00	84,422	90,331
Buyer I	2.00	2.00	3.00	134,865	197,325
Buyer II	2.00	2.00	4.00	173,843	299,099
City Controller	1.00	1.00	1.00	147,732	147,732
City Treasurer	1.00	1.00	1.00	156,136	156,136
Clerk Typist III	5.00	6.00	6.00	272,128	265,082
Controls Operations Officer	1.00	1.00	1.00	107,640	119,049
Cust Service Representative II	10.76	10.76	10.76	490,162	471,154
Cust Service Representative III	31.00	27.00	27.00	1,367,287	1,362,998
Cust Service Representative II-NC	1.83	1.03	1.76	44,598	72,741
Customer Services Supervisor III	1.00	-	-	-	-
Customer Services Supervisor I	3.00	3.00	3.00	189,267	189,267
Customer Services Supervisor II	4.00	2.00	2.00	137,244	137,244
Equipment Mechanic I	21.00	17.00	17.00	1,031,721	1,030,270
Equipment Mechanic II	23.00	21.00	21.00	1,371,085	1,345,959
Financial Systems Integration Officer	1.00	1.00	-	129,116	-
Financial Controls Analyst	1.00	1.00	1.00	90,644	90,939
Financial Management Analyst I	1.00	1.00	1.00	74,285	74,285
Financial Management Analyst II	6.00	6.00	6.00	583,840	577,016
Financial Services Officer	2.00	2.00	1.00	213,321	104,143
Fleet Finance Officer	1.00	1.00	1.00	123,227	123,227
Fleet Services Supervisor I	8.00	6.00	6.00	450,841	437,281
Fleet Services Supervisor II	3.00	3.00	3.00	270,026	253,775
Garage Services Attendant I	10.00	15.00	15.00	625,176	634,656
Garage Services Attendant II	9.00	13.00	13.00	600,920	591,741
Garage Services Attendant III	3.00	3.00	4.00	172,685	221,994

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Garage Services Attendant II - Towing	1.00	1.00	1.00	52,248	52,248
General Superintendent-Fleet Services	1.00	1.00	-	106,248	-
Helicopter Mechanic	1.00	1.00	1.00	86,069	86,069
Labor Compliance Officer	-	-	1.00	-	110,000
License Inspector I	3.00	3.00	3.00	173,143	173,143
License Inspector II	1.00	1.00	1.00	60,698	60,698
Maintenance Assistant II	4.00	4.00	4.00	162,353	169,930
Maintenance Assistant III	1.00	1.00	1.00	46,157	46,157
Mechanical Equipment Stock Clerk I	1.00	1.00	1.00	48,573	48,573
Mechanical Equipment Stock Clerk II	3.00	3.00	4.00	161,702	206,456
Manager of Budget Management	1.00	1.00	-	166,468	-
Manager of Business Relations	1.00	1.00	1.00	143,581	143,581
Manager of Commercial Services	1.00	1.00	1.00	142,811	142,811
Manager of Financial Controls	1.00	1.00	1.00	140,894	143,318
Manager of Fleet Services	1.00	1.00	1.00	142,539	142,539
Payroll/Personnel Assistant III	1.00	1.00	1.00	54,568	54,568
Payroll Specialist I	2.00	2.00	2.00	108,836	118,419
Payroll Specialist II	1.00	1.00	1.00	65,494	65,494
Purchasing Agent	1.00	1.00	1.00	116,519	116,519
Revenue Managment Officer	1.00	1.00	1.00	108,188	113,598
Secretary	4.00	4.00	4.00	197,346	202,369
Secretary-Conf	1.00	1.00	1.00	45,972	48,451
Special Services Officer I-NC	1.30	1.30	1.30	52,133	52,135
Special Services Officer II	2.00	1.00	1.00	54,413	54,413
Special Projects Officer	-	1.00	3.00	102,000	288,039
Senior Accountant	4.00	4.00	4.00	363,755	363,755
Senior Accountant-Conf	1.00	1.00	1.00	90,939	90,939
Superintendent - Towing & Lien Sales	1.00	1.00	1.00	97,011	97,011
Superintendent - Fleet Acquisition	-	1.00	1.00	85,000	106,248
Fleet Maintenance Supervisor	-	-	1.00	-	106,248
Supervisor - Stores & Property	1.00	1.00	1.00	52,258	52,258
Technical Services Officer	-	-	1.00	-	129,116
Treasury Operations Officer	2.00	2.00	2.00	279,216	279,216
Welder	1.00	1.00	1.00	63,809	63,809
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Subtotal Salaries	240.89	236.09	246.32	15,935,213	16,635,105
Overtime	-	-	-	340,242	340,242
Fringe Benefits	-	-	-	9,152,710	10,007,597
Administrative Overhead	-	-	-	303,324	342,858
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	110,372	136,944
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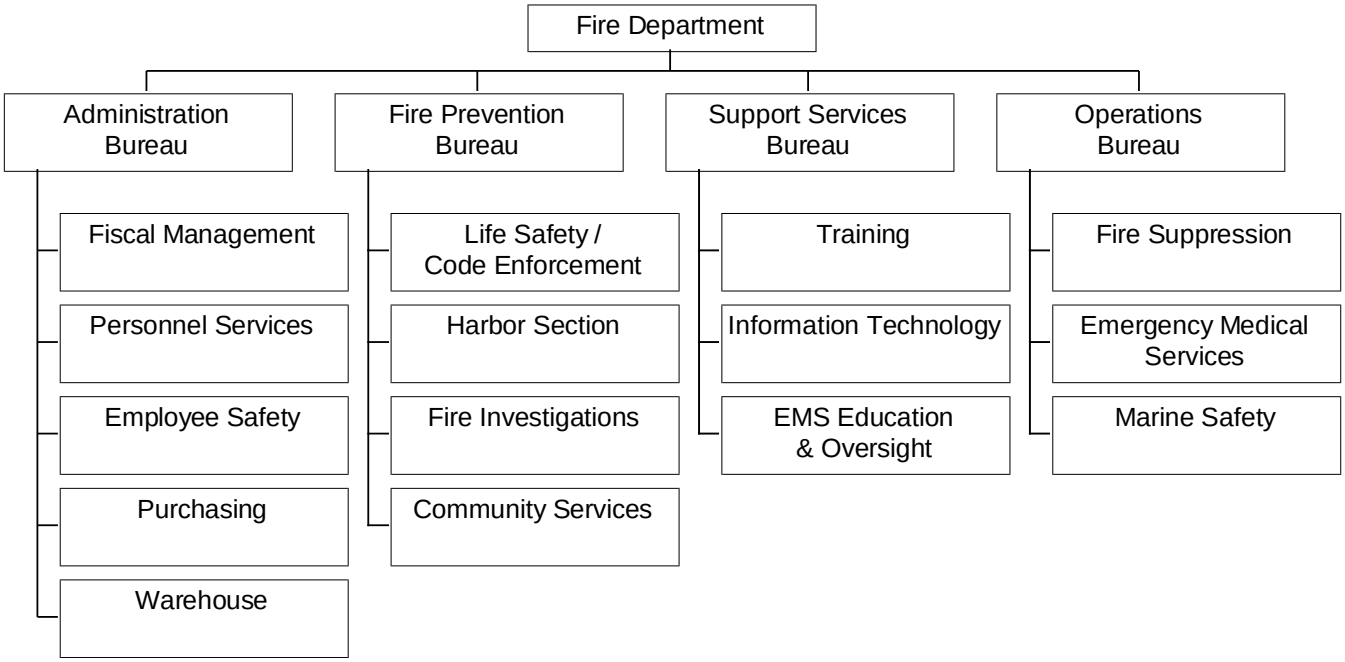
Total	**240.89**	**236.09**	**246.32**	**25,841,861**	**27,462,747**

Fire



Michael DuRee, Fire Chief

Richard Brandt, Deputy Chief, Fire Prevention Bureau

Christopher Rowe, Deputy Chief, Support Services Bureau

Mike Sarjeant, Deputy Chief, Operations Bureau

David Honey, Manager, Administration Bureau

Department Overview

Mission:
The mission of the Fire Department is to protect lives, property and the environment, improving the quality of life and safety of the community.

Core Services:

- Deliver fire, rescue, emergency medical services, hazardous materials response, and non-emergency response services
- Provide fire prevention services through fire code enforcement, arson investigation, environmental safeguards, and community outreach programming
- Provide training and education essential to the delivery of core fire and rescue services

FY 17 Focus:

The focus of the Fire Department will be to continue to utilize its resources in the most efficient and effective manner possible in order to provide its core services and meet its mission.

Particular focus will be directed to minimizing fire loss and improving response times for all emergencies. In FY 17, the Fire Department will restore Fire Engine 8, which was taken out of service during the economic downturn of the past ten years. The restoration of Engine 8 will improve response capabilities Citywide for fire and emergency medical responses. In addition, the Fire Department budget includes one-time funding for a second Fire Academy in FY 17. The second Academy will provide new Firefighters to fill current and projected vacancies, as well as restored positions on Fire Engine 8.

A continued focus area for the Department will be to meet the growing demands for emergency medical services. With Long Beach's aging population and growing number of under-insured, there has been a steady annual increase in the number of emergency medical responses and the need for these services.

Training of new Fire Recruits and existing staff will continue to be a major area of focus for the Department, specifically with regard to fire suppression, emergency medical services, wildland firefighting, and specialized services such as Airport Rescue and Fire Fighting (ARFF), Urban Search and Rescue (USAR) and Hazardous Materials. In FY 17, the Department will expand its training focus to include the areas of management development and succession planning.

The FY 17 budget also reflects the Department's goal of preventing fires before they happen. Toward this end, the Department will implement improvements to streamline the permit process for new construction, and increase the number of residential housing and aboveground storage tank inspections.

The Fire Department will continue to focus on preserving its core services by exploring operational efficiencies and potential revenue sources that will assist in the recovery of costs associated with the provision of certain services.

Additionally, the Fire Department is committed to efficient energy usage and will continue to lead by example by converting grass lawns to drought-tolerant landscapes at our neighborhood-based fire stations.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Percent of on-scene arrival of first appropriate unit for structure fire calls within 6 minutes, 20 seconds or less (from call initiation to arrival on scene)	86%	90%	86%	90%

The percentage of first responders arriving on scene within six minutes twenty seconds (6:20) for structure fires is a critical measure of performance and a direct measure of the response capability of first responders. Response time is impacted by many factors, including increasing call volume and station location. Timely response to structure fires is critical in limiting loss of property and life. Estimate is at 86 percent based on year to date performance. The 90 percent projection is based on the goal of the Department, which is based on a non-binding recommendation by the National Fire Protection Association (NFPA), which has become a generally accepted practice in the fire service, and was used as evaluation criteria in the 2005 Fire Services Review.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Percent of structure fires confined to room of origin	76%	80%	81%	80%

Impacted by fire alerting systems and response times, this measure indicates responder effectiveness such as the skillfulness of responders in combating a fire and how soon 9-1-1 calls are dispatched. This measure is an important indicator of whether firefighters can contain fire and limit damage to persons and property. Estimate is at 81 percent based on year-to-date performance. The 80 percent projection is based on the goal of the Department. The ICMA Center for Performance Measurement 2007 Report lists 63 percent of fires are confined to room of origin as an average amongst surveyed municipalities. However, the Department notes that the ICMA data is limited to one and two-family residential structure fire incidents only while the Department measure applies to all structure fires.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of emergency medical responses	49,512	48,500	50,400	52,000

Approximately 85% of the Long Beach Fire Department's emergency responses are medical in nature. The number of emergency medical responses has steadily increased over the years, due to an aging population and an increasing number of under-insured. For FY 17, it is estimated that the Fire Department will respond to 52,000 medical emergencies.

FY 16 Accomplishments

- Responded to over 71,000 fire, marine safety, and other emergency incidents, equating to over 149,000 unit responses.

- The Ambulance Operator Program conducted two academies, resulting in 37 new Ambulance Operators.

- Continued the multi-year, multi-phase plan to address workforce privacy issues throughout the Department's facilities, updating the plan and working with Public Works to utilize Capital Improvement funding in order to improve existing facilities.

- Conducted two large-scale Urban Search and Rescue Mobilization drills. These drills are designed to test the Department's readiness for a large-scale disaster response.

- The Fire Department placed into service the first of two new fireboats. Fireboat 20, "Protector," is a state-of-the-art firefighting vessel with an overall length of 108 feet. This resource will greatly increase the Department's ability to protect the Port of Long Beach in this era of even larger container ships.

- The Arson Unit made 18 arrests of suspects involved in a total of 65 arson-related fires.

- Conducted 765 Business Emergency Plan inspections, 560 Assembly Occupancy inspections, 151 School inspections, 299 Underground Storage Tank inspections, 149 High Rise inspections, 495 Business License inspections, 750 Code Enforcement inspections, and 2,330 Multi-Family Dwelling inspections.

- Managed and coordinated the Fire Safety Program, which teaches the importance of Fire Safety to over 3,600 Long Beach 3rd graders.

- Managed and coordinated the Senior Safety Program, in which community members were taught the importance of safety and awareness of hazards in the home.

- Delivered Community Emergency Response Team (CERT) training to 180 adults in both English and Spanish, and nearly 80 students at California State University Long Beach and Poly, Millikan, McBride and Lakewood High Schools.

- Secured over $7 million in Urban Area Security Initiative (UASI) funds to improve the City's emergency communication capabilities through the Long Beach Radio Project.

- The Long Beach Fire Department's Regional Training Center attained State certification as a Hazardous Material training facility. This designation allows LBFD instructors to provide specialized training to LBFD staff and staff from other agencies.

- The Fire Department, in partnership with the City Prosecutor, graduated 13 new members from the inaugural Rockett Academy, a program that provides mentorship for at-risk youth.

- Fire Academy Class 2016A graduated 13 new Firefighters.

- Developed and implemented a Leadership Development Program to provide a functional framework for the continuing professional and ethical leadership education of LBFD personnel.

- Through the annual Spark of Love Toy Drive, provided toys and gifts for over 500 school children and 12 large youth-based service organizations.

FY 16 Accomplishments

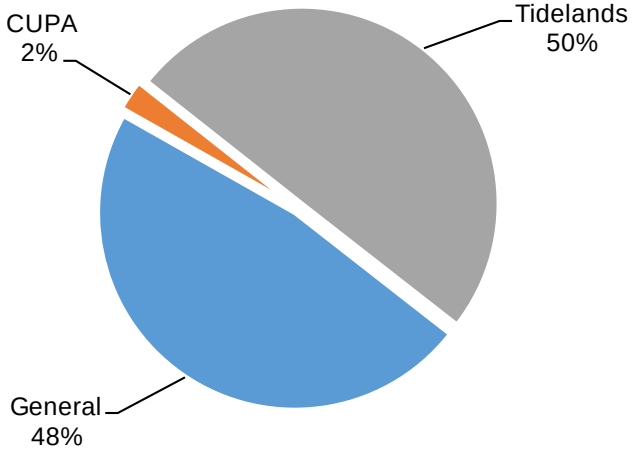
- Continued to increase local and regional training capabilities and inter-agency interoperability through participation in the Los Angeles Regional Training Group.

- With Long Beach as host City of the 2015 Special Olympics World Games, the Marine Safety Division supported all ocean competition events, providing safety for over 400 athletes and thousands of spectators in and around the water.

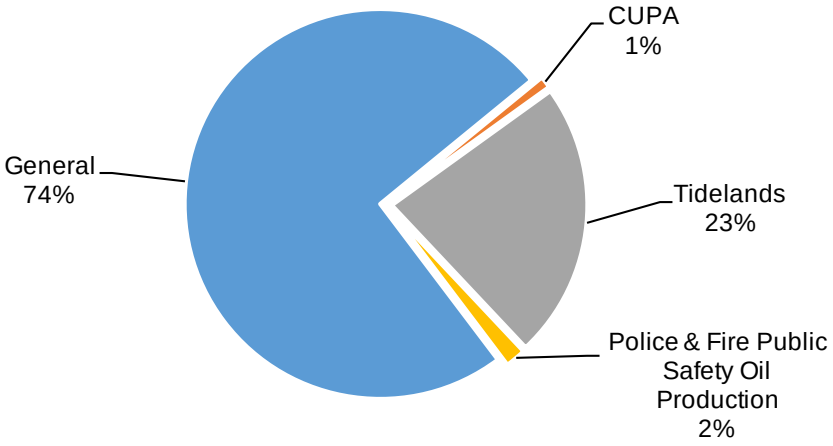
- Increased enrollment in the Junior Lifeguard Program through a coordinated citywide campaign, and implemented the Junior Lifeguard Cadet program, which prepares 16–18 year-olds for a career in public safety through skills development, certification, and interview preparation.

- Utilized UASI funds to implement the Mako Rescue delivery system, increasing local and regional response capabilities by allowing divers to perform large area searches more efficiently and safely.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	16,284,824		79,133,656		(62,848,832)
CUPA	836,000		1,039,163		(203,163)
Tidelands	17,064,933		24,450,719		(7,385,786)
Police & Fire Public Safety Oil Production Act	-		1,820,544		(1,820,544)
Total	**34,185,757**		**106,444,081**		**(72,258,324)**

Summary of Proposed Changes*

General Fund	Impact	Positions
Restore Fire Engine 8. Restoration includes three Fire Captains, three Fire Engineers, and six Firefighters and associated materials and overtime budgets.	$ 2,296,881	12.00
Add a Deputy Fire Marshal to oversee Fire Plan Checkers at the Permit Center, offset by Development Services fee revenue.	$ -	1.00
Add four Combination Building Inspector Aide II positions and one Clerk Typist II position for the Residential Inspection Program, offset by new program revenue.	$ -	5.00
Add a Fire Captain to provide "in-service" Fire training and a Assistant Administrative Analyst I to provide grants management support, offset by revenue from Instructional Services Agreement with Long Beach City College.	$ -	2.00
One-time funding for a second Fire Academy in FY 17 required to fill current and projected vacancies including the restored positions on Fire Engine 8, funded by a release of a reserve set aside for Fire.	$ 1,344,711	-

CUPA Fund	Impact	Positions
Add one Plan Checker I, upgrade a Clerk Typist II to a III, and upgrade a Plan Checker I to a II in the CUPA Program.	$ 146,183	1.00
Add one-time fleet acquisition expenses in the CUPA Program.	$ 30,504	-

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Administration Bureau

Key Services:

1. **Personnel/ Human Resources Management**
   - Payroll
   - Professional Standards/Disciplinary Process
   - Benefits
   - Absence Management
   - Personnel Transactions
   - Injured Worker Program –Workers' Compensation Administration
2. **Contracts & Records Management**
   - PRAs
   - Subpoena Requests
   - Contract Processing
3. **Financial Services**
   - Budget
   - Accounting
   - Purchasing
4. **Warehousing/Stores**
   - Purchasing
   - Inventory Management
   - Distribution of Materials & Supplies
5. **Safety Coordination**
   - Safety Training Coordination
   - Accident Investigation
   - Facility Health & Safety
6. **Executive Leadership**
   - Regional/ Statewide Fire Leadership
   - Bureau Policy, Program Direction & Oversight
   - Labor Management/ Relationship
   - Long Beach Community Outreach
   - Interdepartmental Policy Facilitation
7. **Headquarters**
   - Rent & Maintenance

FY 17 Funding Source: General Fund 100%

Administration	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	14,471	-	6,800
Expenditures	2,708,336	2,665,776	2,998,457
FTEs	10.50	12.25	12.25

*Amounts exclude all-years carryover.
Note: Amounts and FTEs include those for Fire Chief's office.

Narrative:

The budget will fund the provision of central administrative support, warehousing, coordination and direction to the entire Department. The Administration Bureau is responsible for managing the Department's fiscal and human resources, including budget management, cost recovery and payroll & personnel functions.

Fire Prevention Bureau

Key Services:

1. **Life Safety Inspection/Code Enforcement**
   - Life Safety Inspection/Code Enforcement
   - Business Licenses
   - Large Restaurants/Night Clubs
   - Small Assemblies (Restaurants/ Storefronts)
   - Education (Schools, Day Cares)
   - High Rises
   - Code Enforcements-Institutions (Nursing Homes)
   - New Construction-Residential (30+ more units)
   - Big Box Stores
   - Jails
2. **CUPA**
   - Business Emergency Plans
   - Underground Storage Tanks
   - Hazardous Materials
3. **Fire Prevention in Harbor**
   - New Construction (Plan Check)
   - Inspections
   - Port Liaison to Homeland Security
4. **Community Outreach**
   - Public Information
   - Fire Safety Public Education
   - Community Emergency Response Training (CERT)
   - Fire Ambassador Program
   - Special Events
5. **Investigations**
   - Arson- Fire Cause & Determination of Findings
   - Arson Offender Arrest & Prosecution
   - Environmental- Investigation Reports
   - Environmental-Cause and Determination Findings
   - Arson Investigation Reports
   - Fire Injury and Death Investigation
   - Prosecution
   - Arson Offender Apprehension

FY 17 Funding Sources: General Fund 82%, CUPA 16%, Tidelands 2%

Fire Prevention	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	3,043,682	2,995,136	3,637,562
Expenditures	5,502,880	5,487,769	6,496,761
FTEs	27.00	28.00	35.00

*Amounts exclude all-years carryover.

Narrative:

The budget will support the following areas:

Life Safety Code Enforcement – Under the direction of the Fire Marshal, staff will support the fire plan check function by developing, communicating, and approving appropriate alternatives to the Fire Code in the plan review and approval process, and will perform State-mandated code enforcement inspections. The FY 17 budget supports greater coordination of the City's permit process for new construction with the addition of a second Deputy Fire Marshal. Additionally, the budget funds additional staff to complete all State-mandated residential inspections.

Certified Unified Program Agency (CUPA) – The FY 17 budget supports the continued administration of storage tank inspection activities, including support for additional staff to complete State-mandated aboveground storage tank inspections.

Harbor Section – continue life safety plan check of new infrastructure projects, and ensure Fire Code compliance in existing terminals and facilities.

Fire Prevention Bureau

Fire Investigations – continue cause and origin investigations of suspicious fires and the arrest and conviction of arsonists.

Community Services – continue to provide timely special event venue planning and Fire Safety Officer staffing at key events. Continue to offer CERT programs to residents, including LBUSD high school students, and continue the fire safety education of LBUSD 3rd grade students

Support Services Bureau

Key Services:

1. **Training**
   - Professional Development & In-service Training
   - Regional Training & Interagency Coordination
   - Development of Professional Standards
   - Entry/Promotional Exams & Training
   - Recruit Training
   - Fire Grants Management
   - Post Incident Review
2. **Fleet Management**
   - Apparatus & Equipment Testing
   - Resource Allocation
   - Maintenance
   - Acquisition
3. **EMS**
   - Paramedic Oversight
   - Quality Assurance
   - Equipment Maintenance
   - Exposure & Coroner Cases
   - Customer Service
   - Certification & Licenses
   - Intergovernmental Participation
   - Training & Education
4. **Information Technology (Training & Support)**
   - Records Management System
   - Project Management

FY 17 Funding Source: General Fund 100%

Support Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	1,544,480	9,656,966	249,264
Expenditures	9,807,032	14,369,217	6,767,984
FTEs	42.28	22.28	25.28

*Amounts exclude all-years carryover.

Narrative:

The budget will support the following areas:

Training – The budget will enable continued on-going training for employees as well as allowing for a Fire Recruit Academy. It is imperative that first responders receive on-going training to maintain their skills and learn new skills necessary in the post-9/11 environment to provide the necessary response to the public in times of natural or man-made disaster. The Fire Recruit Academy will enable the filling of vacancies at fire stations. The FY 17 budget supports a higher level of contract management and homeland security grant support, while also providing additional staff to develop and conduct continuing education activities, including succession planning and Officer Development training.

Second Fire Recruit Academy - The Fire Department budget includes one-time funding for a second Fire Academy in FY 17. The second Academy will provide new Firefighters to fill current and projected vacancies, as well as restored positions on Fire Engine 8.

Emergency Medical Services Education and Oversight – The budget will enable continued provision of emergency medical services training and oversight to Fire Department staff similar to FY 16 levels. This training and oversight of staff in pre-hospital care ensures that high quality care is continually provided in order for the City to retain its certification for paramedic services.

Operations Bureau

Key Services:

1. **Call for Service Response**
   - Fire
   - Medical
   - Hazardous Materials
   - Non-fire, Natural Disasters
2. **Special Events Staffing**
   - Grand Prix
   - Fourth of July
   - All other special events
3. **Specialty Program and Training**
   - Airport
   - Hazardous Materials
   - Urban Search and Rescue
   - Emergency Medical Technician & Paramedic Continuing Education
   - Fire boats
   - SWAT medic
4. **Community Events and Outreach**
   - Schools
   - Community Organizations
5. **Annual Fire Safety Inspections**
   - Residential Inspections
   - Assembly Inspections
6. **Facility and Equipment Maintenance**
   - Facility ongoing
   - Major repairs and renovations
   - Equipment testing and repair
7. **Special Projects**
   - Strategic planning of new programs
   - Regional and interagency coordination
   - Interdepartmental coordination
8. **Lifeguards and Marine Safety**
   - Proactive security patrol, Law Enforcement
   - Facility, Fleet, Equipment Maintenance
   - Water response
   - Beach response
   - Junior Lifeguard
   - Marine Safety

FY 17 Funding Sources: General Fund 71%, Police & Fire Public Safety Oil Production Tax Fund (Prop H) 2%, Tidelands 25%, Marina Fund 2%

Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	29,180,832	27,529,814	30,292,131
Expenditures	84,409,184	85,468,801	90,180,879
FTEs	447.48	423.38	443.38

*Amounts exclude all-years carryover.

Narrative:

The budget will provide support to the following areas:

Fire Suppression/Emergency Medical Services – Particular focus will be directed to improving City-wide response capabilities for all emergencies and minimizing fire loss. The FY 17 budget provides the resources to restore Fire Engine 8, which was taken out of service in January 2013. The restoration of Engine 8 will improve response capabilities citywide for fire and emergency medical responses.

Marine Safety – The FY 17 budget provides the resources to continue providing life-saving, emergency medical, and marine enforcement services to users of the beaches and waterways throughout Long Beach.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	13,416,148	13,280,728	13,280,728	15,231,110
Fines and Forfeitures	93	500	500	100
Use of Money & Property	2,462	-	-	-
Revenue from Other Agencies	4,014,289	575,000	10,184,466	815,264
Charges for Services	989,395	883,400	883,400	840,100
Other Revenues	29,678	12,000	12,000	12,500
Interfund Services - Charges	15,331,400	15,783,322	15,783,322	17,286,683
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	37,500	-
Total Revenues	33,783,465	30,534,950	40,181,916	34,185,757
Expenditures:				
Salaries, Wages and Benefits	74,896,310	75,535,069	75,535,069	82,869,288
Overtime	16,662,487	13,696,452	14,329,191	14,105,681
Materials, Supplies and Services	5,913,330	3,598,221	12,664,926	3,956,987
Internal Support	4,058,987	5,198,249	5,198,249	5,448,637
Capital Purchases	678,295	63,488	63,488	63,488
Debt Service	218,023	90,280	90,280	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	102,427,432	98,181,760	107,881,203	106,444,081
Personnel (Full-time Equivalents)	527.26	485.91	485.91	515.91

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Fire Chief	1.00	1.00	1.00	235,387	235,387
Accounting Clerk III	1.00	1.00	1.00	50,976	50,976
Administrative Analyst III	2.00	2.00	2.00	181,877	181,877
Administrative Officer	-	1.00	1.00	105,000	115,047
Ambulance Operator	4.00	4.00	3.00	93,801	70,351
Ambulance Operator	29.00	29.00	23.00	719,754	570,588
Assistant Administrative Analyst I	1.00	2.00	3.00	100,759	154,322
Assistant Fire Chief	2.00	2.00	2.00	364,037	364,037
Battalion Chief	12.00	12.00	12.00	1,876,374	1,875,382
Clerk Typist II	3.00	3.00	4.00	125,442	161,189
Clerk Typist III	4.00	4.00	5.00	188,124	230,220
Clerk Typist II-NC	-	0.75	0.75	27,392	27,393
Combinations Building Inspector Aide II	2.00	2.00	6.00	107,509	300,292
Communications Center Supervisor	1.00	-	-	-	-
Communications Specialist III	1.00	1.00	1.00	84,205	84,205
Deputy Fire Chief	3.00	3.00	3.00	574,632	574,632
Deputy Fire Marshal	1.00	1.00	2.00	126,495	229,908
Emergency Medical Educator Coordinator	1.00	1.00	1.00	123,618	123,618
Emergency Medical Educator	2.00	2.00	2.00	206,482	206,482
Executive Assistant	1.00	1.00	1.00	65,457	65,457
Fire Boat Operator	6.00	6.00	6.00	673,208	670,014
Fire Captain	85.00	79.00	83.00	10,057,411	10,545,680
Fire Engineer	87.00	81.00	84.00	8,710,879	9,013,541
Fire Recruit	8.28	8.28	8.28	486,485	486,485
Firefighter	192.00	180.00	201.00	17,345,567	19,200,131
Hazardous Material Specialist II	2.00	2.00	2.00	165,734	167,048
Lifeguard-NC	17.98	17.88	17.88	966,867	966,909
Marine Safety Chief	1.00	1.00	1.00	163,379	163,379
Marine Safety Captain	3.00	3.00	3.00	343,193	341,776
Marine Safety Officer	11.00	11.00	11.00	872,927	868,835
Marine Safety Sergeant	2.00	2.00	2.00	184,192	184,193
Marine Safety Sergeant-Boat Operator	10.00	10.00	10.00	962,231	974,441
Manager-Administration	1.00	1.00	1.00	134,484	134,484
Payroll/Personnel Assistant II	1.00	1.00	1.00	48,573	48,573
Payroll/Personnel Assistant III	1.00	1.00	1.00	53,524	53,524
Plan Checker-Fire I	1.00	1.00	1.00	102,646	84,153
Plan Checker-Fire II	2.00	2.00	3.00	223,182	333,990
Public Safety Dispatcher II	10.00	-	-	-	-
Public Safety Dispatcher III	4.00	-	-	-	-
Public Safety Dispatcher IV	5.00	-	-	-	-
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Secretary	4.00	4.00	4.00	200,053	202,940
Stock & Receiving Clerk	1.00	1.00	1.00	42,482	42,482
Storekeeper II	1.00	1.00	1.00	54,904	54,904
Subtotal Salaries	527.26	485.91	515.91	47,149,243	50,158,846
Overtime/Callback Staffing	-	-	-	13,696,452	14,105,681
Fringe Benefits	-	-	-	28,578,890	31,458,613
Administrative Overhead	-	-	-	897,004	1,033,398
Attrition/Salary Savings	-	-	-	(1,090,068)	(1,126,279)
One Time 2nd Fire Academy	-	-	-	-	1,344,711
Total	**527.26**	**485.91**	**515.91**	**89,231,521**	**96,974,969**

Note: Callback overtime is utilized when Fire staff are out on vacation, sick leave, training and/or injury leave. It is utilized to maintain a minimum staffing level in the areas of Fire Suppression and Emergency Medical Services. This minimum staffing level is constant 24 hours per day, 7 days a week, 365 days per year. In previous years, the budget for vacant Firefighter FTEs was utilized for this purpose. Beginning with Fiscal Year 2016, positions that were previously budgeted but vacant have been eliminated and those funds have been converted to Callback staffing.

CITY OF LONG BEACH
CALIFORNIA
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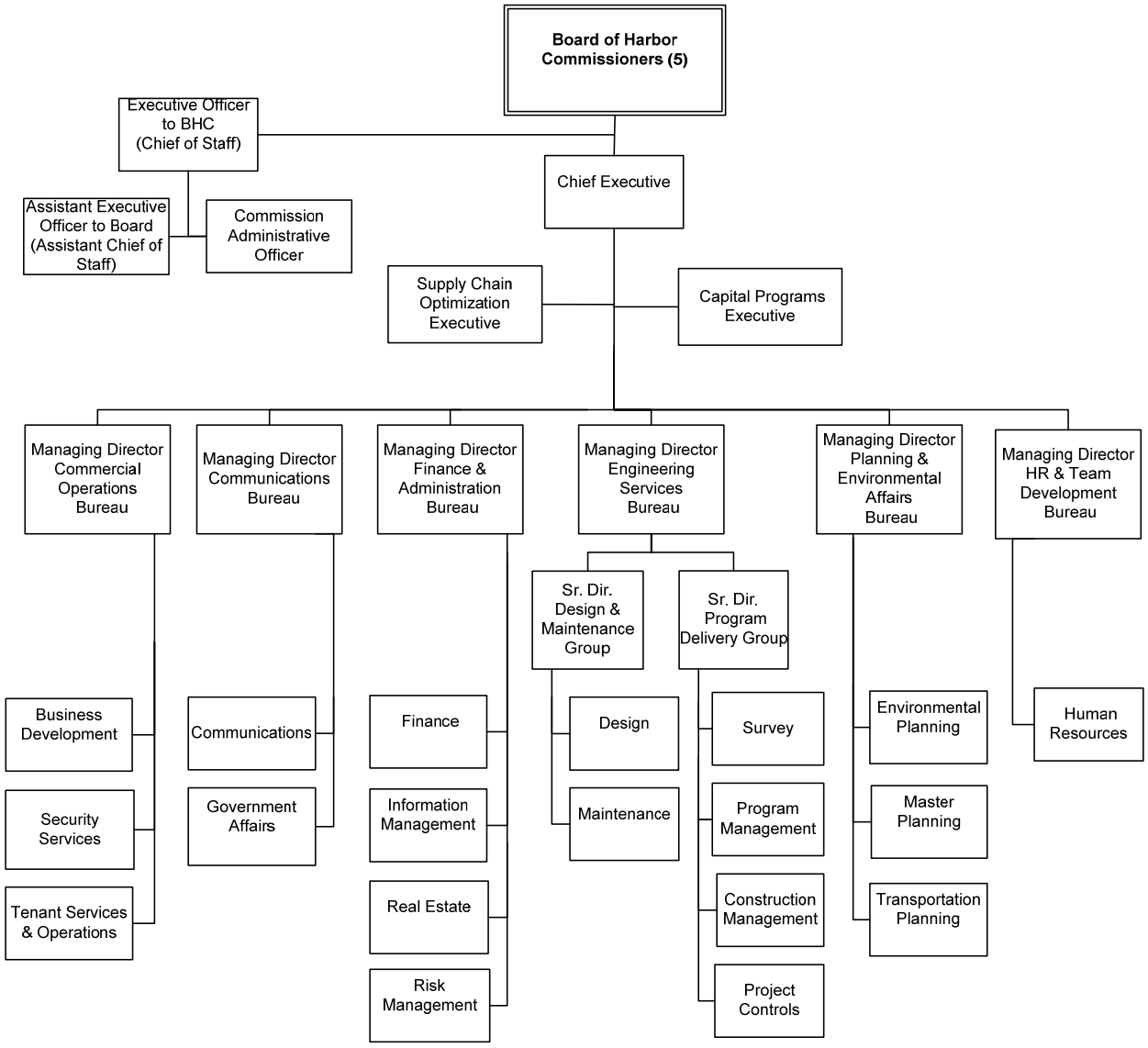
INCORPORATED - 1897

Harbor



Mission Statement

The Port of Long Beach is an innovative provider of state-of-the-art seaport facilities and services that enhance economic vitality and improve quality of life and the environment.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Estimated* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	76,048	-	-	-
Fines and Forfeitures	108	-	-	-
Use of Money & Property	6,847,085	4,505,000	6,225,000	6,468,000
Revenue from Other Agencies	121,943,545	142,988,000	131,495,000	119,266,000
Charges for Services	357,572,273	378,045,000	357,079,000	374,904,000
Other Revenues	59,510,917	1,000,000	1,000,000	1,000,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	238,022,000	90,729,000	237,296,000
Operating Transfers	-	-	-	-
Total Revenues	545,949,976	764,560,000	586,528,000	738,934,000
Expenditures:				
Salaries, Wages and Benefits	63,915,167	75,229,177	69,376,514	76,927,035
Overtime	1,690,147	1,764,872	1,823,552	1,755,847
Materials, Supplies and Services	34,344,293	48,130,119	51,878,302	46,999,338
Internal Support	28,693,655	29,196,398	29,030,046	30,876,871
Capital Purchases	331,957,902	540,910,795	314,804,167	484,538,380
Debt Service	72,967,259	111,616,456	184,853,000	113,160,900
Transfers to Other Funds	18,943,151	17,737,334	17,772,500	17,772,700
Total Expenditures	552,511,574	824,585,151	669,538,081	772,031,071
Personnel (Full-time Equivalents)	586.10	585.80	585.80	583.80

* Amounts exclude all-years carryover.

Personnel Summary

	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Chief Executive Officer	1.00	1.00	1.00	351,346	351,346
Accountant II	1.00	1.00	1.00	73,395	73,395
Accountant III	3.00	3.00	3.00	237,642	241,411
Accounting Clerk II	2.00	1.00	1.00	47,389	39,770
Accounting Clerk III	1.00	3.00	1.00	148,119	50,976
Accounting Technician	3.00	3.00	4.00	170,195	226,439
Administrative Aide I	2.00	3.00	3.00	161,948	165,756
Administrative Aide II	6.00	7.00	7.00	400,309	400,515
Administrative Aide III	3.00	2.00	-	138,718	-
Administrative Analyst I	5.00	4.00	4.00	296,420	273,584
Administrative Analyst II	7.00	8.00	7.00	636,175	548,158
Administrative Analyst III	11.00	10.00	9.00	848,357	812,018
Administrative Intern-NC/H36	13.50	8.50	7.50	308,267	272,012
Administrative Intern-NC/38	-	-	0.50	-	20,211
Administrative Intern-NC/H39	-	3.00	4.00	126,410	168,553
Administrative Intern-NC/H40	-	-	0.50	-	21,938
Administrative Officer	1.00	-	-	-	-
Assistant Director of Construction Management	1.00	1.00	1.00	144,619	154,593
Assistant Director of Engineering Design	1.00	1.00	1.00	144,619	145,559
Assistant Director of Program Management	1.00	1.00	1.00	139,057	145,559
Assistant Director of Security Support	1.00	1.00	1.00	151,380	151,380
Assistant Administrative Analyst I	1.00	3.00	3.00	170,706	172,087
Assistant Administrative Analyst II	12.00	11.00	14.00	718,055	928,024
Assistant Director of Homeland Security	1.00	1.00	1.00	154,637	154,637
Assistant Director of Communications	1.00	1.00	1.00	128,339	140,539
Assistant Director of Business Development	1.00	1.00	1.00	133,634	140,539
Assistant Director of Environmental Planning	-	1.00	1.00	141,253	141,253
Assistant Director of Finance	1.00	1.00	1.00	138,583	140,000
Assistant Director of Human Resources	1.00	1.00	1.00	138,583	140,539
Assistant Director of Information Management	1.00	1.00	1.00	166,518	151,380
Assistant Director of Real Estate	1.00	1.00	1.00	130,500	140,539
Assistant Director of Env Planning & Remediation	1.00	-	-	-	-
Assistant Executive Officer to the Board	-	1.00	1.00	110,000	110,000
Assistant Marketing Manager II	1.00	-	-	-	-
Assistant Marketing Manager III	-	2.00	2.00	156,146	179,918
Assistant Managing Director of Alt Proj Deliv/Constr	1.00	-	-	-	-
Assistant Terminal Services Manager	1.00	1.00	1.00	80,035	80,035
Assistant to the Executive Director	-	1.00	1.00	83,956	88,153
Building Maintenance Engineer	3.00	3.00	3.00	229,473	229,473
Capital Projects Coordinator II	2.00	1.00	1.00	84,222	84,222
Capital Projects Coordinator III	6.00	5.00	6.00	519,673	636,204
Capital Projects Coordinator IV	-	1.00	1.00	100,954	115,234
Capital Programs Executive	-	1.00	1.00	250,963	250,963
Cargo Audit Clerk III	1.00	-	-	-	-
Carpenter	1.00	1.00	1.00	62,254	62,254
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Chief Construction Inspector	1.00	1.00	1.00	114,796	93,664
Chief Surveyor	1.00	1.00	-	126,495	-
Tenant Services Manager	-	1.00	1.00	98,279	98,280
Civil Engineering Associate	8.00	9.00	8.00	840,431	762,835
Civil Engineering Assistant	9.00	8.00	8.00	578,166	595,725
Civil Engineer	18.00	16.00	15.00	1,757,677	1,558,353
Clerk Typist I	1.00	-	-	-	-
Clerk Typist II	7.00	5.00	4.00	210,245	173,169
Clerk Typist III	15.00	19.00	16.00	908,085	772,339
Clerk Typist III-NC	-	1.00	-	43,408	-
Clerk Typist II-NC	1.00	1.00	1.00	36,529	32,872
Clerk Typist IV	2.00	-	2.00	-	106,584
Commercial Diver I	1.00	2.00	-	148,569	-
Commercial Diver II	2.00	4.00	6.00	354,538	472,846
Communications Officer	3.00	3.00	3.00	289,507	294,333
Construction Inspector I	2.00	2.00	2.00	147,555	128,446
Construction Inspector II	14.00	14.00	14.00	1,235,513	1,245,316
Construction Supervisor	1.00	1.00	1.00	72,204	72,351
Contract Administrator II	1.00	1.00	1.00	68,837	68,837
Contract Compliance Analyst II	-	-	1.00	-	76,586
Deputy Chief Harbor Engineer II	6.00	7.00	8.00	947,125	1,151,758
Deputy Executive Director	1.00	-	-	-	-
Director of Communications	1.00	1.00	1.00	158,951	158,951
Director of Marketing	-	1.00	-	155,000	-
Director of Project Controls	1.00	1.00	1.00	160,617	160,617
Director of Risk Management	1.00	1.00	1.00	149,396	157,404
Director of Team Development	-	1.00	-	164,000	-
Director of Tenant Services & Operations	-	1.00	1.00	155,000	157,404
Director of Alternate Project Delivery	1.00	-	-	-	-
Director of Business Development	1.00	1.00	1.00	160,617	160,617
Director of Construction Management	1.00	1.00	1.00	162,864	162,864
Director of Engineering Design	1.00	1.00	1.00	162,864	162,864
Director of Environmental Services	1.00	1.00	1.00	154,512	157,404
Director of Finance	1.00	1.00	1.00	180,693	159,496
Director of Governmental Affairs	1.00	1.00	1.00	152,240	157,404
Director of Master Planning	1.00	1.00	1.00	154,512	157,404
Director of Program Management	1.00	1.00	1.00	165,148	165,148
Director of Real Estate	1.00	1.00	1.00	157,918	157,918
Director of Surveys	-	-	1.00	-	156,800
Director of Transportation Planning	1.00	1.00	1.00	151,403	156,800
Director of Human Resources	1.00	1.00	1.00	165,148	165,148
Director of Information Management	1.00	1.00	1.00	170,000	170,654
Director of Maintenance	1.00	1.00	1.00	148,570	157,404
Director of Security	1.00	1.00	1.00	175,392	175,392
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Electrical Engineer	1.00	1.00	1.00	114,274	114,274
Electrical Supervisor	1.00	1.00	1.00	64,283	74,270
Electrician	4.00	3.00	3.00	196,483	184,523
Engineering Tech II	1.00	1.00	1.00	72,790	72,790
Environmental Remediation Specialist II	1.00	1.00	1.00	126,495	126,495
Environmental Specialist Associate	3.00	3.00	2.00	272,511	189,503
Environmental Specialist Assistant	2.00	2.00	3.00	136,902	207,140
Environmental Specialist I	4.00	5.00	5.00	528,598	545,761
Environmental Specialist II	3.00	2.00	2.00	252,990	252,990
Equipment Mechanic II	3.00	3.00	3.00	199,740	199,740
Equipment Operator III	5.00	5.00	5.00	249,274	270,171
Executive Secretary - Harbor	5.00	4.00	4.00	293,817	293,817
Chief of Staff	1.00	1.00	1.00	140,057	180,693
Financial Reporting/Controls Officer	1.00	1.00	-	106,685	-
Garage Supervisor	1.00	1.00	1.00	90,705	74,454
Garage Service Attendant I	1.00	-	-	-	-
Garage Service Attendant II	1.00	2.00	2.00	97,069	99,343
Garage Service Attendant I-NC	0.20	0.20	0.20	6,911	6,912
Gardener II	2.00	2.00	2.00	88,829	90,130
General Maintenance Assistant	8.00	5.00	5.00	254,104	242,333
Geographic Information Systems Analyst II	3.00	3.00	3.00	253,391	253,391
Geographic Information Systems Analyst III	1.00	1.00	1.00	94,438	94,438
Geographic Information Systems Tech I	1.00	1.00	1.00	50,756	53,289
Geographic Information Systems Tech II	2.00	2.00	2.00	130,989	130,989
Harbor Control Center Supervisor	1.00	1.00	1.00	86,902	90,939
Harbor Maintenance Mechanic I	-	1.00	1.00	53,397	56,244
Harbor Maintenance Mechanic II	7.00	6.00	6.00	356,573	340,559
Intermodal Operations Manager	-	-	2.00	-	238,285
Maintenance Assistant I	7.00	8.00	8.00	306,469	308,222
Maintenance Assistant II	4.00	1.00	1.00	42,482	42,482
Maintenance Assistant III	4.00	6.00	6.00	270,039	263,980
Maintenance Assistant I-NC	-	1.50	1.50	49,779	49,782
Maintenance Planner II	3.00	4.00	4.00	300,133	304,024
Maintenance Supervisor	2.00	2.00	2.00	131,761	141,182
Manager of Business Development	1.00	1.00	1.00	115,099	125,483
Manager of Business Development-FTZ	1.00	1.00	1.00	115,099	125,000
Manager of CEQA/NEPA Projects	1.00	1.00	1.00	129,345	129,345
Manager of Project Controls	2.00	1.00	1.00	130,000	130,000
Manager of Security Operations	2.00	2.00	2.00	255,784	255,985
Manager of Technical Security	1.00	1.00	1.00	135,720	135,720
Manager of Accounting	1.00	1.00	1.00	117,151	125,483
Manager of Engineering Technology	-	1.00	1.00	135,000	135,520
Manager of Harbor Marine	-	1.00	1.00	140,940	140,940
Manager of Labor Compliance Administration	-	1.00	1.00	115,000	115,000
Manager of Port Projects	1.00	-	-	-	-
Manager of Sustainable Practices	1.00	1.00	1.00	133,265	133,265
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Manager of Tenant Services	1.00	-	-	-	-
Manager of Commercial Trade - Import Cargo	-	1.00	1.00	123,192	125,483
Manager of Commercial Trade - Ocean Carriers	-	1.00	1.00	123,192	125,480
Manager of Master Planning	1.00	1.00	1.00	113,000	113,000
Manager of Procurement	1.00	1.00	1.00	125,000	125,000
Manager of Water Quality	1.00	1.00	1.00	133,267	133,267
Managing Director	4.00	6.00	6.00	1,338,581	1,386,133
Marketing Manager	2.00	-	-	-	-
Mechanical Supervisor	1.00	1.00	1.00	85,249	85,249
Members-Boards/Commissions	-	-	-	26,000	26,000
Manager of Rail Transportation	2.00	-	-	-	-
Manager of Admin & Labor Compliance	1.00	-	-	-	-
Manager of Air Quality Practices	1.00	1.00	1.00	129,458	129,458
Manager of Business Applications	1.00	1.00	1.00	142,506	142,506
Manager of Contract Compliance	1.00	1.00	1.00	132,811	132,811
Manager of Emergency Management	1.00	1.00	1.00	131,544	131,544
Manager of Engineering	1.00	-	-	-	-
Manager of Environmental Remediation	1.00	1.00	1.00	133,267	133,267
Manager of Facilities Maintenance	1.00	1.00	1.00	116,928	125,483
Manager of Grants Administration	1.00	1.00	1.00	115,477	125,483
Manager of Infrastructure Maintenance	1.00	1.00	1.00	117,863	125,483
Manager of Financial Planning & Analysis	1.00	1.00	1.00	139,374	139,374
Manager of Network Operations	1.00	1.00	1.00	142,704	142,704
Manager of Rail Operations	-	1.00	-	145,000	-
Manager of Safety/Business Continuity	1.00	1.00	1.00	133,269	133,269
Manager of Transportation Planning	1.00	1.00	1.00	126,061	140,000
Manager of Fleet/Utilities	1.00	1.00	1.00	117,863	125,483
Motor Sweeper Operator	1.00	1.00	1.00	52,140	54,792
Office Automation Analyst I	-	-	1.00	-	59,757
Office Automation Analyst II	2.00	2.00	2.00	134,827	138,833
Office Automation Analyst III	2.00	2.00	2.00	164,125	164,125
Office Automation Analyst IV	1.00	1.00	1.00	86,399	86,399
Office Services Assistant I	1.00	1.00	-	40,451	-
Office Services Assistant III	-	-	1.00	-	45,645
Office Systems Analyst I	2.00	2.00	2.00	182,767	187,323
Office Systems Analyst II	5.00	6.00	6.00	619,035	617,023
Office Systems Analyst III	13.00	13.00	11.00	1,544,543	1,315,513
Painter II	1.00	1.00	1.00	59,209	59,209
Painter Supervisor	1.00	1.00	1.00	67,910	67,910
Park Maintenance Supervisor	1.00	1.00	1.00	50,633	53,166
Payroll Personnel Assistant III	1.00	1.00	1.00	53,524	53,524
Plumber	6.00	6.00	6.00	374,870	392,158
Plumber Supervisor	1.00	1.00	1.00	77,632	64,621
Commission Administrative Officer	-	1.00	1.00	95,367	95,367
Port Commercial Appraiser	1.00	1.00	1.00	117,754	115,354
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Port Communications Specialist II	2.20	1.20	0.20	73,251	10,772
Port Communications Specialist III	4.00	4.00	4.00	264,452	275,847
Port Communications Specialist IV	3.00	2.00	3.00	160,070	228,367
Port Communications Specialist V	6.00	7.00	7.00	595,942	607,736
Port Financial Analyst III	4.00	4.00	4.00	430,932	444,077
Port Leasing Sales Officer I	-	-	1.00	-	52,258
Port Leasing Sales Officer IV	-	3.00	-	280,444	-
Port Leasing Sales Officer V	3.00	-	3.00	-	317,472
Port Planner II	2.00	1.00	2.00	82,079	189,869
Port Planner III	2.00	3.00	1.00	283,893	103,241
Port Planner IV	-	-	1.00	-	99,233
Port Planner V	3.00	3.00	3.00	341,419	348,190
Records Center Supervisor II	1.00	1.00	1.00	68,837	68,837
Port Risk Manager II	1.00	1.00	1.00	98,111	98,111
Port Security System Operator II	9.00	9.00	9.00	591,086	591,513
Port Security System Operator III	4.00	4.00	4.00	305,441	306,034
Port Security Systems Oper I-NC	2.00	2.00	2.00	107,424	91,454
Port Trade Analyst	1.00	1.00	1.00	88,617	72,366
Principal Construction Inspector	4.00	4.00	4.00	381,903	397,280
Program Scheduler	2.00	1.00	-	119,974	-
Project Budget Analyst	-	-	2.00	-	148,569
Project Estimator	2.00	-	-	-	-
Project Scheduler I	-	-	1.00	-	82,603
Project Scheduler II	-	-	1.00	-	98,031
Safety Specialist II	2.00	2.00	2.00	164,125	164,125
Secretary	18.00	11.00	9.00	567,549	462,104
Senior Electrical Engineer	1.00	1.00	1.00	126,495	126,495
Senior Scheduler	-	4.00	4.00	435,418	453,059
Special Services Officer I-NC	12.00	10.00	-	403,908	-
Special Services Officer II	5.00	5.00	5.00	276,548	281,994
Special Services Officer II-NC	-	-	10.00	-	421,510
Special Services Officer III	39.00	39.00	39.00	2,245,402	2,232,917
Special Services Officer IV	9.50	9.00	9.00	625,520	609,794
Senior Accountant	-	-	1.00	-	74,285
Senior Civil Engineer	26.40	24.00	24.00	2,932,881	2,976,401
Senior Director of Design/Maintenance	1.00	1.00	1.00	182,700	182,700
Senior Director of Engineering Program Delivery	1.00	1.00	1.00	182,700	182,700
Senior Electrical Inspector	1.00	1.00	1.00	88,333	88,333
Senior Engineering Tech I	2.00	2.00	2.00	172,105	172,105
Senior Engineering Tech II	1.40	1.00	1.00	90,552	90,552
Senior Equipment Operator	2.00	3.00	3.00	180,625	187,840
Senior Port Leasing Officer	1.00	1.00	1.00	108,641	108,641
Senior Program Manager	4.00	5.00	5.00	680,633	667,506
Senior Secretary	-	6.00	7.00	324,437	368,708
Senior Structural Engineer	1.00	1.00	1.00	114,126	132,640
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Senior Survey Technician	6.00	6.00	6.00	453,668	473,391
Senior Surveyor	4.00	4.00	4.00	401,811	406,308
Senior Traffic Engineer	1.40	1.40	1.40	165,009	163,650
Senior Executive of Supply Chain Optimization	-	-	1.00	-	226,629
Stock & Receiving Clerk	1.00	1.00	1.00	42,482	42,482
Storekeeper	1.00	1.00	1.00	54,904	54,904
Supervisor of Commercial Diving	0.50	1.00	1.00	101,181	95,441
Supply Chain Optimization Executive	-	1.00	-	215,000	-
Supervisor-Stores/Property	1.00	1.00	1.00	63,809	52,258
Survey Technician	6.00	5.00	5.00	338,129	339,676
Surveyor	4.00	5.00	5.00	451,211	463,849
Terminal Services Rep I	4.00	-	-	-	-
Traffic Engineering Associate II	1.00	1.00	1.00	95,764	95,764
Tenant Services Representative II	-	4.00	4.00	230,903	250,882
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Subtotal Salaries	586.10	585.80	583.80	50,750,923	50,954,742
Overtime	---	---	---	1,764,872	1,755,847
Fringe Benefits	---	---	---	23,513,267	24,923,097
Administrative Overhead	---	---	---	964,987	1,049,196
Attrition/Salary Savings	---	---	---	-	-
Expenditure Transfer	---	---	---	-	-
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Total	**586.10**	**585.80**	**583.80**	**76,994,049**	**78,682,882**

Key Contacts

Jon W. Slangerup, Chief Executive Officer

Duane Kenagy, Senior Executive, Capital Programs

Michael Christensen, Senior Executive, Supply Chain Optimization

Steve Rubin, Managing Director, Finance & Administration Bureau

Doug Thiessen, Managing Director, Engineering Services Bureau

Rick Cameron, Managing Director, Planning and Environmental Affairs Bureau

Noel Hacegaba, Managing Director, Commercial Operations Bureau

Noelia Rodriguez, Managing Director, Communications Bureau

Louis Gutierrez, Managing Director, Human Resources & Team Development Bureau

Maurina Lee, Director of Finance

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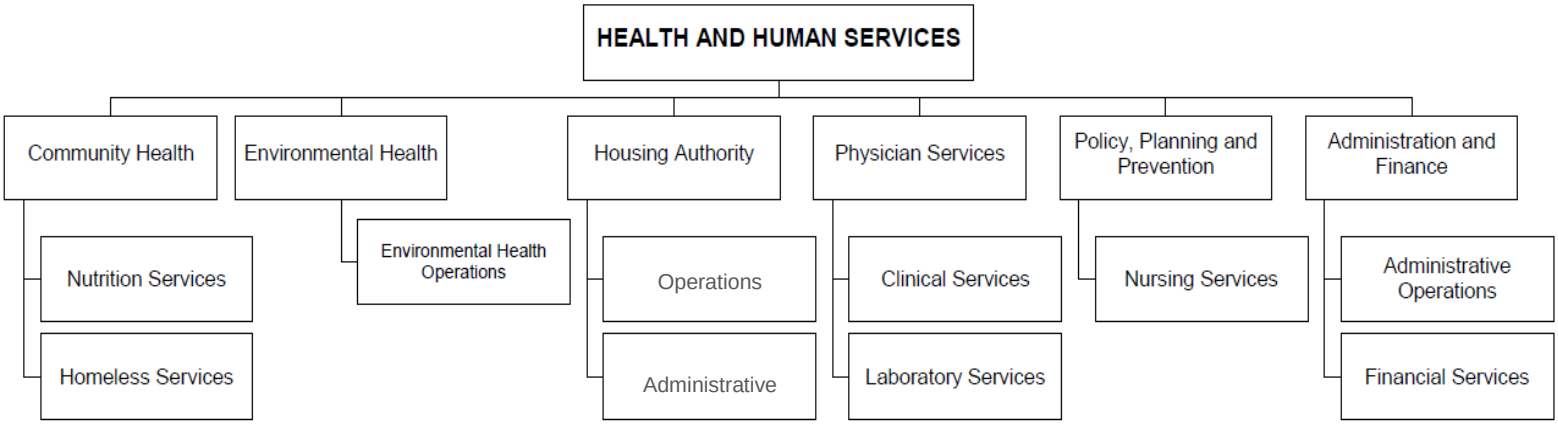
Health and Human Services



Kelly Colopy, Director

Vacant, M.D., City Health Officer

Ginger Lee, Manager, Administration and Finance

Vacant, Manager, Community Health

Nelson Kerr, Manager, Environmental Health

Vacant, Manager, Policy, Planning & Prevention

Alison King, Manager, Housing Authority

Department Overview

Mission:
Improve the quality of life by promoting a safe and healthy community in which to live, work and play.

Core Services:

- **Supporting healthy active living** by educating people about nutrition and fitness, diabetes, and tobacco prevention; providing immunizations, including travel immunizations; asthma education and prevention; HIV, STD and tuberculosis testing and treatment; programs for new mothers and their children to start healthy lives; and services for seniors to help them be healthy and independent to improve their quality of life.
- **Ensuring safe physical and social environments** by testing the City's recreational waters to ensure they are safe for swimming and recreation; restaurant inspections and training for food service employees; lead testing; mosquito abatement; disease tracking and prevention; and public health emergency preparedness.
- **Improving access to healthy lives** by reaching out to homeless individuals, families and veterans to help them find housing, education, life skills and mental health treatment; supporting over 7,000 families with housing assistance; supporting community gardens, farmers markets and fitness zones in high-need neighborhoods; and enrolling people into health care coverage.

FY 17 Focus:
The Health and Human Services Department celebrated its 110th year in 2016 – 110 years of providing public health services to Long Beach residents. The Department works to promote the health of individuals, families and communities; prevent disease and injury; and protect communities from future disease and public health emergencies. The Department partners closely with the local community to identify needs and develop strategies to ensure Long Beach remains a healthy city. By having its own health department, the City of Long Beach is able to design, coordinate, and deliver specialized programs to meet the diverse needs of the local community.

Key focus areas for the Department in FY 17 include: 1) Developing an internal Collective Impact approach to strengthen service provision across the Department. This includes setting common goals across the Department programs, aligning services more effectively for our customers to increase the quality of customer service, and developing and tracking performance metrics to promote data informed decision-making and quality improvement. 2) Developing an equity framework to guide policies and services to support more equitable health outcomes across the City. 3) Moving toward an Accountable Community for Health model in the City, connecting patients from clinical settings (hospitals and doctors' offices) to services in the community to support their overall wellness. This effort builds on partnerships with local hospitals and clinics, health insurance providers, community-based organizations and community members. 4) Increasing coordination and access to services for older adults.

The Department continues to strive towards its goal of ensuring that ALL residents within our diverse communities are safe, healthy and have access to the resources necessary to thrive. This is supported by the ongoing work of: 1) increasing access to nutritious foods and physical activity, health insurance, and housing; 2) improving access to behavioral health services and integrating these services with physical health; and 3) creating safe physical and social environments, including promoting bicycle and pedestrian safety as well as engaging in violence prevention efforts in the city. The Department cannot achieve these goals for the City alone. It requires the collective involvement of many partners to have a far-reaching impact. The Department works closely with other City and County departments, schools, existing community collaboratives, hospitals, non-profit organizations, residents, and the business community to coordinate and drive efforts to reach a healthy Long Beach.

The Department is utilizing technology to: 1) improve access to health data and best practices through expanding Livewelllongbeach.org (over 100 health indicators are currently available); 2) improve medical records, billing, and reporting through its electronic health record; and 3) partnering with other City and County departments, medical providers and community-based organizations to develop data sharing protocols and infrastructure to improve connections to service and improved outcomes.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Clinical Service Visits	25,400	27,000	25,000	25,000

The services in this measure encompass all patient encounters within Clinical Services and include Tuberculosis treatment, child and adult immunizations, sexually transmitted disease treatment, family planning services, and HIV prevention and medical care.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of individuals reached through nutrition education classes/workshops	26,200	26,500	26,500	26,500

This measure reflects the number of eligible individuals reached through single and multi-session nutrition education classes (60-120 minutes per class) provided by the Healthy Active Long Beach Project. Beginning in FY 14, the program and grant requirements were changed to expand the project's impact; thus, sub-granting of funds to Long Beach Unified School District and Long Beach Parks and Recreation has increased the Project's ability to reach both adults and children via direct education activities (classes/workshops).

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of food facility inspections completed	5,180	4,500	5,300	5,550

The City has over 2,200 food facilities requiring Health Department inspections. The Environmental Health Bureau implemented a new electronic field inspection system to improve customer service. This change in process, coupled with changes in staffing levels, has positively impacted the number of inspections from the prior year. The Environmental Health Bureau also inspects hazardous waste generators, public swimming pools and spas, and other facilities subject to State Health and Safety Code and/or Long Beach Municipal code requirements.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of families under contract in Housing Choice Voucher Program	6,480	6,876	6,650	7,200

Housing Authority maintains housing contracts for the Housing Choice Voucher (HCV), and Veterans Affairs Supportive Housing (VASH) programs, which includes partnering with over 2,500 landlords to provide over $75 million in rental assistance to Long Beach residents. Reduced level in FY 15 is due to the effects of sequestration and a very tight rental market.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number epidemiology investigations	2,400	1,300	2,000	2,000

The Epidemiology Program conducts investigations of communicable disease cases in the community and through follow-ups and tracking, ensures that patients are in treatment and not at risk of spreading disease.

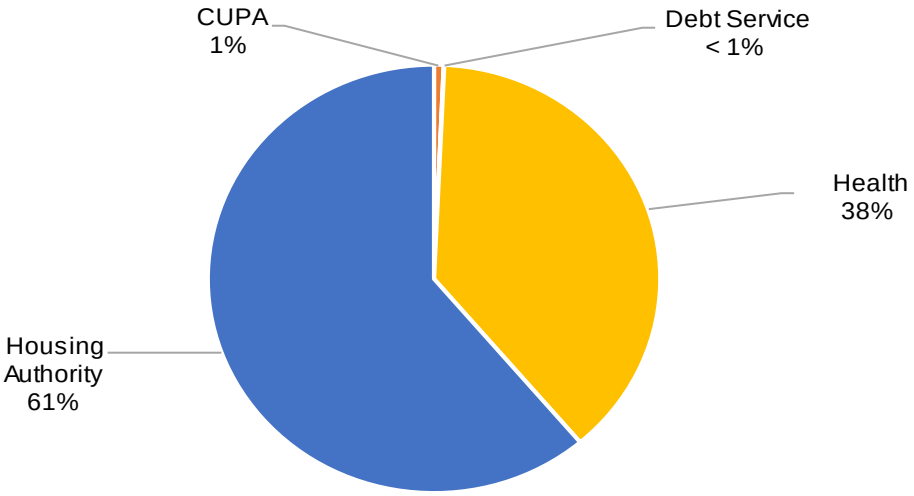
FY 16 Accomplishments

- The Department achieved accreditation through the Public Health Accreditation Board (PHAB). PHAB is the independent organization that administers the national public health accreditation program. Accreditation highlights best practice in quality and performance in 12 domains of public health.
- The Center for Families and Youth (CFY) supported over 340 families and received a $5.4 million grant to improve co-parenting relationships, increase fathers' awareness and knowledge of parenting, and support fathers in their employment goals.
- Homeless Services received $6.9 million from the U.S. Department of Housing and Urban Development (HUD) to provide services to homeless individuals and families who are experiencing homelessness in the City of Long Beach.
- Completed the Ending Veterans Homelessness Certification Benchmarks for year-end 2015, reaching functional zero for Veterans experiencing homelessness in Long Beach, through the partnership of the Homeless Services Division, Housing Authority, and the Veterans Administration.
- Assisted 780 persons and 200 veterans by placing them in permanent housing through the Continuum of Care.
- Provided 10,400 individual contacts linking individuals to comprehensive services including shelter services, connection to mainstream benefits, mental health, medical care, employment, childcare, veteran benefits, housing linkage, prevention services and access to mail service and shower facilities.
- Provided 4,200 family planning and sexual health clinic visits, 1,000 HIV Care clinic visits, 4,000 Tuberculosis patient visits, and 8,600 vaccinations, 1,700 HIV and Hepatitis C tests and conducted over 1,800 communicable disease investigations.
- The Tobacco Education Program provided technical assistance, referrals and education to nearly 300 residents, organizations, landlords and youth; surveyed 164 retail stores in Long Beach to determine availability of products such as tobacco, alcohol, healthy food options, and condoms.
- Received a $1 million grant from Kaiser Permanente to increase healthy eating and active living opportunities in North Long Beach.
- Supported 30 edible gardens located on LBUSD school campuses throughout the City and provided direct nutrition education to nearly 27,000 youth throughout Long Beach.
- Launched the Houghton Park Bike Hub providing bike safety classes, equipment and riding events.
- Provided books and safety items to 5,805 families through the WIC Little by Little project, funded by the First 5 LA School Readiness Program and partnered with the Mark Twain Library to provide bi-monthly story time and applications for library cards to promote literacy.
- Performed over 108 plan reviews for new and remodeled food facilities, and 485 licensing and consultation inspections for new food facilities.
- Conducted over 12 free food safety trainings for temporary food stand operators, and participated in five Outreach Events throughout the City distributing food safety information to the public.
- Provided asthma education to over 1,400 individuals and families at the annual Long Beach Asthma Resource Fair, through the in-home case management program, workshops and on-line bus pass exchange program.
- 821 LBUSD students were deputized to become Junior Health Inspectors and learned about health impacts of outdoor and indoor air pollution.
- More than 1,200 adults and children came out to the Annual Kids in the Kitchen food and fitness event co-hosted by Healthy Active Long Beach and the Junior League of Long Beach.

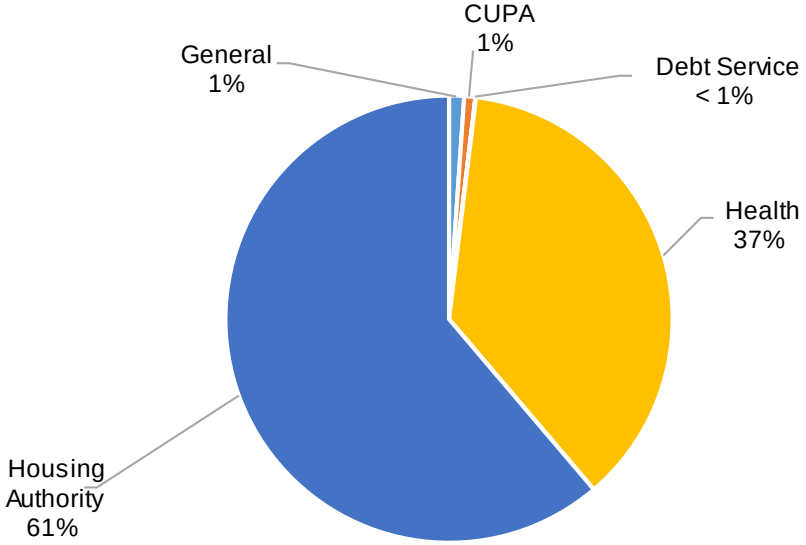
FY 16 Accomplishments

- The Lead Program received $3.2 million grant from HUD to address lead-based paint hazards, protecting over 180 children and 515 adults from lead-based paint hazards in their homes and mitigating lead hazards in 2,000 units in Long Beach.
- The Childhood Lead Poisoning Prevention Program provided outreach and education of the prevention of childhood lead poisoning to 6,157 childcare providers, parents, community residents, agency partners, schools, and health care providers.
- Assisted 1,922 individuals with applications for health insurance coverage and provided outreach, technical assistance and troubleshooting to another 7,690 individuals.
- Conducted 1,320 inspections of hazmat facilities and responded to 224 hazardous material spills; conducted over 5,100 inspections of licensed food facilities, special events, and farmers markets which included routine, follow-up, complaint, and foodborne illness investigations and responded to 77 emergency waste water clean-ups.
- The Public Health Lab performed approximately 12,000 clinical and environmental tests and completed molecular test validation for the Zika virus, and measles and worked on the process of validating molecular tests for Dengue, Chikungunya and Mumps virus.
- The Housing Authority provided over $75 million in rental assistance to 7,000 families.
- The Housing Authority received funding for 705 vouchers to house veterans in the Veterans Affairs Supportive Housing (VASH) program.
- The Housing Authority was awarded grant funds of $1.25 million to assist families in the Housing Opportunities for Persons with AIDS (HOPWA) Program.
- The Housing Authority conducted over 10,000 Housing Quality Standard inspections.
- The Housing Authority opened the waiting list for Housing Choice Voucher (commonly known as Section 8) for the first time since 2003 to provide an opportunity for new low income families to receive rental assistance.
- The Family Self-Sufficiency program graduated 27 participants whose achievements included improved credit scores, gainful employment, college enrollment and graduation, and pre-approved homeownership status. These participants were collectively awarded $253,669 in escrow funds.
- The Black Infant Health (BIH) Program recruited 133 participants into a 20-week group intervention series.
- Emergency Preparedness tested the notification and response system; activated the Department's Operations Center, transportation plan, Joint Information Center (JIC), and dispensing of first responders, and opened and closed Point of Dispensing (POD) operations.
- The Homeless Services Program received $469,731 in Emergency Solution Grant funds to provide outreach, prevention, emergency shelter and rapid rehousing for individuals and families experiencing homelessness in Long Beach.
- CFY incorporated a Family Fun day once-a-month to provide families with a safe, fun place to learn and engage with their children.
- Nursing provided 629 home visits to individuals and families who were referred for home assessments and case management by a variety of community agencies.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	-		1,238,330		(1,238,330)
CUPA	771,180		912,411		(141,232)
Debt Service	47,665		47,665		0
Health	43,098,998		42,057,187		1,041,811
Housing Authority	69,221,942		69,847,256		(625,314)
Total	**113,139,785**		**114,102,849**		**(963,064)**

Summary of Proposed Changes*

HEALTH FUND	Impact	Positions
Add a Medical Assistant I to support the implementation of the newly required electronic health record system as identified by the Center for Medicare / Medicaid Services.	$ (2,494)	(0.50)
Reclassify a Hazardous Materials Specialist I to a Hazardous Waste Coordinator and reallocate positions from the Health Fund to the CUPA Fund in the Environmental Health Bureau to provide adequate resources to meet regulatory requirements identified by the California Environmental Protection Agency (Cal EPA).	$ (117,866)	(0.80)
Reclassify a Public Health Associate III to a Public Health Professional II to increase mosquito surveillance and public outreach activities and properly align duties with the appropriate classification, offset by reduction of Community Worker – NC positions.	$ -	(0.20)
Reduction of multiple vacancies across all Bureaus, including Case Manager III, Outreach Worker I/II and Community Worker – NC positions, which are no longer funded by grants.	$ (245,433)	(5.07)

CUPA FUND	Impact	Positions
Reallocate positions from the Health Fund to the CUPA Fund in the Environmental Health Bureau to provide adequate resources to meet regulatory requirements identified by the California Environmental Protection Agency (Cal EPA).	$ 109,626	0.75

* For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Physician Services Bureau

Key Services:

1. **Clinical Services**
   - Family Planning Clinic
   - Immunization/Travel Clinic
   - Tuberculosis Care, Prevention & Control
   - Community Outreach & Education
   - STD Care, Prevention & Control
   - HIV Testing and Care
   - Wellness
   - Communicable Disease Clinic
2. **Laboratory Services**
   - Clinical Testing
   - Environmental Testing
3. **Birth and Death Records**

FY 17 Funding Sources: Debt Services Fund 1%, Health Fund 99%

Physician Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	4,685,466	6,026,262	5,124,767
Expenditures	6,889,186	9,308,766	8,794,138
FTEs	68.50	69.83	71.81

*Amounts exclude all-years carryover.

Narrative:

The Physician Services Bureau provides core public health functions and includes the Clinical Services Division and the Laboratory Services Division. Additionally, the functions of the City Health Officer in supervising the medical services in these areas are critical in addressing key functions of the local health jurisdiction in preventing chronic and communicable disease and disability in Long Beach.

The Bureau is utilizing technology to improve medical records, billing and reporting by continuing to implement an electronic medical records, scheduling and billing system.

The FY 17 budget changes include the addition of a Medical Assistant I to support the implementation of a new electronic health record system as required by the Center for Medicare/Medicaid Services. This position will also assist with medical record requests and provide medical assistant support throughout the various clinics.

Environmental Health Bureau

Key Services:

1. **Retail Food Facility Inspection**
   - Food Safety Inspection
   - Compliance/Enforcement
   - Public and Retailer Education

2. **Healthy Homes Initiative**
   - Community Outreach & Engagement
   - Home Health and Safety Assessments & Case Management
   - Home Hazard Remediation

3. **Recreational Water Program-Beach/Public Pool/Cross Connection**
   - Water Sampling
   - Inspection
   - Mandated Reporting
   - Public Education

4. **Hazardous Materials Inspection**
   - Facility Inspection
   - Compliance/Enforcement
   - Education/Outreach
   - Emergency Response/HazMat Clean-up

5. **Vector Control**
   - Mosquito Surveillance
   - Treatment/Eradication
   - Education/Outreach

6. **Environmental Health Plan Check-New Construction/Remodels**

FY 17 Funding Sources: Health Fund 84%, CUPA 16%

Environmental Health	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	6,024,495	8,174,694	4,721,645
Expenditures	5,704,467	9,077,994	5,862,498
FTEs	46.96	46.95	44.76

*Amounts exclude all-years carryover.

Narrative:

The Bureau of Environmental Health is responsible for protecting the public's health by preventing disease, unsanitary conditions and exposure to toxic substances; and by eliminating environmental hazards in the community. This is accomplished through routine and complaint driven inspections, enforcement of municipal, state and federal laws, and community outreach, prevention and education.

The Bureau is utilizing technology to improve Environmental Health inspections and reporting through the implementation of Envision Connect which allows input and printing of inspection reports in the field.

The FY 17 budget changes include reclassification of a Public Health Associate III to a Public Health Professional II in the Vector Control Program to increase mosquito surveillance and public outreach activities and properly align the duties of the position with the appropriate classification. A reclassification of a Hazardous Materials Specialist I to a Hazardous Waste Coordinator is also included to reflect an increase in responsibilities and duties in the administration of the Long Beach Certified Unified Program Agency (CUPA) to meet a variety of regulatory requirements identified in a recent Cal EPA Audit. To further meet these requirements, 0.75 FTEs are being reallocated to the CUPA program.

Community Health Bureau

Key Services:

1. **Nutrition Services**
   - Nutrition Education/Counseling/Teaching
   - Eligibility Outreach
   - Nutritional Access Certificate Issuance

2. **Homeless Services**
   - Street Outreach and Case Management
   - Transitional and Permanent Housing Grants
   - Employment, Medical, and Child Care Grants
   - Continuum of Care System Coordination
   - Multi-Service Center Operations
   - Prevention and Emergency Shelters Grants

3. **Health Promotions**
   - Healthy Eating Active Living Initiatives
   - Wellness Programs
   - Tobacco Prevention & Education

4. **Family Preservation Services**
   - Field Base Case Management
   - Multidisciplinary Assessment and Referrals
   - Community Outreach/Engagement

FY 17 Funding Sources: General Fund 6%, Health Fund 94%

Community Health	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	14,544,099	18,123,656	17,932,376
Expenditures	16,234,481	20,661,217	20,106,114
FTEs	112.05	110.57	114.27

*Amounts exclude all-years carryover.

Narrative:

The Bureau of Community Health reflects the City's commitment to addressing population-based health disparities through economic, environmental, and social strategies that improve community wellness. The Bureau consists of the Homeless Services Division, Nutrition Services Division, Family Preservation Program, Healthy Active Long Beach, Tobacco Education and Prevention, and community-Based Health Facility Centers which provide services specific to the demographic make-up of Long Beach neighborhoods.

This Bureau administers the Continuum of Care (CoC) and has received the designation of a Unified Funding Agency (UFA) providing greater local control and decision making authority over programs. Responsibilities include: monitoring 27 different projects; providing technical assistance to all grant sub-recipients; reviewing annual performance reports; coordinating the CoC application process; conducting an annual RFP for all projects and interpreting Federal regulations governing the CoC grant to ensure compliance.

In FY 17, the Department will implement organizational changes to more effectively improve the quality of services. These changes will move the Homeless Services Division and the Center for Families and Youth program in this Bureau into a new Human Services Bureau. This change will support the continued coordination of social services and violence prevention programs.

Policy, Planning and Prevention Bureau

Key Services:

1. **Child and Family Health**
   - Health Assessment and Referrals
   - Health Insurance Enrollment
   - Provider Quality Assurance, Training and Capacity Building
   - Field Base Case Management and Education
   - Injury and Illness Prevention

2. **Public Health Emergency Preparedness**
   - Emergency Planning and Response
   - Public Outreach/Education
   - Health Responder Exercises and Trainings
   - Recruit, Train & Coordinate Medical Reserve Corps

3. **Disease Investigation & Control**
   - Monitor, Track & Report Community Health Status
   - Disease Diagnosis & Investigations
   - Regulatory Communicable Disease Surveillance and Reporting

4. **Quality Improvement**

FY 17 Funding Source: Health Fund 100%

Policy, Planning and Prevention	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	4,541,417	4,548,397	4,250,351
Expenditures	5,204,611	5,770,008	5,541,737
FTEs	44.65	51.69	47.50

*Amounts exclude all-years carryover.

Narrative:

The Policy, Planning and Prevention (PPP) Bureau consists of the Nursing Services Division, Public Health Emergency Management Programs, and Communicable Disease Control, as well as functions that promote Department-wide strategic planning and quality improvement. Management of key health indicators is also a function of the Bureau, which is critical in population health assessment and reporting for the Department, as well as informing City and Department key leadership in health trends necessary for future programming and planning efforts to improve the overall health of the Long Beach community.

The PPP Bureau led the Department's effort in the national public health accreditation process. The Bureau also coordinates the Livewelllongbeach.org website, which provides health data and brings together health information in one location to improve access and provide information to the community at large.

In FY 17, the Bureau will implement organizational changes by realigning services for customers to increase the quality of service. The PPP Bureau will be consolidated into the Community Health Bureau along with the Nutrition Services Division. This change will help promote health across the lifespan for families and their children, particularly those under age 5.

Housing Authority Bureau

Key Services:

1. **Rental Assistance to Low Income Families & Special Needs Populations**
   - Housing Choice Voucher Program (HCV)
   - Housing for Persons With Aids (HOPWA)
   - Shelter Plus Care (SPC)
   - Veterans Affairs Supportive Housing (VASH)
   - Non-Elderly Disabled (NED)
   - Project Based Vouchers
2. **Family Self Sufficiency**
   - Recruitment & Assessment
   - Financial literacy and self-sufficiency courses
   - Establish and oversee escrow account savings
   - Retention, case management & referral services
   - Client data management
   - Initiate and monitor individual development account and opportunities
3. **Agency Management**

FY 17 Funding Source: Housing Authority 100%

Housing Authority	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	65,015,857	70,532,437	69,221,942
Expenditures	63,411,986	71,804,265	69,847,256
FTEs	71.60	71.60	71.61

*Amounts exclude all-years carryover.

Narrative:

The Housing Authority administers rental housing assistance programs that benefit nearly 7,000 families in Long Beach and is 100 percent grant funded. Its largest program, the Housing Choice Voucher Program (HCV), is designed to provide affordable housing to low-income families, the elderly and disabled residents of Long Beach so they can live in decent, safe, sanitary and affordable housing.

The Bureau also administers a variety of other rental assistance programs that meet the City's special needs populations. These include: Housing Opportunities for Persons with AIDS (HOPWA); Shelter Plus Care (SPC) for disabled homeless; Veterans Administration Supportive Housing (VASH) for homeless veterans; housing for the Non Elderly Disabled (NED); and a project-based voucher program designed to assist youth aging out of the foster care system. In addition, the Housing Authority also administers the Family Self Sufficiency Program (FSS), which helps participants to become economically self-sufficient.

To provide the housing for the citizens of Long Beach, the Bureau partners with more than 2,500 local landlords for the various rental programs, contributing $75 million to the local economy.

Administration and Finance Bureau

Key Services:

1. **Executive Office Services**
   - Intergovernmental Coordination
   - Special Projects
   - Department Administration
   - Response to Elected Officials
   - Public Information Release & Response
   - Collective Impact Efforts
   - Funding Development

2. **City Health Officer Oversight**
   - Communicable Disease Control Oversight
   - TB and STD Controller
   - Public Health Emergency Management
   - Clinic and Laboratory Oversight

3. **Financial Services**
   - Fiscal Oversight
   - Budget Preparation
   - Grants and General Accounting
   - Audit Management
   - Purchasing

4. **Personnel Services**
   - Payroll
   - Personnel Transactions

5. **Facilities Maintenance**
   - Custodial Services
   - Maintenance
   - Special Projects

6. **Technology Services**
   - Improvements and Upgrades
   - Maintenance

FY 17 Funding Sources: General Fund 3%, Health Fund 97%

Administration and Finance	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	6,731,912	12,387,539	11,888,704
Expenditures	1,777,473	4,613,805	3,951,106
FTEs	32.40	34.40	33.30

*Amounts exclude all-years carryover.

Narrative:

The Administration and Finance Bureau includes the Executive Office, comprised of the Director's Office and City Health Officer. This Bureau supports the effective operation of the Department's services and address the legal requirements and mandates of operating a local health jurisdiction. The Bureau also includes the Financial Services and Administrative Operations Divisions. Financial Services includes grants and general accounting, purchasing, budget preparation, and technology projects. Administrative Operations includes the payroll and personnel functions, the Department safety program, as well as facility maintenance and operations.

In FY 17, the Department continues to centralize many of its efforts to strengthen internal planning and controls and ensure policies and procedures are consistent across the Department. To achieve this objective, the Bureau will reorganize to the new Collective Impact and Operations Bureau and will include policy, planning, funding development, and emergency preparedness.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	5,494,695	8,343,969	8,343,969	5,800,000
Other Taxes	2,563,774	2,500,000	2,500,000	2,500,000
Franchise Fees	-	-	-	-
Licenses and Permits	3,871,077	3,855,462	3,855,462	3,855,462
Fines and Forfeitures	-	-	-	-
Use of Money & Property	103,636	61,400	90,650	81,406
Revenue from Other Agencies	86,934,027	96,270,360	101,160,984	95,601,657
Charges for Services	1,205,108	1,377,170	1,377,170	1,127,219
Other Revenues	570,392	2,053,168	2,071,616	3,958,017
Interfund Services - Charges	219,975	82,360	82,360	82,360
Intrafund Services - General Fund Charges	142,192	85,000	85,000	85,000
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	436,163	71,498	225,775	48,665
Total Revenues	101,541,038	114,700,385	119,792,984	113,139,785
Expenditures:				
Salaries, Wages and Benefits	28,133,325	36,564,073	38,533,291	37,337,682
Overtime	490,171	230,237	230,237	250,237
Materials, Supplies and Services	68,479,036	77,224,379	80,129,090	74,833,253
Internal Support	1,710,809	1,703,812	2,042,641	1,586,358
Capital Purchases	313,531	1,200	51,200	-
Debt Service	47,665	47,665	47,665	47,665
Transfers to Other Funds	47,665	47,655	201,932	47,655
Total Expenditures	99,222,203	115,819,022	121,236,056	114,102,849
Personnel (Full-time Equivalents)	374.16	383.04	383.04	381.25

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Health and Human Services	1.00	1.00	1.00	202,104	202,104
Accountant II	1.00	1.00	1.00	72,244	72,351
Accountant III	1.00	1.00	1.00	67,173	67,174
Accounting Clerk III	-	-	1.00	-	41,478
Accounting Clerk II - NC	1.00	1.00	1.00	40,313	40,315
Accounting Technician	1.00	1.00	1.00	57,706	56,244
Administrative Aide II	2.00	3.00	3.00	157,418	156,837
Administrative Analyst I	-	1.00	-	78,058	-
Administrative Analyst III	5.00	6.00	6.00	480,060	493,470
Administrative Housing Program Officer	1.00	1.00	1.00	100,356	107,043
Administrative Intern - NC/H36	1.71	1.71	1.71	62,016	62,019
Administrative Intern - NC/H40	1.00	1.00	1.00	43,875	43,876
Administrative Intern - NC/H44	11.00	9.26	7.26	447,242	350,557
Administrative Intern - NC/H45	0.89	0.89	0.89	45,295	45,297
Administrative Officer	1.00	1.00	1.00	106,887	106,887
Assistant Administrative Analyst II	4.00	4.00	4.00	243,971	236,472
Building Services Supervisor	1.00	1.00	1.00	54,904	54,904
Case Manager III	14.50	14.50	14.00	667,290	655,036
City Health Officer	1.00	1.00	1.00	184,625	184,625
Clerk Typist III	4.00	4.00	4.00	181,276	183,419
Clerk Typist II-NC	1.00	1.71	1.00	67,732	36,531
Clerk Typist IV	1.00	1.00	1.00	53,710	53,710
Clinical Services Officer	1.00	1.00	1.00	92,146	104,043
Community Worker - NC	16.25	13.75	9.65	568,158	362,447
Counselor II	5.00	5.00	5.00	292,539	292,539
Community Program Specialist I	-	1.00	2.00	49,681	99,363
Community Program Specialist II	3.00	3.00	3.00	181,024	187,403
Community Program Specialist III	1.00	4.00	6.00	297,995	439,875
Community Program Specialist IV	-	-	1.00	-	68,837
Community Program Specialist V	-	-	2.00	-	165,223
Community Program Technician I	-	-	1.00	-	38,535
Community Program Technician II	-	1.00	1.00	52,020	52,020
Community Program Technician III	8.00	8.00	8.00	411,686	414,336
Customer Service Representative II	2.00	2.00	2.00	92,315	83,744
Environmental Health Operations Officer	-	1.00	1.00	114,926	114,926
Environmental Health Specialist II	5.00	5.00	5.00	350,088	336,958
Environmental Health Specialist III	10.44	10.44	10.44	802,337	773,461
Environmental Health Specialist IV	1.00	1.00	1.00	83,315	83,315
Epidemiologist	1.00	1.00	1.00	59,209	59,209
Epidemiologist-Supervisor	1.00	1.00	1.00	82,063	82,063
Executive Assistant	1.00	1.00	1.00	64,329	64,329
Financial Services Officer	1.00	1.00	1.00	106,125	106,125
Hazardous Materials Specialist I	4.00	4.00	3.00	306,034	216,014

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Hazardous Materials Specialist II	1.00	1.00	1.00	83,107	83,107
Hazardous Waste Coordinator	-	-	1.00	-	82,063
Health Educator I	11.00	11.00	11.00	420,615	400,048
Health Educator II	28.94	31.00	32.00	1,685,220	1,731,335
Homeless Services Officer	1.00	1.00	1.00	114,926	114,926
Housing Aide I	6.00	6.00	6.00	234,142	226,595
Housing Aide II	9.00	9.00	9.00	433,495	433,495
Housing Assistant Coordinator	6.00	6.00	5.00	436,622	354,791
Housing Specialist II	14.00	14.00	14.00	712,102	707,413
Housing Specialist III	12.00	12.00	12.00	669,466	663,559
Laboratory Assistant II	0.50	0.50	0.50	24,287	19,574
Laboratory Services Officer	1.00	1.00	1.00	112,169	112,169
Maintenance Assistant I	2.00	2.00	2.00	77,056	77,056
Maintenance Assistant III-NC	-	1.00	1.00	45,991	45,993
Maintenance Assistant I-NC	3.00	3.00	3.00	115,176	115,181
Medical Social Worker II	0.40	1.00	1.00	70,547	70,547
Medical Assistant I	0.75	0.75	1.75	26,174	54,990
Medical Assistant II	5.00	5.00	5.00	224,099	228,710
Members Boards and Commissions	-	-	-	1,200	1,200
Manager - Community Health	1.00	1.00	1.00	124,725	130,961
Manager - Environmental Health	1.00	1.00	1.00	124,725	124,725
Manager - Housing Authority	1.00	1.00	1.00	129,540	129,540
Manager - Preventive Health	1.00	1.00	1.00	124,725	124,725
Manager - Support Services	1.00	1.00	1.00	128,695	128,695
Microbiologist I	1.56	1.56	1.56	99,066	102,420
Microbiologist II	3.00	3.00	3.00	234,173	234,173
Nurse II	8.00	8.00	8.00	609,983	617,389
Nurse II-NC	2.00	2.00	2.00	137,202	137,208
Nurse Practitioner	3.00	3.00	3.00	304,361	311,561
Nursing Services Officer	1.00	1.00	1.00	111,819	111,819
Nutrition Aide I	4.00	4.00	4.00	166,188	157,579
Nutrition Services Officer	1.00	1.00	1.00	114,926	114,926
Operations Housing Program Officer	1.00	1.00	1.01	100,356	100,356
Outreach Worker I	4.00	5.50	5.00	170,980	163,338
Outreach Worker II	13.00	13.00	12.00	605,124	580,933
Payroll/Personnel Assistant III	1.00	1.00	1.00	43,568	48,582
Physicians Assistant	1.00	1.00	1.00	105,824	108,224
Public Health Associate II	17.72	17.71	17.72	810,821	814,856
Public Health Associate III	33.00	30.50	29.50	2,062,319	1,978,458
Public Health Nurse Supervisor	1.00	1.00	1.00	93,267	93,267
Public Health Nutritionist I	6.00	6.00	6.00	375,890	380,853
Public Health Nutritionist II	5.00	5.00	5.00	339,104	349,263
Public Health Nutritionist III	1.00	1.00	1.00	84,205	84,205

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Public Health Professional II	13.00	13.00	14.00	982,188	1,099,919
Public Health Professional III	7.00	7.00	6.00	581,948	482,948
Public Health Professional - NC	-	0.76	0.76	36,263	36,264
Public Health Registrar	1.00	1.00	1.00	48,573	48,573
Public Health Nurse - NC	1.00	1.00	1.00	75,875	75,878
Public Health Nurse II	4.50	4.50	4.50	361,837	355,123
Public Health Nurse III	4.00	4.00	4.00	315,243	315,244
Public Health Physician	2.00	2.00	2.00	305,004	305,004
Secretary	6.00	6.00	6.00	293,974	284,217
Special Services Officer II - NC	1.50	1.50	1.50	66,104	66,107
Senior Accountant	1.00	1.00	1.00	83,541	82,079
Stock and Receiving Clerk	1.00	1.00	1.00	42,482	42,482
Vector Control Specialist II	2.00	2.00	2.00	118,419	118,419
X-Ray Technician	0.50	0.50	0.50	28,857	28,857
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Subtotal Salaries	374.16	383.04	381.25	23,448,531	23,387,039
Overtime	-	-	-	230,237	250,237
Fringe Benefits	-	-	-	12,560,608	13,249,604
Administrative Overhead	-	-	-	445,233	479,421
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	109,702	221,619
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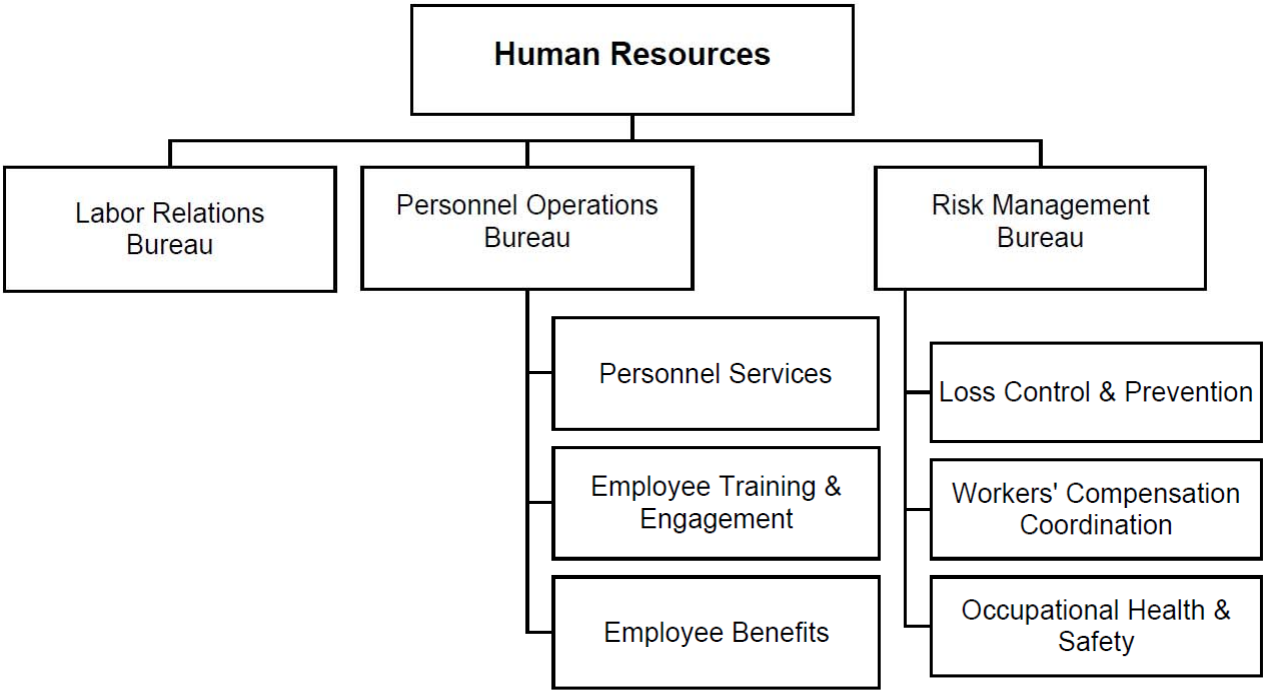
Total	**374.16**	**383.04**	**381.25**	**36,794,310**	**37,587,919**

Human Resources



Alejandrina R. Basquez, Director

Cynthia Stafford, Deputy Director, Personnel Operations

Kenneth Walker, Manager, Labor Relations

Vacant, Manager, Risk Management

Department Overview

Mission:

To provide leadership and operational support to City departments to enhance their ability to recruit and retain a qualified, diverse workforce and to effectively manage business risks.

Core Services:

- Provide the leadership and operational support needed to attract, retain and develop a qualified and diverse workforce so that all City departments can effectively and efficiently provide their core services to the community, meet their operational goals and provide exceptional service.

- Protect the City's assets and promote sustainable management of the City's resources through effective risk management and long-term planning.

- Preserve the City's investment in its workforce through higher retention rates by providing fair compensation, benefits, career development and training, and a respectful employee-friendly workplace.

- Evaluate and improve processes, including rules and organization structure that inhibit our ability to staff critical functions and services.

FY 17 Focus:

In FY 17, the Human Resources Department will continue to support City departments so they can fill vacancies in a timely manner and retain a diverse and qualified workforce while limiting the City's liability by ensuring compliance with government regulations.

As part of the FY 17 Budget, the Department will be strategically pursuing noteworthy technological changes which will allow both active and retired employees the opportunity to better access and manage their health care benefits, in accordance with Mayor Garcia's vision for the City. The Department will continue to implement changes that will bring the Department and the City, as a whole, up to par with other agencies and reduce the paperwork needed to manage health benefits for all participants. The new changes will include automating COBRA administration; the introduction of an online, member self-service benefits enrollment system; and member self-service management of life insurance beneficiaries.

The Department will also continue to offer citywide training and development opportunities, recruitment and retention activities, and organizational development services so employees can strengthen their skills in preparation for leadership roles. Also, the Department is working to enhance a training program to increase the use of technology, implement industry best practices and link training to core competencies. The Department is also developing an employee engagement plan aimed at reducing employee turnover and increasing job satisfaction.

In addition, Human Resources will continue to provide other departments with safety training and consultations, facility inspections, accident monitoring and reporting, policy development, mitigation of workplace hazards, reduction of injuries and vehicle accidents, and ensure compliance with Cal-OSHA and other safety regulations. The Department, in its support of all differently-abled employees, strives to continue to be in compliance with state and federal disability laws, ensuring employees are informed regarding their benefits and their responsibilities.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Total annual turnover rate of the permanent workforce (classified & unclassified) for all types of departures	6.4%	7.0%	6.8%	7.0%

The data reflects resignations, dismissals, deaths, layoffs and retirements, among other types of departures. The turnover rate is reported by calendar year rather than fiscal year. At this time, it is difficult to gauge the turnover rate for calendar year 2016. The rate is heavily influenced by retirements, with a high number of retirements occurring in December.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Percentage of grievances that come to HR and are resolved at the HR level	83%	100%	78.6%	100%

The Department makes every effort to resolve each grievance it receives. By resolving grievances internally, the City demonstrates its commitment to upholding the terms of the MOUs with employee organizations. In addition, the City saves time and other resources by handling grievances internally rather than through arbitration. Human Resources will continue to handle grievances expeditiously and with great diligence for the remainder of FY 16 and through FY 17 in order to achieve a 100 percent resolution rate.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Injury and Illness Incident Rate per 100 Employees (Cal-OSHA)	8.6	8.7	8.4	9.0

The Occupational Safety and Health Administration (OSHA) established this measure so that agencies may assess their safety performance compared to other entities. Injuries and illnesses resulting in death, loss of consciousness, restriction of work duties, and transfer of duties, lost workdays or medical treatment beyond first aid are reported. The rate is an estimate based on the calendar year rather than fiscal year.

FY 16 Accomplishments

- Successfully investigated and/or mediated all internal harassment/discrimination complaints to achieve a 78.6 percent completion rate.

- Implemented electronic COBRA administration allowing the City to ensure that Federal COBRA notices are sent in accordance with the law.

- Implemented the City's first online, self-service Open Enrollment process, eliminating manual input of changes, reducing errors, and eliminating thousands of pieces of paper being handled by City staff.

- Implemented an alternative payment system for retiree medical benefits, eliminating the equivalent of $100,000 in checks being processed by City staff on the monthly basis, providing more options for retirees to pay for their medical benefits and better tracking of payments made.

- Implemented a confidential Employee Assistance Program (EAP) provider with 24/7 access with expanded work/life balance services for active employees and their dependents.

- Implemented the City's first voluntary life insurance program for all employees.

- Implemented a new Flexible Spending Account vendor that enhanced services to employees, provided a debit card for eligible health care expenses, and increased ease of use for employees.

- Created a "HR" Twitter account to improve communication with employees.

- Created an Employee Training and Engagement Division to enhance these services to employees.

- Streamlined, branded and made consistent management recruitments job bulletins.

- Successfully re-wrote and implemented several important personnel policies, including Drug & Alcohol, Alternate Staffing, Step Placement, Collateral Employment and Computer and Technology Use.

- Implemented monthly Payroll Personnel Assistant (PPA) training to enhance their job knowledge and performance and conducted a day-long Adminstrative Officers Academy to ensure uniform application of Policies and Procedures and ehanced job knowledge.

- Successfully concluded a 5-year PERS Audit that required significant changes in the City's language for several skill pays.

- Continuous streamlining of the City's Health Insurance Program, with the goal of providing more efficient dissemination of services and cost effectiveness.

- Continued to successfully implement a new City Employee Wellness Program to promote ongoing health & wellness of City employees and their families.

- Enhanced information on both Internet and Intranet to provide employees, supervisors and members of the public (Internet only), with additional tools and information about personnel services and practices.

- Improved information dissemination to employees regarding benefits, training and wellness.

- Successfully improved recruitment efficiency through the utilization of NeoGov software to automate the hiring process through applicant tracking, acceptance on online applications for management and unclassified recruitments which increased our applicant pool.

FY 16 Accomplishments

- Successfully implemented new “HResource” bulletin to provide updated information to assist in the communications management pertaining to legislation changes and Human Resources policy and program changes.

- Introduced new training classes and programs to enhance employee training and development and also provide on-going leadership and supervisory skills training to management staff.

- 112 supervisors completed the Leadership Academy in FY 2015/2016.

- More than 700 employees participated in Citywide employee training in FY 16, i.e. New Employee Orientation, Liebert Cassidy Whitmore (LCW) Workshops, and other miscellaneous trainings.

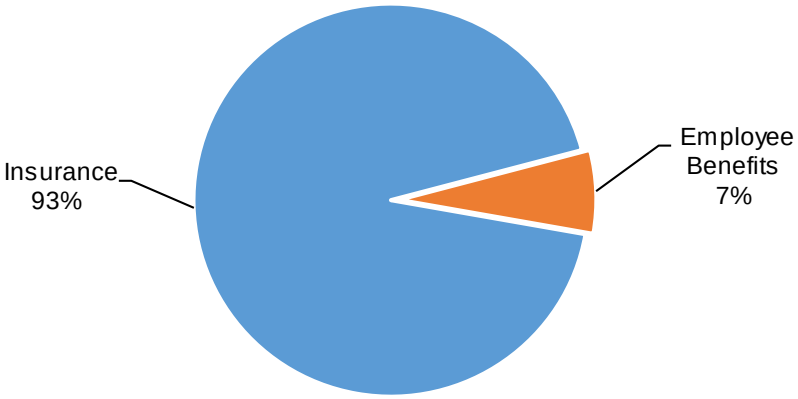
- Successfully revised and implemented New Employee Orientation (NEO) program by introducing new hires to the City and providing the opportunity to meet and interact with key City staff.

- Successfully conducted Meet and Confer meetings with seven (7) Unions to implement recommendations regarding the special compensation identified through the CalPERS Audit.

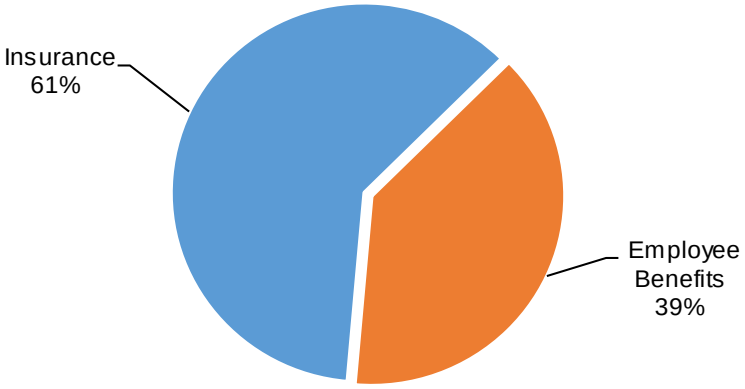
- Successfully completed state mandated bi-annual Sexual Harassment Prevention training for supervisors and incorporated new Abusive Conduct training in compliance with AB 2053 by training 1356 supervisors, managers and lead staff.

- Reorganized the Department using existing staff to create an Employee Training and Engagement Division to better emphasize employee training and retention activities.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
Insurance	1,544,968		6,943,150		(5,398,182)
Employee Benefits	114,000		4,408,509		(4,294,509)
Total	**1,658,968**		**11,351,658**		**(9,692,690)**

Summary of Proposed Changes*

EMPLOYEE BENEFITS FUND	Impact	Positions
Add a Personnel Analyst III (Conf) to manage the Flexible Spending Account (FSA) Program, the 457 Deferred Compensation Plan and the Wellness Program, offset by revenue.	$ -	1.00
Add a Human Resources Officer to oversee the day-to-day personnel operations, Equal Employment Opportunity (EEO), and employee benefits operations.	$ 161,062	1.00

INSURANCE FUND	Impact	Positions
Add an Administrative Analyst III (Conf) to oversee the day-to-day operations in Risk Management, offset by reductions in expense.	$ -	1.00

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Executive Office Bureau (Director)

Key Services:

1. **Department Budget Administration**
   - Budget Development
   - Budget Monitoring
   - Payment Processing Approval

2. **Leadership & Analysis**
   - Project Management
   - Policy and procedure development
   - Executive management requests
   - Department administration

3. **Office Management & Communications**
   - Council letters
   - Interdepartmental communications
   - Clerical supervision
   - Public Records Act and subpoena coordination

4. **Personnel Services**
   - Payroll
   - Personnel Transactions

FY 17 Funding Sources: Employee Benefits Fund 59%, Insurance Fund 41%

Executive Office	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	(3,060)	-	-
Expenditures	1,382,875	878,859	1,046,178
FTEs	8.25	3.45	3.45

*Amounts exclude all-years carryover.

Narrative:
The budget for this Bureau enables the Director of Human Resources to provide department-wide management, support and oversight of the Department and internal administration and as well as efforts with citywide implications.

Labor Relations Bureau

Key Services:

1. **Citywide Labor (Union) Relations/Negotiations**
   - Develop strategies for labor negotiations
   - Research & analyze data
   - Labor contract (MOU) implementation and administration; provide training to departments on labor obligations
   - Keep current on continuously evolving labor trends
   - Process and oversight of grievances
   - Conduct Meet & Confer meetings with labor unions
   - Research, evaluate impacts of, & implement new laws, policies, rules and regulations governing employee and labor relations
   - Provide data, reports and documents for unions, management and City Council
   - Ensure departments comply with labor laws, policies, rules and regulations
   - Conduct Contract Negotiations/Discussions
   - Facilitate relationships between labor and management through Labor/Management Committees
   - Provide representation on labor actions in various judicial forums

FY 17 Funding Source: Employee Benefits Fund 100%

Labor Relations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	116	-	-
Expenditures	600,511	1,046,241	730,524
FTEs	4.00	5.00	5.00

*Amounts exclude all-years carryover.

Narrative:
The Labor Relations Bureau facilitates an open dialogue between labor and management based upon respect with the mutual goal to attract and maintain an efficient and qualified workforce with competitive compensation and benefits that will provide support for the City's overall mission.

The Labor Relations Bureau is currently experiencing higher than average activity levels due to the increase in information requests, mediations and charges faced by the City from the California Public Employment Relations Board (PERB). The Bureau is also facing an increase in the number of union decertification and certification requests. For FY 17, the Bureau anticipates opening contract negotiations with the remaining employee associations.

Personnel Operations Bureau

Key Services:

1. **Citywide Employee Relations**
   - Train Department staff on personnel related matters
   - Provide direction, support, and consultation to City departments on personnel & discipline issues
   - Ensure implementation of City Manager directives and City Council's resolutions on all HR issues
   - Conduct classification and/or compensation studies
   - Provide representation on personnel actions in various judicial forums
   - Research, evaluate the impacts, and implement new laws, policies, rules and regulations governing employee relations
   - Coordinate employee reductions in force
   - Provide liaison to Civil Service Commission for City Manager departments
   - Ensure departments comply with current and new labor laws, policies, rules and regulations
   - Develop and amend classification specifications
2. **Citywide Personnel Administration**
   - Administer, maintain, update and validate HRMS system
   - Process, review, and track all personnel transactions
   - Maintain personnel files
   - Support and train departments with detailed personnel processes and procedures
   - Coordinate, research and evaluate new systems or system updates
3. **Oversee the Administration of the City's Equal Employment Opportunity Plan (EEO) & the Americans with Disabilities Act (ADA) Compliance Program**
   - Oversee City's internal complaint resolution process
   - Investigate/monitor the investigation of EEO/ADA complaints
   - Monitor ADA Reasonable Accommodations Assessments
   - Process City's response to complaints filed with outside regulatory agencies for EEO/ADA-related matters
   - Oversee the implementations or revisions of policies and procedures for EEO/ADA-related matters
   - Administer Sexual Harassment Training (Certified Trainer)
   - Respond to internal and external inquiries
   - Coordinate compliance with laws and regulations regarding hiring
   - Generate annual EEO status reports for City Manager, Mayor and City Council
   - Monitor Citywide & Departmental EEO stats
   - Prepare EEO Plan every 3 years
   - Oversee CACoD Commission
   - Provide administrative support and compliance oversight to Departments regarding ADA matters
   - Ensure Citizens' accessibility complaints are handled in a timely manner
   - Oversee facilitation of and/or provide ADA-related training
   - Conduct ADA Walk-throughs and audits
   - Ensure meetings comply with the Brown Act
   - Oversee and coordinate events commemorating the ADA
   - Ensure CACOD committee serves in advisory capacity to Mayor and City Council
   - Coordinate efforts with Disabled Community on City ADA matters
4. **Organizational and Professional Development**
   - Assess training and development needs
   - Establish training and development criteria
   - Schedule trainings/workshops/programs
   - Oversees training attendance and participation
   - Implement and manage employee recognition programs
5. **Oversee/Coordinate Health, Dental & Life Insurance Benefits**
   - Administer health & dental plans
   - Coordinate benefits-related training for departmental PPA's
   - Oversee annual charity drive process
   - Oversee Open Enrollment process
   - Respond to employee/retiree inquiries & complaints
   - Oversee Flexible Spending Program
   - Oversee Disability and Unemployment claims processing
   - Oversee Citywide Wellness Program and committee
6. **Oversight/Coordination of Retirement Counseling**
   - Monitor/update retirement information
   - Coordinate retirement counseling workshops & training
7. **Integrated Disability Management/Return to Work Coordination**
   - Liaison to departments and managers
   - Serve as Subject Matter Expert to departments
   - Case Management to ensure compliance with state and federal Disability laws

Personnel Operations Bureau

FY 17 Funding Source: Employee Benefits Fund 100%

Personnel Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	4,677	122,475	114,000
Expenditures	1,517,114	2,832,525	3,060,910
FTEs	9.15	14.55	16.55

*Amounts exclude all-years carryover.

Narrative:
This Bureau provides essential support to all City departments in various matters related to human resource management. Bureau staff members coordinate with department staff to address a wide-range of workplace issues, respond to the unique needs of employees and ensure proper implementation of personnel policies and procedures. Having these functions centralized in the Department of Human Resources facilitates information sharing and implementation of best practices across City departments. The Bureau will continue to provide lunchtime brown bag sessions with key Managers who oversee personnel services to discuss select topics of interest and exchange ideas on how to approach specific challenges. The monthly Administrative Officers meetings also assist in keeping City departments updated on the latest changes and trends in personnel management and help build cohesion among the team of human resource professionals throughout the City.

The Employee Benefits Division continually examines opportunities to achieve savings while providing City employees and retirees with a quality, competitive healthcare program in order to promote a healthy, stable workforce. Staff within the Employee Benefits Division engages in the following tasks to ensure efficient administration of the program: premium collections and reconciliation summaries, contribution and disbursement summaries, respond to benefits-related inquires and requests, provides staff support to the Health Insurance Advisory Committee.

The Equal Employment Opportunity (EEO)/Americans with Disabilities Act (ADA) section handles harassment/discrimination and ADA-related complaints, responds to the regulatory agencies, i.e. Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH), and maintains employee demographic information by ethnicity and gender. EEO/ADA works in conjunction with the Department of Public Works to address accessibility concerns in public facilities and programs and ensures citywide ADA compliance.

The Employee Training and Engagement Division offers opportunities citywide for employee development through comprehensive programs and workshops to ensure optimal service delivery. This Division provides cost-effective training opportunities to enhance skills and abilities, which add to organizational efficiency and increases employee morale. Some of the successful programs include, but are not limited to, Leadership Academy I (Fundamentals of Supervision), Leadership Academy II (Fundamentals of Leadership), New Employee Orientations (NEOs), Customer Service training, Preventing Workplace Harassment, Team Building, Business Writing and Time Management. The Division partners with the Gateway Public Consortium (Liebert Cassidy Whitmore), which offers trainings on employment law, labor relations and employee relations matters. In addition, this Division is tasked with creating an Employee Engagement and Recognition Program to reduce employee turnover and increase job satisfaction.

For FY 17, the Department will create the Personnel Services Division, with a Human Resources Officer overseeing it, as it reorganizes to improve and expedite customer service to City departments in a more cost efficient manner. With the creation of this Division, the Department will be able to address all aspects of personnel operations matters from on-boarding, discipline, promotions, benefits, training and development to retirement. The Department will also add a Personnel Analyst III–Confidential position to administer and oversee the Flexible Spending Account (FSA) Program, 457 Deferred Compensation Plan and Wellness Program. These changes will benefit the City as a whole with a more robust and well prepared workforce.

Risk Management Bureau

Key Services:

1. **Loss Control and Safety Assessments**
   - Conduct IAQ & IH investigations
   - Coordinate DOT random drug/alcohol program
   - Recordkeeping
   - Assist with incident investigations and corrective actions
2. **Risk Management/Insurance/Risk Transfer**
   - Review insurance certificates and endorsement for compliance
   - Review contracts and lease language
   - Provide third-party requests for evidence of City's self-insurance coverage
   - Preparation of departmental allocations
   - Purchase insurance policies for the City
   - Conduct Risk Assessments for City projects
3. **Workers' Compensation Coordination/Injury Reporting & Monitoring**
   - Liaison to Employees, Managers and Claims Office for Workers Compensation
   - Serve as Subject Matter Expert to Departments.
   - Worker's Compensation Training for departments
   - Oversee the path of the claimant to completion (i.e. return to work, retirement)
4. **Safety Training, Procedures and Inspections**
   - Track safety performance of City Departments
   - Create, review & revise safety policies/procedures
   - Assess, develop and provide training
   - Performs annual inspections of all City facilities
5. **Occupational Health**
   - Medical care for injured employees
   - Random drug testing
   - Vaccinations
   - Pre-Placement physicals
   - OSHA compliance exams
   - Counseling for employees
6. **Emergency Preparedness Services**
   - Oversees the City Automated External Defibrillator Programs
   - Emergency food and water
   - Coordinates Citywide Floor Warden Program and training
   - Assist City facilities with evacuation drills

FY 17 Funding Source: Insurance Fund 100%

Risk Management	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	1,783,863	1,642,518	1,544,968
Expenditures	6,150,206	6,653,757	6,514,046
FTEs	17.00	16.00	17.00

*Amounts exclude all-years carryover.

Narrative:
The Bureau's mission is to increase safety consciousness and risk awareness among all employees, provide adequate protection of the City's human and physical resources and sources of revenue, increase familiarity with and preparation for potential catastrophes and provide risk management economics which balance protective measures, risk assumption and proper insurance coverage. The Bureau employs the services listed above to protect the City against loss, keep employees safe and return them to work through the Transitional Duty Program, if injury occurs.

For FY 17, the Department will add an Administrative Analyst III-Confidential position to oversee the day-to-day operations in Risk Management. This position will ensure continuity in operations and facilitate the annual creation of the City wide contracts for Worker's Compensation, General Liability and Property Insurance charges.

Workforce Development Bureau

Workforce Development	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	9,954,421	-	-
Expenditures	9,785,888	-	-
FTEs	70.87	0.00	0.00

*Amounts exclude all-years carryover.

Narrative:
This Bureau moved to the Economic and Property Development Department during the FY 16 Budget process.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	183,112	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	2,889	5,000	5,491	5,000
Revenue from Other Agencies	9,385,374	-	18,206	-
Charges for Services	-	-	-	-
Other Revenues	1,136,065	190,000	391,327	304,000
Interfund Services - Charges	976,576	1,349,968	1,349,968	1,349,968
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	56,000	-	-	-
Total Revenues	11,740,016	1,544,968	1,764,993	1,658,968
Expenditures:				
Salaries, Wages and Benefits	9,341,691	5,333,629	4,454,182	5,962,854
Overtime	39,263	9,850	12,118	9,850
Materials, Supplies and Services	8,622,979	4,449,103	5,696,591	4,450,465
Internal Support	901,375	1,009,624	1,136,338	904,656
Capital Purchases	-	-	(9,229)	-
Debt Service	-	-	-	-
Transfers to Other Funds	531,288	23,833	121,382	23,833
Total Expenditures	19,436,595	10,826,039	11,411,383	11,351,658
Personnel (Full-time Equivalents)	109.27	39.00	39.00	42.00

* Amounts exclude all-years carryover.

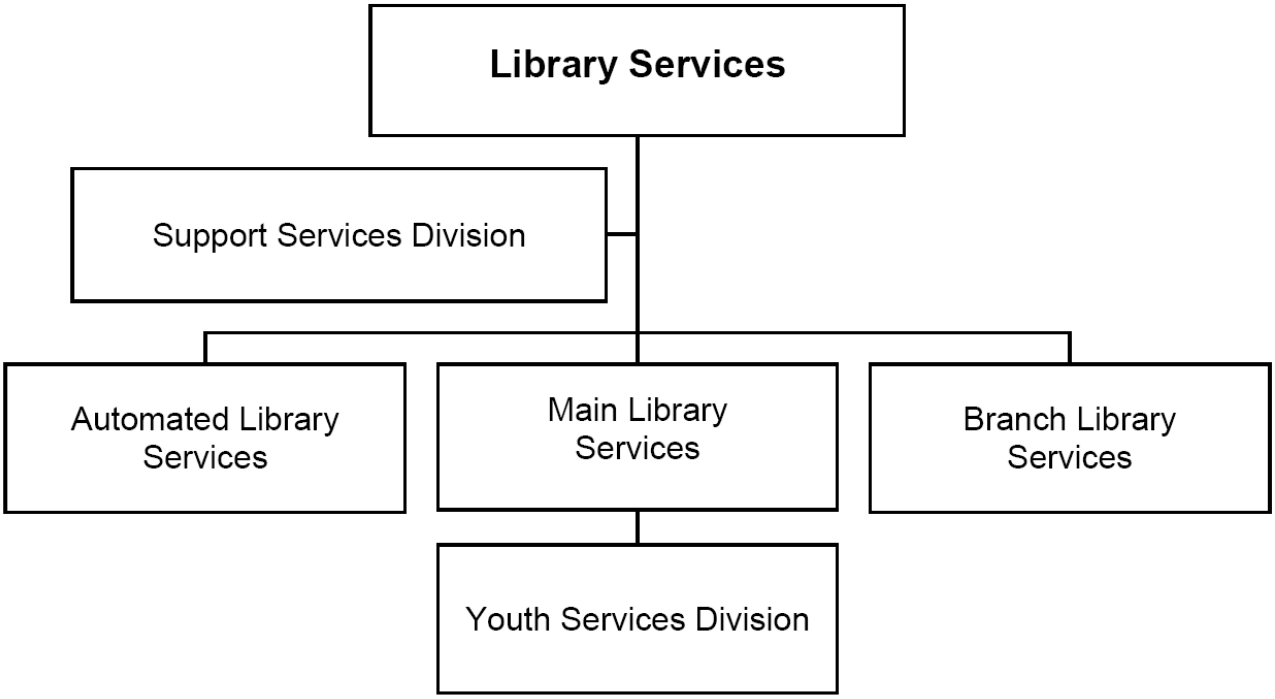
Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Human Resources	1.00	1.00	1.00	196,328	210,086
Accountant III	1.00	-	-	-	-
Accounting Clerk II	1.00	-	-	-	-
Accounting Clerk III	1.00	-	-	-	-
Administrative Aide II-Confidential	1.00	1.00	1.00	59,209	59,209
Administrative Analyst III	1.00	-	-	-	-
Administrative Analyst III-Confidential	3.00	3.00	4.00	259,678	347,086
Administrative Analyst II-NC	2.00	-	-	-	-
Administrative Analyst I-NC	1.00	-	-	-	-
Administrative Analyst IV-Confidential	1.00	1.00	1.00	80,051	80,051
Administrative Intern-NC/H36	8.76	-	-	-	-
Assistant Administrative Analyst II-Conf	2.00	2.00	2.00	141,095	135,908
Communications Officer	1.00	-	-	-	-
City Safety Officer	1.00	1.00	1.00	120,104	120,050
Clerk Typist II	2.00	1.00	1.00	44,737	44,737
Clerk Typist III	5.00	1.00	1.00	39,258	42,313
Clerk Typist III-Confidential	2.00	2.00	2.00	98,190	97,146
Clerk Typist III-NC	0.50	0.50	0.50	19,668	19,669
Community Information Specialist II	1.00	-	-	-	-
CD Specialist I	4.00	-	-	-	-
CD Specialist II	2.00	-	-	-	-
CD Specialist III	16.51	-	-	-	-
CD Specialist IV	3.00	-	-	-	-
CD Specialist V	7.00	-	-	-	-
CD Technician I	1.00	-	-	-	-
CD Technician II	1.00	-	-	-	-
CD Technician III	1.00	-	-	-	-
CD Technician IV	2.00	-	-	-	-
Department Safety Officer	-	1.00	1.00	102,148	102,149
Development Project Manager II	1.00	-	-	-	-
Development Project Manager III	2.00	-	-	-	-
Exec Director-Reg Wrkfrc Invest Brd	1.00	-	-	-	-
Executive Assistant	1.00	1.00	1.00	86,243	86,243
Human Resources Officer	3.00	3.00	4.00	343,798	452,334
Manager-Labor Relations	-	1.00	1.00	150,850	150,850
Deputy Director of Human Resources	-	-	1.00	-	173,070
Manager-Administration	1.00	-	-	-	-
Manager-Personnel Operations	1.00	1.00	-	150,850	-
Manager-Risk Management	1.00	1.00	1.00	149,396	149,396
Nurse II	2.00	2.00	2.00	145,035	146,742

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Occupational Health Services Officer	1.00	1.00	1.00	175,832	175,832
Personnel Analyst II-Confidential	1.00	1.00	-	84,205	-
Personnel Analyst III-Confidential	4.00	5.00	7.00	425,341	602,293
Personnel Assistant II-Confidential	2.00	2.00	2.00	125,100	118,649
Public Health Associate III	1.00	-	-	-	-
Public Health Professional III	1.00	-	-	-	-
Public Health Physician	1.00	1.00	1.00	170,070	170,070
Safety Specialist I-Confidential	1.00	1.00	1.00	67,923	57,726
Safety Specialist II-Confidential	1.00	1.00	1.00	78,960	67,174
Safety Specialist III-Confidential	1.00	1.00	1.00	77,632	78,073
Secretary	1.00	-	-	-	-
Secretary-Confidential	2.00	2.00	2.00	104,496	104,496
Special Projects Officer	1.00	-	-	-	-
Senior Accountant	1.00	-	-	-	-
Workforce Development Officer	3.00	-	-	-	-
X-Ray Technician	0.50	0.50	0.50	29,379	28,857
Subtotal Salaries	109.27	39.00	42.00	3,525,577	3,820,211
Overtime	-	-	-	9,850	9,850
Fringe Benefits	-	-	-	1,758,587	2,038,157
Administrative Overhead	-	-	-	67,110	78,747
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	(17,645)	25,740
Total	**109.27**	**39.00**	**42.00**	**5,343,479**	**5,972,704**

Library Services



Glenda Williams, Director of Library Services

Susan Jones, Manager, Main Library Services

Donald Rowe, Manager, Branch Library Services

Vacant, Manager, Automated Library Services

Department Performance Measures

Mission:
The Long Beach Public Library is committed to meeting the learning and information needs of our culturally diverse and dynamic population. We provide quality library services through a professional staff that is responsive, expert and who take pride in providing public service. We offer a wide selection of resources and materials representing all points of view. We support learning for a lifetime, intellectual curiosity and free and equal access to information.

Core Services:

- Innovatively provide a full range of library materials and services to the general public
- Ensure that all people have free and convenient access to all library resources and services that might enrich their lives
- Provide productive learning for a lifetime, reading and enrichment opportunities for our community
- Effectively utilize specialized library technology in the selection, organization and delivery of information, including electronic and online education and information resources

FY 17 Focus:
The Library Services Department is focused on implementing innovative service models at all libraries, expanding access to library services via technology and pursuing community partnerships to maintain and strengthen library resources and services.

Technology is an integral part of the Long Beach Public Library's service to library users. The Library provides a full range of library materials and innovative services to the general public such as a MakerSpace, downloadable audiobooks, e-Books, music, books on the cloud and other emerging media types. Library users can access resources and services at their convenience using their own personal devices, as well as access through traditional Library processes and tools. In FY 17, the Library will increase educational opportunities for Long Beach residents by introducing more computer, business and technology focused classes using library resources such as Lynda.com, Gale Courses and Learning Express.

Partnerships will strengthen library services to the public in FY 17 as the department continues to supplement its internal resources by collaborating with City Departments and community entities. Existing partnerships include the Departments of Technology and Innovation, Public Works and Disaster Preparedness and Emergency Communications, Long Beach Community Action Partnership, the Junior League, California Humanities, the Long Beach Unified School District and others. In FY 17, the Library will strengthen existing partnerships and develop new ones in the area of early childhood education, assuming a leading role in city-wide initiatives such as the Long Beach Early Childhood Education Committee, Campaign for Grade Level Reading, Safe Schools Workgroup of Safe Long Beach and My Brother's Keeper. The Library will work with community partners to find ways within fiscal limitations to support and potentially expand services to meet the continued demand for library services.

In addition, a new Main Library is part of the Civic Center Project. In FY 17, the provision of Main Library Services and Support Services will continue during the closure of Lincoln Park and construction of the new facility. Library Services will work closely with Plenary Edgemoor Civic Partners to ensure that the new facility is designed with to provide the most updated services available to Long Beach residents.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Library Resources Accessed/Used	6,483,775	6,300,000	6,548,612	6,300,000

Total resources used include materials checked-out, materials used in-house, website hits, electronic database usage (a newly captured metric beginning with FY 13) and computer sessions. The FY 16 metric is reflective of the communities' increased desire to access electronic library resources. The FY 17 projection is an estimate which reflects a budget without any additional reductions in services.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of customers served	1,352,780	1,200,000	1,447,475	1,400,000

Nearly 5,200 customers are welcomed each day at 12 libraries and use an extensive collection of library materials and resources, meeting and training venues, community information resources, and take advantage of information assistance, special programs and library services. The increase in FY 16 is due to the addition of Sunday hours as part of a pilot program at three branch libraries: Bay Shore, Burnett and North/Michelle Obama. The FY 17 Projection is an estimate which reflects a FY 17 budget without any additional reductions in services.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of answers provided	330,370	300,000	333,673	300,000

Library patrons of all ages request and receive personalized information assistance from professional librarians and expert staff by telephone, email and in person. Staff also provide instruction in the use of materials, collections and services; recommendations for materials and resources; tours and orientations; and assistance with computers, adaptive resources and specialized equipment. Virtual reference options will continue to allow patrons to text and chat with professional librarians from a variety of mobile and computer devices. The FY 17 Projection is an estimate which reflects a FY 17 budget without any additional reductions in services.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 16 Projection
Number of youth served through Library Literacy Development programs	77,319	70,000	81,185	70,000

A number of literacy programs are provided citywide for youth, from birth to age 18 by professional librarians who are responsible for the selection of appropriate print and virtual materials, research-based programs, best practices, reader's advisory, homework help and technology assistance to patrons and students of all ages. The FY 17 Projection is an estimate which reflects a FY 17 budget without any additional reductions in services.

FY 17 Budget

- The Long Beach Public Library served more than 253,000 cardholders of all ages in FY 16. A library card provides free access to computers, electronic materials, the internet, books, media, and magazines.

- Over 1.3 million (5,200+ per day) customers visited Long Beach libraries and more than 6 million library resources were used/accessed during the year. Long Beach Public Library staff answered nearly 335,000 requests for information in person, by phone and email. There has been an increased demand for reference services via social media.

- More than 1.5 million books/DVDs/videos/CDs were delivered between libraries, increasing customer convenience and cutting down on pollution, travel cost and time for library patrons.

- More than 123,000 downloads (10,200 per month) of audio and e-books were checked out via the Library's website. Patrons can access and borrow audio and electronic books (e-books) through computers, smart phones, e-readers and tablets at www.lbpl.org.

- The LBPL Mobile app usage averaged 50,027 searches each month, allowing patrons to manage their account, request materials, and stay up to date on the newest materials at the library, all from a smartphone or mobile device. In addition, there are more than 10,000 followers on all of LBPL'S social media outlets including Facebook, Twitter and YouTube.

- Online database subscriptions continue to be in demand by Long Beach residents designed especially for public. An average of 319,000 remote and in-house users utilize online resources every month.

- The Library actively contributed to community improvement, neighborhood events, and community literacy through partnerships and outreach efforts. In FY 16 the Library collaborated with Long Beach Unified School District; Long Beach Community Action Partnership; Long Beach Violence Prevention Plan, Collaborative Summer Reading Program; and the Beach Animals Reading with Kids (B.A.R.K.) program.

- Volunteers stepped in to provide more than 7,000 hours of support to programs and staff in many Long Beach Public Libraries.

- The new Michelle Obama Library opened in North Long Beach. At three and a half times the size of the previous North Library, the new state of the art facility offers three meeting rooms with audio visual technology to support meetings, workshops and seminars; enhance community services; an expended book and media collection; and an automated handling system.

- The Library Services Department worked closely with Plenary Edgemoor Civic Partners to familiarize them with the operational and space needs of the new Main Library as part of the plan for the new Civic Center.

- The Library Services Department partnered with the University of California, Los Angeles, the University of Southern California and San Jose State University to host interns who are enrolled in Master of Library Science graduate programs.

FY 17 Budget

- The Library Services Department partnered with Microsoft and the City's Innovation Team to host two days of Digi Camps for Washington Middle School students. The Camps taught technology skills and exposed students to careers in the technology sector.

- The Library Services Department began offering qualified Long Beach residents the opportunity to earn an accredited high school diploma and a concurrent credentialed career certificate through Career Online High School.

- The Library Services Department partnered with Verizon and the City's Innovation Team to host a computer hackathon using basic computer coding and GIS mapping for Washington Middle School students. This event was part of the City's Innovation Week programming.

- The Main Library hosted a series of live virtual author talks, featuring celebrated authors Andy Weir, author of *The Martian*, and Tess Gerritsen, author of the popular Rizzoli & Isles mystery series, among others.

- The Library Services Department, through grant funds from LGA Foundation, California Resources Corporation Services and Tesoro Foundation, launched the Mobile Studio program, an expansion of the highly successful Studio program at Main Library.

- As part of the annual Dictionary Days program, which delivers a brand new dictionary to every third grader in LBUSD funded by the Miller Foundation, Library Services hosted 5 spectacular events for third graders to show off their dictionary skills in word games, contests and challenges.

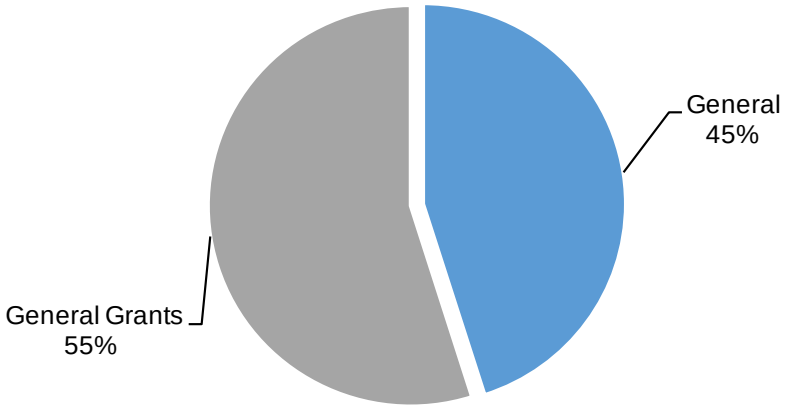
- An employee in the Department was honored as an Emerging City Champion by 8-80 Cities and the Knight Foundation. This distinction includes a $5,000 project grant for the library.

- Main Library and Mark Twain Library offered six weeks of Maker Camp activities during the summer to encourage tinkering, thoughtful design and entrepreneurship in city youth.

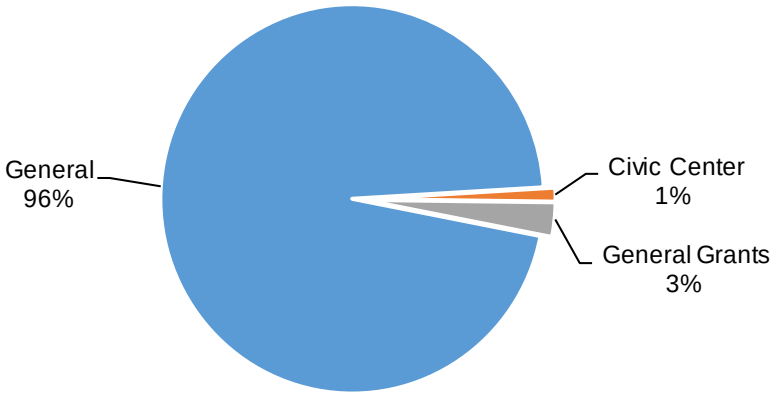
- Burnett Branch Library served as the Department's pilot site for Lunch at the Library, designed to encourage library use by young families, especially those with school-aged children.

- The Main Library's successful PADNET program was expanded to include a satellite location at El Dorado Branch Library, to provide more residents the opportunity to check out and work on photography and video production.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	314,266		12,888,265		(12,573,999)
Civic Center	-		154,282		(154,282)
General Grants	382,556		382,556		-
Total	**696,822**		**13,425,103**		**(12,728,282)**

Summary of Proposed Changes*

General Fund	Impact	Positions
Add Library Page hours in the Main Library to enhance patron access to new and returned materials.	83,238	3.00
Reclassify non-career Administrative Interns to Library Aides and add non-career Library Aides in the Main Library to assist with youth programming.	34,732	1.50
Upgrade seven Department Librarian I's to Department Librarian II's system-wide and change the title to Senior Librarians.	61,428	-
Reduce a vacant General Librarian position in the Main Library and reallocate duties to other Librarians.	(114,776)	(1.00)
Reclassify various Library Clerk positions in the Automated Services Bureau and eliminate two Library Clerks in the Main Library Services Bureau.	(150,155)	(2.00)
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	(20,983)	-
Reallocate and realign the Youth Services Officer budget to better reflect the organization structure.	(28,409)	-

*For ease of review, reallocations of resources within departments, offsets, adjustments and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Executive Office & Support Services Bureau

Key Services:

1. **Executive Office**
   - Fundraising Support
   - State & National Reporting
   - Patron Issue Management
   - City Council Relations / Communications
   - Community Relations / Outreach Education
   - Departmental Management
2. **Financial Administration**
   - Budget Development and Management
   - Grants Management
   - Contract / RFPs Management
   - Accounting
   - Purchasing
   - Records Management
3. **Personnel**
   - Payroll
   - Benefits Education and Management
   - Employee Assistance
   - Personnel Management and Issue Resolution
   - Risk Management and Safety Training
4. **Facility Maintenance Management**
   - Facility Rentals
   - Repairs / Improvements
   - Custodial, Landscape Services Contract Oversight
   - Capital Project Coordination
   - Security Services Oversight
5. **Delivery Services**
   - Transport Rotating Collection
   - Supplies and Mail Distribution
   - Maintain Delivery Statistics
   - Vehicle Maintenance

FY 17 Funding Source: General Fund 100%

Executive Office/Support Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	-	-	-
Expenditures	1,877,461	2,204,143	2,247,758
FTEs	13.00	14.00	14.51

*Amounts exclude all-years carryover.

Narrative:

The budget provides inclusive support to each bureau to maintain and strengthen core services and programs available to customers. The Library continues to rely on outside resources for enhanced programming and services, especially for Long Beach youth. Grants and donations from corporations and private individuals are passed through the Long Beach Public Library Foundation and the Friends of the Long Beach Public Library. The Bureau will continue to refine its restructuring that began in FY 16 by moving the Youth Services Division from the Executive Office to the Main Library Services Bureau.

The Support Services Division supports and coordinates administrative services system-wide; including the provision of comprehensive personnel and financial services. Personnel services include all payroll and personnel functions, with an emphasis on employee and patron safety measured by a decrease in workers' compensation claims. The addition of one Administrative Analyst II has maximized efficiency in the Department's hiring practices and management of the injured workers program. Financial services include grant management, general accounting, purchasing, budget preparation and special projects, all measured by accurate fiscal management.

The Support Services Division also oversees custodial and facility maintenance services at all 12 libraries and provides delivery service throughout the LBPL system, enabling library patrons to save time and

energy by borrowing and returning items at the library location most convenient to them. The Division coordinates required safety training courses and professional development training for employees and assists with remediating safety hazards. In addition, the Division maintains the Department's emergency action plan and will complete a continuity of operations plan in FY 17, in collaboration with the Department of Disaster Preparedness and Emergency Communications.

Automated Services Bureau

Key Services:

1. **Library Loan Material Procurement & Preparation**
   - Acquisitions
   - Bindery
   - Cataloging
2. **Library Supplies/Equipment Procurement**
   - Supply & Equipment Procurement
3. **Database Management**
   - Contract Management
   - Integration with Various Searchable Online Databases (i.e.,Worldbook Encyclopedia)
   - Customize Database User Interface
4. **Checkout Management**
   - Self-Checkout (RFID)
   - Equipment Maintenance
5. **Training**
   - Staff & Patron Database Training
   - Integrated Library System (ILS) Training
   - Staff Continuing Education
6. **Virtual Services**
   - Web Site Management
   - Online Catalog Maintenance
   - Digital Archives Maintenance
   - Patron Notifications (holds, past due, etc.)

FY 17 Funding Source: General Fund 100%

Automated Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	150	-	-
Expenditures	1,769,559	1,805,302	1,870,856
FTEs	10.30	9.10	9.10

*Amounts exclude all-years carryover.

Narrative:

The Automated Services Bureau provides essential system wide services including ordering books and other library materials, cataloging, processing, online library services, library technology, computing, and network services that ensure all Long Beach residents can access the resources and technology necessary to meet their professional, informational, and educational needs.

The Bureau is responsible for the Department's Integrated Library Management System which serves the public through services such as the library catalog, customer notification services by telephone, email, and print, as well as circulation and billing services. It also provides staff with a real-time inventory of titles and individual items and acquisition tracking through the supply chain process.

As electronic library resources keep gaining popularity, expanding access to technology is essential for keeping up with demand. The LBPL mobile app makes it convenient to access library accounts and other library resources. In FY 16, the app averaged 50,000 uses per month an increase from 38,000 in FY 15. Expert librarians offer assistance with e-readers, the online catalog, reference questions, and personal library accounts via email, telephone and social media.

The Bureau worked with the Department of Technology and Innovation to enhance the patron computing experience by providing a next generation intelligent high-speed data network system at all library locations. The new 1 Gb speed was made possible through the State's Corporation for Education Network Initiatives in California (CENIC) program to connect Library Services to the California Research and Education Network (CalREN) through a contract with Califa Group. CENIC provides high speed internet service to K-12 public schools, private colleges, the California State University and the University of California systems using E-rate to maximize service at reduced cost. Public libraries are recognized

as educational institutions that provide learning for a lifetime and were invited to participate in the program in 2016. As a result, Long Beach residents now enjoy internet speeds that are 10x faster on the Library's public computers and their personal devices with a minimal increase in cost.

New Xerox Copiers were installed at all libraries in FY 16 to enhance the patron user experience. The new machines provide the ability to scan documents and then email or save them to a USB drive. The copiers also have new and improved features that support book copying, photo ID copying and color suppression to print clear copies from colored originals.

The new Michelle Obama Branch Library will open to the public in the summer of FY 16 with an abundance of technology. In addition to the increased number of public computers and wireless computing services, the new library is the first in the City to have an automated handling system. This allows residents to return their library materials on a conveyor belt that checks in the items and sorts them into bins. The automated handling system assists staff in returning materials to the shelves more quickly and efficiently. Two specialized computers will be equipped with assistive software to support residents with special needs. The three meeting and study rooms will provide audio visual technology to support meetings, workshops, seminars and group study needs.

In FY 17, the Bureau will continue to investigate ways to optimize library technology for Long Beach residents and work with the Department of Technology and Innovation to launch the new lbpl.org website. An upgrade from Library Clerk I to Library Clerk II will meet the increased need for specialized duties to align with the needs of the Automated Services Bureau.

Branch Library Services Bureau

Key Services:

1. **Library Facilities**
   - Building Maintenance
   - Coordinate/Supervise Support Staff
   - Meeting Room Rental
2. **Library Resources**
   - Research & Selection of Materials
   - Weeding (deselecting)
   - Merchandising
   - Shelving & Straightening
   - Materials Security
   - Donation Processing
   - Inventory
3. **Personalized Assistance**
   - Front Desk Customer Service
   - Checking In/Out
   - Cash Handling
   - Patron Account Management
   - Holds Request
   - Research Assistance
   - Reading Recommendations
4. **Access To Technology**
   - Public Computing and Printing
   - Technology Support to Patrons
5. **Lifetime Learning**
   - Early Literacy Programs
   - Educational Classes
   - Reading Programs
   - Family Learning Centers
   - Community Outreach
   - Displays/Exhibits

FY 17 Funding Sources: General Fund 95%, General Grants 5%

Branch Library Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	1,287,321	906,936	504,449
Expenditures	5,456,227	6,125,002	5,793,470
FTEs	62.78	64.99	66.37

*Amounts exclude all-years carryover.

Narrative:

The budget provides customized library services, print, media, and virtual resources, personalized assistance and educational and informational programs for residents of all ages at eleven neighborhood libraries. Unique materials at the neighborhood libraries include the African American Resource Collection at Burnett Library and the Khmer (Cambodian) collection at Mark Twain Library. Between 200 and 600 residents visit neighborhood libraries each day, annually check out between 40,000 and 140,000 items at each location, and annually complete between 9,000 and 50,000 computer sessions at each location.

The Library will continue to innovatively respond to increasing demand for library services at all eleven facilities. Centrally coordinated programs and services continue to evolve, resulting in both a greater number of programs offered at each location and a wider variety of program topics. In FY 16, one-time funds were allocated for a pilot program to offer Sunday hours at three branch libraries: Bay Shore, Burnett, and North/Michelle Obama. These hours were embraced by the community, resulting in an increase in use of all three facilities for the completion of homework assignments, computer research and general library services. This pilot will continue in FY 17.

Other innovative programs and events included funding from the Long Beach Unified School District to support the efforts of the 'My Brother's Keeper' initiative at the new Michelle Obama Branch Library; the Burnett Library's 'Lunch at the Library' pilot program; Dictionary Days, coordinated in partnership with the Long Beach Unified School District; and Library participation in Beach Streets, Veteran's Fair, Kids in the Kitchen and other community programs throughout the year.

Branch Library Services Bureau

The Branch Services Bureau continues to spearhead advances in technology that will improve the overall user experience at branch libraries and increase user satisfaction. During FY 16, the Department of Library Services partnered with PADNET to provide a photography and video production satellite location at the El Dorado Branch Library. In addition to technology upgrades, the Library has also focused on upgrading aging facilities including: a new monument sign, a new irrigation system, and drought tolerant planting at the Los Altos Branch Library and a safety-enhancing handrail was installed at the Brewitt Branch Library entrance. Branch Library Services will continue to seek opportunities for upgrades and advances to maximize the safety of library facilities and the provision of library services in line with current community needs.

The opening of the highly anticipated Michelle Obama Library is expected towards the end of summer in FY 16, which involved additional staffing. The new facility is a 24,600 sq. ft. state of the art facility with three community meeting spaces. It is more than three times the size of the North Branch library it has replaced, and it is designed to meet the increased demand for library services and specialized programs by North Long Beach residents of all ages, including resources for special needs individuals. Additionally this branch provides five times the number of public access computers and features an expanded, high-tech Family Learning Center. It also offers the residents of North Long Beach a print and media collection that is double the size of the collection previously housed at the North Branch Library.

During FY 17, Branch Library Services will continue to provide innovative programs and services in support of the needs of Long Beach's diverse neighborhoods, including a planned Polynesian cultural event at the Michelle Obama Library with grant funding from the Asian Pacific American (APA) and American Indian/Alaska Native (AIAN) Talk Story literacy program. The Branch Services Bureau will coordinate with Main Services in order to ensure the continued success of the Department's on-going Youth Services programs.

Main Library Services Bureau

Key Services:

1. **Library Facilities**
   - Building Maintenance
   - Coordinate/Supervise Support Staff
   - Meeting Room Rental
2. **Library Resources**
   - Research & Selection of Materials
   - Weeding (deselecting)
   - Merchandising
   - Shelving & Straightening
   - Materials Security
   - Donation Processing
   - Inventory
3. **Patron Borrowing Services**
   - Shelving
   - Cash Handing
   - InterLibrary Loans
   - Citywide Training
   - Checking In/ Out
   - Collections Account Maintenance
   - Materials Requests/ Holds
   - Front Desk Customer Service Resolution
   - Patron Account Management
4. **Information Services**
   - Reference Services
   - Public Computing and Printing
   - Technology Assistance & Classes
   - Studio & Advanced Technology Classes
   - Education & Arts Exhibits
   - Government Depository
   - Local History/ Special Collections
   - Archival Services
   - Grants Management
5. **Community Services**
   - Volunteer & Intern Coordination
   - Community Outreach & Education
   - Information Center for People with Disabilities
   - Library Services for Homebound Patrons
   - Special Connect Services for Families with Special Needs
   - Cultural and Educational Events & Classes
6. **City Hall Information Desk**
   - City Hall General Operator
   - Reception
7. **Youth Services**
   - Community Outreach & Education
   - Family Learning Centers
   - Special & Ongoing Literary Events
   - Reference Services
   - Early Learning & Reading Initiatives

FY 17 Funding Sources: General Fund 92%, Civic Center 4%, General Grants 3%

Main Library Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	567,988	399,600	192,373
Expenditures	3,973,644	3,806,163	3,513,019
FTEs	33.25	33.25	35.41

*Amounts exclude all-years carryover.

Narrative:

The budget supports the flagship library for California's seventh and the United States 36th largest City. Main Library is a major urban resource library and the second largest single library location in Los Angeles County. Main Library's extensive print, media, and virtual resources provide an in-depth collection for the Long Beach community, from babies to seniors. On an average day, more than 1,150 people walk through the doors of Main Library.

Main Library Services Bureau

In addition to providing quality customer services to the downtown community, Main Library is a system-wide resource that supports the branch libraries through staff, print and media collections, programs, training, outreach, partnerships and other support services. Main Library serves the vital role of providing system-wide coordination for the recruitment, training and placement of volunteers and interns, and the research, development, implementation and evaluation of new programs and services. Main Library offers high quality customer service coordination of all patron borrowing services and provides well trained staff for the City Source Information Desk in City Hall.

Special resources found at Main Library include The Studio, a learning lab with specialized advanced technology that hosts “DIY” and “maker” events and classes for library users of all ages, the award-winning Information Center for People with Disabilities (ICPD), Special Connect, a program that serves children and families with special needs, the Long Beach History Collection, the Petroleum Collection, Loraine and Earl Burns Miller Special Collections Room of Fine Art, Antiquities, and Rare Books, the Long Beach Digital Archive, and an impressive selection of large print books, Braille materials, specialized media and sheet music. Innovative community programming is also provided at Main Library. In FY 16 Main Library offered such diverse programs as an afternoon with L.A. Poet Laureate and award-winning author Luis J. Rodriguez, coding workshops/hack-a-thons for middle school students, bicycle safety workshops, award-winning film series, bilingual conversation group and book club, and the extremely popular “Star Wars Day” event hosted by Main Youth Services.

In FY 17, the Main Library will continue to respond innovatively to the increasing demand for library services and support for branch libraries while operating within fiscal realities. Main Library will continue to refine its restructuring that began in FY 16 by moving the Youth Services Division from the Executive Office into Main Library Services Bureau. Minor reductions in clerical staff will allow for an enhancement of the Youth Services Division by the addition of two part-time Library Assistants. This enhancement will result in increased system-wide youth programs and services throughout the City and increased library presence at community outreach events. It will also allow Library Services to launch an early learning initiative and assume a leading role in the City’s Campaign for Grade Level Reading.

Main Library will also continue its expansion of Studio events and classes, which focus on STEM (Science, Technology, Engineering, Mathematics) concepts, by offering these services at all twelve library locations via the recently launched Mobile Studio program. Another area of service enhancement in FY 17 will be services to seniors. Finally, FY 17 will see the addition of a Book Bike, a small traveling library on two-wheels that will visit local businesses, parks, beaches, and community centers and will offer library services such as checkout/returns, library cards, and pop-up programs.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	22,586	10,500	10,500	12,866
Revenue from Other Agencies	552,270	383,571	383,571	355,459
Charges for Services	271,740	316,661	316,661	298,300
Other Revenues	878,864	31,387	593,804	30,197
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	130,000	-	2,000	-
Total Revenues	1,855,459	742,119	1,306,536	696,822
Expenditures:				
Salaries, Wages and Benefits	8,941,569	9,963,223	9,963,223	10,177,690
Overtime	18,444	187,728	187,728	4,728
Materials, Supplies and Services	2,860,791	2,017,241	2,614,594	2,005,355
Internal Support	1,128,727	1,122,402	1,122,402	1,184,667
Capital Purchases	27,359	52,663	52,663	52,663
Debt Service	-	-	-	-
Transfers to Other Funds	100,000	-	-	-
Total Expenditures	13,076,890	13,343,257	13,940,610	13,425,103
Personnel (Full-time Equivalents)	119.33	121.34	121.34	125.39

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Library Services	1.00	1.00	1.00	195,243	195,243
Accounting Clerk III	1.00	1.00	1.00	50,976	50,976
Administrative Analyst II	-	1.00	1.00	68,851	69,895
Administrative Analyst III	1.00	1.00	1.00	91,983	91,983
Administrative Intern - NC/H33	11.92	11.92	11.92	375,019	346,060
Administrative Intern - NC/H40	3.50	4.13	-	181,202	-
Administrative Officer	1.00	1.00	1.00	99,641	106,615
Building Services Supervisor	1.00	1.00	1.00	54,904	54,904
Community Information Specialist I	-	1.00	1.00	36,660	36,660
Community Information Specialist II	1.00	1.00	1.00	49,671	49,671
Department Librarian I	7.00	7.00	-	570,258	-
Department Librarian II	9.00	9.00	16.00	808,371	1,440,526
Executive Assistant	1.00	1.00	1.00	62,425	62,425
General Librarian	18.11	19.74	19.62	1,471,944	1,429,559
General Maintenance Assistant	1.00	1.00	1.00	46,903	49,250
Library Aide - NC	1.00	1.00	7.00	22,434	252,330
Library Circulation Supervisor	1.00	-	-	-	-
Library Clerk I	9.60	10.02	8.60	418,001	361,637
Library Clerk II	16.00	16.00	17.00	759,690	795,583
Library Clerk III	4.00	4.00	3.00	205,367	154,391
Library Clerk IV	2.00	1.00	1.00	56,366	56,366
Library Clerk IV - NC	0.70	-	-	-	-
Manager-Automated Services	1.00	1.00	1.00	98,164	98,164
Manager-Branch Library Services	1.00	1.00	1.00	114,663	120,215
Manager-Main Library Services	1.00	1.00	1.00	123,321	123,551
Office Services Assistant III	2.00	2.00	2.00	91,361	93,789
Page - NC/H20	0.50	-	-	-	-
Page - NC/H28	18.00	18.53	22.25	480,353	576,812
Payroll/Personnel Assistant II	1.00	1.00	1.00	48,573	48,573
Secretary	2.00	2.00	2.00	98,281	95,756
Youth Services Officer	1.00	1.00	1.00	100,504	79,102
	---	---	---	---	---
Subtotal Salaries	119.33	121.34	125.39	6,781,128	6,840,035
Overtime	-	-	-	187,728	4,728
Fringe Benefits	-	-	-	3,053,691	3,197,481
Administrative Overhead	-	-	-	128,404	140,174
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	-	-
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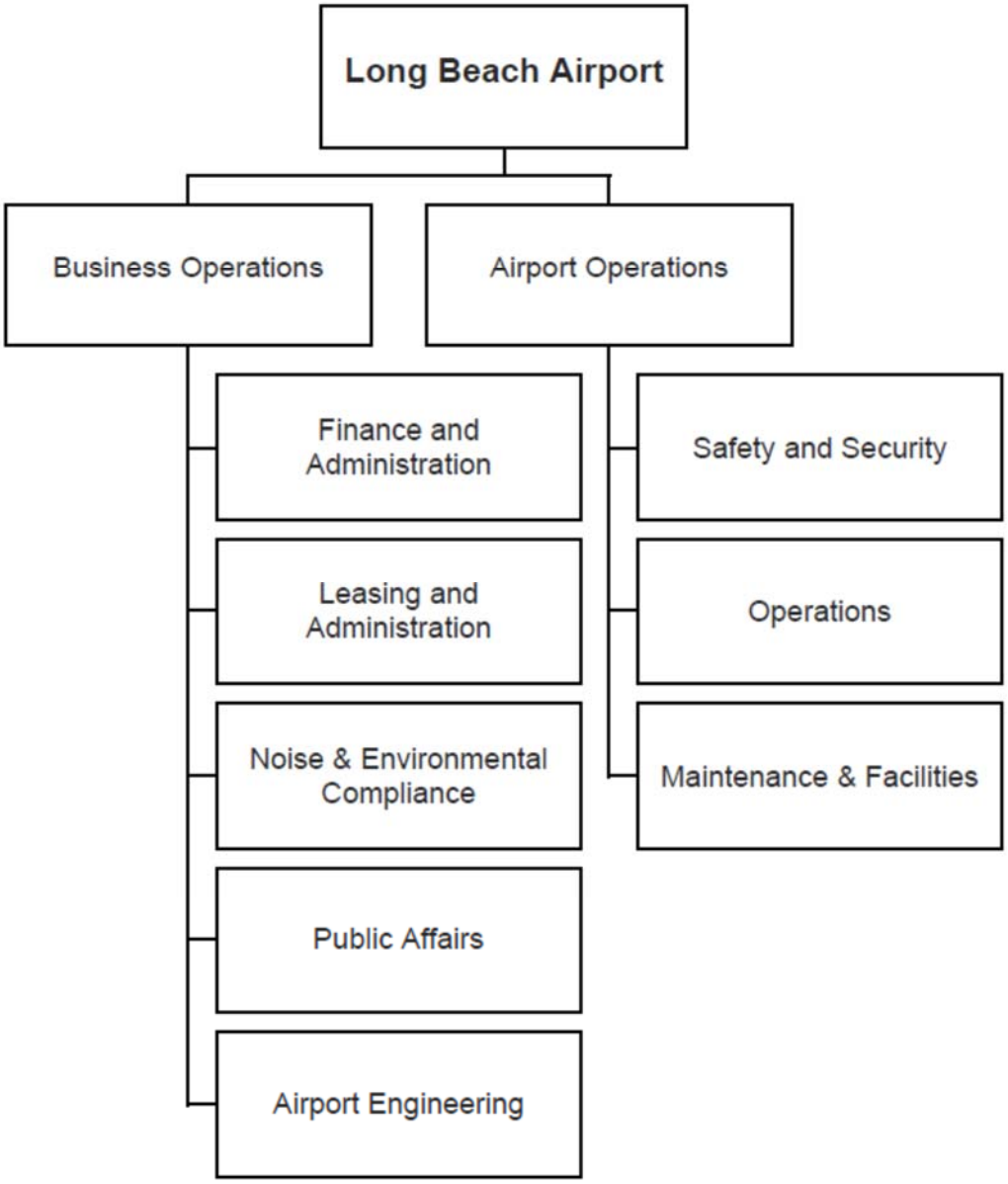
Total	**119.33**	**121.34**	**125.39**	**10,150,951**	**10,182,418**

Long Beach Airport



Juan Lopez-Rios, Interim Director of Long Beach Airport

Claudia Lewis, Manager, Business Operations Bureau

Carolyn Carlton-Lowe, Manager, Airport Operations Bureau

Department Overview

Mission:
To provide the highest level of customer service while operating a safe, efficient and environmentally sustainable airport.

Core Services:
- Provide the highest level of customer service
- Maintain the highest level of safety and security
- Improve the quality of life of the surrounding community
- Provide a fair and reasonable operating cost to our business partners
- Enhance the value and economic impact of LGB to its stake-holders, including the Long Beach community
- Maintain an efficient and effective business model

FY 17 Focus:
In FY 17, the Long Beach Airport will continue to focus on delivering its core services in the most efficient manner. This includes making sound business decisions to address changes in the aviation industry and promoting long-term financial stability of the Airport. The Airport strives to provide the highest level of customer service to its business partners, including both airlines and tenants.

Passenger activity had declined over the past several years, but that trend is expected to reverse itself in FY 17 due to the addition of nine supplemental flight slots and alterations in flight activity from existing airlines. Passenger activity is projected to return to historic levels, generating greater revenues for the Airport.

The Airport Capital Improvement Program includes future projects to enhance the passenger experience. The Airport intends to use Customer Facility Charges (CFC), which is a fee charged by car rental agencies on each rental transaction, to develop a car rental facility. Over the next several years, the Airport will design/build/construct a new car rental customer service building (CSB), Quick Turnaround Facility (QTA) and a new Ground Transportation Center.

Planned projects in FY 17 include design of improvements to runway 7R-25L, construction of perimeter security improvements, and construction of improvements to the Lot A parking structure. Funding for these projects comes from several sources including federal grants, Passenger Facility Charges, and Airport operating revenues and bonds. These projects, along with other operational efficiencies, will improve existing infrastructure, enhance security, and make Long Beach Airport even more convenient and safe.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of public safety calls responded to	Unavailable	24,000	24,000	24,000

The Airport anticipates the number of calls requiring Airport public safety response in FY 17 to mirror that of FY 16. The call responses are to ensure a safe and secure environment across the Airport property. On-going construction related activities continue to require security support for escort services and ID checks.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Dollar expenditure per passenger served	$8.92	$10.47	$10.47	$10.47

Airline cost per enplanement for FY 17 will not change from FY 16 as no increases in airline rates and charges are expected. The commencement of supplemental flights along with alterations in flight activity of existing airlines will bring enplanement levels back to historic norms.

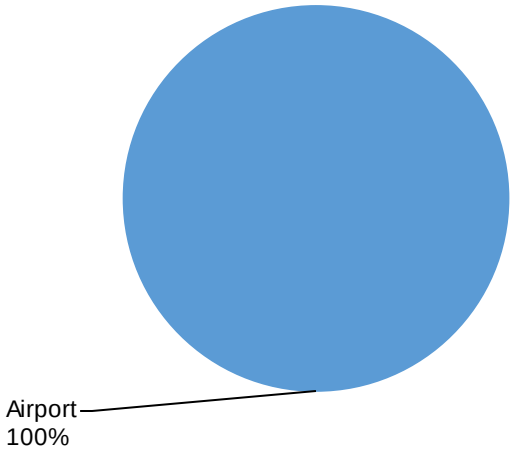
Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of airfield and facility maintenance request responses completed	481	510	510	530

The number of airfield and facility maintenance requests completed will continue to slightly increase in FY 16 and FY 17 as the Facilities Maintenance and Building Services divisions provide services for an aging historic terminal and a new concourse facility whose infrastructure is no longer covered by initial warranties. In addition, the increase in passenger activity requires more frequent maintenance and servicing on equipment and facilities that are used more often. Staff are performing more services in-house such as steam-cleaning the terminal, carpet repair, carpet shampooing and window-washing the concourse glass.

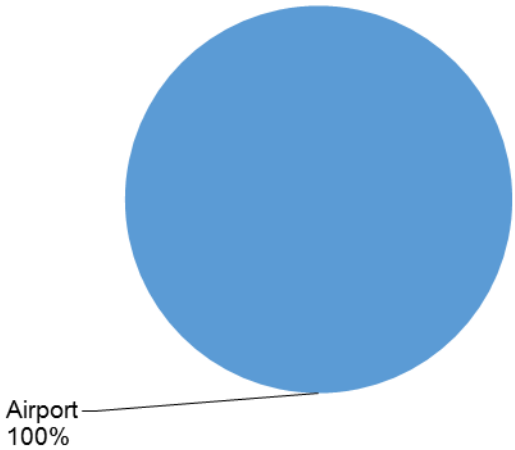
FY 16 Accomplishments

- Allocated all nine new air carrier slots to new and existing airlines which allowed for Southwest Airlines to begin services in Long Beach and for existing airlines to add new flights.
- Deployed a new identity management system in the access control office, improving customer service and accountability.
- Broke ground on a federally-funded $7.1 million perimeter security upgrade with an expected completion date of February 2017.
- Developed a new security partnership working group with the general aviation tenants.
- Conducted a comprehensive vulnerability assessment and mitigation plan.
- Successfully held a full-scale active shooter exercise in partnership with the Long Beach Police Department.
- Released an Airport Filming and Special Events protocol to improve transparency in the process and build trust with the filming community.
- Hosted the production of more than a dozen movie and television productions at the Airport.
- An Airport staff member was recognized by *Airport Business* magazine as one of the top 40 under 40 award winners.
- Completed a $7.5 million project for improvements to Taxiway J.
- Completed an update to the Airport Layout Plan.
- Hosted major special events, including the Fly-In, Special Olympics Plane Pull, 2015 ACI-NA Conference, and Reception at 2016 AAAE Conference.
- Participated in numerous community events, including Long Beach Marathon, Grand Prix, Long Beach Pride Parade, and Tour of Long Beach bike ride.
- Received USA Today 10 Best Readers' Choice award for Best Airport Dining.
- LGB recognized by Airport Revenue News magazine for Best Concessions Design in the Small Hub category.
- Cohosted Southwest destination announcement event on the Queen Mary and Southwest inaugural flight event at Airport.
- Maintained 4.5 star rating on Yelp and grew social media followers to 14,146 on Facebook and 8,062 on Twitter

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
Airport	47,566,705		44,570,978		2,995,727
Total	**47,566,705**		**44,570,978**		**2,995,727**

Summary of Proposed Changes*

AIRPORT FUND	Impact	Positions
Add Administrative Interns to assist the Engineering and Finance and Administration Divisions.	190,199	3.04
Add an Administrative Analyst III to manage the Department's personnel and administrative functions.	31,150	1.00
Add six Special Services Officer III positions to reduce overtime and respond to emergency and non-emergency calls for service in and around the Airport property.	454,061	6.00
Increase budget to purchase and implement new scheduling software, Telestaff, to improve coordination of staff resources.	23,106	-
Increase revenues to reflect higher projections for landing fee and ramp charges from new air carrier slots.	(4,900,000)	-
Increase revenues from fees related to filming permits, security badging and Live Scans for Airport personnel and tenants.	(29,560)	-
Increase budget for the ongoing maintenance of three vehicles to support Airport security, engineering and operations.	26,340	
One-time funding to host the 2,000+ attendee American Association of Airport Executives annual conference in May 2017. Total $450,000 over three years.	150,000	-
One-time funding for Airport Terminal Area improvements including emergency repairs and non-scheduled equipment replacement.	1,000,000	-
One-time funding for new Airport Rental Car Facility.	572,524	-
One-time funding for Airfield Pavement Rehabilitation.	1,000,000	-
One-time funding for the purchase of three vehicles to support Airport operations and ongoing budget for maintenance of those vehicles.	78,143	-

*For ease of review, reallocation of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Business Operations Bureau

Key Services:

1. **Administration**
   - Personnel and Payroll
   - Training
2. **Finance in Compliance with FAA Regulations**
   - Accounting and Accounts Payable
   - Set Airline and Commercial Rates and Charges
   - Manage General Airport Revenue Bond Payments and Covenants
   - FAA Financial Reporting
   - Budget
3. **Leasing and Development in Compliance with FAA Regulations**
   - Ground Transportation
   - Concessionaire agreements - Food and Beverage, Retail, Airline, Rental Car and Parking
   - Ground Leases
4. **Noise Management in Compliance with City Noise Ordinance**
   - Data accumulation, compilation and reporting
   - Noise ordinance enforcement
   - Pilot/Tenant Outreach
   - Response to citizen noise complaints
   - Working with FAA to mitigate noise impacts
5. **Public Affairs in Compliance with FAA Regulations**
   - Monitor & Develop Airport-related legislation (federal & state)
   - Community outreach / special events
   - Advertising
   - Social media

FY 17 Funding Source: Airport Fund 100%

Business Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	35,216,062	37,033,348	41,933,348
Expenditures	14,118,062	16,704,686	16,497,936
FTEs	26.00	26.00	28.52

*Amounts exclude all-years carryover.

Narrative:
The Business Operations Bureau is comprised of the Finance and Administration, Leasing and Business Development, Noise and Environmental Compliance, and the Public Affairs divisions. The Bureau continues to focus on providing support to Airport operations while implementing revenue maximization and cost saving strategies to maintain a healthy and sustainable fund.

In FY 17, Airport revenues are updated to reflect projected increases in passenger and flight activity. These activities have a direct impact on revenues from airline rates and charge, car rentals, parking operations, and concession sales. The increases stem from allocation of supplemental flight slots and alterations in flight activity from existing carriers. Increases in rates and charges are not needed, therefore Cost per Enplanement (CPE) is expected to remain at $10.47.

In 2017, the Airport will host the American Association of Airport Executives (AAAE) Conference from May 7th – 10th to market and promote the Airport's brand and image. The opportunity allows the City of Long Beach to showcase itself to the airport and aviation industries.

Airport Operations Bureau

Key Services:

1. **Operational Compliance With FAR Part 139 Requirements**
   - Ensure FAA Safety and Management standards
   - Provide airfield escort services to contractors / vendors / and tenants
   - Respond to FAA alerts and Issue Notices to Airmen
   - Wildlife abatement
2. **Maintenance**
   - Fulfill work orders from Operations in Compliance with FAR Part 139
   - Facility maintenance
   - Grounds maintenance
3. **Building Services**
   - Janitorial
4. **Security Compliance With FAR Part 1542 Requirements**
   - Airside and landside patrol
   - Airport security badging
   - Security and grant coordination with FAA and TSA
   - Dispatch
5. **Airport Engineering**
   - Develop & coordinate CIP plan with FAA
   - FAA Grant and PFC Application submittals and reporting
   - Construction Management
   - Plan Review and Permit Checks

FY 17 Funding Source: Airport Fund 100%

Airport Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	20,317,229	13,832,852	5,633,357
Expenditures	37,884,847	32,463,076	28,073,042
FTEs	94.00	90.00	97.52

*Amounts exclude all-years carryover.

Narrative:
The Airport Operations Bureau includes the Operations, Safety and Security, Maintenance and Facilities, and Building Services divisions. Each division provides essential core services to either ensure compliance with FAA Part 139 requirements or to assure the safety and comfort of Long Beach Airport visitors.

In FY 17, the addition of several new vehicles will improve the responsiveness and capabilities of these divisions in providing essential core services as well as in emergency situations. Six new special services officers also enhance the security of the Airport to keep up with mandates and practices of the industry at a time of heightened security needs.

The investment in two new administrative intern positions under the Engineering Division provide an opportunity for entry-level employees to gain valuable knowledge and experience that benefit the Airport as positions become vacant or new positions are added. These positions also provide valuable support to the division.

FY 17 funding for airfield and terminal area maintenance and improvements allow for quicker response of emergency repairs as well as addressing operational needs as they occur. The success of these projects and responses are a result of the effort and coordination between the divisions.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	76,303	48,000	48,000	76,560
Fines and Forfeitures	-	-	-	-
Use of Money & Property	40,905,837	40,935,467	41,702,678	46,112,943
Revenue from Other Agencies	14,509,837	1,213,202	9,102,522	1,364,202
Charges for Services	-	-	-	-
Other Revenues	41,314	13,000	13,000	13,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	55,533,291	42,209,669	50,866,200	47,566,705
Expenditures:				
Salaries, Wages and Benefits	9,465,106	12,355,832	12,530,619	13,137,059
Overtime	838,364	229,380	231,570	229,380
Materials, Supplies and Services	21,403,554	10,401,868	10,737,454	11,430,974
Internal Support	11,033,520	9,661,783	16,425,978	10,350,841
Capital Purchases	24,994	8,000	8,000	153,000
Debt Service	9,237,370	9,234,140	9,234,141	9,269,725
Transfers to Other Funds	-	-	-	-
Total Expenditures	52,002,908	41,891,004	49,167,762	44,570,978
Personnel (Full-time Equivalents)	120.00	116.00	116.00	126.04

* Amounts exclude all-years carryover.

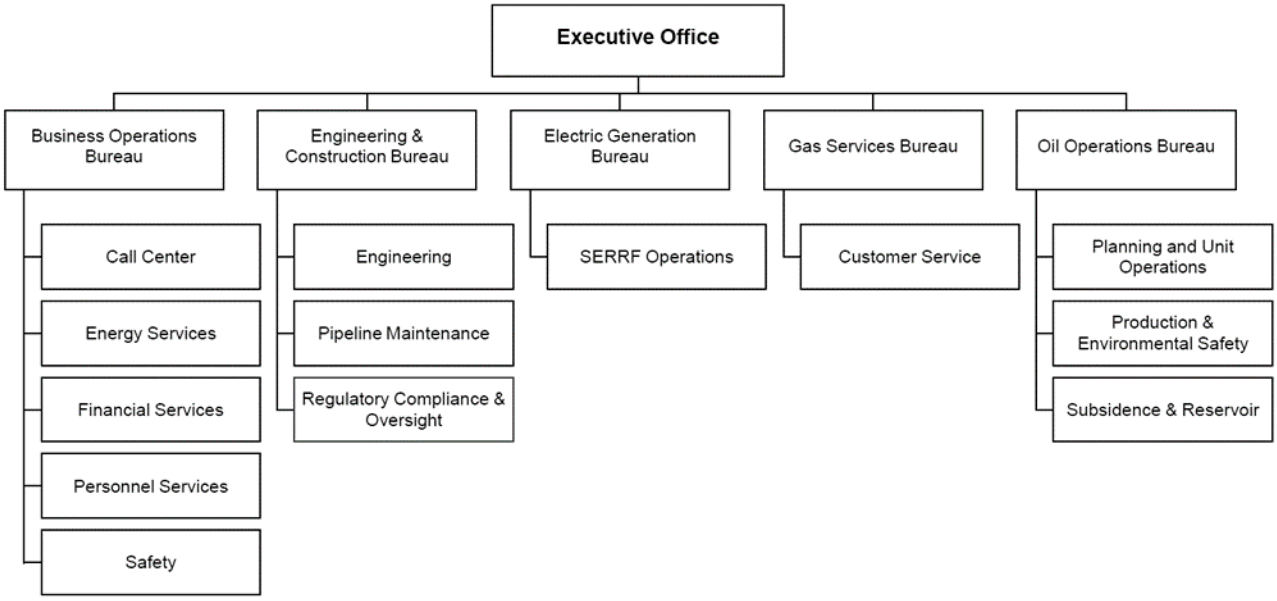
Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Airport Director	1.00	1.00	1.00	198,082	198,082
Accountant III	2.00	2.00	2.00	164,125	164,125
Accounting Clerk III	2.00	2.00	2.00	101,953	101,953
Administrative Analyst II	2.00	2.00	2.00	168,410	153,056
Administrative Analyst III	3.00	3.00	4.00	272,816	340,960
Administrative Intern - NC	-	-	3.04	-	146,992
Administrative Officer-Airport	1.00	1.00	1.00	111,326	111,326
Airport Engineering Officer	1.00	1.00	1.00	114,504	114,504
Airport Operations Officer	1.00	1.00	1.00	98,165	98,165
Airport Operations Assistant I	2.00	2.00	2.00	75,174	74,889
Airport Operations Assistant II	6.00	6.00	6.00	289,341	290,413
Airport Operations Specialist I	5.00	3.00	3.00	164,744	164,744
Airport Operations Specialist II	5.00	5.00	5.00	353,155	334,639
Airport Public Affairs Assistant	2.00	2.00	2.00	141,712	144,703
Airport Operations Assistant I-NC	4.00	4.00	4.00	178,303	178,311
Airport Public Affairs Officer	1.00	1.00	1.00	100,504	100,504
Building Services Supervisor	1.00	1.00	1.00	54,904	54,904
Capital Projects Coordinator III	1.00	1.00	1.00	86,327	86,327
Civil Engineering Associate	1.00	1.00	1.00	95,764	95,764
Civil Engineer	2.00	2.00	2.00	192,741	197,752
Clerk Typist II	3.00	3.00	3.00	135,256	135,256
Clerk Typist III	4.00	4.00	4.00	178,614	180,868
Construction Inspector II	1.00	1.00	1.00	70,927	70,927
Electrician	2.00	2.00	2.00	130,989	130,989
Equipment Operator II	3.00	2.00	2.00	97,593	100,155
Executive Assistant	1.00	1.00	1.00	57,090	66,413
Facilities Management Officer	1.00	1.00	1.00	105,093	105,093
General Maintenance Assistant	3.00	3.00	3.00	148,031	148,031
Maintenance Assistant I	6.00	6.00	6.00	231,088	231,167
Maintenance Assistant II	9.00	8.00	8.00	332,283	324,706
Maintenance Assistant III	6.00	6.00	6.00	242,663	237,749
Mechanical Supervisor	1.00	-	-	-	-
Manager-Administration & Financial Services	1.00	1.00	1.00	129,347	129,347
Manager-Airport Operations	1.00	1.00	1.00	149,666	149,666
Noise Abatement Officer	1.00	1.00	1.00	114,706	114,706
Painter II	2.00	2.00	2.00	118,419	118,419
Painter Supervisor	1.00	1.00	1.00	65,494	65,494
Special Services Officer II	4.00	4.00	4.00	220,000	209,819
Special Services Officer II-NC	5.00	-	-	-	-
Special Projects Officer-Airport	1.00	1.00	1.00	128,061	128,061
Special Services Officer III	13.00	17.00	23.00	954,258	1,237,315

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Special Services Officer IV	4.00	5.00	5.00	338,234	341,736
Senior Accountant	1.00	1.00	1.00	90,939	90,939
Senior Civil Engineer	2.00	2.00	2.00	246,992	206,866
Superintendent-Airport Security	1.00	1.00	1.00	124,852	124,852
Superintendent-Facility Maintenance	-	1.00	1.00	72,366	72,366
Subtotal Salaries	120.00	116.00	126.04	7,445,011	7,873,054
Overtime	-	-	-	229,380	229,380
Fringe Benefits	-	-	-	4,430,347	4,859,798
Administrative Overhead	-	-	-	141,625	162,081
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	338,849	242,125
Total	**120.00**	**116.00**	**126.04**	**12,585,212**	**13,366,439**

Long Beach Gas & Oil



Robert Dowell - Director of Long Beach Gas & Oil

Tony Foster - Manager Business Operations Bureau

Steve Bateman - Manager, Engineering and Construction Bureau

Charles R. Tripp - Manager, Electric Generation Bureau (SERRF)

Edward Farrell - Manager, Gas Services Bureau

Kevin Tougas - Manager, Oil Operations Bureau

Department Overview

Mission:
To safely provide price-competitive natural gas utility services to residents and businesses, to commercially accept regional refuse for conversion into generated electrical power for resale, and to manage in an environmentally safe manner the City and State's onshore and offshore production of oil and natural gas to maximize production levels and revenues.

FY 17 Focus:
The Long Beach Gas & Oil Department (LBGO) consists of three significant enterprise operations: 1) a municipally-owned gas utility that is the fifth largest in the United States, supporting 146,000 customer accounts and maintaining 1,900 miles of pipeline; 2) the Southeast Resource Recovery Facility (SERRF) creating electricity from refuse, processing about 435,000 tons of solid waste in fiscal year 2016; and, 3) a major oil field operation that produces about 12 million barrels annually with an exemplary environmental safety record.

GAS – Since 2012, the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA), has required all natural gas distribution pipeline operators to implement a Distribution Integrity Management Plan (DIMP). DIMP requires LBGO to periodically perform risk assessments on its pipelines by identifying, ranking and mitigating risks. Through the DIMP process, LBGO identified four significant risks to the City's gas distribution pipeline system: 1) excavation damage caused by third parties; 2) accelerated corrosion damage to older pipelines in the system, 3) past pipeline installation practices; and 4) susceptibility of major pipeline damage in the event of a localized earthquake. These risks are being mitigated through LBGO's ongoing pipeline replacement program.

In FY 17, LBGO will continue to focus on updating PHMSA required regulatory compliance documents that support overall distribution and operation activities, including; the Distribution Integrity Management Plan (DIMP); the Operations and Maintenance Manual (O&M); the Operator Qualification Plan (OQ); the Damage Prevention Plan; the Public Awareness Program; and the Emergency Operations Plan. In addition to updating these documents, LBGO is implementing a new OQ program for all of its Gas Services, Pipeline Maintenance and Inspection personnel in advance of changes to federal regulatory requirements.

LBGO received City Council approval in June 2014 to move forward with the implementation of an Advanced Metering Infrastructure (AMI) system that will result in the deployment of 150,000 smart gas meters. The "Proof of Concept" phase of the project was completed in late FY 15 and deployment began in February 2016. The project is on schedule to be completed December 1, 2017. Upon completion of this project, the Gas Utility of the City of Long Beach is expected to reduce annual vehicle trips by 160,000 with a corresponding reduction in CO2 emissions of 400,000 pounds every year.

LBGO began the implementation of a Biofuel program to purchase a cleaner-burning renewable transportation fuel without any additional expense to customers. By purchasing and selling bio-gas, LBGO will help certain transportation fuel customers meet federal standards. LBGO is also looking to install a compressed natural gas (CNG) fueling station in the harbor to help reduce CO2 emissions from the transportation of goods to and from the Port of Long Beach and Los Angeles.

OIL - LBGO is the Unit Operator for the Wilmington Oil Field production activities, and holds various interests in smaller oil fields throughout the City. These operations are significant, with over 2,000 active wells. While the majority of net oil revenue goes to the State, Long Beach is anticipated to receive about $9.95 million in the Tidelands Operating Fund and $5.8 million in the Uplands Oil Fund in fiscal year 2017.

One of the difficulties in budgeting for oil operations is the fluctuating market price for a barrel of oil. The unstable prices have a tremendous impact not only on revenue but also on operational decisions and investments in future exploration. After a lengthy period of oil prices in the $100 per barrel range, the crude oil market pulled back dramatically in late 2014. For fiscal year 2017, LBGO budgeted the base oil price at $35 per barrel.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of feet of main pipeline replaced	79,032	60,000	30,000	45,000

As a result of the federally required Distribution Integrity Management Plan (DIMP) review, the rate of targeted pipeline replacement is a critical measure to ensure the operational integrity and overall safety of the 1,900 miles of gas pipeline infrastructure. Based on the DIMP review, and the deployment of the AMI project, the department has temporarily shifted the pipeline replacement focus to larger diameter "backbone" pipelines. Larger diameter pipe is more costly (per foot) to install but increases the reliability of the overall gas distribution system. This focus on larger diameter pipe replacement is expected to continue into FY 17.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection*
Number of barrels of oil produced (in millions)	12	12	12.3	11.2

The number of barrels of oil produced indicates the level of oil drilling activity for the year and the natural reservoir decline in oil production rate. *Unit operator only.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of tons of waste processed at SERRF	447,000	460,000	435,000	460,000

The measure indicates the amount of waste that was kept out of local landfills.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of gas emergency service calls completed	5,640	5,500	5,335	5,500

Emergency service calls are received and dispatched by the Gas Services Bureau which operates a 24/7 emergency dispatch center. Reported leak calls are dispatched immediately for response and action.

FY 16 Accomplishments

- Replaced approximately 30,000 feet of aging pre-1960 main pipeline (the pipeline that runs under streets) and 40,000 feet of service pipeline (pipeline that connects from the main pipeline to the customer's meter) in 2016.

- Replaced aging high-pressure mains on Orange Avenue and Butler in advance of Public Works street rehabilitation projects. Also, replaced aging high-pressure mains on Artesia Boulevard to improve gas system integrity.

- Reconstructed the gas interconnect with Southern California Gas Company at Terminal Island to facilitate construction of the Schulyer Heim Bridge Replacement. This project generated over $750,000 of gas CIP work which was funded by Caltrans. Reconstructed with Southern California Gas Company at Town Center to improve system integrity and delivery of natural gas throughout the system.

- Installed new main and services for two new compressed natural gas facilities, including a new station at the Fleet Services Bureau.

- Constructed four new pressure-regulating stations to ensure proper pressure operation throughout the system.

- Responded to 12,000 requests for locating and marking underground gas pipeline facilities to minimize damage to gas pipelines associated with excavations.

- Repaired 200 leaks on gas main and service pipelines.

- As part of LBGO's DIMP and, ongoing commitment to reducing pipeline damage and to ensure the safety to residents, LBGO continues a multi-year sewer line inspection program to identify and repair any gas service pipelines that may encroach upon customer-owned sewer laterals. In 2016, approximately 1,500 sewer lines were inspected.

- LBGO manages the City and State's oil and natural gas operations consisting of over 2,000 active wells producing about 33,000 barrels of oil and nearly 12 million cubic feet of gas per day. The operations drilled approximately 8 wells and ensured adequate water injection into the subsurface to manage subsidence. The subsidence management program maintained stable elevations as verified by results obtained from approximately 540 elevation benchmarks throughout the oil field.

- SERRF processed its 13 millionth ton of refuse since opening in July 1988. That equals about 5.9 million megawatts of electricity produced. On average, SERRF provides 222,000 megawatts of energy each year, enough to support 32,000 households or 65,500 electric vehicles.

- Energy Services helped 6,000 low-income customers receive discounted utility bills.

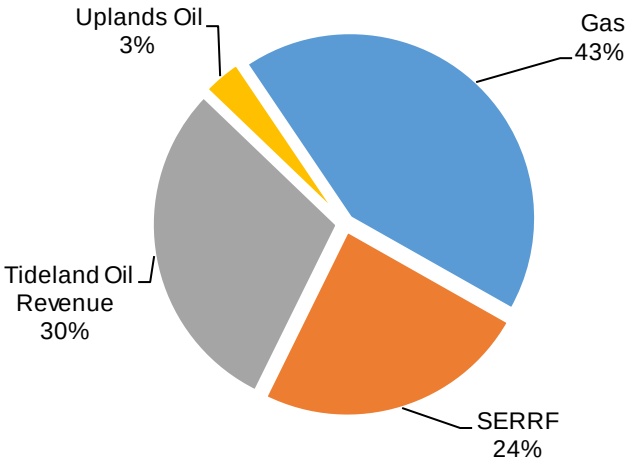
- Assisted 275,000 customer inquiries through the Utility Call Center with calls regarding gas, water, sewer and refuse services.

- Local supplies and favorable index pricing has allowed LBGO to maintain average residential gas bills that were lower than other Southern California gas utilities.

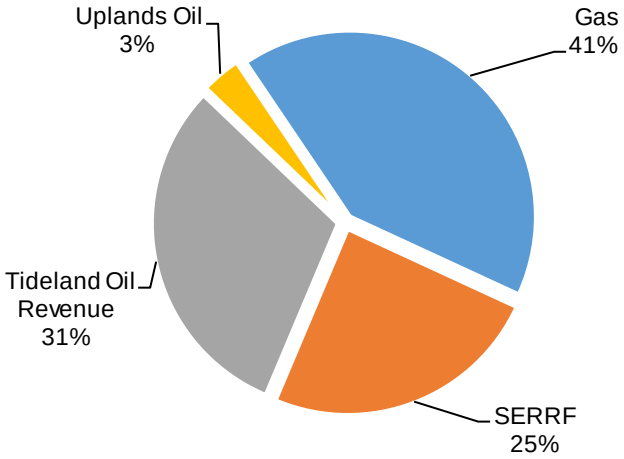
- LBGO estimates safely completing 117,591 gas and water customer service orders and responding to 5,417 gas emergency calls during and after regular business hours.

- In FY 16, the Department anticipates completing the installation, exchange and replacement of 2,964 older condemned gas meters with new AMI compatible meters.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
Gas	91,486,744		85,875,582		5,611,162
SERRF	51,715,036		50,833,156		881,880
Tideland Oil Revenue	64,100,959		63,989,839		111,120
Uplands Oil	7,276,260		7,094,773		181,487
Total	**214,578,999**		**207,793,350**		**6,785,649**

*Includes Transfer to Other Funds of $25,593,434

Summary of Proposed Changes*

Gas Fund	Impact	Positions
Reduce budget to represent Allowance for Transitional Vacancies anticipated in Gas operations.	$ (1,638,210)	-
Upgrade an Assistant Administrative Analyst II (.75 FTE) to an Administrative Analyst II (.75 FTE) to conduct personnel investigations and recruitment and upgrade two Construction Inspector I's to II's to support contract construction inspections.	$ 33,114	-
Add two half-time unclassified Clerk Typist IIIs to support the Call Center and Safety divisions.	$ 66,112	1.00

SERRF Fund	Impact	Positions
Increase revenue to align budget to reflect operational activity.	$ (3,896,000)	-
Adjust SERRF expense budget to reflect operational activity.	$ (191,000)	-

Tideland Oil Revenue Fund	Impact	Positions
Upgrade an Assistant Administrative Analyst II (.25 FTE) to an Administrative Analyst II (.25 FTE) to support personnel investigations and recruitment, reclassify a Petroleum Engineering Associate II to a Senior Surveyor and eliminate one Oil Field Guager II.	$ (109,341)	(1.00)

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Business Operations Bureau

Key Services:

1. **Human Resource Management and Safety Compliance**
   - Timecard Review/Approval/Entry/Correction
   - Bi-weekly Paycheck Dissemination
   - Coordination of Employee Benefits
   - Employee Wellness Programs
   - FMLA/Catastrophic Leave Coordination
   - Workers Compensation/Return-to-work
   - Disciplinary Investigations/Actions
   - Coordinate Required DOT pipeline Safety Training- Cal/OSHA
   - Monitor Mandatory Drug Testing Program
   - Accident Prevention/Ergonomic Evaluations/Training
2. **Financial Oversight and Budget Management**
   - Forecasting Revenue/Expenditures
   - Collect/Review/Coordinate Year-to-Year Budget Changes
   - Estimates to Close Input
   - Personnel Records/ Org Year-to-Year Changes
   - MOU Development/Review
   - Accounting for all Funds (Gas, Gas Prepay, Uplands, SERRF, SERRF JPA, TORF)
   - Payment Processing (Payables/Receivables)
   - Article 9 Recalculation/ Redistribution
   - Oil Revenue Distribution (State, City, Contractor, Working Interest Owners)
   - Asset Capitalization
   - Financial Statements and Management Reports
3. **Natural Gas Supply Management**
   - Gas Demand/Supply Analysis
   - Gas Procurement
   - Large Customer Support
   - Monthly Gas Rate Calculations and Fee Schedule
   - Gas Nominations/Curtailment
   - SoCal Gas Rate Case Monitoring
   - Energy Rebate Program
4. **LBGO Material & Supply Management**
   - Material/Supply Procurement
   - Material/Supply Distribution
   - Inventory Control
5. **Government Affairs / Public Information / Regulatory Compliance**
   - Website Update/Support
   - Public Records Act Request
   - Information Update/Tracking
   - AB32 Regulatory Compliance
   - Customer Communication
6. **Call Center Operations**
   - Receive/Respond to Customer Service Calls
   - Develop Customer Service Orders
   - Support Implementation of New CIS
   - Setting up New Accounts
   - Billing and Meter Reading
   - Closing Accounts/Final Billing
7. **Executive Leadership / Strategic Projects**
   - Inter-departmental coordination
   - New initiatives Oversight
   - Policy Development
   - Operational Coordination

FY 17 Funding Sources: Gas Fund 97%, Tideland Oil Revenue Fund 3%

Business Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	93,701,605	97,195,856	85,195,856
Expenditures	45,667,699	71,136,879	58,287,193
FTEs	46.37	59.17	60.17

*Amounts exclude all-years carryover.

Business Operations Bureau

Narrative:
The implementation of the California Global Warming Solutions Act of 2006 (AB 32) was extended to include the natural gas industry (including distributors such as LBGO). By regulation, LBGO is required to complete annual Green House Gas (GHG) emission reports. These reports are verified by a third party and are in accordance with AB 32's "Cap and Trade" provisions. The final program rules for natural gas distributors under the "Cap and Trade" provisions, which were adopted earlier this year by the California Air Resources Board, required LBGO to engage in purchasing carbon credits beginning in February 2015.

The June 2014 approval by the City Council of LBGO's Advanced Metering Infrastructure (AMI) initiative marked the beginning of full implementation which is estimated to take three-years. During FY 15, LBGO kicked-off the AMI "Proof of Concept" phase supporting full software installation/integration and the small scale testing (about 1,000 meters) of the system. After the successful completion of the "Proof of Concept" phase, the program moved to full implementation in February 2016. The project will install 150,000 smart gas meters across the City and is on schedule to be completed by December 1, 2017. AMI is the new industry standard as all major gas and electric utilities statewide including Southern California Edison, Southern California Gas Company, San Diego Gas and Electric, Pacific Gas and Electric, and numerous municipal utilities, such as the Los Angeles Department of Water and Power, have already replaced, or are in the process of replacing their manually read meters with Smart Meter systems. Long Beach will see the benefit of improved metering efficiency, improved customer information, reduced operational costs, and reduced carbon emissions once AMI is fully deployed.

LBGO will continue to outreach and market opportunities for converting to natural gas as a clean energy alternative. Projects include: working with the Aquarium of the Pacific to support installation of a fuel cell; construction of a compressed natural gas (CNG) fueling station in the harbor to support a clean-fuel alternative for transportation of goods in and out of the Ports of Long Beach and Los Angeles; and, support of a fuel cell project with prominent business in the port; implementation of a bio-gas purchase and distribution program supporting clean-fuel credits for transportation customers.

Engineering & Construction Bureau

Key Services:

1. **Gas Emergency Response (Pipeline)**
   - Emergency Response to leak calls from public
   - Leak Investigations
2. **Gas Pipeline Repair & Installation**
   - Alter gas pipelines in response to requests by customers
   - Replace sections of gas pipelines
   - Disconnect pipelines for building demolition
   - Maintain and repair gas pipelines
   - Install gas pipelines in response to customer requests
3. **Cathodic Protection**
   - Survey cathodic protections systems as required by PHMSA
   - Maintain cathodic protection system facilities
   - Construction cathodic protection systems
4. **Gas Pipeline Systems Regulatory Compliance and Safety Training**
   - Maintain Emergency Valves as required by PHMSA
   - Survey the gas system for leaks
   - Maintain district regulator stations as required by PHMSA
   - Review/upgrade/maintain PHMSA required plans
   - Train and test employees and contractors to PHMSA requirements
5. **Underground Service Alert Response**
   - Locate and mark underground gas pipelines prior to excavation by third parties
6. **Gas Construction Inspection and Project Management**
   - Inspect and coordinate LBGO and developer/contractor pipeline projects for compliance
   - Investigate requests by customers for new or changed gas service and meter requirements
   - Manage pipeline construction projects
7. **Gas System Engineering, Design & Records Maintenance**
   - Engineer and design gas pipelines on capital projects
   - Produce specifications, plans and cost estimates for capital pipeline construction projects
   - Produce drawings and acquire permits
   - Produce reports for PHMSA audit inspections
   - Maintaining and updating project work orders
   - Maintaining and updating GIS
8. **Gas Telemetry & Calibrations**
   - Maintain City Gate and Local Producer sites
   - Measurement Reporting
   - Instrument Calibrations
   - SCADA network maintenance
9. **LBGO Facility Maintenance**
   - Custodial
   - Electrical Work
   - Other general maintenance

FY 17 Funding Source: Gas Fund 100%

Engineering & Construction	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	9,870,313	10,301,612	8,301,612
Expenditures	21,730,208	23,891,747	22,243,064
FTEs	88.60	88.60	88.60

*Amounts exclude all-years carryover.

Narrative:
The U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) require that certain inspections and surveys be performed on all natural gas distribution systems. Surveys for gas pipeline leaks include business districts, hospitals, schools and churches, which must be checked annually and residential areas, of which 20 percent must be checked annually. In addition, inspections are required on all valves necessary for emergency operation, all corrosion control areas and all district regulator stations. LBGO accomplished all required surveys and inspections in FY 16. As part of a PHMSA required Damage Prevention Program, in FY 16, LBGO responded to over 12,000 requests for locating and marking City-owned underground gas pipelines.

LBGO continues to focus on pipeline replacement to ensure safe and efficient service delivery. During FY 16, about 30,000 feet of main pipelines were replaced, all of which were pre-1960 pipelines.

Electric Generation Bureau

Key Services:

1. **Waste-to-Energy Operations**
   - Facility Operations
   - Site inspection, daily contractor oversight
   - Permit and other regulatory expenses
   - Insurance
   - Facility bond repayment
2. **Narcotics Destruction**
   - Provide safe access to SERRF combustors
   - Scheduling
3. **SERRF Administration**
   - Regulatory Compliance management
   - Contract management
   - Budget preparation, tracking and forecasting
   - Public policy analysis
   - Refuse Marketing (ensuring sufficient refuse quantities)
   - Accounts Payable
   - Public outreach, Industry leadership

FY 17 Funding Source: SERRF Fund 100%

Electric Generation	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	46,881,213	47,819,036	51,715,036
Expenditures	45,274,480	51,015,390	50,833,156
FTEs	3.50	3.50	3.50

*Amounts exclude all-years carryover.

Narrative:
The Waste-to-Energy Program includes the operation of the Southeast Resource Recovery Facility (SERRF), which is a mass-burn waste-to-energy facility that incinerates residential and commercial refuse. A portion of the electricity generated is used to power SERRF (15 percent), while the remainder is sold to Southern California Edison (SCE). The facility helps keep Long Beach refuse rates competitive in the market and provides a positive alternative to the environmental impacts of sending waste to a landfill. As a public service, SERRF also works with federal, state, and local law enforcement agencies to destroy narcotics and drug-related paraphernalia. In FY 16, over 500,000 pounds of confiscated material was destroyed.

With the closure of the Puente Hills Landfill In November 2013, SERRF continues to experience a significant increase in operational costs. The waste ash generated by SERRF was previously used at the Puente Hills Landfill, with no disposal fee charged to SERRF. Now, it is necessary to haul waste ash to the El Sobrante Landfill and pay a disposal charge. This has resulted in an increase of approximately $6.0 million in operational expenses annually.

In anticipation of SERRF achieving 30 years of operation in December of 2018, staff is working now to address a number of milestones that will occur. For example, facilities bonds will be fully paid reducing operational costs, and the electrical generation contract between the City of Long Beach and Southern California Edison will end. Staff has begun the process of negotiating agreements with CALISO and Southern California Edison to sell power after the expiration of the current power purchase agreement. Staff has also pursued an aggressive policy to increase its private hauler refuse disposal fees to offset higher operational costs. Staff is also identifying operational agreements that take advantage of some newer green technologies in addressing the City's waste disposal needs. SERRF is a proven asset at providing environmentally sound solutions to the City's waste disposal, and with new solutions, it can continue well into the future.

Gas Services Bureau

Key Services:

1. **Customer Service**
   - Emergency Response
   - Meter Turn On and Off Orders
   - Pilot Lighting
   - Gas Appliance Service/Safety Inspection
   - Billing Related Service Orders
2. **Gas Metering and Regulation (and related activities)**
   - New Meter Installation
   - Meter Proving
   - Meter Maintenance and Painting
   - AMI Data Management and Reporting
   - AMI Meter Management and Installation
3. **Service Order Dispatching and System Control**
   - Prepare and Route Daily Work orders
   - Receive and Dispatch After Hours Emergency and Priority Service Calls
   - Pressure Monitoring and Gate Station Control
   - Monitor Gas Quality
   - Instrument Calibrations

FY 17 Funding Source: Gas Fund 100%

Gas Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	2,230,602	2,273,727	2,273,727
Expenditures	7,570,437	7,130,684	7,011,284
FTEs	61.22	61.22	61.22

*Amounts exclude all-years carryover.

Narrative:
With the completion of the Mobile Workforce Management implementation, non-payment turn-off and meter exchange orders have returned to normal levels and wait times for service appointments continue to decrease.

It is expected that decreasing wait times for service will be a significant benefit of a complete AMI implementation. Gas Services continues to allocate additional resources to meet demands of the AMI implementation schedule. Both residential and commercial meter exchanges performed by Gas Services employees will increase during implementation.

Oil Operations Bureau

Key Services:

1. **Subsidence Mitigation**
   - Conduct field wide elevation surveys at least twice a year
   - Prepare elevation maps and annual elevation report to City Council
   - Prepare annual budget for State land Commission approval
   - Continuous elevation monitoring via GPS system
   - Set voidage balancing guidelines and continuously monitor for compliance
   - Meetings with field contractor
2. **Oil Spill Prevention and Response**
   - Ensure oil field environmental regulatory compliance
   - Oil field inspections
   - Participate in audits
   - Facility project approval
   - Review maintenance programs and capital investments
   - Oil well and pipeline abandonment
3. **Oil Field Planning and Contract Management**
   - Calculate abandonment liability
   - Coordinate with POLB on port development impacts to oil operations
   - Oil sale measurement and quality verification
   - Oil field procurement approval
   - Working interest owner support
   - Long Beach Unit annual plan and program plan
   - Estimate of oil operations and City budget
4. **Optimization of Oil and Gas Production**
   - Reservoir management
   - Oil field life planning
   - Conduct engineering reviews of proposed drilling and investment well work
   - Economic investment justification approval

FY 17 Funding Sources: Tideland Oil Revenue Fund 90%, Uplands Oil Fund 10%

Oil Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	114,393,501	168,513,925	67,092,768
Expenditures	127,053,629	171,503,234	69,418,653
FTEs	19.50	19.50	18.50

*Amounts exclude all-years carryover.

Narrative:

The oil assets managed by LBGO continue to provide for a viable transfer of revenue to the Tidelands Operating Fund and the Uplands Oil Fund. The FY 17 budget is based on an average oil price of $35 per barrel.

The FY 17 budget supports a transfer of $9.95 million to the City's Tidelands Operating Fund as its proportionate share in the profits from the Wilmington Oil Field operations; and, an anticipated transfer of $5.8 million from the Uplands Oil Fund to the General Fund from the City's oil interests' profits as well as the administrative fee earned as Unit Operator.

The Oil Operations Bureau proposes a continuation of the current funding level. These total resources will allow the operation to manage over 2,300 wells in the Wilmington field, direct the drilling of approximately 24 new wells, survey 540 benchmarks, ensure the injection of more water into the reservoir than the total fluids produced, and produce approximately 12 million barrels of oil. The proposed funding will continue to allow LBGO to manage the performance of the City and State's onshore and offshore oil and natural gas operations in a manner to protect the environment and avoid subsidence, while strengthening the oil fields fiscal sustainability.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	119,343,158	173,254,797	173,254,797	71,833,640
Revenue from Other Agencies	-	-	-	-
Charges for Services	119,054,094	138,345,620	138,345,620	128,113,620
Other Revenues	1,383,491	1,239,824	1,239,824	1,239,824
Interfund Services - Charges	9,296,490	13,263,915	13,263,915	13,391,915
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	18,000,000	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	267,077,233	326,104,156	326,104,156	214,578,999
Expenditures:				
Salaries, Wages and Benefits	21,985,859	26,801,795	25,163,585	25,585,741
Overtime	405,126	360,884	360,884	360,884
Materials, Supplies and Services	159,004,048	252,972,363	254,026,233	145,023,960
Internal Support	5,609,476	7,843,492	7,843,492	7,735,175
Capital Purchases	770,088	2,188,455	1,488,455	1,488,455
Debt Service	2,628,803	2,096,532	2,096,532	2,005,701
Transfers to Other Funds	56,893,054	32,854,161	33,698,754	25,593,434
Total Expenditures	247,296,454	325,117,682	324,677,935	207,793,350
Personnel (Full-time Equivalents)	219.19	231.99	231.99	231.99

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Long Beach Gas and Oil	1.00	1.00	1.00	224,790	224,790
Accountant	1.00	1.00	1.00	52,258	52,258
Accountant II	2.00	2.00	2.00	144,703	144,703
Accountant III	2.00	2.00	2.00	164,125	164,125
Accounting Clerk III	1.00	1.00	1.00	50,976	50,976
Accounting Technician	0.50	0.50	0.50	23,083	23,083
Administrative Analyst I	1.00	-	-	-	-
Administrative Analyst II	-	1.00	2.00	68,851	154,100
Administrative Analyst III	1.00	1.00	1.00	91,983	90,939
Administrative Officer	1.00	1.00	1.00	116,934	108,044
Assistant Adminstrative Analyst II	2.00	2.00	1.00	139,902	60,423
Civil Engineering Associate	1.00	1.00	1.00	95,764	95,764
Clerk Typist III	3.00	3.00	4.00	149,269	188,750
Construction Inspector I	4.00	4.00	2.00	320,124	168,414
Construction Inspector II	4.00	4.00	6.00	353,331	555,053
Customer Service Representative III	16.00	25.00	25.00	1,177,018	1,152,699
Customer Service Representative II-NC	2.87	3.67	3.67	134,736	145,509
Customer Service Supervisor II	2.00	4.00	4.00	274,071	274,071
Customer Service Supervisor III	-	1.00	1.00	82,063	72,351
Customer Services Officer	1.00	1.00	1.00	85,641	85,641
Department Safety Officer	1.00	1.00	1.00	91,763	91,763
Division Engineer-Oil Properties	3.00	3.00	3.00	477,331	477,331
Electrician	1.00	1.00	1.00	65,494	65,494
Engineering Aide III-NC	1.60	1.60	1.60	67,141	67,144
Engineering Technician I	2.00	2.00	2.00	108,007	111,717
Engineering Technician II	4.00	4.00	4.00	288,383	273,211
Executive Secretary	1.00	1.00	1.00	66,943	66,943
Financial Services Officer	1.00	1.00	1.00	107,165	107,165
Gas Construction Worker II	22.00	22.00	22.00	1,303,771	1,238,465
Gas Construction Worker III	10.00	10.00	10.00	670,833	670,832
Gas Distribution Supervisor I	4.00	4.00	4.00	321,393	317,064
Gas Distribution Supervisor II	3.00	3.00	3.00	267,103	267,103

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Gas Field Service Representative I - NC	3.22	3.22	3.22	126,665	126,671
Gas Field Service Representative II	35.00	35.00	35.00	2,058,105	2,047,173
Gas Field Service Representative III	14.00	14.00	14.00	930,125	904,755
Gas Instrument Technician II	2.00	2.00	2.00	134,980	134,980
Gas Maintenance Supervisor I	8.00	8.00	8.00	630,985	641,543
Gas Maintenance Supervisor II	3.00	3.00	3.00	266,686	267,103
Gas Pipeline Compliance Officer	-	1.00	1.00	114,545	113,000
Gas Pipeline Welder	5.00	5.00	5.00	382,177	382,177
Gas Supply & Business Officer	1.00	1.00	1.00	112,021	112,021
General Maintenance Supervisor II	1.00	1.00	1.00	67,161	67,161
Geologist II	1.00	1.00	1.00	148,083	148,083
Maintenance Assistant I	1.00	1.00	1.00	38,528	38,528
Maintenance Assistant II	1.00	1.00	1.00	42,482	42,482
Mechanical Eng Associate	1.00	1.00	1.00	83,321	84,575
Mechanical Engineer	2.00	2.00	2.00	228,548	228,548
Manager-Business Operations	1.00	1.00	1.00	161,680	161,680
Manager-Electric Generation	1.00	1.00	1.00	155,583	155,583
Manager-Engineering and Construction	1.00	1.00	1.00	144,358	144,358
Manager-Gas Services	1.00	1.00	1.00	122,977	122,977
Manager-Oil Operations	1.00	1.00	1.00	167,982	167,982
Oil Field Gauger II	1.00	1.00	-	63,684	-
Payroll/Personnel Assistant II	1.00	1.00	1.00	48,573	49,617
Payroll/Personnel Assistant III	1.00	1.00	1.00	53,524	53,524
Petroleum Engineer Associate II	2.00	2.00	1.00	187,472	114,533
Petroleum Operations Coordinator I	5.00	5.00	5.00	568,752	596,570
Petroleum Engineer I	1.00	1.00	1.00	127,191	109,234
Petroleum Engineer II	4.00	4.00	4.00	560,468	565,079
Principal Construction Inspector	1.00	1.00	1.00	100,103	104,279
Secretary	4.00	4.00	4.00	208,992	208,992
SERRF Operations Officer	1.00	1.00	1.00	111,819	111,819
Senior Accountant	1.00	1.00	1.00	90,939	90,939
Senior Equipment Operator	5.00	5.00	5.00	357,184	361,485
Senior Mechanical Engineer	2.00	1.00	1.00	126,495	126,495

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Senior Surveyor	-	-	1.00	-	82,590
Stock & Receiving Clerk	1.00	1.00	1.00	38,206	34,899
Storekeeper I	1.00	1.00	1.00	39,474	48,573
Storekeeper II	1.00	1.00	1.00	50,753	53,361
Superintendent-Engineering	1.00	1.00	1.00	139,145	139,145
Superintendent-Operations	1.00	1.00	1.00	109,977	109,977
Superintendent-Pipeline Const and Maint	1.00	1.00	1.00	106,492	106,492
Supervisor-Stores and Property	1.00	1.00	1.00	63,809	63,809
Subtotal Salaries	219.19	231.99	231.99	16,854,993	16,788,720
Overtime	-	-	-	360,884	360,884
Fringe Benefits	-	-	-	9,016,484	9,479,710
Administrative Overhead	-	-	-	320,680	345,885
Attrition/Salary Savings	-	-	-	-	(1,638,210)
Expenditure Transfer	-	-	-	609,637	609,637
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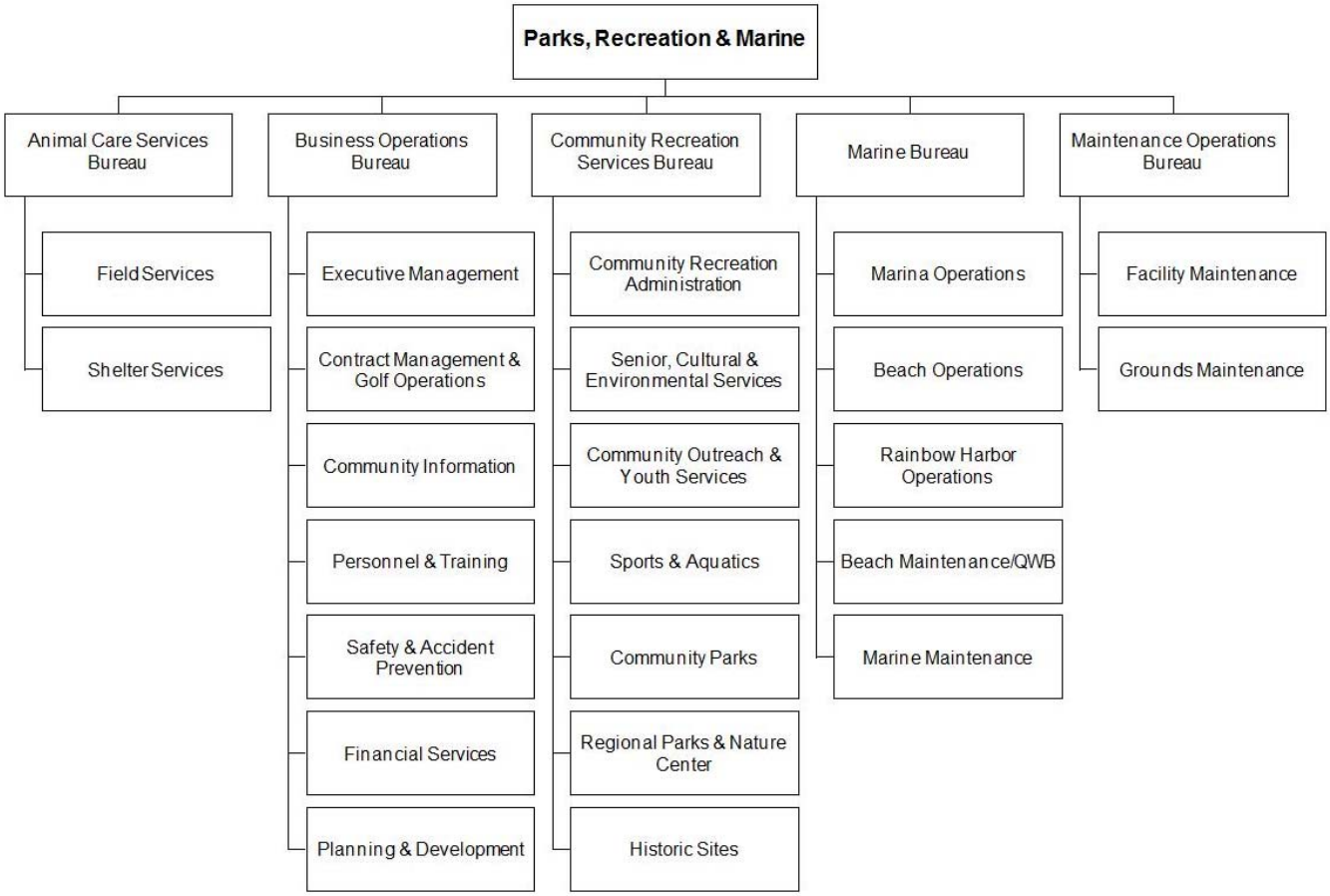
Total	**219.19**	**231.99**	**231.99**	**27,162,679**	**25,946,625**

Parks, Recreation and Marine



Marie Knight, Director

Ted Stevens, Manager, Animal Care Services Bureau

Stephen P. Scott, Manager, Business Operations Bureau

Gladys Kaiser, Manager, Community Recreation Services Bureau

Hurley Owens, Manager, Maintenance Operations Bureau

Elvira Hallinan, Manager, Marine Bureau

Department Overview

Mission:
To provide leisure programs and services through people, places and partnerships to residents and visitors, which enhance neighborhoods and improve quality of life in Long Beach.

Core Services:
- Provide for quality maintenance of parks, facilities, open space, and beaches
- Continue implementation of the City's Open Space Plan
- Provide recreational opportunities to meet the diverse needs of the community
- Ensure marinas are fiscally sound and meet boat owner and community needs
- Provide for public safety and the humane treatment of animals

FY 17 Focus:
In FY 17, the Department will continue its commitment to provide the very best service to the community in all areas, and continue to develop its strong relationship with the residents of Long Beach. The Department is a four-time winner of the Class One National Gold Medal award for Excellence in Parks and Recreation Management—presented by the National Recreation and Park Association-- in recognition of demonstrated excellence in long-range planning, environmental stewardship, quality staff, beautiful parks, and innovative recreation programs.

The Department has worked with staff, the community, and the Parks and Recreation Commission to identify key service priorities to guide decisions about future investments. The FY 17 budget reflects the following departmental priorities:

1. Safe and clean parks, facilities, marinas, and beaches.
2. Recreation and enrichment programs that promote public safety and healthy communities.
3. Identifying new and sustainable models for service delivery.
4. Developing recreational space and providing access for recreational opportunities.
5. Serve, protect and shelter homeless companion animals, place animals into humane environments, promote responsible pet ownership and reduce animal overpopulation.
6. Promote boating lifestyle through professional and friendly customer service and aquatics facilities

The number one priority of the Department is to preserve safe and clean parks and facilities for residents and visitors. The resources provided in this year's budget will enable the Department to maintain its focus on achieving the priorities noted above. The Department will continue to be strategic, entrepreneurial, and innovative in order to maximize revenue opportunities; reduce General Fund subsidies; and establish a more sustainable financial model. The Department will utilize available one-time resources to make strategic investments in our aging infrastructure to provide patrons a safe and enjoyable experience in all of our programs and at all of our facilities. Additionally, there will be continued investment in technology and training to maximize the efficiency of staff, improve collections of revenue owed the Department, and provide excellent customer service.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
After School programming participation for Youth and Teens	849,000	875,000	877,000	885,000

Free After School programs for youth and teens are provided for participants at 26 parks throughout the City. Program provides participants the opportunity to engage in recreation and enrichment programs that are provided in a safe environment by trained staff.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Live Release Rate (percentage of animals adopted or returned to owners)	64.0%	65.0%	70.0%	75.0%

On a day-to-day basis, the goal of Animal Care Services is to safely return animals to their owners or find new homes for animals that have been abandoned or surrendered. Approximately 9,000 live animals are impounded at the Shelter each year. Through a number of strategic investments in technology, veterinary care, adoption outreach, and training over the past five years, the Live Release Rate for impounded animals has improved significantly, from 35.5 percent in FY 07 to a projected 75 percent in FY 17.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Water Usage for Parks and Street Medians (Gallons)	604 million	555 million	594 million	603 million

The price of water for irrigating parks and street medians has increased over 58 percent since FY 07. Over that period, the number of acres that the Department is responsible for maintaining has also increased as a result of new park lands and street medians. As a result of one-time funding made available from FY 14 to FY 17, the Department is making strategic investments to help modernize antiquated park irrigation systems, while also identifying opportunities to conserve water usage through conversion to drought tolerant landscaping such as on street medians, and installation of synthetic turf athletic fields. These efforts should help the Department mitigate the rising cost of water and negative impact (increase in irrigation needs) resulting from the drought conditions that continue to plague California, placing a strain on the Department's water budget over the last several years.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Marina Slips Occupancy Rate	95%	95%	85%	88%

The Long Beach Marina System is comprised of Rainbow Harbor, a commercial harbor and three recreational marinas, Shoreline, Rainbow, and Alamitos Bay. The Alamitos Bay Marina has been under construction since FY 12. Upon completion in FY 18, the City will be able to provide 3,337 recreational boating slips. Historically, the average occupancy rate throughout the year was 98 percent. The estimated decrease in FY 16 and FY 17 is attributed to adjustments in available inventory due to the reconstruction of Basins 2 and 3, a large portion of the slips in the Alamitos Bay Marina.

FY 16 Accomplishments

Awards and Recognitions

Rated as one of the top 25 best park systems in the country by The Trust for Public Lands 2016 ParkScore® Index. The Index rates park systems in the U.S. with Long Beach at 22 this year nationwide based on access to parks, their size, park budget and availability of specific park amenities.

Grants and Capital Improvements

Broke ground on the DeForest Park Wetlands project to develop 39 acres of wetlands along the Los Angeles River, providing miles of new recreational trails, wetlands restoration, and interpretative signage focusing on the historical ecology of the region.

Received the following outside funding for improvements, programming and services:

- Long Beach Unified School District provided free, summer recreational swimming for youth ages 5 to 17 at all pools operated by the Department the summer of 2016, including the Belmont, King, and Silverado Pools, along with Millikan, Jordan and Cabrillo High School Pools.
- Timmons Subaru of Long Beach as a part of their "Share the Love" Program contributed to ACS to support the emergency medical needs of shelter animals and spay and neuter programs.
- Signal Hill Petroleum provided the 11th year of Movies in the Park at 30 park sites.
- Greensfield Playground Equipment provided resources to support the Chavez Park Fitness Zone.
- Molina Healthcare Inc. donated new running shoes to over 150 youth in the Junior Beach Runners Program.
- Summer Food Service Program Grant provided for over 112,000 meals at 32 sites.
- Significant donations made a new veterinary clinic building and open cattery room possible.
- Added a 6th week of Municipal Band concerts resulting from enhanced community fundraising.

Renovated Long View Point at Willow Springs Park, including a new walking labyrinth, vista seating areas, and resurfaced watershed map.

Construction completed at Gumbiner Park, a new .85 acres of park space in a former street, featuring a skate park, playground, seating areas, and walking path.

Opened the new Dog Zone at the junction of Linden Drive and Seaside Way. The .45-acre Dog Zone is a joint effort of the Ocean Residents Community Association, Downtown Long Beach Associates, the Office of Vice Mayor Suja Lowenthal, the Long Beach Convention Center, and the Department to add a dog park to this area.

Installed new bike repair ("Fix-it") and hydration stations to improve Long Beach "Liveability". The "Fixit" stations include tools to perform basic bike maintenance and are located in El Dorado West, Bixby Knolls, El Dorado East Regional, Heartwell, Admiral Kidd, MacArthur, 14th Street, and Houghton Parks, along with Chittick Field.

Installed a new play structure at Livingston, Promenade Square Park, and Locust Tot Lots. The Promenade Tot Lot will be the first in the downtown area.

Completed improvement projects at the following locations:

- Homeland Cultural Center renovations, and a new playground at MacArthur Park
- Fitness Zones at Houghton Park and Cesar E. Chavez Park
- Newly refurbished sand volleyball court at Recreation Park
- Martin Luther King, Jr. Park Community Center and pool facility improvements
- Seaside Park picnic area sunshades
- Improvements to 14th Street Park Playground and turf areas
- Freestanding restroom projects at Bixby, Recreation, and DeForest Parks along with the El Dorado Nature Center
- Grace Park outdoor lighting
- Oleander plants converted to drought tolerant in the Paramount Boulevard medians
- Laser graded Cherry Park sports field
- Started the conversion of 300,000 acres of street medians from turf to mulch

FY 16 Accomplishments

Hosted six community meetings to gain input regarding priorities for future park development and rehabilitation projects for inclusion in the Los Angeles County Comprehensive Parks Needs Assessment.

Began construction of the 8.75 acre Drake/Chavez Greenbelt project, providing a new recreation trail, synthetic turf sports field, and a natural turf multi-use field. This project continues implementation of the Master Plan, creating a 57-acre greenbelt along the lower Los Angeles River.

Partnered with California State University, Long Beach students for graphic design services for both the Recreation Park Band Shell and Willow Springs Deport renovation projects.

Programs and Services:
Provided new healthy living opportunities at Caesar E. Chavez and Houghton Parks with the addition of new outdoor fitness equipment. These “Fitness Zones” are free, easy to use, outside gyms with ADA accessible equipment that encourage residents to participate in outdoor recreation and exercise.

Long Beach Animal Care Services repurposed Long Beach City Hall as “Kitty Hall” once again, to encourage shelter cat adoptions and promote awareness of Long Beach Animal Care Services through this unique and popular event.

Published a new and improved coyote management plan focused on public education, enforcement and tiered level of response, along with a new web based geographical mapping system providing detailed information and location of coyote activity within the city.

Continued to provide residents access to recreation classes and programs right at their fingertips through ActiveNet online registration. Summer Day Camps continued to be very popular, with the Music and Arts Specialty Day Camp at Whaley Park filling up in a record seven minutes.

Started a trial of FootGolf at the Recreation Park 9-Hole Golf Course, a hybrid of golf and soccer increasing in popularity in the U.S. Like golf, players try to get the ball in the cup with as few kicks as possible.

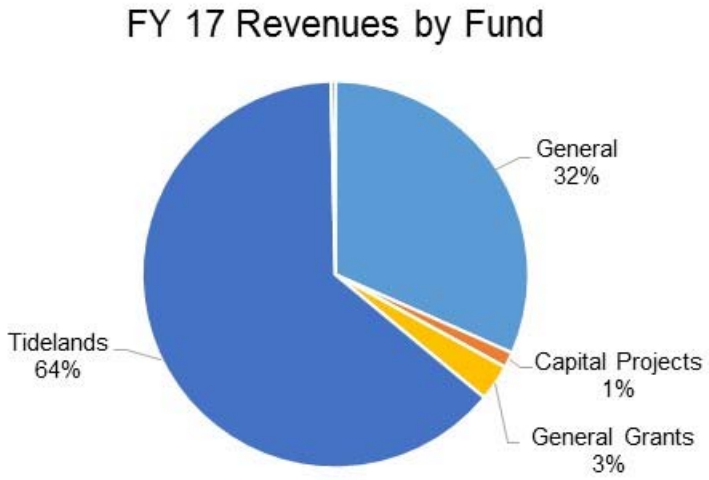
Participated in the annual “Beach Streets” event with a fair at Bixby Park including healthy, active-living programs, and the Homeland Cultural Center led a breakdance workshop on 4th St’s Retro Row.

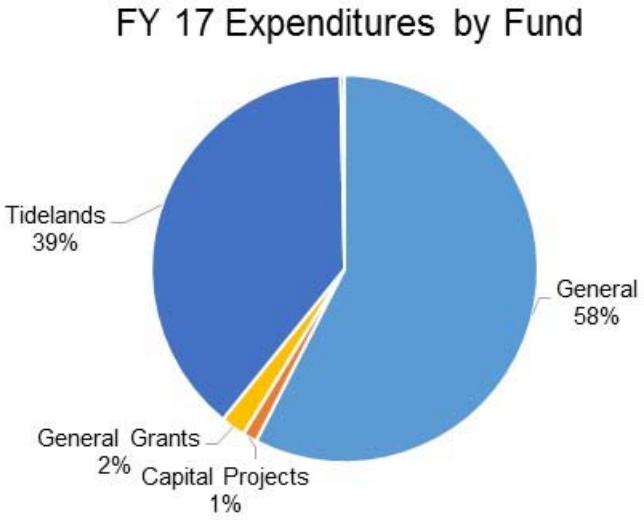
Kicked off the “100 Days of Summer” with an 80/90’s-themed concert in front of a jubilant crowd at Marine Stadium. This partnership with the Convention and Visitor’s Bureau promotes opportunities to “stay and play” in Long Beach throughout the summer months.

Updated Long Beach Older Adult Strategic Plan with Health and Human Services to detail actions to equitably deliver services to and engage the older adults, with a priority on underserved populations.

Homeland Cultural Center Dance Fest 2016 showcased groups from Homeland Cultural Center at the Scottish Rite Event Center. Performers included African drum and dance, Aztec dance, Cambodian dance and martial arts, Micronesian music and dance, pop-locking, hip-hop and Hmong traditional arts.

Continued the BE S.A.F.E. Program by keeping parks open late for classes, sports, games, tournaments, recreation and fitness activities at Admiral Kidd, Drake, Houghton, M. L. King Jr., Seaside, Scherer, and Silverado Parks. Be S.A.F.E. brings the community together and works to reduce crime.





Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	12,055,262		32,526,369		(20,471,107)
Capital Projects	500,000		669,741		(169,741)
Debt Service	-		10,576		(10,576)
General Grants	1,159,413		1,159,413		-
Tidelands	24,248,343		21,932,727		2,315,616
Special Advertising & Promotion	140,000		187,088		(47,088)
Total	**38,103,018**		**56,485,913**		**(18,382,895)**

Summary of Proposed Changes*

GENERAL FUND	Impact	Positions
Add staffing to ensure full coverage for the El Dorado Gate Attendant booths, offset by revenue.	-	1.00
Increase budget for maintenance costs for park enhancements provided through Council District funding.	100,000	-
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	(9,808)	(1.16)
Reduce Silverado and Veterans Parks Day Camp budget to align with historical participation. This will have no operational impact.	(55,169)	(1.87)
Restructure Sports Field Permit Program by reassigning duties and reducing non-career Recreation Assistant hours.	(50,045)	(1.53)
Reallocate staff costs and add an Administrative Aide II to support parks-related capital projects and grants.	(4,987)	0.25
Restructure the Department's document delivery process to create efficiency and maximizing technology resources. Current courier service will be reduced from five days a week to two days.	(58,326)	(0.60)
Restructure Long Beach Senior Center supervision to create efficiency. Reduce Recreation Assistant hours and redistribute responsibilities.	(81,024)	(1.00)
Reduce mowing frequency during the winter at City parks and use reclaimed water at park lakes.	(90,000)	-
Restructure budget for property maintenance, including reducing park facility maintenance contract services and administrative budget.	(47,287)	-
Eliminate the summer season of youth sports at approximately half of the program sites. Historically summer is the most underutilized season for youth sports.	(55,746)	(2.25)
Reallocate funding of Los Cerritos Wetlands Stewardship contract to reflect actual operations.	(24,480)	-
One-time funding for department needs including equipment for the improvement of community center floor care, park plumbing services and the transition to multi-year pet licenses.	60,000	-

CAPITAL PROJECTS FUND	Impact	Positions
Reallocate staff costs and add an Administrative Aide II to support parks-related capital projects and grants.	164,397	1.30

Summary of Proposed Changes*

TIDELANDS OPERATING FUND	Impact	Positions
Reduce the power budget for the Belmont Pool Complex to reflect actual costs.	(98,900)	-
Reduce the materials and supplies budget in the navigational aides program.	(25,000)	-
Reduces materials and supplies budget for grounds landscape repairs in the Tidelands areas.	(10,000)	-
Reallocate staff costs and add an Administrative Aide II to support parks-related capital projects and grants.	(3,980)	(0.05)
Increase funds for water and irrigation at Tidelands area facilities.	66,497	-
Increase budget to reflect costs for the Los Cerritos Wetland Stewardship contract. Stewardship services are provided at the Golden Shore Marine Biological Reserve, Jack Dunster Marine Biological Reserve, Colorado Lagoon Marine Stadium and Bluff Park Slope.	159,060	-
Increase revenue from Tidelands operations to reflect actual revenue received.	(90,000)	
One-time funding to purchase a Scrubber/Sweeper for the Belmont Pier.	84,719	-

MARINA FUND	Impact	Positions
Reallocate staff costs and add an Administrative Aide II to support parks-related capital projects and grants.	(74,060)	(0.50)

RAINBOW HARBOR AREA FUND	Impact	Positions
Increase budget for the City Light & Power contract for the operation and maintenance of streetlights in the Tidelands area.	19,931	-

*For ease of review, reallocation of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Animal Care Services Bureau

Key Services:

1. **Animal Medical Care**
   - Preventative Care & Exams
   - Emergency Care & Surgeries
   - Euthanasia
2. **Shelter Operations**
   - Admissions
   - Kennel Maintenance, Cleaning, Feeding
   - Adoptions
   - Customer Service Call Center
   - Marketing & Outreach
   - Volunteer Oversight
3. **Field Services**
   - Code Enforcement
   - Bite Investigations
   - Public Safety (Stray & DOA)
   - Rabies Enforcement (Quarantines)
4. **Investigations**
   - Breeding & Transfer Permit Enforcement
   - Cruelty Investigations
   - Barking Investigations
5. **Licensing**
   - License Processing
   - Field Canvassing

FY 17 Funding Sources: General Fund 98%, Tidelands Fund 2%

Animal Care Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	2,103,838	2,265,789	2,040,626
Expenditures	4,705,647	4,668,956	4,802,761
FTEs	49.71	50.38	49.87

*Amounts exclude all-years carryover.

Narrative:

The vision of the Animal Care Services Bureau (ACS) is to make Long Beach the safest large city for people and animals. This is measured by the Live Release Rate, the percentage of animals impounded at the Shelter that are returned to their owner, rescued, adopted, or returned to their habitat; and by the percentage of owned animals that have been vaccinated and licensed – called Licensing Compliance.

ACS promotes public safety and the humane treatment of animals through emergency response to animal-related incidents 24-hours a day, 7-days a week. Animal Control Officers complete over 27,000 calls for service and investigate over 1,000 formal complaints each year. Field operations also provide enforcement of the Long Beach Municipal Code through rabies quarantine, license inspections, citations and the protection of wildlife**.** Additionally, on a daily basis, the Bureau assists over 100 customers at the front counter and more than 250 calls are handled through the phones.

In FY 16, the Live Release Rate again improved to an all-time high due to continued investments in Shelter Operations, outreach and marketing, on-site state licensed Veterinarians and Registered Veterinary Technicians, and the Behavior and Rehoming Team. The Bureau is also achieving record lows for live impounds thanks to continued investments in spay and neuter vouchers and the implementation of mandatory spay and neutering of dogs. On average, up to 25 new animals are impounded daily at the Shelter, and after an initial evaluation, may require vaccinations, emergency medical care, and daily check-ups thereafter to keep the animals healthy and ready for adoption. These efforts have improved the quality of veterinary care to prepare them for return to owner or adoption into new households, and have helped to identify placements through rescue groups. As a result, more than 85 percent of dogs are expected to be placed or returned to owners in FY 17.

In FY 17, ACS will provide more options for its customers and further support the health of the City's pet population through licensing efforts by offering multi-year pet licenses. One-time resources in the amount of $10,000 will provide for educational materials to ensure residents are aware of this customer service initiative and to update all of the necessary materials.

Business Operations Bureau

Key Services:

1. **Financial Services**
   - Budget Management
   - Accounting and Purchasing
2. **Payroll/Personnel**
   - Payroll and Personnel
   - Absence Management
3. **Safety**
   - Inspections and Reporting
   - Training
4. **Community Information**
   - Communications
   - Design and Reprographics
5. **Contract Administration**
   - Golf Course Management
   - Grant Management
   - Contracts Administration
6. **Executive Administration**
   - City Council Administration
   - Parks & Rec Commission
   - Administrative Services
7. **Planning**
   - Project Identification and Management
   - Community Outreach
   - Concept Development
   - Secure Funding
   - Project Management
8. **Development**
   - Secure Funding
   - Inter-departmental Coordination
   - Project Oversight
   - Development Administration

FY 17 Funding Sources: General Fund 65%, Tidelands Fund 32%, Capital Projects Fund 3%

Business Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	6,227,766	6,315,749	6,312,799
Expenditures	4,442,185	5,117,592	5,232,125
FTEs	28.50	29.50	29.90

*Amounts exclude all-years carryover.

Narrative:

The National Recreation and Park Association has honored PRM, as “Best in the Nation,” four previous times over the past two decades. In an effort to continue that success, the Business Operations Bureau is committed to making the Department the “Best Run” in the nation by providing industry-leading services to its internal customers.

With over 800 employees and an operating budget that exceeds $50 million, PRM is one of the largest and most visible departments in the City. Business Operations annually handles approximately over 50,000 timecards; 25,000 paychecks; 2,500 deposit receipts; 2,000 purchase orders; 10,000 invoices; 500 personnel transactions; 250 contracts, including the golf operations lease; and well over 700,000 potential customer contacts that drive participation and help promote revenue-generating activities.

The Bureau’s FY 17 Budget is structured for the continued provision of these core services. Business Operations will maintain its focus on technology, training, internal controls and safety to further maximize the efficiency and effectiveness of departmental staff, and seek cost recovery for services provided to other departments. In FY 17, the Department is leveraging new technology to help streamline the delivery of documents across our parks and facilities system-wide. The Bureau will also be responsible for coordinating the rehabilitation and development efforts funded by the new tax measure.

The Bureau continues to maximize revenue opportunities to fund core services, reduce General Fund subsidies, and establish a more sustainable financial model for the future. This includes efforts to achieve full cost recovery from more than 250 leases and agreements, implementing the sponsorship policy, and expanding revenue-generating advertising and promotion programs. It also includes the pursuit of non-City funding sources, such as grants and public/private partnerships. In FY 17, staff costs have been reallocated and a new position added to not only provide for additional grant and parks-related capital projects, but to achieve a small efficiency savings.

Community Recreation Services Bureau

Key Services:

1. **Senior, Cultural and Specialty Programs**
   - Contract Classes
   - Registration/Reservation
   - Senior Center Programming
   - Family Entertainment (Muni-Band & Concerts in the Park)
   - Cultural Programming

2. **Community Park Programs**
   - Youth, Teen and Senior Programs
   - Gym Programs
   - Youth Sports
   - Adaptive Programs
   - Day Camps

3. **Community Outreach and Youth Services**
   - Commission on Youth and Children
   - Summer Food Service Program
   - WRAP - School Based Programs

4. **Sports and Aquatics**
   - Sports Field Permits
   - Adult Sports
   - Aquatic Programs

5. **Regional Park and Nature Center**
   - Regional Park
   - Nature Center

FY 17 Funding Sources: General Fund 79%, Tidelands Operations Fund 13%, General Grants Fund 7%, Special Advertising and Promotions Fund 1%

Community Recreation Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	7,611,276	7,198,404	6,471,042
Expenditures	17,061,217	17,159,782	16,349,851
FTEs	218.50	209.62	199.46

*Amounts exclude all-years carryover.

Narrative:

The Community Recreation Services Bureau programs 26 parks, El Dorado East Regional Park, El Dorado Nature Center, Long Beach Senior Center, 4 gyms, 4 City pools, 3 school pools in the summer, and Leeway Sailing Center. In FY 16, there were approximately 850,000 Youth and Teen program visits, 265,000 Youth and Adult Sports program visits, 510,000 Senior programs visits, 210,000 Aquatic programs visits, 250,000 Nature Center visitors, 320,000 vehicles entered El Dorado Regional Park, 40,000 Contract Class registrations, 1500 Field Permits issued for more than 122,000 hours of field use, 25,000 Homeland visits, 2,600 picnic permits, and 900 community center reservations.

Studies have proven that recreation programming for youth and teens is an effective tool to reduce youth violence, provide for a positive alternative to gang involvement, and develop higher self-esteem. Currently, Youth and Teen Programs provide a wide variety of directed and self-directed recreation opportunities, including youth sports, aquatics, day camps, after-school centers at parks and schools, supervised summer programs, winter and spring break supervised programs, a summer food lunch program and teen center programs. These programs provide for safe and enriching environments fostering growth, encourage fitness and an active lifestyle, and formulate positive engagement in the community. In FY 17, one-time resources to continue to provide the BE S.A.F.E. Program at the following sites has been allocated: Admiral Kidd, Drake, Houghton, Martin Luther King, Jr., Scherer, Seaside and Silverado Parks.

Seniors make up the largest segment of the Long Beach population with distinctive programming needs all their own. Senior Programs provide a wide variety of directed and self-directed recreational and enrichment opportunities structured to enhance dignity, support independence, encourage community involvement and increase overall quality of life for seniors. In FY 17, supervision of the Long Beach Senior Center will be restructured to create an efficiency and savings in the General Fund of $55,000.

Aquatic Programs provide for year round swimming and sailing opportunities for all age groups. The partnership with the Long Beach Unified School District (LBUSD) to provide youth free access to pools was been expanded in FY 16 to include all pools operated by the Department and LBUSD. In FY 16, water aerobics classes are now offered free of charge to all participants ages 50 and over at all City Pools. Programming has been enhanced at Silverado and Martin Luther King, Jr. pools with the closure of the Belmont indoor pool; and the temporary Belmont outdoor pool currently provides recreation swim, lessons, water polo, competitive swim and aquatic day camp activities while the permanent facility is being developed. The new Belmont Pool and Aquatics Center is in the final design phase with the commitment of enhancing recreational swim and promoting water safety for all Long Beach residents, as well as providing a world class aquatics center for local collegiate and national organizations.

The Sports Field Permit Program has been restructured and other recreation program resources have been aligned with historical participation for a General Fund savings of $100,000. The historically underutilized summer season of the Youth Sports Program has been eliminated at half of the program sites creating an additional $50,000 savings. Resources to further support revenue generation at the El Dorado East Regional Park have been allocated and offset by the revenue received at the site to provide for adequate service delivery.

The community continues to rely on the Bureau's programming for all age and economic levels. The Department has built a strong bond with the community, which is further enhanced by the many special events provided across the city through the year, including concerts, Movies in the Park, and other events involving the whole family. These recreation programs and services have proven to enhance the community's quality of life.

Marine Bureau

Key Services:

1. **Term Leases - Recreational**
   - Month-to-month in-water
   - Sand stakes
   - On trailer storage
   - Rack storage
   - Daily guest in-water
   - Rolling long-term in-water
2. **Term Leases - Commercial**
   - Restaurant concessions
   - Tours, Rentals & Clubs
3. **Regulatory**
   - Private vessel oversight
   - Private Facilities oversight
4. **Day use**
   - Boat launch
   - Space Reservations
5. **Special Events**
6. **Beach Maintenance**
   - Clean & re-nourish sand beaches and bays
   - Contract management of Landscaping for Rainbow Harbor/Queensway Bay
   - Maintain public beach access and inner bays
   - Refuse collection on land & water on beaches
   - Support and clean up for special events
   - Maintain public facility in Rainbow Harbor
   - Maintain natural habitat & estuaries
7. **Marina Maintenance**
   - Maintain and repair marinas
   - Build and replace docks systems
   - Maintain and repair navigational aids
   - Contract oversight for large projects
   - Maintain aquatic centers
   - Maintain public pier
   - Collect and dispose water-borne trash
   - Maintain safe and clean playgrounds and play court
   - Support and clean up special events
   - Respond to citizen complaints
   - Special projects including Christmas Tree Program
   - Custodial Services

FY 17 Funding Sources: Tidelands Fund 100%

Marine	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	20,500,055	22,455,711	22,545,711
Expenditures	5,491,758	15,859,535	16,796,273
FTEs	28.14	103.76	103.76

*Amounts exclude all-years carryover.

Narrative:

The Marine Bureau (Bureau) has three divisions that work collaboratively towards enhancing the City's waterfront and recreational opportunities along the beaches and waterways for the residents and visitors of Long Beach. Amenities include six miles of beaches, 3.2 miles of bike and pedestrian path, three recreational marinas, Marine Stadium, Belmont Veteran's Memorial Pier, Rainbow Lagoon, seven boat launching facilities, two dry boat storage facilities, beach restrooms, a commercial harbor, beach food and beverage concession stands, water-related recreational concessions and special events.

The Marina Operations Division's primary responsibility is to maintain the viability of the City's marina enterprise made up of three recreational marinas with a total of 3,265 recreational boat slips, a commercial harbor and various leased properties. To achieve financial viability, the Bureau focuses on maintaining a high occupancy level and high customer satisfaction while assessing fees that provide full operating cost recovery. Marina amenities include, 24 hour security, a full preventative maintenance program, boat owner restrooms, two fueling stations, public docks, pump-out stations, oil recycling facilities and dinghy racks.

The Marine Maintenance Division works to provide safe, clean and accessible facilities within the tidelands areas. In addition to addressing all the marina maintenance requirements for the recreational

slips and boat owner restrooms, this Division ensures visitor safety through the maintenance of Leeway Sailing Center and Pete Archer Rowing Center docks, various public docks throughout the City, Bayshore Sports Rink, and other facilities. Other functions include: graffiti removal along the beaches and waterways, installation and maintenance of navigational aids throughout the waterways, and responding to plumbing, lighting, custodial services and electrical issues as needed. A savings of almost $100,000 in the Tidelands Operations Fund has been achieved through the reduction of utility costs at the Belmont Pool Complex, and resources for other maintenance activities.

The Beach Maintenance Division's mission is to provide residents and visitors with safe, clean and accessible beaches. Beach renourishment, erosion control and beach maintenance are the primary functions of this division. The Beach Renourishment Program is the preemptive strike to minimize erosion resulting from storm surges and unusually high tides. Staff engages in building and maintaining berms along the coast. The removal of water borne debris and refuse collection improves the safety and cleanliness of our beaches. On an annual basis, staff removes over 4,000 tons of trash from our local beaches and several tons of storm debris from the harbors. Other areas of responsibility include: Bike and pedestrian path maintenance, the Rainbow Harbor EVAC System, the Rainbow Lagoon water circulation system, the Wave and Dolphin Fountains, and landscape throughout the tidelands areas.

Resources to appropriately provide for services to streetlights and irrigation water along with a higher level of maintenance services of environmentally sensitive locations in Tidelands Areas were increased. Additionally, one-time resources to provide for equipment to better clean the Belmont Pier were allocated.

Maintenance Operations Bureau

Key Services:

1. **Grounds Maintenance**
   - Grounds Maintenance Contract Management and Oversight for parks, street medians, and other City service locations
   - Irrigation and Water Conservation projects
   - Special events/projects
   - Homeless camp posting, clean-up and proper storage of items
   - Urban Forest maintenance and inventory management
   - Irrigation repair
   - Lake Management
   - Sports Field Management

2. **Facilities Maintenance**
   - Maintain safe facilities in parks
   - Contract management & oversight on park restrooms
   - Maintain, repair & inspect playgrounds & sports courts
   - Maintain clean and safe aquatic centers
   - Maintain facility specialty areas
   - Construction and repair of hardscape
   - Custodial Services for facilities
   - Neighborhood group project management

FY 17 Funding Sources: General Fund 87%, Tidelands Fund 9%, Capital Projects Fund 4%

Maintenance Operations*	Actuals FY 15	Adjusted* FY 16	Proposed** FY 16
Revenues	50,856,638	1,423,932	732,840
Expenditures	40,568,875	15,524,857	13,304,903
FTEs	122.00	49.58	47.58

*Includes Parks Capital Improvement Program

**Amounts exclude all-years carryover.

Narrative:

The number one priority of the Department is to provide safe, clean, and accessible parks, and facilities for residents and visitors. The FY 17 Budget provides for maintenance of the City's parks, street medians, park facilities, and open spaces. This includes over 160 parks, facilities and open spaces covering 3,124 acres; 212 acres of street islands; bike paths; park facilities; pools; sports courts; picnic facilities; and play equipment. Annual work orders for facility maintenance total more than 4,000 and approximately 1,500 Go Long Beach App requests.

In recent years, strategic investments utilizing one-time funding sources have been made in many of the Department's park facilities and grounds. These efforts have occurred citywide and have helped address the impacts resulting from years of deferred maintenance and other repairs. There are, however, still areas to be addressed. Aging infrastructure, along with the impacts from vandalism and homelessness, continues to consume already burdened repair budgets and available staff resources. Further investment of available one-time capital resources for park projects will continue to improve the park facilities and enhance the customers' experience. From critical facility repairs at community centers and park restrooms to maintenance of park amenities including deteriorating fencing and drinking fountains, these limited resources will help to provide safe and clean parks and facilities. The Department continues to identify opportunities to optimize the water utilization and locate external funding sources necessary to implement conservation projects. In FY17, additional resources have been provided to adequately fund new park facility improvement on-going maintenance, along with one-time resources to provide for equipment for more efficient and effective maintenance in our 26 community centers and other facilities. Additionally, one time resources to provide for emergency tree response throughout the park system and for the increased cost of water and assist in the conversion to drought tolerant landscaping in medians has been allocated.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	2,231,529	1,405,898	1,405,898	1,286,135
Fines and Forfeitures	27,590	32,164	32,164	32,164
Use of Money & Property	28,234,955	29,699,466	29,699,466	29,821,322
Revenue from Other Agencies	1,920,710	2,726,321	2,762,458	1,367,364
Charges for Services	4,241,843	3,277,730	3,277,730	3,823,807
Other Revenues	547,624	756,607	1,262,007	166,530
Interfund Services - Charges	277,689	469,858	469,858	472,552
Intrafund Services - General Fund Charges	63,847	59,200	59,200	87,340
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	49,244,796	-	-	-
Operating Transfers	508,990	545,804	690,804	1,045,804
Total Revenues	87,299,573	38,973,048	39,659,585	38,103,018
Expenditures:				
Salaries, Wages and Benefits	27,769,032	30,403,697	30,403,697	30,414,901
Overtime	813,927	33,614	33,614	33,614
Materials, Supplies and Services	36,617,225	17,897,501	19,605,632	18,343,724
Internal Support	6,934,511	7,286,687	7,285,324	7,683,097
Capital Purchases	67,000	-	-	-
Debt Service	67,989	63,455	63,455	10,576
Transfers to Other Funds	-	49,000	939,000	-
Total Expenditures	72,269,683	55,733,954	58,330,722	56,485,913
Personnel (Full-time Equivalents)	446.85	442.84	442.84	430.57

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Parks, Recreation & Marine	1.00	1.00	1.00	212,496	212,496
Accounting Clerk III	4.00	4.00	4.00	203,906	194,407
Administrative Aide II	3.00	4.00	5.00	227,255	278,231
Administrative Analyst II	3.00	4.00	4.00	327,068	327,068
Administrative Analyst III	5.00	5.00	5.00	454,693	454,693
Administrative Intern-NC/H36	0.62	-	-	-	-
Administrative Intern-NC/H44	0.76	0.76	0.76	36,746	36,748
Administrative Intern-NC/H45	0.50	-	-	-	-
Animal Control Officer I	7.00	7.00	7.00	365,408	354,971
Animal Control Officer II	5.00	5.00	5.00	274,520	264,364
Animal Control Officer I-NC	4.75	4.75	4.75	202,087	202,096
Animal Health Technician	2.00	2.00	2.00	97,091	107,048
Animal License Inspector-NC	10.96	11.63	6.02	337,430	174,671
Animal Services Operations Supervisor	2.00	2.00	2.00	141,123	148,614
Aquatics Supervisor I	3.00	3.00	3.00	194,850	184,523
Aquatics Supervisor II	1.00	1.00	1.00	78,058	74,270
Assistant Administrative Analyst I	1.00	1.00	1.00	60,698	60,698
Assistant Administrative Analyst II	1.00	1.00	1.00	72,009	72,009
Automatic Sprinkler Control Tech	1.00	1.00	1.00	46,167	46,167
Building Services Supervisor	2.00	2.00	2.00	101,113	108,654
Carpenter	2.00	2.00	2.00	101,963	111,111
Clerk I	0.44	0.44	0.44	13,609	13,609
Clerk III	3.61	3.52	3.52	135,524	135,524
Clerk I-NC	4.00	4.00	4.40	117,626	129,963
Clerk Typist I	1.00	1.00	1.00	42,931	42,931
Clerk Typist II	3.77	3.77	3.77	158,009	160,032
Clerk Typist III	10.00	10.00	10.00	459,326	459,429
Clerk Typist III-NC	0.78	0.78	0.78	33,858	33,852
Clerk Typist I-NC	-	-	0.67	-	26,357
Community Information Specialist I	0.85	0.85	0.85	37,531	37,756
Community Information Specialist II	2.60	2.00	2.00	92,162	92,163
Community Information Officer	1.00	1.00	1.00	106,960	106,960
Community Services Supervisor	17.00	18.00	17.00	1,318,335	1,284,359
Cultural Program Supervisor	1.00	1.00	1.00	79,102	79,102
Department Safety Officer	1.00	-	-	-	-
Electrician	3.00	3.00	3.00	184,077	196,483
Equipment Operator I	1.00	-	-	-	-
Equipment Operator II	3.00	3.00	3.00	153,741	146,987
Equipment Operator III	5.00	5.00	5.00	271,144	268,466
Events Coordinator II	1.00	-	-	-	-
Executive Assistant	1.00	1.00	1.00	70,976	70,975
Financial Services Officer	1.00	1.00	1.00	98,489	98,489
Gardener II	2.00	3.00	3.00	139,801	141,834
General Maintenance Supervisor II	3.00	3.00	3.00	214,010	214,010
General Maintenance Assistant	9.00	9.00	9.00	440,961	455,818
Historic Sites Officer	1.00	-	-	-	-

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Historical Curator	1.00	-	-	-	-
Landscape Maintenance Monitor	6.00	6.00	6.00	284,217	288,086
Maintenance Assistant I	14.00	13.00	13.00	486,028	483,913
Maintenance Assistant II	12.00	11.00	9.00	422,641	361,638
Maintenance Assistant III	18.00	19.00	19.00	841,371	805,368
Maintenance Assistant III – NC	4.00	4.00	4.00	157,317	157,324
Maintenance Assistant II – NC	6.63	6.63	6.63	242,141	242,152
Maintenance Assistant I – NC	5.16	11.40	15.83	378,255	518,255
Marina Agent I	3.00	2.00	2.00	75,500	82,940
Marina Agent II	7.00	7.00	7.00	312,756	315,756
Marina Agent III	5.00	5.00	5.00	263,328	261,240
Marina Supervisor	3.00	3.00	3.00	234,173	219,938
Marine Aide-NC	0.36	0.72	0.72	25,679	25,680
Manager-Animal Control	1.00	1.00	1.00	129,347	129,347
Manager-Business Operations	1.00	1.00	1.00	133,601	133,601
Manager-Maintenance Operations	1.00	1.00	1.00	135,118	126,612
Manager-Marinas And Beaches	1.00	1.00	1.00	143,822	132,757
Manager-Recreation Services	1.00	1.00	1.00	135,595	135,595
Office Service Assistant II	1.00	1.00	-	43,558	-
Offset Press Operator I	0.88	0.88	0.88	43,711	43,711
Painter I	2.00	2.00	2.00	102,411	102,411
Painter II	2.00	2.00	2.00	107,792	111,411
Park Development Officer	1.00	1.00	1.00	110,622	110,622
Park Maintenance Supervisor	5.00	5.00	5.00	325,507	329,804
Park Naturalist	3.37	2.00	2.00	121,396	121,396
Park Ranger I	2.00	-	-	-	-
Park Ranger I-NC	0.50	-	-	-	-
Payroll/Personnel Assistant II	2.74	2.74	2.74	132,585	133,090
Plumber	2.00	2.00	2.00	130,989	119,029
Public Health Associate I	1.00	1.00	1.00	34,899	34,899
Public Health Associate II	1.00	1.00	1.00	39,481	41,462
Power Equipment Repair Mechanic II	1.00	1.00	1.00	59,209	59,209
Recreation Leader/Specialist III – NC	58.91	61.74	2.46	1,429,867	58,104
Recreation Leader/Specialist II – NC	0.77	0.77	-	16,508	-
Recreation Leader/Specialist I – NC	1.83	1.83	-	39,662	-
Recreation Leader/Specialist IV – NC	1.47	1.47	59.61	38,107	1,545,597
Recreation Leader/Specialist IX	0.12	0.12	-	5,074	-
Recreation Leader/Specialist VIII – NC	1.93	1.93	1.93	78,011	78,014
Recreation Leader/Specialist VII – NC	28.02	27.15	25.46	984,640	923,390
Recreation Leader/Specialist VI – NC	25.32	24.60	23.80	807,875	781,636
Recreation Leader/Specialist V – NC	32.97	32.13	30.32	967,006	912,588
Recreation Leader/Specialist X – NC	2.23	2.23	2.23	97,840	97,844
Recreation Assistant	16.00	15.00	14.00	735,625	668,227
Recreation Superintendent	4.00	4.00	4.00	404,204	404,203
Secretary	4.00	4.00	4.00	210,036	210,036

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Special Projects Officer	1.00	1.00	1.00	109,720	115,049
Senior Animal Control Officer	4.00	4.00	4.00	250,198	247,435
Senior Equipment Operator	2.00	2.00	2.00	122,075	131,601
Storekeeper II	1.00	-	-	-	-
Superintendent-Personnel & Training	1.00	1.00	1.00	104,213	104,214
Superintendent-Park Maintenance	5.00	5.00	5.00	463,194	476,799
Supervising Park Ranger	1.00	-	-	-	-
Veterinarian	1.00	1.00	1.00	106,555	106,555
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Subtotal Salaries	446.85	442.84	430.57	20,326,315	20,096,473
Overtime	-	-	-	33,614	33,614
Fringe Benefits	-	-	-	9,673,925	9,909,628
Administrative Overhead	-	-	-	382,963	409,994
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	20,493	(1,194)
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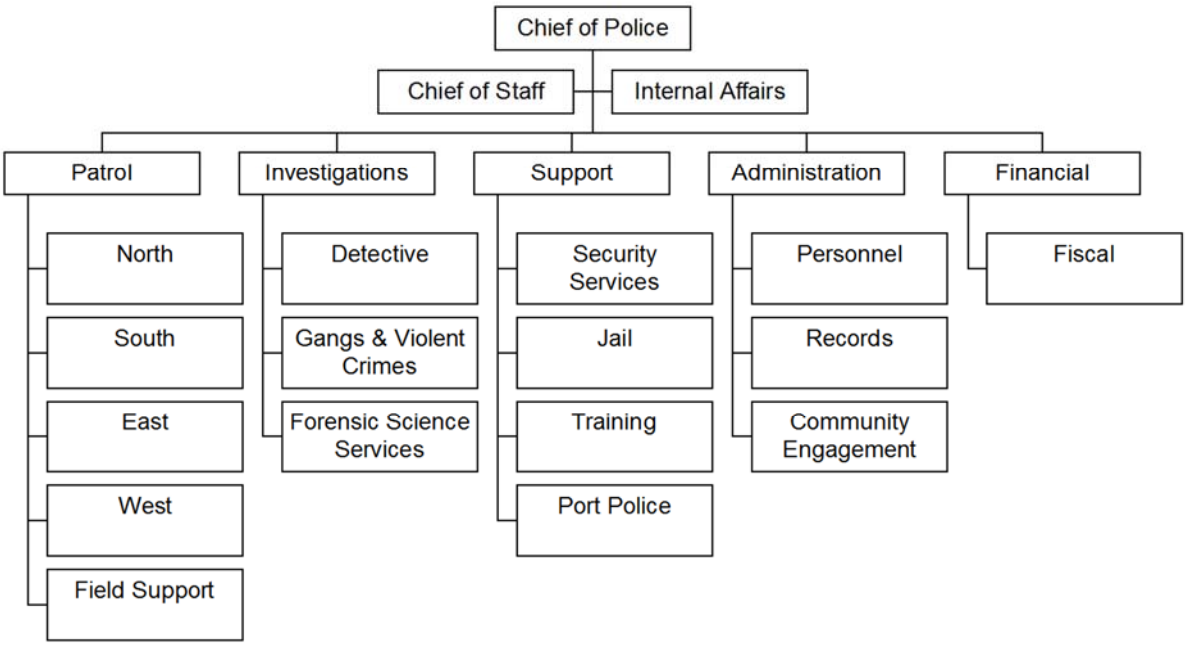
Total	**446.85**	**442.84**	**430.57**	**30,437,311**	**30,448,515**

Police



Robert G. Luna, Chief of Police

David J. Hendricks, Deputy Chief, Patrol Bureau

Michael Beckman, Deputy Chief, Support Bureau

Richard Conant, Deputy Chief, Investigations Bureau

Jason Campbell, Administration Bureau Chief

Maura Velasco-Ventura, Chief Financial Officer

Department Overview

Vision:
A safe city for all people

Mission:
Public safety through partnerships

Core Values:
- Ethics – doing the right things
- Intelligence – doing things right
- Respect – treating people right

Priorities:
- Principles - Promote the constitutional rights and liberties of all people through professional, proactive, compassionate and innovative full-service policing.
- Practices - Implement the best tools and technology available to solve problems, reduce crime, and maximize results.
- Partnerships - Engage in partnerships with a broad network of stakeholders, including public, private, and non-profit communities, to develop and deliver effective solutions to crime and quality of life problems.

FY 17 Focus:
The focus of the FY 17 Budget is to maximize the Department's resources to have the greatest impact on crime while furthering partnerships within the community. The Department will pursue multiple strategies to accomplish these goals.

The Department has continued to refine its organizational structure and has added South Patrol Division as part of its FY 17 budget. The Patrol Bureau had consolidated the South Patrol Division into the West Patrol Division in FY 13 due to budget reductions. With the passage of Measure A by the residents of Long Beach, the Police Department's FY 17 Budget builds the framework needed to reestablish the South Patrol Division. The addition of this Division will add eight sworn positions that focus on identifying crime patterns and responding to calls for service, along with two administrative staff to support the Division.

In FY 16, the Department developed its body worn camera pilot program. In FY 17, the Department will continue to engage in the project, which will allow the Department to gain a full understanding of the requirements necessary to operate a large scale body-worn camera program and the impacts of such a program. The Department will continue researching additional technologies that may be incorporated in FY 17 to benefit public safety efforts.

In an effort to increase collaboration and stronger relationships between the Department and the public, the Department will utilize a grant program from Board of State and Community Corrections. In collaboration with the Development Services Department, the program aims to further advance the Department's efforts to foster open communication between law enforcement and the communities served.

The FY 17 Budget reflects the Department's investment in support positions to ensure that sworn staff can focus on frontline law enforcement duties. The FY 17 budget provides a staffing level of 814 sworn and 359.82 civilian Full Time Equivalents (FTEs). Natural attrition of sworn personnel is expected to continue at historical averages. To maintain staffing near budgeted levels, 33 members of Recruit Class #88 graduated in November 2015. Sixty members of Recruit Class #89 began training in March 2016 and will graduate in September 2016. The Department is anticipating to conduct another academy immediately after this for Recruit Class #90, which will conclude in spring of FY 17.

Department Performance Measures

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Average response time to Priority 1 calls for service (minutes)	4.6	5.0	4.9	5.0

For FY 17, it is anticipated that resources will allow the Department to continue to respond to Priority 1 calls for service in an average of 5.0 minutes or less. Priority 1 calls are potentially life-threatening emergencies, such as a shooting or a robbery in progress. This level of call receives the Police Department's fastest response time.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Violent crime rate (violent crimes per 1,000 residents)	5.1	5.6	5.7	5.6

Violent crimes per 1,000 residents are based on a population of 462,257. Violent crimes have been trending upward in the first part of FY 16. The projection for FY 17 is based on the average violent crime rate for the past five years. The estimate is based on the trend observed in FY 16. The Department will continue to maximize technology and data driven strategies to optimize resources to impact violent crime.

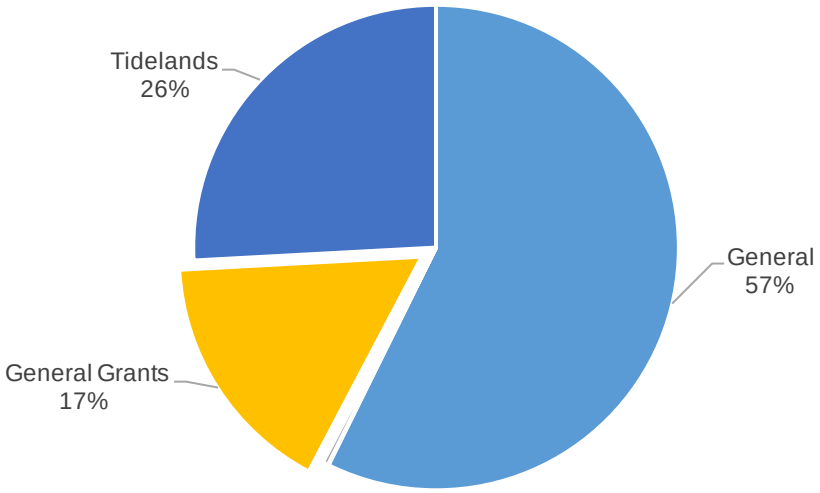
Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of calls for service responded to	561,882	600,000	600,000	600,000

In FY 16, officer response to calls for service (CFS) and officer initiated activities have increased slightly. Community outreach efforts by encouraging people to "Say Something, if they See Something," through the expanded use of technology and social media, and participation in community meetings are likely contributing factors. In FY 17, the Patrol staffing level will increase slightly to meet the demands of calls for service.

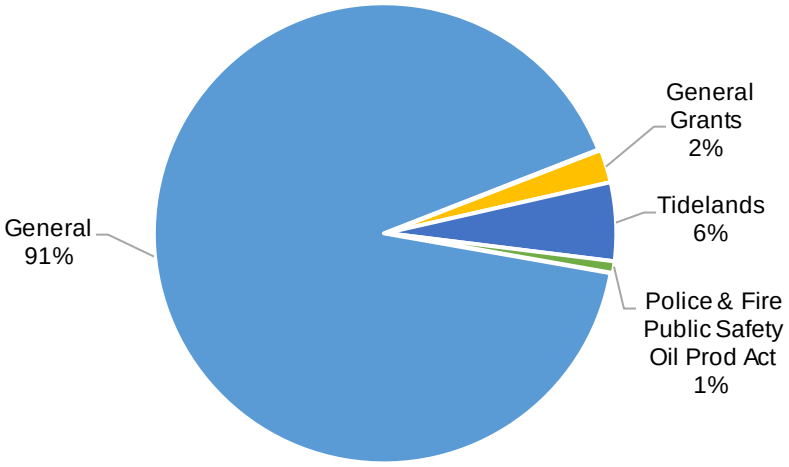
FY 16 Accomplishments

- In calendar year 2015, police officers were dispatched to 198,425 calls for service.
- The average response time to Priority 1 dispatches, in FY 15, was 4.6 minutes.
- 22,745 volunteer hours provided to the Department through June, equating to a nearly $1 million savings to the Department.
- Thirty-three Police Recruits graduated in November 2015 as part of Academy Class #88.
- Recruitment for Police Academy Classes #89 and #90 resulted in more than 2,000 applications. Ultimately, 60 Recruits for Class #89 started the Academy in March 2016 and will graduate in September 2016. Class #90 which will begin in late FY 16 will graduate in FY 17.
- Continued to increase social media outreach with 9,848 Facebook followers, 7,292 Twitter followers, and 5,928 Nixle subscribers.
- The Mobile Eye, a customized vehicle with a multi-video camera platform, designed to impact neighborhood crime trends, made its debut in the community.
- Joined forces with Long Beach Memorial Medical Center to participate in the Drug Enforcement Administration's (DEA) National Pharmaceutical Take-Back initiative.
- Added six new Senior Police Partners (SPP) after their completion of a 36-hour SPP Training Academy.
- Continued the partnership with the Long Beach Police Foundation (www.lbpolicefoundation.org) to fund unbudgeted training, equipment needs, youth activities and community partnerships, as well as sponsoring the Annual Police Awards Ceremony.
- Over 70 elementary school children from the community participated in the annual Shop with a Cop event that partners kids and police employees to shop for school clothes and supplies.
- Continued partnership with the Department of Technology and Innovation to expand the video surveillance capability throughout the City by installing cameras at key locations and procuring portable camera systems.
- In FY 16, the Police Department was awarded over $2.3 million in 2015 Urban Areas Security Initiative (UASI) funding.
- In FY 16, the Police Department was awarded over $1.2 million in 2015 Port Security Grant Program (PSGP) funding.
- In FY 16, the Police Department was awarded over $320,000 in various law enforcement grant funding.
- Will open a new East Division sub-station in the first quarter of FY 17.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	17,609,354		197,596,129		(179,986,774)
Capital Projects	15,650		-		15,650
Debt Service	109,544		109,544		-
General Grants	5,051,282		5,051,282		-
Tidelands	7,944,257		11,946,388		(4,002,131)
Police & Fire Public Safety Oil Prod Act	-		1,752,931		(1,752,931)
Total	**30,730,088**		**216,456,274**		**(185,726,186)**

Summary of Proposed Changes*

GENERAL FUND	Impact	Positions
Reestablish the framework for Police South Station. This includes the addition of a Police Commander, seven Patrol Officers, an Administrative Analyst II and a Clerk Typist III to support the Division.	$ 1,538,272	10.00
Reclassify one Police Corporal position to Police Officer and add non-career Police Investigator hours to the Investigations Bureau.	-	0.70
Transfer of budget from Police Department to Disaster Preparedness and Emergency Communication to support payroll and basic personnel functions.	$ (70,000)	-
Implement various organizational, staffing and materials budget changes to assist with operations and budget management.	-	(3.00)
One-time funding for South Station. This includes space planning, reconfiguration of Public Safety Building, tenant improvements, furniture, moving costs for existing staff, signage, and community education, etc.	$ 834,557	-
One-time carry forward Police Department savings from FY 16 to FY 17 for the FY 17 portion of Police Academies.	$ 4,000,000	-

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Executive Office

Key Services:

1. **Chief's Office**
   - Management of Department Operations
   - Community Response Coordination
   - Administration
   - City Hall Liaison
   - Management of PRA Requests
2. **Internal Affairs**
   - Complaint Processing
   - Investigations
   - Case Management
   - Case Disposition

FY 17 Funding Source: General Fund 100%

Executive Office	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	20,586	-	10,000
Expenditures	3,105,667	3,269,928	3,358,218
FTEs	17.00	19.00	19.00

*Amounts exclude all-years carryover.

Narrative:

The mission of the Executive Office is to provide strategic leadership for the Department and the community. This includes day-to-day management of operational, tactical, personnel and financial management issues, as well as proactive community engagement at all levels. The budget for FY 17 represents approximately two percent of the Department total.

The Executive Office includes the Internal Affairs Division which conducts timely, thorough and complete investigations of employee misconduct or community complaints. In recent years, significant investment has been made in automated case management systems to streamline the review of complaints—both internal and external in nature—to ensure the Department employees provide the highest levels of professionalism, integrity, accountability and customer service to the community. In addition, the Division has become more transparent by engaging various community partners in training and consultation.

Administration Bureau

Key Services:

1. **Community Engagement**
   - Business Desk
   - Community Partnership Programming
   - Youth Explorer Program
   - Social Media/Website Coordination
   - Volunteer Coordination
   - Press Conferences
2. **Personnel Services Management**
   - Payroll Processing
   - Injured Worker Program/Workers Compensation
   - Employee Benefits
   - Facilities Maintenance
   - Uniforms and Equipment Program
3. **Records Management**
   - Report Processing
   - Warrants Inquiry/Processing
   - Automobile Records
   - Public Inquiries
   - Fingerprint Analysis
   - Teletype
   - Imaging/Xerox
   - Crime Statistics/Uniform Crime Reporting

FY 17 Funding Source: General Fund 100%

Administration	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	5,344,020	1,544,030	1,073,650
Expenditures	30,252,225	26,384,860	23,434,618
FTEs	106.00	118.47	115.47

*Amounts exclude all-years carryover.

Narrative:

The mission of the Administration Bureau is to provide leadership and management of both internal services as well as external media and community relations. Services include day-to-day management of Departments' technology systems, fleet operations, records management and requests, payroll and personnel processes, volunteer and intern activities, business desk operations, and press conferences. The budget for FY 17 represents 115.47 FTEs which is approximately 10 percent of the Department total staffing.

The Community Engagement Division was created in FY 16 to formally oversee media relations, social media, volunteers, interns, Senior Police Partners, Explorers and the Business Desk operations. This includes frontline customer services for over 2,000 calls, 120 reports, and 850 in-person contacts at the Business Desk per week, as well as the Live Scan office. The Community Engagement Division is responsible for collaborating with an outside contractor on the implementation of the Department's Strategic Communication Plan. This Plan will include both internal and external communications to improve awareness about the Department mission and core values, as well as to improve the public safety partnership between the Police Department and the community it serves.

The Personnel Division will effectively manage a workforce of over 1,170 FTEs by providing quality payroll, safety and risk management services. A significant investment in technology to improve the scheduling and timekeeping system was completed in late FY 15. The Personnel Division is also responsible for the maintenance and security of the Department's six facilities.

The Records Division will continue to focus on the timely processing of all crime reports, traffic citations and traffic accident reports. In close collaboration with the Technology and Innovation Department, the Division will also manage a myriad of technology-based systems, including hardware and software, to support Department operations and service to the community. Preparation and validation of crime statistics will continue to be an important function of the Division staff. In FY 17, 3.0 vacant FTEs were reduced and reallocated to overtime funds in the Patrol Bureau.

Financial Bureau

Key Services:

1. **Budget Management**
   - Budget Development
   - Financial Strategic Planning
   - Budget Management
   - Personnel Budgeting
2. **Accounting**
   - Accounting Payable
   - Billing and Collections
   - Accounts Receivable
   - Imprest Cash Management
   - Reimbursements
3. **Contract Administration**
   - Contract Administration
   - Purchasing
   - Grant Administration
   - Inventory Management
4. **Bureau Management**
   - Strategic Planning
   - City Council Letters
   - Approvals
   - Policies and Procedures
   - Project Funding Requests

FY 17 Funding Sources: General Fund 76%, General Grants Fund 19%, Tidelands Operations Fund 3%, Marina Fund 1% and Police and Fire Public Safety Oil Production Act Fund (Prop H) Fund <1%

Financial	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	7,780,828	10,616,304	7,645,557
Expenditures	25,974,232	29,861,598	25,941,780
FTEs	9	10.96	10.96

*Amounts exclude all-years carryover.

Narrative:

The mission of the Financial Bureau is to strategically identify financial resources for the Department's operational needs in an expedient manner. The Financial Bureau's core services include performing the purchasing, accounting, grants administration, security contracts, and budget development process.

In FY 16, the Bureau began working with a new uniform vendor and streamlined the ordering process and decentralized purchasing authorization in order to cut down processing time. The Bureau continued providing monthly training to operational staff throughout the Department, ensuring compliance with established City rules and within budget.

In FY 17, the Bureau will focus on assessing the Department's core services and operations. The Bureau will continue to work in a collaborative manner with external partners and internal Department staff to identify efficiencies to these core services.

Investigations Bureau

Key Services:

1. **Drug Crimes**
   - Intelligence
   - Prosecution
   - Enforcement
   - Investigations
2. **Gang Crimes**
   - Intelligence
   - Prosecution
   - Enforcement
   - Investigations
3. **Violent Crimes**
   - Intelligence
   - Prosecution
   - Enforcement
   - Investigations
4. **Property Crimes**
   - Intelligence
   - Prosecution
   - Enforcement
   - Investigations
5. **Child, Sexual, Spousal and Elder Abuse Crimes**
   - Intelligence
   - Prosecution
   - Enforcement
   - Victim Support
   - Investigations
   - Prevention
6. **Vice Crimes**
   - Intelligence
   - Prosecution
   - Enforcement
   - Licensing and Permits
   - Investigations
7. **Juvenile Crimes and Services**
   - Intelligence
   - Prosecution
   - Enforcement
   - School Support
   - Investigations
   - Prevention and Intervention
8. **Property Control**
   - Receipt
   - Disposal
   - Inventory and Storage
   - Release
9. **Forensic Analysis**
   - Ballistics
   - Drug Analysis
   - Photography
   - Crime Scene Analysis
   - Blood Analysis
   - Fingerprints
10. **Counter Terrorism**
    - Intelligence
    - Prosecution
    - Enforcement
    - Investigations

FY 17 Funding Source: General Fund 100%

Investigations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	2,135,515	1,548,415	1,443,000
Expenditures	37,149,291	36,663,817	38,267,673
FTEs	230.00	229.00	229.70

*Amounts exclude all-years carryover.

Narrative:

The mission of the Investigations Bureau is to become a nationwide leader in criminal investigations. Employees in the Bureau provide high quality investigative, scientific and intelligence services to the Police Department and to the community in an effort to lower crime. Budgeted staffing in FY 17 includes 229.7 FTEs. The budget for FY 17 represents approximately 18 percent of the total Department budget.

In FY 17, the Investigations Bureau intends to continue enhanced investigative efforts that began in prior fiscal years. These efforts are aimed at improving our capacity to conduct criminal investigations. This

includes working with partner agencies in the application for grant funds to support juvenile justice and human trafficking efforts in the City.

In FY 16, the Bureau invested in tools supplied to staff who are directly responsible for solving investigative cases. These investments included moving the Forensic Crime Lab to a larger facility with greater storage space for evidence and evidence analysis, as well as replacing a portion of the Bureau's aging fleet.

In FY 17, the Forensic Science Services Division converted one Police Services Specialist to a Police Property and Supply Clerk I to increase the number of functions that may be performed and completed by this detail. Additionally, a Police Investigator NC was added to Detective Division to handle DNA collection activities related to criminal investigations. As DNA technology continues to improve, the use of DNA in criminal investigations is a valuable tool.

Patrol Bureau

Key Services:

1. **Calls for Service**
   - Priority 1 Response
   - Priority 2 Response
   - Priority 3 Response
2. **Proactive Patrol**
   - Traffic Stops
   - Suspicious Person/Activity
   - Assisting Citizens
   - Crime Prevention & Management
3. **Patrol Support Services**
   - Air Support
   - K-9
   - Mental Evaluation
   - Event Planning & Management
   - Special Weapons & Tactics (SWAT)
   - Reserves
4. **Traffic Safety**
   - Collision Investigations
   - DUI Enforcement
   - Traffic Enforcement/Education
   - Commercial Enforcement
   - Impound Hearings
5. **Administration and Management**
   - Patrol Deployment & Scheduling
   - Field Training Coordination
   - Personnel Management
   - Budgeting
   - Community Meetings & Collaboration
   - Training for Officers, Sergeants & Lieutenants
   - Risk Management
   - Crime Analysis
   - Project Assignments
   - Audits
   - Liaison to Elected Officials & Staff
   - Event Action Plans
6. **Proactive Enforcement/Problem Solving**
   - Nuisance Abatement
   - Impact Motors
   - Directed Enforcement Teams
   - Public Resource Officers
   - Public Safety Realignment Team
   - Entertainment Policing
7. **Quality of Life**
   - Homeless
   - Mental Illness
   - Street Vendors
   - Graffiti

FY 17 Funding Sources: General Fund 97%, Police and Fire Public Safety Oil Production Act Fund (Prop H) 2%, Tidelands Operations Fund 1%

Patrol	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	4,593,454	6,919,024	4,491,362
Expenditures	77,935,605	85,224,140	89,524,733
FTEs	568.23	570.19	578.19

*Amounts exclude all-years carryover.

Narrative:

The mission of the Patrol Bureau is to protect people and property, keep the peace, maintain order and foster community relationships. On a daily basis, this includes timely response to calls for service, crime analysis, proactive patrol, traffic safety, community engagement, directed enforcement activities through Community Oriented Public Safety, providing a safe environment for special events and first amendment protected rights to peaceful assembly. As the largest Bureau in the Department, the budgeted staffing in the Patrol Bureau is 578.19 FTEs, and 49 percent of Department staffing. The budget for FY 17 represents approximately 41 percent of the Department total.

In FY 16, officers from Class 87 successfully completed their field training and probationary period. The incorporation of these officers into Patrol Bureau's staffing has provided relief in filling vacant Police Officer positions.

Patrol Bureau

In FY 13 - 15, the State allocated $1.5 million to the Department to support local law enforcement activities related to AB109. The passage of this legislation prompted the Department to create a Public Safety Realignment Team (PSRT) in the Patrol Bureau. This team's responsibility is to proactively engage probationers and connect them with needed services. This team has been instrumental in working with external organizations and partner law enforcement agencies to reduce the risk of recidivism among the probation population. Although this function was initially financed through State funding, in FY 15, the Patrol Bureau re-allocated and supported these activities with General Fund appropriation. In FY 17, Patrol Bureau will continue to support this team in the General Fund.

South Patrol Division was consolidated into West Patrol Division in FY 13 due to budget reductions. The FY 17 budget proposes to reestablish the South Division structurally due to the passing of Measure A by the residents of Long Beach. This effort includes 10 new positions comprising of a Police Commander, seven Police Officers, an Administrative Analyst and a Clerk Typist. These positions will focus on identifying crime patterns, responding to calls for service and providing residents with more direct police support in the downtown area. One-time funds will be used to reconstruct South Station infrastructure at Department headquarters.

Support Bureau

Key Services:

1. **Jail**
   - Booking & Detention
   - Transportation
   - Bailiff Duties
   - LiveScan
   - Prisoner Care & Custody-Medical Services
   - Civic Center Security
   - Bail/Bail Bonds
2. **Training**
   - Manuals, Orders, Policies and Legal Updates
   - Background Investigations
   - POST Basic Academy
   - Advanced Officer Training Course
   - Range Operations
3. **Contract Security and Law Enforcement Services**
   - LBCC Security
   - LB Transit Security
   - LB Airport Security
   - Marine Patrol
   - Homeland Security Grants and Equipment Coordination (UASI and PSPG)
   - Park Rangers
4. **Port Police Division**
   - Critical Infrastructure Protection
   - Maritime Coordination Center
   - Port Security Grant Program Management
   - Area Maritime Security
5. **Administration and Management**
   - Travel & Training Requests
   - Project Assignments
   - Homeland Security Grant Management

FY 17 Funding Sources: General Fund 73%, Tidelands 20%, Marina Fund 7%, Debt Service Fund <1%

Support	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	15,135,071	13,411,198	16,066,518
Expenditures	41,061,174	35,531,616	35,929,252
FTEs	282.00	218.50	220.50

*Amounts exclude all-years carryover.

Narrative:

The mission of the Support Bureau is to secure critical infrastructure and key resource locations, conduct inmate processing, and facilitate training. The Support Bureau oversees a variety of law enforcement services delivered daily to the police department through the Training Division, Jail Division, and Port Police Division. The Support Bureau is additionally charged with providing specialized safety services to the Long Beach Airport, Long Beach City College campuses, and Long Beach Transit through its Security Services Division. In FY 17, the Support Bureau will account for 220.50 FTEs and 17 percent of the Department budget; a third of which will be offset by revenue from security service agreements.

The Port Police Division partners with the Port of Long Beach and other state, local, and federal agencies to provide land, air, and sea-based law enforcement protection to critical infrastructure and assets in the Port. Port Police Division personnel administer maritime security and training, Port Security Program grant processes, and participate in various regional task forces. In FY 16, the Division benefited from $1.2 million of Port Security Grant Program 2015 funds budgeted for upcoming maritime training and exercises and for ongoing Public Safety Dive Team equipment, training, and equipment maintenance.

The Security Services Division manages the delivery of contracted security services for the Long Beach Airport, Long Beach City College campuses, and Long Beach Transit. It also oversees the Marine Patrol and Park Ranger details, as well as the administration of the Department's Homeland Security Grant

program. The Security Services Division is currently collaborating with Long Beach City College administrators to develop an automated Emergency Notification alert system for students and faculty.

The Bureau will continue to partner with the Civil Service Department to identify innovative recruiting efforts for future recruit classes. Currently Recruit Class #89 is in session and will graduate in late FY 16. Class #90 is scheduled to begin in late FY 16 and graduate in FY 17.

The Training Division continues to work on expanding the topics offered within its training curriculum provided to Department staff. In FY 17, the Division will expand its training sessions and will equip sworn staff with improved techniques to address matters, such as mental health issues, homelessness, tactical communications, fair and impartial policing, cultural diversity, alternatives to arrest, and less than lethal technologies/options.

Due to enhanced federal mandates, the Bureau will reallocate two officers to the Advanced Officer Training Program, specifically to enhance the Department's year-round training capabilities in perishable skills and emerging law enforcement topics for all sworn employees. With the reinstatement of academy classes, the Bureau has operationally been required to provide Tactical Training, in addition to Recruit Background Investigative duties, which involved pulling positions from other functions in the Department. In FY 17, the Bureau will formally reallocate two sergeants to oversee these functions.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	310,908	120,000	120,000	100,000
Fines and Forfeitures	2,307,499	2,505,000	2,505,000	2,253,879
Use of Money & Property	43,667	20,650	20,650	20,650
Revenue from Other Agencies	10,384,150	5,930,000	9,155,056	5,991,282
Charges for Services	7,313,653	6,884,778	6,884,778	7,380,601
Other Revenues	1,051,938	378,000	378,000	238,000
Interfund Services - Charges	14,174,956	13,964,677	14,065,943	14,636,131
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	(577,296)	109,544	909,544	109,544
Total Revenues	35,009,474	29,912,649	34,038,971	30,730,088
Expenditures:				
Salaries, Wages and Benefits	161,319,536	167,280,969	167,577,573	172,249,265
Overtime	18,985,063	10,551,789	10,442,395	8,492,484
Materials, Supplies and Services	9,666,301	7,563,705	14,823,367	10,559,015
Internal Support	23,268,855	23,643,070	23,873,535	24,936,422
Capital Purchases	364,984	-	-	-
Debt Service	113,910	109,544	109,544	109,544
Transfers to Other Funds	1,759,544	109,544	109,544	109,544
Total Expenditures	215,478,194	209,258,622	216,935,959	216,456,274
Personnel (Full-time Equivalents)	1,212.23	1,166.12	1,166.12	1,173.82

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Chief of Police	1.00	1.00	1.00	238,097	238,097
Accountant III	1.00	1.00	1.00	72,139	75,887
Accounting Clerk III	2.00	2.00	2.00	101,953	101,953
Accounting Technician	-	1.00	1.00	46,167	46,167
Administrative Aide II	-	1.00	1.00	58,972	59,209
Administrative Analyst I	1.00	1.00	1.00	78,058	70,562
Administrative Analyst II	3.00	3.00	3.00	252,615	237,260
Administrative Analyst III	7.00	5.00	6.00	437,121	520,087
Administrative Intern-NC/H36	-	1.00	1.00	36,267	36,268
Administrative Intern-NC/H39	-	0.96	0.96	34,816	40,453
Administrative Intern-NC/H44	5.00	5.00	5.00	241,753	241,763
Administrative Intern-NC/H45	-	0.96	0.96	48,858	48,860
Administrative Officer-Police	2.00	2.00	2.00	216,392	216,822
Assistant Administrative Analyst II	1.00	3.00	4.00	173,177	234,174
Building Services Supervisor	1.00	1.00	1.00	54,904	54,904
Clerk Supervisor	7.00	7.00	7.00	381,555	390,270
Clerk Typist II	1.00	-	-	-	-
Clerk Typist III	94.00	91.00	90.00	4,403,174	4,292,681
Clerk Typist IV	3.00	3.00	3.00	153,201	159,667
Communications Center Supervisor	5.00	-	-	-	-
Criminalist II	3.00	10.00	10.00	855,623	917,013
Criminalist I	-	3.00	3.00	218,164	222,761
Criminalist Supervisor	1.00	1.00	1.00	108,641	108,641
Customer Service Representative II	4.00	4.00	4.00	150,348	150,348
Customer Service Representative III	2.00	2.00	2.00	82,955	91,625
Customer Service Supervisor II	1.00	1.00	1.00	60,710	60,710
Deputy Chief of Police	3.00	3.00	3.00	616,989	616,989
Executive Assistant	1.00	-	-	-	-
Financial Services Officer	-	1.00	1.00	109,578	109,578
Fingerprint Classifier	6.00	6.00	6.00	318,637	321,247
Fleet Services Supervisor II	1.00	1.00	-	68,369	-
Forensic Science Svcs Administrator	1.00	1.00	1.00	119,049	119,049
Forensic Specialist II	10.00	-	-	-	-
Forensic Specialist Supervisor	1.00	1.00	1.00	91,983	90,939
Jail Administrator	1.00	1.00	1.00	120,171	108,411
Locksmith	1.00	-	-	-	-
Maintenance Assistant I	-	5.00	5.00	192,639	187,150
Maintenance Assistant III	-	1.00	1.00	42,514	45,347
Maintenance Assistant I-NC	-	8.47	8.47	274,309	274,372
Chief Financial Officer	1.00	1.00	1.00	143,203	125,050
Nurse II	2.00	2.00	2.00	149,236	149,236
Nurse Practitioner	1.00	1.00	1.00	95,693	100,619
Park Ranger I	-	2.00	2.00	113,951	113,951
Park Ranger I-NC	-	0.50	0.50	25,397	25,398
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Payroll/Personnel Assistant II	3.00	3.00	3.00	151,566	150,104
Payroll/Personnel Assistant III	2.00	2.00	2.00	109,971	111,015
Administration Bureau Chief	1.00	1.00	1.00	147,407	147,407
Police Commander	11.00	11.00	12.00	1,934,187	2,104,494
Police Corporal	10.00	9.00	8.00	1,008,550	904,273
Police Investigator – NC	2.00	2.00	2.70	172,468	223,909
Police Lieutenant	29.00	29.00	29.00	4,267,977	4,268,149
Police Officer	647.00	648.00	656.00	61,344,176	61,971,401
Police Property & Supply Clerk I	9.00	9.00	10.00	474,258	515,875
Police Property & Supply Clerk II	1.00	1.00	1.00	66,538	66,538
Police Records Administrator	1.00	1.00	1.00	107,981	100,042
Police Recruit	17.00	17.00	17.00	1,084,225	1,084,225
Police Sergeant	105.00	105.00	105.00	13,313,259	13,277,966
Police Services Assistant II	2.00	2.00	2.00	114,577	113,533
Police Services Assistant III	5.00	5.00	4.00	312,313	250,059
Public Safety Dispatcher I	10.00	-	-	-	-
Public Safety Dispatcher II	30.00	-	-	-	-
Public Safety Dispatcher III	13.00	-	-	-	-
Public Safety Dispatcher IV	7.00	-	-	-	-
School Guard/H26	12.10	12.10	12.10	293,754	293,754
School Guard/H28	13.13	13.13	13.13	341,542	341,542
Secretary	-	1.00	1.00	52,248	52,248
Secretary – Confidential	4.00	3.00	3.00	157,788	157,788
Security Officer II	5.00	5.00	5.00	264,784	260,688
Special Projects Officer	-	1.00	1.00	95,000	95,039
Security Officer III	78.00	77.00	76.00	4,552,841	4,454,143
Security Officer IV	15.00	16.00	16.00	1,051,125	1,108,808
Senior Records Clerk	5.00	5.00	5.00	387,359	393,839
Storekeeper II	1.00	1.00	1.00	54,904	54,904
Supervisor Park Ranger	-	1.00	1.00	74,270	74,270
Miscellaneous Skill Pays	-	-	-	1,535,501	1,565,501
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Subtotal Salaries	1,212.23	1,166.12	1,173.82	104,457,940	105,145,034
Overtime	---	---	---	10,551,789	8,492,484
Fringe Benefits	---	---	---	61,522,150	65,637,002
Administrative Overhead	---	---	---	1,988,880	2,167,229
Attrition/Salary Savings	---	---	---	---	---
Expenditure Transfer	---	---	---	(688,000)	(700,000)
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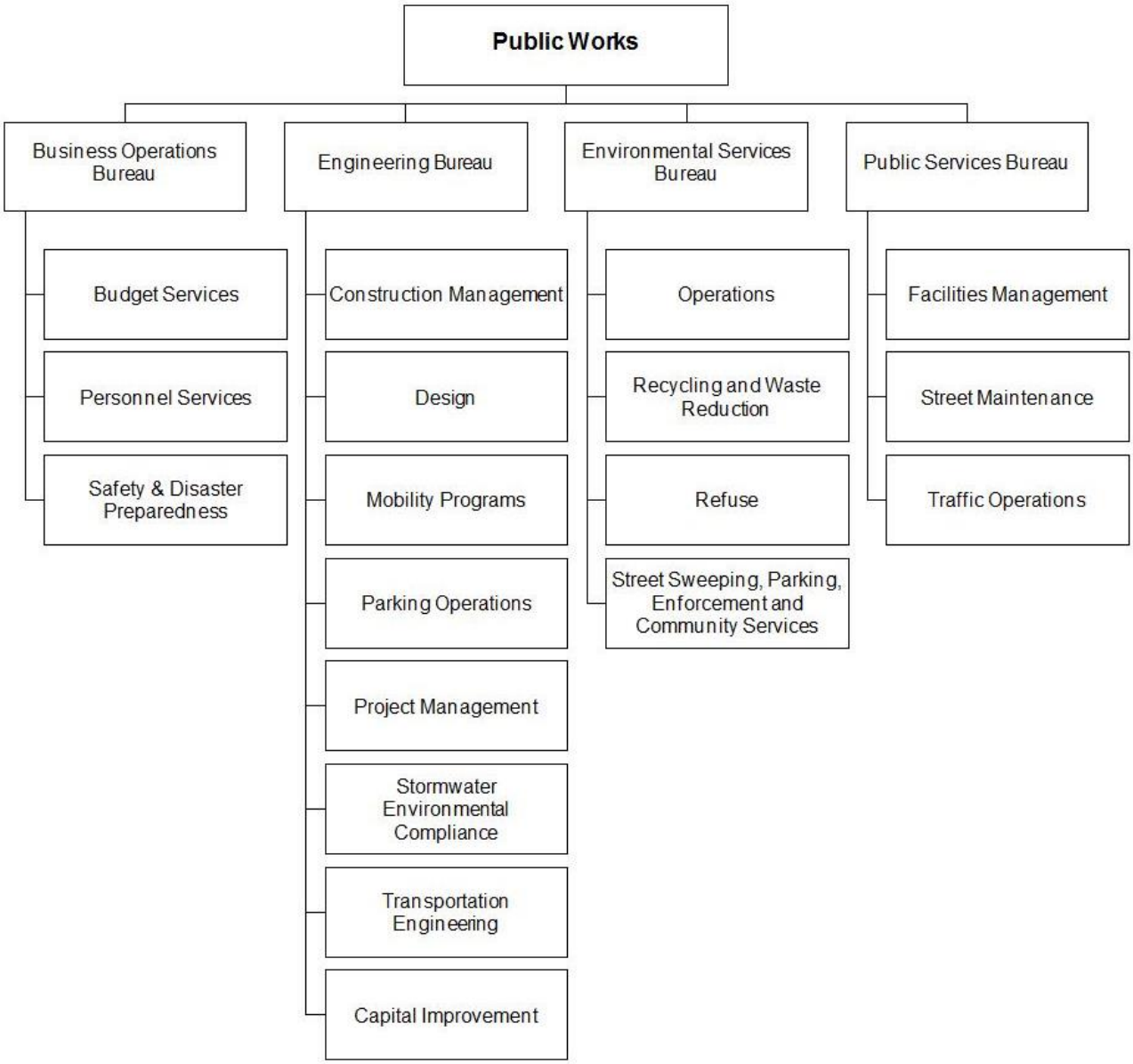
Total	**1,212.23**	**1,166.12**	**1,173.82**	**177,832,758**	**180,741,749**

Public Works



Craig Beck, Director of Public Works

Sean Crumby, City Engineer/Deputy Director of Public Works, Engineering Bureau

Malcolm Oscarson, Manager, Business Operations Bureau

Diko Melkonian, Manager, Environmental Services Bureau

Vacant, Manager, Public Service Bureau

Department Overview

Mission:
To maintain and enhance the City's infrastructure and environment for the benefit of the public.

Vision:
We envision a better tomorrow by serving and exceeding the expectations of the public through the performance of our valued employees.

Core Services:
- Provide for and maintain safe and adequate infrastructure for the community.
- Provide for sustainable environmental protection (improvement of water quality, increased refuse diversion) in a positive service environment.
- Safely and efficiently, design, construct, deliver, protect and/or maintain services for public facilities, public rights-of-way and storm water management.

FY 17 Focus:
Public Works is tasked with providing a wide range of services to both the public and client departments in terms of infrastructure improvements, roadway upgrades and maintenance, parks and facilities construction, environmental programs, transportation systems, emergency response functions and administrative support.

One of the many core services Public Works provides is planning, designing, constructing and maintaining the City's infrastructure and facilities. The Engineering Bureau is in the midst of several major process improvement initiatives, such as continuing to revise the City's standard plans, prioritizing projects among several capital improvement programs, updating the City's project management software, and coordinating a project development manual. Due to the passage of Measure A, there will be an influx of capital funding starting in FY 17. Resources will continue to be realigned to support these efforts and deliver budgeted Capital Improvement Program (CIP) projects in a cost effective manner.

Traffic Engineering involves the design, installation, operations, and management of the City's transportation, with services addressing traffic signals, roadway striping, signage, and on-street parking restrictions. Administering the City's mobility goals and encouraging the use of sustainable transportation modes such as walking, biking, carpooling, and public transportation through smart design practices and marketing/education programs will continue as well as inter-agency coordination with other governmental agencies related to local and regional transportation issues and projects.

Environmental Services Bureau (ESB) completed a Request for Proposal for Citywide Recycling Collection Services in FY 16 and awarded the contract to Waste Management, the current service provider. ESB will continue to work with the service provider to provide quality customer service. ESB began implementing the Street Sweeping Optimization results in FY 16. The changes include eliminating 4:00-8:00 a.m. routes in residential neighborhoods where possible, reducing sweeping time frames from 4 hours to 2 hours, adjusting routes that conflict with refuse collection days, and evaluating different types of equipment that may reduce costs. Citywide changes will continue in FY 17 and will take approximately one year to complete.

The Public Service Bureau is focused on efficiencies through the use of technology and updating work processes to optimize its available resources. This includes working with Smarking, Inc. for data analysis of the City's parking meters and structures utilization to better manage the City's parking assets, and the development of EZparkLB, an application to provide parkers, real-time available parking options. The completed installation of smart parking meters, and change out of two pay stations will bring the City into Payment Card Industry compliance. The Facilities Division will continue to schedule increased preventive maintenance and pump station improvements are planned to ensure redundancy in the City's storm drain system. The bureau will continue to provide ongoing maintenance such as pothole repair, graffiti abatement, tree trimming, storm drain, traffic signal, signage and striping, facility maintenance and emergency responses but is challenged as staffing levels are reduced due to attrition.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of Square Feet of Sidewalks Repaired	350,000	350,000	320,000	512,000

The budgeted funding sources for sidewalk repairs includes General Fund and Community Development Block Grant (CDBG). For FY 17, it is anticipated that the level of service will increase from the current year of 320,000 square feet to providing 512,000 square feet of sidewalk repairs throughout the City.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of potholes filled on a monthly basis	3,000	3,400	2,900	3,000

The Street Maintenance Division will likely fall short of the FY 16 goal of 3,400 pothole repairs monthly due to the limited resources available to address the increasing number of potholes. The division will continue to make a concerted effort to meet the requests for service. A metric for measuring pothole response time is the percentage filled within 15 days of notification. In FY 14, the rate was 37 percent, decreasing to 22 percent in FY 15. This response time is an overall average for highest priority (arterials) to lowest priority (alleys).

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of traffic safety and parking investigations completed	675	750	655	655

The Traffic and Transportation Division receives approximately 655 annual requests from the public for traffic control and parking changes to the City's transportation infrastructure. Each year the Division reviews the requests and approximately 75 percent of the requests for investigation result in recommended changes.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
City's Waste Diversion Rate	74%	74%	74%	74%

The City diverts 74 percent of waste from going to landfills, far exceeding the State of California's diversion target of 50 percent. This is due to the City's residential and commercial recycling efforts, composting and vermicomposting, tire recycling, electronic waste and major appliances diversion, motor oil and filter collections, and special events recycling.

FY 16 Accomplishments

Business Operations

- Continued financial training to Engineering Bureau for document process management and financial reporting.
- Completed a 1-year and 5-year Capital Improvement Program (CIP).
- Opened and completed 25 project bids.
- Conducted safety training courses to City staff and performed safety audits.
- Conducted facility inspections for department locations.
- Investigated Industrial Hygiene complaints/requests.
- Submitted 96 personnel requisitions.
- Conducted 53 new employee/transfer orientations.

Engineering Bureau

- Constructed $113 million in capital improvement projects including parks, airport, recreation buildings, library improvements, public facility improvements, streetscapes, traffic improvements, streetlights, storm drains, and street and sidewalk repairs.
- Completed $7 million in arterial street repairs, $35 million in sidewalk repairs, and $79 million in residential street repairs.
- Completed the construction phase of the Termino Ave. Greenbelt Restoration Project.
- Completed the design of the Red Car Greenway Project.
- Re-roofed buildings C, D, E, F, G, H, & Computer Laboratory at the Police Academy.
- Installed replacement HVAC units and completed structural repairs to Building C, at the Police Academy.
- Installed LED lighting at Grace Park.
- Installed Bike Repair Stations and Hydration Stations at 19 locations throughout the City.
- Issued 806 online Excavation Permits and 852 Temporary Street Occupancy Permits.
- Completed the Long Beach Municipal Urban Storm Water (LB-MUST) Facility Conceptual Study and acquired $28 million of Caltrans funding for the project.
- Completed the design and initiated construction for the Vortex Separation System (VSS) Devices and Low Flow Diversion (LFD) system.
- Completed the Bike Share System rollout (using a $2.1 million Federal Grant) which includes 50 stations and 500 bikes.
- Completed construction on the Bicycle System Gap Closure & Improved LA River Bike Path Project - Class II & III bikeway facility over an 8.4 mile along Pacific Ave., San Antonio Dr., Del Amo Blvd. and Harding St. corridors with 2 traffic signals, 2 traffic circles and wayfinding signs connecting to the LA river bike path access points.
- Created 35 new spaces along 9th Street by introducing diagonal parking between Pacific Avenue and Long Beach Boulevard.
- Completed traffic signal coordination at 70 signals on Ocean Blvd, Bellflower Blvd, Willow St.
- Implemented two pop-up cycle tracks as part of Bicycle Master Plan outreach.
- Completed the Michele Obama Library.
- Completed Pine Avenue Special Event Safety Measures (bollards).
- Started the 3rd Street Cycle Track Improvements.
- Completed 4.7 miles of residential street repairs.

Environmental Services Bureau

- Completed the Request for Proposal for Citywide Recycling Collection Service.
- Completed and began implementing the Street Sweeping Optimization Study results to improve efficiency.

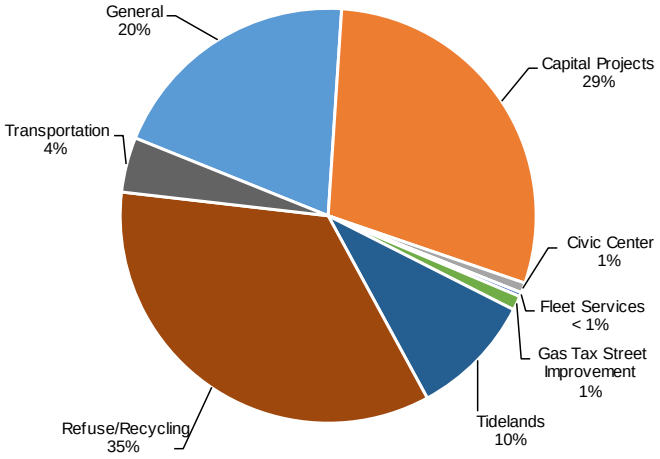
FY 16 Accomplishments

- Assisted with the enhancement of the City's Customer Information System (CIS) project, which includes a self-service, web interface that allows residents to place work requests on-line and make payments on-line.
- Long Beach residents generated 3.9 pounds/person/day of solid waste, far below the current state target mandate of a maximum 7.6 pounds/person/day.
- Collected 185,900 tons of trash from 117,000 residential and commercial accounts.
- Continued support of a Household Hazardous Waste facility that allows residents of LA County to drop off household hazardous waste items for proper recycling or disposal.
- Responded to 13,300 illegally dumped items and over 14,800 special item requests.
- Managed contract collection of 27,600 tons of recycling, 2,900 gallons motor oil and 640 oil filters.
- Swept 155,000 miles of streets and alleys and collected 8,700 tons of debris.
- Collected over 770 tons of litter and utilized over 10,000 court referral hours to assist in litter cleanups.
- Continued to develop a web-based, reuse program that allows businesses to donate goods to Long Beach non-profits (LB Exchange).
- Presented composting and vermicomposting classes to an average of 20 people per class
- Conducted 33 community and business corridor clean-ups and collected 120 tons of litter
  Monitored compliance of the plastic bag ban implemented in FY 11.

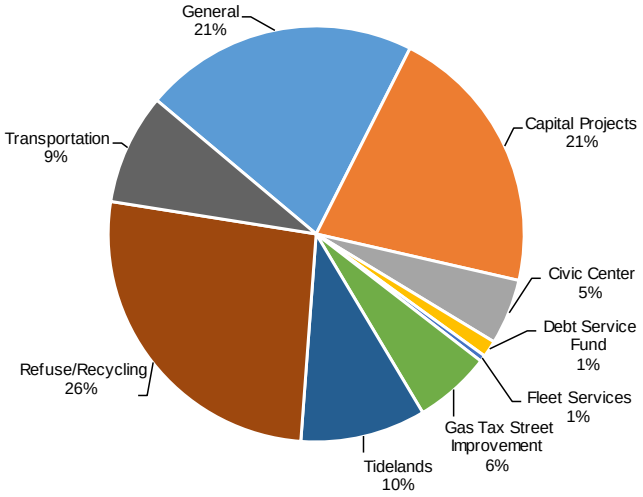
Public Service Bureau

- Repaired over 34,000 potholes, trimmed 25,000 trees, removed 1,200,000 square feet of graffiti and 200 tree stumps, and replaced 9,000 traffic signs and 700 street name signs.
- Repainted 100,000 linear feet (19 miles) of red curbs and re-striped 40 centerline miles of centerline re-striping.
- Responded to 4,500 facility, 9,000 traffic signals/signs, and 12,000 Go Long Beach requests for service.
- Collected, counted and deposited $2 million in coin parking meter revenues.
- Managed the maintenance and response requests of 5,400 storm water catch basins, 26 pump stations and the Naples Seawall Plug program.
- Continued to contract-in maintenance of 129 traffic signals and collection of 77 Seal Beach parking meters.
- Managed the maintenance, construction and repair of facilities totaling in excess of 2.2 million square feet of occupied space.
- Maintained Civic Center High-Rise Fire and Life Safety compliance.
- Revitalized Civic Center Plaza level including painting, signage, security lighting, exterior LED lighting upgrades and cameras.
- Restriped Belmont Pool parking lot and City Place Garage.
- Replaced the batteries for the Uninterruptable Power Supply at the Emergency Communications and Operation Center.
- Installed internal LED lighting upgrades at City Hall and LED lighting at Junipero parking lot.
- Responded to over 4,400 emergency response calls.
- Completed Fire Station #1 apparatus bay LED lighting retrofit.
- Installed 60 high-definition video cameras in the City Place parking garage.
- Continued to roll-out the use of hand-held tablets for mobile dispatch of workers in the field.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General	25,074,761		37,783,838		(12,709,077)
Capital Projects	36,776,100		37,426,100		(650,000)
Civic Center	989,320		9,007,179		(8,017,859)
Debt Service	-		2,299,087		(2,299,087)
Fleet Services	400,000		860,525		(460,525)
Gas Tax Street Improvement	1,400,000		10,575,528		(9,175,528)
Tidelands	12,093,212		17,247,897		(5,154,685)
Refuse/Recycling	43,707,331		46,601,120		(2,893,789)
Transportation	5,388,524		15,247,478		(9,858,954)
Total	**125,829,248**		**177,048,751**		**(51,219,503)**

Summary of Proposed Changes*

General Fund	Impact	Positions
Increase budget to reflect increased costs for personnel operations.	$ 58,701	-
Add a Development Project Manager to supervise the new Development Engineering Group and support private development, offset by the elimination of a vacant Engineering Technician II.	$ 15,175	-
Increase Public Service staffing to address additional workload related to deferred maintenance, offset by work order revenue.	$ -	2.00
Add an Accounting Clerk III to provide clerical support for capital projects, offset by revenue.	$ -	1.00
Implement various organizational, staffing and materials budget changes to assist with operational and budget management. These changes include reduction in overtime, increases to revenue and staffing for the Hazardous Communications Program.	$ (377,045)	0.20
Transfer Survey Group staff to Capital Projects Fund to align budget with work performed, offset by funds from Long Beach Gas and Oil.	$ (360,335)	(1.75)

Capital Projects Fund	Impact	Positions
Add two Capital Project Coordinator (CPC) II and a one CPC III to guide project team through design, bidding construction, and commission and close out phases of a capital projects. Also add an Administrative Analyst III and enhance Engineering staffing to address additional capital projects workload, offset by charges to capital projects.	$ -	9.00
Transfer Survey Group staff to Capital Projects Fund to align budget with work performed, offset by funds from Long Beach Gas and Oil.	$ -	1.75

Refuse/Recycling Fund	Impact	Positions
Add Safety Specialist I to oversee the Hazard Communication and Waste Management program, offset by reduction of one Clerk Typist IV.	$ (10,795)	(0.20)
Increase revenue to reflect a portion of the anticipated Refuse and Recycling rate change resulting from the Rate Study currently underway. The anticipated increase will be implemented over multiple years beginning in 2017.	$ (860,556)	-
Increase budget to reflect a 1.6 percent CPI increase in refuse disposal costs at the Southeast Resource Recover Facility (SERRF).	$ 426,398	-
Add permanent staffing to support two recently implemented Clean Teams. The Clean Teams will facilitate the coordination of the collection of dumped items and clean-ups citywide.	$ 570,818	5.00

Civic Center Fund	Impact	Positions
Add an Administrative Analyst III to support Civic Center Project administration.	$ 112,309	1.00
Increase budget in Parking Management Division to align budget with current operations, offset by revenue.	$ 200,000	-

Summary of Proposed Changes*

Tidelands Operations Fund	Impact	Positions
Implement various organizational and materials budget changes to assist with operational and budget management.	$ (6,692)	-
Increase budget in Parking Management Division to align budget with current operations, offset by revenue.	$ 90,000	-
Transfer of the Tidelands Projects Division to the Public Works Department to better coordinate coastal, Tidelands area and capital projects. Includes reclassification of a Clerk Typist II to an Assistant Administrative Analyst I.	$ 2,012,301	7.00
One-time funding for cost related to compliance monitoring and work related to the Stormwater National Pollution Discharge Elimination System (NPDES) Permit.	$ 491,655	-

Rainbow Harbor Fund	Impact	Positions
Increase budget in Parking Management Division to align budget with current operations, offset by revenue.	$ (42,680)	-

*For ease of review, reallocation of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Asset Management Bureau

Asset Management	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	23,236,582	-	-
Expenditures	15,385,492	-	-
FTEs	11.00	0.00	0.00

*Amounts exclude all-years carryover.

Narrative:

Beginning in FY 16, the Asset Management Bureau transferred to the Business Development Bureau housed in the Economic and Property Development Department. Details about the bureau and its funds can be found in the Business Development Bureau's section of the Economic and Property Development Department.

Business Operations Bureau

Key Services:

1. **Developmental Oversight**
   - Administration / Planning
   - Community Support / Outreach
   - Management of 4 bureaus
   - Interface with Council & City Manager
2. **CIP Budget Development & Tracking**
   - Coordinate w Departments on Projects & Budget
   - Development 1 & 5 year CIP budgets
   - Review / Process Council letters
   - Monitor Expenses & Adjust Budgets
3. **Operating Budget Development & Tracking**
   - Coordinate with department bureaus
   - Accounting / Auditing
   - Develop Departmental Budget
   - Budget Oversight
4. **Personnel Management**
   - Recruitment / Requisition Management
   - Human Resources Best Management Practices with Supervisors
   - Timecards & Payroll
   - Administrative Investigations
   - Position Control & Inventory
   - Labor Relations / Grievance Handling
5. **Safety & Disaster Preparedness Training**
   - Training / Safety Procedures
   - Risk Management
   - Disaster Preparedness Activities
   - Safety Inspections / Field Audits
6. **General Department / Client Department Support**
   - Business Operations - Engineering Services
   - Personnel Service

FY 17 Funding Source: General Fund 100%

Business Operations	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	28	-	-
Expenditures	1,324,097	1,958,148	2,122,872
FTEs	21.00	23.00	24.20

*Amounts exclude all-years carryover.

Narrative:

Due to the size and complexity of the department's diverse service delivery, administrative services requires a systematic focus on financial, operational, personnel, and safety functions. The Business Operations Bureau supports and coordinates the four bureaus within the Public Works Department. This includes the day-to-day activities such as Operating and Capital Improvement Program (CIP) budget preparation and development, as well as monitoring of annual and multi-year funds. In addition, the bureau oversees personnel administration, as well as the health, safety, and emergency preparedness for over 466 Public Works employees. Personnel and Safety functions are also provided to the Airport and Disaster Preparedness and Emergency Communications Departments and the Fleet Services Bureau. One area of concentration for the bureau will be the continuous replacement of a number of retirees and the filling of vacant positions.

The Budget Services Division manages the department's eleven different funds. This involves managing the department-wide budget, including the Operating budget and Capital Improvement budget. The fund tracking during the year in the CIP and allocation of these funds require ongoing interaction with client departments including the Financial Management Department. The division also coordinates accounting functions, bid processing and contract management, invoice processing and purchasing administration.

The FY 17 budget includes an increase of 1.2 FTEs for 1 Accounting Clerk III and .20 FTE for a Safety Specialist I. The Accounting Clerk III will provide clerical support to capital projects. The Safety Specialist I will oversee the department's Hazard Communication and Waste Management program, as well as

provide support for incident investigations, facility inspections and injury/accident prevention trainings. The remaining .80 FTE for the Safety Specialist is budgeted in the Environmental Services Bureau to account for dedicated support to the bureau.

Engineering Bureau

Key Services:

1. **Project Development & Management**
   - Develop CIP
   - Manage CIP Project Construction
   - Regulatory Compliance & Permitting
   - Review Private Development Projects
   - Plan & Design City Projects
2. **Construction Management**
   - Field Management & Inspection CIP Projects
   - Survey Service
   - Street Improvement & Excavation Permits in Rights-of-Way
   - Engineering Records
3. **Traffic and Transportation**
   - Neighborhood Traffic Management
   - Regional Transportation Project Coordination
   - Planning / Grant Applications
   - Design Projects
   - Parking Operations
4. **Storm Water Management**
   - Regulatory Compliance & Investigations
   - Planning & Grant Application
   - CIP Planning
   - Community Education / Response

FY 17 Funding Sources: Gas Tax Street Improvement Fund 27%, General Fund 18%, Transportation Fund 25%, Capital Projects Fund 12%, Rainbow Harbor Fund 12%, Tidelands Operations Fund 1%. Debt Service Fund 4%, Civic Center Fund 2%

Engineering	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	64,674,741	86,709,947	62,326,656
Expenditures	91,330,297	127,121,878	94,496,531
FTEs	75.00	86.00	103.00

*Amounts exclude all-years carryover.

Narrative:

The Engineering Bureau continues to deliver a high volume of capital improvements, including street improvements, sidewalk repairs, bikeway upgrades, park and library improvements, and major facility repairs. Assisting other City departments with cost effective design, project management and construction management services continues to be a major emphasis for the bureau. In FY 17, the key focus areas will be bike boulevards, major park improvements, the new Civic Center and various Measure A projects. This is in addition to the coordination of several major projects including the design of the Long Beach Municipal Urban Stormwater Treatment (LB-MUST) facility and the modification of several traffic signals. The FY 17 budget includes enhancements for project staff to support these efforts.

The Storm Water Management Division (SWMD) continues to evolve as a result of the National Pollutant Discharge Elimination System (NPDES) Permit. Assessment of the City's Municipal Separate Storm Water System (MS4) is still pending. In FY 16, division has been working to identify immediate improvements to the City's storm drain system such as the Arbor Road relief storm drain, the Broadway storm drain and the Main Street/6th Street relief storm drain. The water quality of the City continues to improve and the bureau has made significant progress to date. In addition, the division continues to work on the implementation, training, education and enforcement of the NPDES Permit for City staff, the public and businesses.

The City has experienced a significant increase in business and development activity in the past three years, and continuing on past initiatives to make the department more business friendly, the Construction Management Division will continue to work closely with major applicants, the Development Services Department, and internal stakeholders prior to submitting engineering plan checks, dedications, easements, and sidewalk dining applications in the public rights-of-way to ensure the applicants fully understand the City's process.

Finally, responding to the public's wide variety of traffic-related requests in a timely manner remains a high priority. Ongoing bicycle and pedestrian related infrastructure improvements have received significant recognition and grant funding will help to improve this critical aspect of the City's transportation network. Updating the City's signal coordination systems to improve vehicular traffic flows is performed on an ongoing basis. The bureau also provides a great deal of technical support to the City's policymakers regarding regional transportation projects, a role that is anticipated to increase in FY 17 due to the high volume of regional projects.

The FY 17 budget includes an increase of 7 FTEs for the Tidelands Projects Division transfer from the City Manager Department to consolidate Tidelands capital with Public Works capital project management. An increase of an Administrative Analyst is also included to provide dedicated support and administration of the New Civic Center Project. In addition, due to the current project workload and an anticipated influx of capital projects starting in FY 17, the budget includes an increase of 9 FTEs to increase engineering staffing and support. This includes an increase of Capital Project Coordinators (CPCs) to guide and manage capital projects from design to close out.

Environmental Services Bureau

Key Services:

1. Refuse Collection
- Commercial Refuse Collection
- Residential Refuse Collection
- Bulky Item Collection
- Illegally Dumped Item Collection
- Bus Stop Collection
- Private Refuse Hauler Permit / Oversight
- Cart and Commercial Bin Deliveries and Exchange
- Electronic Waste Collection
- Special Events Refuse Collections
- Public Education (PSAs, Brochures, Fliers)

2. Recycling / Diversion
- Residential & Commercial Recycling Collection
- Tire Recycling / Diversion
- Public Education (community, schools)
- Composting / Vermicomposting Workshops
- Holiday Tree Collection
- Electronic Waste & Major Appliance Diversion
- Motor Oil & Filter Collection
- Recycling Market Development Zone Services
- Special Events Recycling Diversion Services

3. Clean Long Beach (Litter Abatement Program)
- Alley Clean Up
- Community Clean Ups
- Homeless Encampment Clean Ups
- Community Outreach (website / social media)
- Household Hazardous Waste (Paint, Pharmaceuticals, etc.)
- Long Beach Exchange
- Special Projects (Plastic Bag Ban, HHW launch)
- Clean Team

4. Street Sweeping
- Weekly Street Sweeping
- Alley Sweeping
- Special Events Sweeps
- Emergency Response Clean-ups

5. Street Sweeping Parking Control
- Street Sweeping Parking Citations
- Non-Street Sweeping Vehicle Violation Citations
- Vehicle Impounds (Stolen Vehicle, ALPR, Scofflaws, etc.)
- Contested Citations Reviews

6. Citywide Parking Enforcement
- Parking Citations (State & Local Violations)
- Vehicle Impounds (Stolen Vehicle, ALPR, Scofflaws etc.)
- Contested Citations Reviews

FY 17 Funding Sources: Refuse and Recycling Fund 85%, General Fund 14%, Tidelands Operations Fund 1%

Environmental Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	56,992,205	57,755,623	59,105,463
Expenditures	48,260,071	52,524,661	54,856,513
FTEs	206.08	209.08	213.88

*Amounts exclude all-years carryover.

Narrative:

In FY 16, the Environmental Services Bureau (ESB) completed the City Council mandated Street Sweeping Optimization Study to increase efficiency and improve customer service in the operation. The bureau identified ways to eliminate 4:00-8:00 a.m. routes in residential neighborhoods where possible, reduce sweeping time frames from 4 hours to 2 hours where possible, adjust routes that conflict with refuse collection days, and evaluate different types of equipment that may reduce costs. The bureau will continue to evaluate all aspects of the operation in order to optimize core services and maintain a high level of customer service.

Efficiencies and improvements are continuously being developed to improve Citywide services. This includes consolidation of residential routes as feasible, while pursuing to increase commercial route accounts. Additionally, ESB assisted with the enhancement of the Customer Information System (CIS) Project, which includes a self-service, web interface that allows residents to place work requests on-line. In FY 16, an enhancement was created to allow residents to make payments on-line through the self-service, web interface. Additional services provided by ESB include: bin and cart deliveries, bulky item collection requests, servicing of litter containers, and collection of illegally dumped items.

In FY 16, ESB commissioned a study to explore potential rate changes and simplify the current rate structure. Additional revenues are anticipated in FY 17 as a result of this effort, and are planned to support additional personnel for the City's Clean Team Initiative. The Clean Team is currently a multi-departmental effort led by ESB and supported by the Health, Development Services and Parks, Recreation and Marine Departments. The team responds to request for homeless cleanups, illegally dumped items, litter abatement, and other services. The goal is to consolidate these types of services and centralize calls. The addition of 5 FTE will allow for two fully staffed Clean Teams.

ESB is estimated to generate $2.09 million for the General Fund through the Private Hauler Business Fee in FY 16. In addition, the Refuse Fund continues to provide annual support for refuse related General Fund programs including tree trimming, storm drain maintenance, street/alley repairs, litter enforcement by the Police Department, neighborhood services clean ups and code enforcement. The Parking Enforcement operation generates approximately $12.3 million in General Fund revenue through the issuance of parking citations.

Public Service Bureau

Key Services:

1. **Administration, Budget & Finance**
   - City Manager & City Council Response
   - Procurement Management
   - Budget Development & Fiscal Mgmt.
   - Facilities Work Order System
   - Administrative & Personnel Support
   - Fixed Asset Inventory
2. **Facilities Management**
   - Custodial
   - Emergency Mgmt. & Response
   - Carpentry
   - Contract Management
   - Electrical
   - Work Order Service Dispatch
   - Locksmith
   - Special Events
   - HVAC / Refrigeration
   - Plumbing
   - Painting
   - Special Project Mgmt.
3. **Street Operations**
   - Street Surface
   - Special Events Support
   - Research & Support
   - Concrete / Excavation
   - Emergency Response
   - Service Response
   - Call Center Operations, Work Order System & Billing
4. **City Tree Maintenance**
   - Tree Maintenance
   - Emergency Response
   - Annual Grid Trimming
   - Work Order System & Billing
   - Arborist Support & Inspection
   - Research & Support
5. **Traffic Signs and Signals**
   - Signal Maintenance
   - Administration & Billing
   - Special Events / Bike / Engineering Support
   - Sign Maintenance
   - Underground Service Alert Utilities
   - Damage Repair / Graffiti
   - Paint Maintenance
   - Emergency Response
6. **Parking Meters**
   - Coin Collection
   - Damage & Graffiti Repair
   - Coin Counting & Deposits
   - Administration
   - Maintenance
   - Special Events / Underground Service Alert Utilities
7. **Storm Water Field Services**
   - Inspection
   - Maintenance
8. **Graffiti Abatement**
   - Inspection
   - Contract Management & Reporting

FY 17 Funding Sources: General Fund 59%, Civic Center Fund 38%, Rainbow Harbor Fund 2%, Tidelands Operations Fund 1%

Public Service	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	4,225,021	3,917,721	4,397,130
Expenditures	24,389,185	25,879,000	25,572,836
FTEs	108.51	123.51	125.51

*Amounts exclude all-years carryover.

Narrative:

The Public Service Bureau (PSB) delivers vital services to the community including repair and maintenance of potholes, storm water catch basins and pump stations, street tree trimming, graffiti abatement, signage and striping, traffic signal and monument signage, facilities maintenance, custodial services, minor sidewalk and street repairs, street parking meter maintenance and repairs, along with a variety of resident requests. PSB continues to provide special event services and emergency response

for inclement weather and to support the Fire and Police Departments. The FY 17 budget includes the upgrade of a General Maintenance Assistant (GMA) position to an Electrician in the Facilities Management Division to support the addition of electrical vehicle charging (EVC) stations and retrofitting lighting to LED in City facilities. In addition, a Plumber and a GMA are included to address the increased facility repairs and maintenance work needed for the City's facilities. These positions will provide additional plumbing support and overall maintenance to over 300 aging City facilities.

In FY 17, the PSB will continue to focus on efficiencies through the use of technology, making energy efficient improvements to City facilities, and ensure that the City is prepared for emergencies. The Facilities Management Division will replace the failing Public Safety Building's modular equipment controllers to ensure the facility is optimizing the use of power. City facilities will see increased preventive maintenance schedules and City pump station improvements are programmed to ensure redundancy in the storm drain system.

Finally, the PSB will continue to provide valuable assistance to the new Civic Center project. Most recently, staff facilitated demolition of the old courthouse building, and arranged for the users of the Lincoln Park employee garage to be relocated to temporary replacement locations so the Lincoln Park garage can undergo seismic upgrades.

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Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	7,952,602	-	-	-
Franchise Fees	4,715,701	4,310,000	4,310,000	4,600,000
Licenses and Permits	3,211,637	2,985,509	2,985,509	3,022,275
Fines and Forfeitures	12,651,491	13,123,918	13,123,918	13,133,918
Use of Money & Property	28,271,256	12,069,494	12,077,726	15,827,308
Revenue from Other Agencies	12,520,618	8,548,866	13,881,962	8,382,181
Charges for Services	39,489,310	39,834,428	39,834,428	41,180,947
Other Revenues	817,469	235,700	13,500,648	74,700
Interfund Services - Charges	2,451,660	1,347,947	1,847,947	1,760,161
Intrafund Services - General Fund Charges	1,793,935	1,194,900	1,194,900	1,771,658
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	35,253,418	13,390,195	45,626,253	36,076,100
Total Revenues	149,129,098	97,040,956	148,383,290	125,829,248
Expenditures:				
Salaries, Wages and Benefits	37,637,746	43,433,161	43,433,161	47,634,576
Overtime	2,487,024	1,486,201	1,486,201	1,299,620
Materials, Supplies and Services	106,499,265	72,516,009	132,383,604	98,023,494
Internal Support	28,296,649	22,797,453	22,754,046	22,649,045
Capital Purchases	550,687	-	-	-
Debt Service	4,322,164	6,786,567	6,786,567	7,042,016
Transfers to Other Funds	895,606	400,000	640,108	400,000
Total Expenditures	180,689,142	147,419,391	207,483,687	177,048,751
Personnel (Full-time Equivalents)	421.59	441.59	441.59	466.59

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Public Works	1.00	1.00	1.00	212,496	212,496
Accounting Clerk III	2.00	2.00	3.00	92,996	124,408
Accounting Technician	2.00	2.00	2.00	95,373	105,326
Administrative Aide I	2.00	2.00	2.00	112,314	112,314
Administrative Aide II	2.00	2.00	2.00	112,744	117,609
Administrative Analyst I	1.00	1.00	1.00	78,058	78,058
Administrative Analyst II	1.00	1.00	2.00	84,205	154,988
Administrative Analyst III	13.00	12.00	14.00	1,023,956	1,157,239
Administrative Intern - NC	-	8.00	8.00	290,133	290,146
Administrative Officer-Public Works	2.00	2.00	2.00	236,263	230,002
Assistant City Engineer	1.00	1.00	1.00	152,942	152,942
Assistant Administrative Analyst I	-	-	1.00	-	45,823
Assistant Administrative Analyst II	4.00	4.00	4.00	271,691	272,926
Assistant City Traffic Engineer	1.00	1.00	1.00	136,582	136,582
Assistant Traffic Signal Technician I	1.00	1.00	1.00	54,904	54,904
Assistant Traffic Signal Technician II	1.00	1.00	1.00	60,698	60,698
Building Maintenance Engineer	6.00	6.00	6.00	445,672	442,211
Building Services Supervisor	1.00	1.00	1.00	47,379	44,748
Capital Projects Coordinator I	3.00	3.00	5.00	262,691	432,116
Capital Projects Coordinator II	1.00	1.00	5.00	87,404	430,244
Capital Projects Coordinator III	1.00	1.00	4.00	86,327	377,849
Capital Projects Coordinator IV	1.00	1.00	1.00	123,618	123,618
Cement Finisher I	1.00	1.00	1.00	53,840	53,842
Chief Construction Inspector	1.00	1.00	1.00	116,362	93,664
City Traffic Engineer	-	-	1.00	-	160,066
Civil Engineering Associate	3.00	3.00	4.00	287,292	353,335
Civil Engineer	6.00	6.00	7.00	640,669	734,372
Clerk Typist II	5.00	3.00	3.00	118,057	119,519
Clerk Typist III	17.00	17.00	18.00	786,635	827,242
Clerk Typist IV	2.00	2.00	1.00	101,929	52,248
Construction Inspector I	3.00	3.00	3.00	223,763	229,324
Construction Inspector II	7.00	7.00	7.00	577,254	561,414
Construction Services Officer	1.00	1.00	1.00	128,324	128,324
Customer Service Representative II	5.00	5.00	5.00	197,967	210,428
Customer Services Supervisor I	1.00	1.00	1.00	62,254	62,254
Department Safety Officer	1.00	1.00	1.00	99,322	90,039
Deputy Director/City Engineer	1.00	1.00	1.00	175,000	186,076
Development Project Manager II	1.00	1.00	1.00	98,111	98,111
Development Project Manager III	-	-	1.00	-	84,222
Electrician	4.00	4.00	5.00	261,977	315,511
Engineering Aide III	1.00	1.00	1.00	56,182	56,182

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Engineering Technician II	6.00	6.00	5.00	406,942	351,731
Equipment Operator II	6.00	6.00	6.00	303,731	313,488
Equipment Operator III	6.00	8.00	8.00	443,704	449,956
Executive Assistant	1.00	1.00	1.00	65,457	65,457
Facilities Management Officer	1.00	1.00	1.00	108,563	108,563
General Maintenance Assistant	4.00	4.00	4.00	208,992	199,235
General Superintendent of Operations	1.00	1.00	1.00	125,785	125,785
Geographic Info System Analyst II	1.00	1.00	1.00	84,464	84,464
Maintenance Assistant I	7.15	8.15	8.15	307,180	307,180
Maintenance Assistant II	3.00	3.00	3.00	122,484	124,314
Maintenance Assistant III	12.00	16.00	16.00	726,430	731,854
Maintenance Assistant II-NC	3.70	3.70	3.70	128,686	128,691
Maintenance Assistant I-NC	0.66	0.66	0.66	20,854	20,855
Mechanical Supervisor	2.00	2.00	2.00	141,028	158,262
Manager-Business Operations	-	1.00	1.00	136,002	136,002
Manager-Environmental Services	1.00	1.00	1.00	152,276	152,276
Manager-Property Services	1.00	-	-	-	-
Manager-Public Service	1.00	1.00	1.00	159,022	159,022
Motor Sweeper Operator	16.00	16.00	16.00	892,811	890,342
Parking Operations Officer	-	1.00	1.00	105,467	105,467
Payroll/Personnel Assistant II	2.00	2.00	2.00	97,146	97,146
Payroll/Personnel Assistant III	1.00	1.00	1.00	53,524	53,524
Parking Control Checker I	18.00	20.00	20.00	908,359	908,359
Parking Control Checker II	3.00	3.00	3.00	137,853	130,336
Parking Control Checker I-NC	4.90	4.90	4.90	187,034	187,042
Parking Control Supervisor	1.00	1.00	1.00	53,534	65,494
Parking Meter Technician I	3.00	3.00	3.00	150,615	150,615
Parking Meter Technician II	1.00	1.00	1.00	49,681	54,475
Plumber	4.00	4.00	5.00	249,448	308,404
Principal Construction Inspector	2.00	2.00	2.00	197,074	179,064
Real Estate Officer	1.00	-	-	-	-
Real Estate Project Coordinator II	1.00	-	-	-	-
Real Estate Project Coordinator III	3.00	-	-	-	-
Real Estate Technician II	1.00	-	-	-	-
Recycling and Sustainability Officer	1.00	1.00	1.00	91,881	98,040
Recycling Specialist I	1.00	1.00	1.00	61,742	61,742
Recycling Specialist II	1.00	1.00	1.00	66,534	69,909
Refuse Field Investigator	4.00	4.00	4.00	236,838	215,584
Refuse Operator I-NC	13.84	13.84	13.84	566,414	566,440
Refuse Operator I	24.14	24.14	26.14	1,153,832	1,200,548

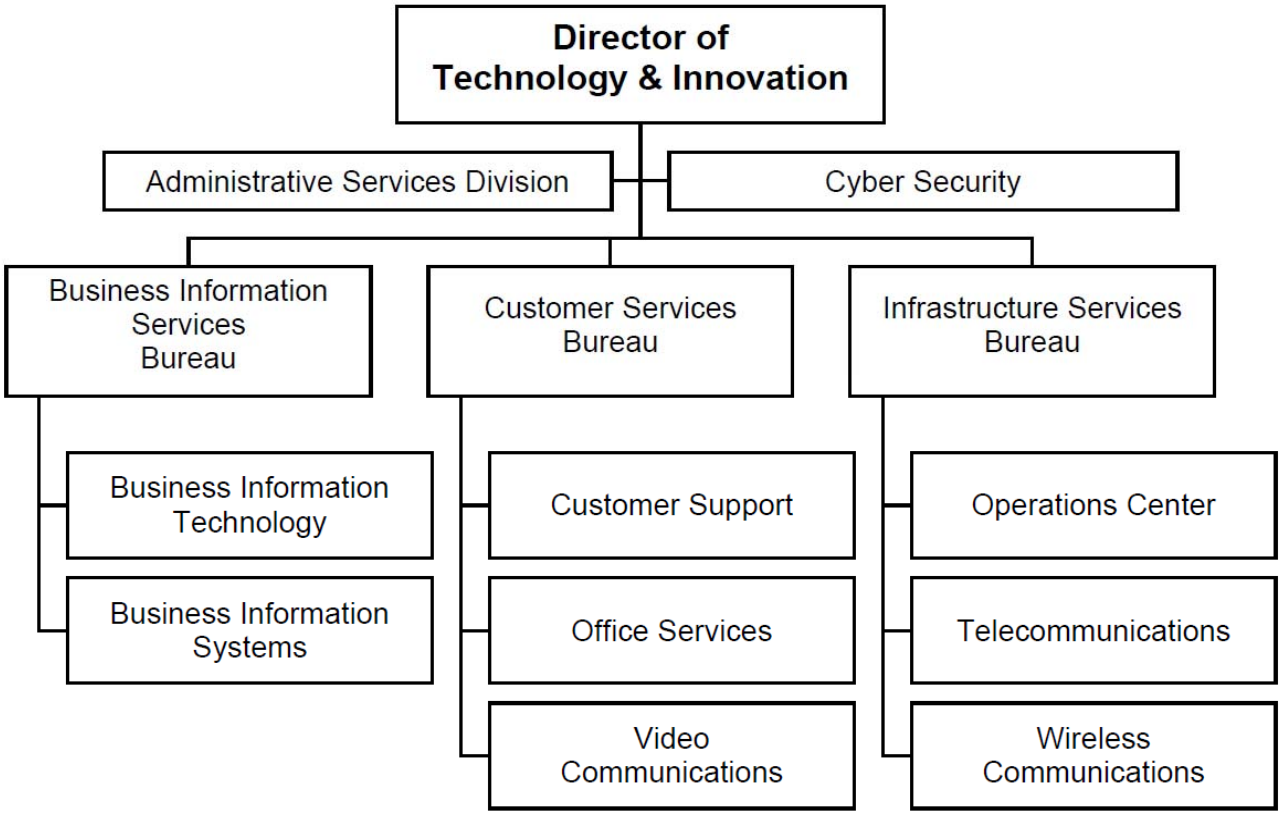
Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Refuse Operator II	34.00	34.00	36.00	1,688,620	1,758,338
Refuse Operator III	30.00	30.00	30.00	1,622,616	1,634,106
Refuse Operator II-NC	1.20	1.20	1.20	52,855	52,857
Refuse Supervisor	6.00	6.00	7.00	400,442	466,309
Safety Specialist I	-	-	1.00	-	57,726
Secretary	4.00	4.00	4.00	197,694	204,759
Special Services Officer II	21.00	21.00	21.00	1,073,395	1,057,569
Special Services Officer IV	1.00	1.00	1.00	66,538	66,538
Special Projects Officer	2.00	2.00	2.00	214,049	214,049
Senior Accountant	1.00	1.00	1.00	90,939	90,939
Senior Civil Engineer	3.00	3.00	3.00	333,361	379,486
Senior Engineering Technician I	3.00	3.00	3.00	242,521	242,521
Senior Engineering Technician II	1.00	1.00	1.00	90,552	90,552
Senior Equipment Operator	2.00	2.00	2.00	123,605	137,140
Senior Survey Technician	1.00	1.00	1.00	81,793	81,793
Senior Surveyor	1.00	1.00	1.00	88,159	82,590
Senior Traffic Engineer	3.00	3.00	3.00	328,224	361,845
Street Landscaping Supervisor I	1.00	1.00	1.00	69,881	69,881
Storm Water Program Officer	1.00	1.00	1.00	105,233	105,233
Street Maintenance Supervisor I	6.00	6.00	5.00	414,676	316,802
Street Maintenance Supervisor II	1.00	1.00	2.00	72,351	139,134
Superintendent-Refuse & Street Sweeping	1.00	1.00	1.00	121,263	121,263
Superintendent-Street Maintenance	1.00	1.00	1.00	125,892	125,892
Superintendent-Traffic Operations	1.00	1.00	1.00	117,690	117,690
Supervisor-Facilities Maintenance	1.00	1.00	1.00	88,617	88,617
Supervisor-Waste Operations	1.00	1.00	1.00	78,058	70,819
Survey Technician	1.00	1.00	1.00	60,670	60,056
Surveyor	-	2.00	2.00	185,540	168,631
Tidelands Development Officer	-	-	1.00	-	141,621
Traffic Engineering Associate I	1.00	1.00	-	70,081	-
Traffic Engineering Associate II	2.00	2.00	3.00	178,301	269,622
Traffic Painter I	4.00	4.00	4.00	194,407	194,407
Traffic Painter II	1.00	1.00	1.00	53,524	53,524
Traffic Signal Coordinator	1.00	1.00	1.00	93,267	93,267
Traffic Signal Technician I	7.00	7.00	7.00	517,268	517,278

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Traffic Signal Technician II	1.00	1.00	1.00	86,399	86,399
Traffic Transportation Program Administra	1.00	1.00	-	146,669	-
Transportation Programming Planner	2.00	2.00	2.00	160,983	160,983
Tree Trimmer I	-	3.00	3.00	153,660	153,660
Tree Trimmer II	-	6.00	6.00	332,520	335,166
Traffic Engineering Aide II	1.00	1.00	1.00	58,095	58,095
Subtotal Salaries	421.59	441.59	466.59	27,135,176	28,960,244
Overtime	-	-	-	1,486,201	1,299,620
Fringe Benefits	-	-	-	16,343,176	18,668,475
Administrative Overhead	-	-	-	515,786	592,523
Attrition/Salary Savings	-	-	-	-	(88,530)
Expenditure Transfer	-	-	-	(560,976)	(498,136)
Total	**421.59**	**441.59**	**466.59**	**44,919,362**	**48,934,196**

Technology & Innovation



Bryan Sastokas, Director of Technology & Innovation

Vacant, Manager, Business Information Services Bureau

Vacant, Manager, Customer Services Bureau

Vacant, Manager, Infrastructure Services Bureau

Danielle Mitchell, Administrative Officer

Department Overview

Mission:
Provide a customer-focused environment that integrates people, process and technology to increase the efficiency and effectiveness of City services.

Core Services:
- Provide the City Workforce with a fast and reliable communications infrastructure.
- Enhance workforce productivity by delivering cost effective technology products and support services.
- Ensure the confidentiality, integrity and availability of the City's information and the security of the City's network.
- Provide innovative solutions to enable open and transparent government in partnership with the City departments.
- Manage Long Beach's government access television channel (LBTV), mail and messenger services, central printing and reprographics.

FY 17 Focus:
In FY 17, the Technology & Innovation Department will continue to manage the full range of information technology and related services across the City's operations in support of the City's business objectives. Specific services include e-mail, Internet/Intranet, business information systems and geographic information system (GIS) support, project management, central data center operations, voice and data network management, radio communications services, video surveillance support, technology help desk, personal computer and printer acquisition and support.

Over the next few years, the Department will focus on rebuilding and improving the City's technology infrastructure to ensure the City has a strong foundation in place to implement the technology required to support the level of services expected of a modern, technologically savvy city. This infrastructure needs to be reliable so the City can provide the new tools to encourage civic engagement and economic development and provide more efficient public safety services. In addition, the Department will continue supporting the design of the technology infrastructure in the new Civic Center. In FY 17, the Department will continue to employ new and improved processes and internal tools to further boost the productivity and efficiency of the department in the areas of service management, customer support and project delivery.

With this vision in mind, the Department will embark on the largest technology project the City has ever seen: the replacement of its mainframe-based legacy financial and HR systems with a new ERP system. The Department will also continue delivery of other projects that are currently underway including the upgrade of the CIS/Billing system, Advanced Metering Infrastructure (AMI), further streamlining business licensing/permitting, and the implementation of the new GIS Hub software.

The Department will continue to leverage the new web site and content management system by transitioning other City organizations to the site, continuing to add more online services and features for our constituents and refreshing our suite of mobile applications. The Department will also continue to significantly expand bandwidth for internet access and free public Wi-Fi at City Libraries. The Department will continue to enhance social media activities and expand the City's fiber network. Additionally, the Department will establish an Open Data portal that will be designed to support the City's initiatives for Open Government, where constituents can access real City data in native format.

The Department remains committed to further centralizing technology management and consolidating services and contracting for various support services. Through these and other efforts, the Department will be able to increase the level and scope of services, while also maintaining a high level of customer service. Year after year, the Department benchmarks very favorably with other local government technology operations across the country.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of personal computers and laptop computers installed, replaced or upgraded	761	750	470	900

The Customer Services Bureau is responsible for the overall management and support of the City's technology assets, such as desktop and laptop computers, multi-function devices, and mobile communications devices (cell phones, smart phones, and tablets). This Bureau is also responsible for the City's four-year personal computer replacement program of approximately 3,000 personal computers and laptops. To reduce hardware and support costs related to personal computers, the Bureau has embarked on an exciting project to virtualize personal computers, with over 500 users in the pilot program currently. TI replaced a higher number of computers than anticipated in prior years to facilitate the implementation of Office 365. Since these computers were replaced slightly ahead of schedule, our FY 16 projection reflects a decreased number of installations, replacements or upgrades.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Number of visits to City of Long Beach Websites	4,685,977	5,100,000	5,300,000	5,800,000

The Business Information Services Bureau is responsible for the implementation, support, maintenance and replacement of the City's business applications. This responsibility includes the administration of the City's Internet website. This Internet site provides valuable information to the public and is increasingly allowing the public to do business with the City, at their convenience, by using online applications. The City is also experiencing a significant increase in the popularity of our social media sites, such as Facebook, Twitter and YouTube.

TI encourages increased visits to both the City's website and the social media sites since they are both a convenient and cost effective way for constituents and business partners to interact with the City. Redesign of the website was completed in FY 15 and is expected to increase visits in both FY 16 and FY 17.

Key Measure	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Projection
Percentage of time telephone systems are available for communication (as measured by telephone systems uptime)	99.9%	99.9%	99.9%	99.9%

The Infrastructure Services Bureau is responsible for communications links to approximately 140 City facilities, 6,000 telephone instruments, and 7,500 data network connections, ensuring maximum telephone and network uptime.

The Bureau continues to upgrade telephones to voice over Internet protocol (VoIP) technology to reduce repair and support costs and improve reliability. We are in the process of eliminating the legacy PBX phone systems in the City and migrating all phones to VoIP technology. To date, approximately 85 percent of the City's telephone system has been upgraded to VoIP devices.

FY 16 Accomplishments

Enable easy customer access to information and services

- Selected for the CIO 100 awards for the innovative use of technology for creating genuine business value. Long Beach was the only city to be recognized.
- Ranked a top ten “Digital City” for the fifth year in a row by the Center for Digital Government.
- Earned four first place government programming STAR awards for LBTV at the States of California and Nevada Association of Telecommunications Officers and Advisors (SCAN NATOA) video awards competition.
- Produced the live webcast of the Mayor’s 2016 State of the City address.
- Completed project to migrate the City’s website to a new platform.
- Starting Phase II of the City’s website migration to longbeach.gov by transitioning Long Beach Airport, Long Beach Library, and LBTV to the new platform and new design.
- Designed and launched the City’s new LBNet intranet site.
- Launched the Go UptownLB Smartphone App.
- Launched new web payment portal on longbeach.gov.
- Developing new Open Data platform, policy and standards.
- Supported the City’s Election in April, 2016.
- Produced over 250 hours of original programming for viewing on LBTV's cable channel and the City's website and social media sites, highlighting the many positive programs and events occurring in Long Beach.

Provide a fast and reliable communications infrastructure

- Continued to expand the City fiber optic network to additional facilities.
- Continued to upgrade City VoIP telephone software, migrated additional phones to new system, and transitioned to Internet based service provider to improve reliability and reduce operating costs.
- Migrated to a new telecommunications service provider which increases internet bandwidth tenfold for the Library Department.
- Continued to expand video monitoring using the state-of-the-art video surveillance monitoring center at the ECOC called LBCOP, by deploying additional cameras throughout the City.
- Completed the installation of video monitoring cameras in Belmont Shore.
- Continued to virtualize servers (approximately 90% of servers are virtual) to reduce the overall footprint in the Data Center further reducing overall maintenance and energy costs and increasing performance.
- Upgraded the fiber infrastructure for the new Michelle Obama Library.
- Launched Lit Services pilot program to provide high-speed internet access.
- Launched Alert LB a Citywide emergency notification system.

Enhance workforce productivity by providing cost effective technology and training

- Updated the City’s Fleet Management system and will be implementing a new fuel management system.
- Handled approximately 27,000 calls to the Technology & Innovation Help Desk, approximately 75 percent of which were resolved upon initial contact. This “first-call” resolution greatly impacts workforce productivity by getting the customer back to work within minutes.

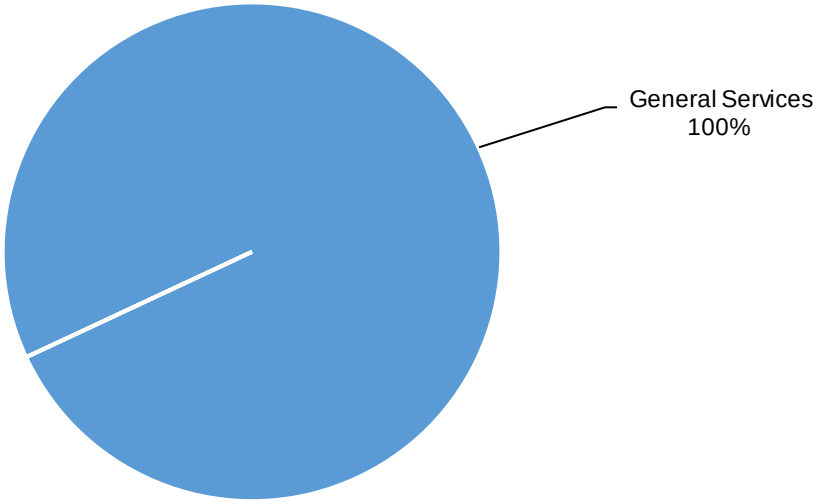
FY 16 Accomplishments

- Started the project to replace the City's Service Management software system to automate some help desk support processes and manage the change control process. The new system will improve service levels and the quality of asset tracking information.
- Continued to expand mobile computing capabilities by working with a number of departments to implement new tablet technology.
- In the process of implementing new Identity Management software to improve overall security and control of the City's systems.

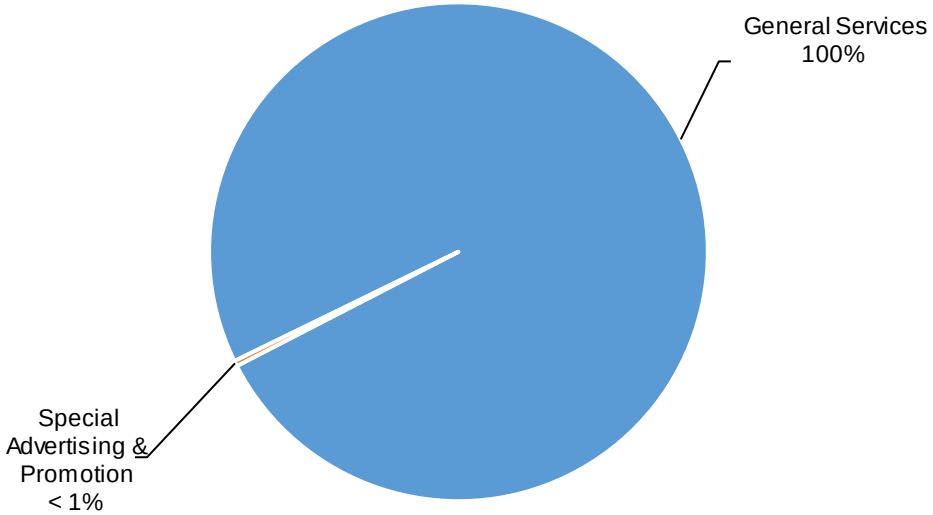
Invest in research and development to ensure departments have the best technology to achieve their missions

- Developing new Citywide Fiber Master Plan to evaluate the potential opportunities for internal and external services.
- Worked with the Bloomberg i-team and Code for America to develop City web standards and style guide. These standards were used to develop new City websites and mobile applications.
- Worked with the Bloomberg i-team and Code for America to develop to create a business portal to make it easier to start a local business.
- Started the implementation of the ESRI Hub – an extensive collection of map-based data available for real-time analysis and use by decision-makers, first responders, and the public.
- Due to the increased performance and bandwidth from the implementation of 4G cellular modems, the Department is in the process of eliminating virtual desktop technology in public safety vehicles and supporting video uploads from body-worn cameras.
- Continued implementation of the desktop computer virtualization project, which will reduce costs and customer downtime resulting from hardware failures, and will enhance technicians' efficiency in supporting customers.
- Continued installation of 4G cellular modem technology at City facilities to lower ongoing telecommunications costs, increase bandwidth and add improved Wi-Fi capability.
- Continued to use environmentally friendly printing inks and chemicals.

FY 17 Revenues by Fund



FY 17 Expenditures by Fund



Fund Impact

Fund	Revenues		Expenditures		Fund Impact
General Services	39,837,087		39,740,856		96,231
Special Advertising & Promotion	-		142,089		(142,089)
Total	**39,837,087**		**39,882,945**		**(45,858)**

Summary of Proposed Changes*

GENERAL SERVICES FUND	Impact	Positions
Add one Business Systems Specialist III to support Laserfiche's current needs & assist with document imaging project.	$ 112,290	1.00
Increase budget for ESRI maintenance costs in Geographical Information Services (GIS) and Customer Information System (CIS) software maintenance costs, offset by charges to user departments.	$ 101,000	-
Add one Business Systems Specialist III to support EPlan Check software application, offset by charges to user departments.	$ 112,290	1.00
Add one Cyber Security Officer who will proactively establish all necessary security controls, set policies and procedures and ensure all existing configurations and future changes are appropriately secure, offset by charges to user departments.	$ 184,833	1.00

*For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Business Information Services Bureau

Key Services:

1. **Geographic Information Systems (GIS)**
   - System Administration
   - Business Analysis
   - Application Development
   - Integration Development & Support
   - Enhancements & Configuration
   - User Training
   - Custom Map Development
   - Data Layer Maintenance
   - Upgrades
   - Troubleshooting
   - Manage Projects
2. **Financial, Human Resource, & Payroll Systems; Billing & Revenue Systems; Land Management Systems**
   - System Administration
   - Business Analysis
   - Regulatory Compliance
   - Integration Development & Support
   - Enhancements & Configuration
   - Manage Projects
   - Report Development
   - Labor Negotiations Support
   - System Implementations
   - Upgrades
   - Troubleshooting
3. **Email, Web, Document Mgmt. Services**
   - System Administration
   - Business Analysis
   - Application Development
   - Integration Development & Support
   - Enhancements & Configuration
   - Manage Projects
   - Graphic Design
   - Website Design
   - Upgrades
   - Troubleshooting
   - Investigations
   - Website Content
4. **Application Development & Specialized Systems; Database Administration and Reporting Services**
   - System Administration
   - Business Analysis
   - Application Development
   - Integration Development & Support
   - Enhancements & Configuration
   - User Training
   - Report Development
   - Troubleshooting
   - Upgrades
   - Research & Development
   - Manage Projects
   - Database Administration
   - System Environment Support
   - System Performance Tuning
5. **Dedicated Support Services**
   - System Administration
   - Business Analysis
   - Manage Projects
   - Report Development
   - Custom Map Development
   - Data Layer Maintenance
   - Troubleshooting
   - Upgrades
6. **Software Maintenance Contract Management**
   - Budget Preparation
   - Contract Renewals
   - Payment Processing
7. **Technology Management, Project Management, and Consultation**
   - IT Strategic Planning
   - Project Management & Oversight
   - Vendor Selection & Management
   - MOU Development
   - Budget & Procurement

Business Information Services Bureau

FY 17 Funding Source: General Services Fund 100%

Business Information Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	21,498,858	18,947,092	11,896,370
Expenditures	11,078,368	18,603,087	11,878,475
FTEs	38.00	41.00	44.00

*Amounts exclude all-years carryover.

Narrative:

This Bureau provides essential support to all City departments for various software applications. Bureau staff members support Citywide applications such as the financial system, human resources/payroll, workers compensation, occupational health, land management and revenue (LMR), utility billing, billing and collections, email and messaging, streaming video, and web content management, as well as department-specific applications such as ambulance billing, public housing management, clinical health, environmental health, and fleet management. The Bureau also provides central management and administration of the City-wide geographic information system (GIS), Go Long Beach mobile applications, and the work order management system. In addition to providing support for vendor applications, the Bureau also develops custom specialized business applications for various departments, such as the marina reservation system, the Police court affairs system, Financial Management's billing and collections system, and the Budget Office's BEAR tracker system. Finally, the Bureau provides dedicated technology staff members to various departments to help support their information system needs.

The FY 17 budget includes increases from FY 16 funding levels for an additional 2.0 FTE's to support the City's document imaging processes and Development Services new EPlan Check software. Additional enhancements include software licensing costs for the new GIS Hub software and improvements to the CIS software.

The Bureau's funding not only provides ongoing support and maintenance for existing applications, but also allows the continued ability to move forward on major projects, including the replacement of the City's financial and human resource systems, additional phases of the new website CMS project, the advanced metering infrastructure system, and the City's new intranet system, LBNET.

Customer Services Bureau

Key Services:

1. **Computing Services (Hardware, Desktop Software, Printers, Peripherals, etc.)**
   - Computer Repairs (break/fix)
   - Printer Maintenance
   - Special Projects
   - Equipment Change/Add/Move (PCs, printers, peripherals)
   - Software Installs
   - Equipment Procurement
   - Research & Development
   - Image Maintenance
   - Desktop Software Training Coordination
2. **IT Help Desk Services (6100)**
   - Help Desk Call Resolution
   - Help Desk Ticket Assignment
   - Change Request Ticket Coordination
3. **IT Equipment - Asset Management**
   - PC End of Life Replacement
   - Contract Management
   - PC & MFD Installation
   - Inventory Management
   - Parts/Inventory Coordination
4. **Mobile Device Management**
   - Cellular Service Contracts (Verizon, Sprint, T-Mobile) Management
   - Mobile Device Repairs
   - Research & Development
   - Mobile Device Change/Add/Move
   - Wireless Expense Management
   - Asset Management
5. **Reprographics**
   - Consultation
   - High Volume Print Jobs (reports, citations, forms)
   - High Volume Copy Jobs
   - Large Scale Printing - Contract Coordination
6. **City Mail/Messenger Services**
   - US Mail Collection/Delivery (including newspapers)
   - Interoffice Mail Collection/Delivery (including newspapers)
   - Utility Bill Assembly
   - Mail Preparation and Assembly Projects
7. **Video Communications (LBTV)**
   - Government Meetings (live and on demand cablecasts and webcasts)
   - Original Programming Development
   - State Franchise Compliance
   - Cable Company Liaison
   - Public, Education, Government (PEG) Channel Coordination
   - Channel/Playback Operations
8. **Dedicated Department Support**
   - Computer Repairs (break/fix)
   - Equipment Change/Add/Move
   - Software Installs

FY 17 Funding Sources: General Services Fund 99%, Special Advertising & Promotion Fund 1%

Customer Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	14,088,279	14,491,199	13,824,531
Expenditures	13,031,349	14,063,752	14,076,457
FTEs	36.00	36.00	36.00

*Amounts exclude all-years carryover.

Customer Services Bureau

Narrative:

This Bureau provides a wide array of services to customer departments and the public. Services provided to internal customers include: the provision and support of personal computing equipment (desktops, laptops, virtual computers, printers, monitors, and AV equipment), mobile communications devices, and software, such as cell phones, smart phones, and tablet computers; help desk support to resolve technology issues; copying and printing services in a full-service reprographics shop, and mailroom and messenger operations. The City's government access television operations (LBTV) provides video programming for Long Beach's social media sites and government access channels that help to keep the Long Beach community engaged and informed.

In FY 17, the Bureau will be completing the implementation of service management tools that will improve customers' ability to access self-help tools and will help the Bureau improve service delivery times. In addition, the Bureau will continue to pursue opportunities to reduce costs and improve workforce productivity through modernization projects such as continuing to deploy virtual computers in additional departments and expanding mobile computing. For example, TI will work with City departments to select appropriate mobile workforce devices including laptops, tablets and smartphones to enhance Citywide workforce productivity. The Bureau will also continue to explore "*Green IT"* strategies that help reduce waste and energy consumption.

Infrastructure Services Bureau

Key Services:

1. **Telecommunication Services**
   - VoIP/PBX Phone System Support
   - Cellular/Landline Data Network Support
   - Network Management
   - Call Center System Deployment and Support
   - Voicemail, ACD, IVR System Support
   - Wi-Fi Implementation and Support
   - Infrastructure Monitoring
   - Security/Firewall Management
   - Fiber Optics Deployment
2. **Wireless Communication Services**
   - Network Monitoring
   - New System Implementations
   - Microwave Infrastructure Support
   - Video Surveillance Camera Installation and Maintenance
   - Radio and Mobile Computer Repair and Installation
   - Radio Infrastructure Support
   - Audio Visual Services
3. **Data Center Operations**
   - Data Center Support
   - Unix OS support
   - Virtual Technology Deployment & Support
   - Disaster Recovery
   - NOC System Monitoring
   - Storage Management
   - Access/Security Management
   - Mainframe Support
   - Inventory Control

FY 17 Funding Source: General Services Fund 100%

Infrastructure Services	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	13,347,074	14,327,980	14,116,186
Expenditures	13,671,066	14,736,119	13,928,013
FTEs	46.00	47.00	48.00

*Amounts exclude all-years carryover.

Narrative:

This Bureau provides a wide variety of technical services to customer departments and the public. Bureau staff support voice and network connections to approximately 140 City facilities, 6,000 telephone instruments, and 7,500 data network devices. Staff also delivers wireless communications services for police officers, firefighters and utility field crews to enable them to communicate efficiently, reliably and securely via radio and mobile data computers. Bureau staff also provides data center operations that ensure continuous access to the central mainframe computer and approximately 500 servers that run the majority of City systems, including finance, human resources, utility billing, billing and collections, GIS and the City website. Revenue from non-City sources is generated by leasing space on the City's communications towers and providing supporting services, as well as from contracting-in radio installation and maintenance services from other local government and education organizations.

During FY 17, the bureau will focus on rebuilding and improving the City's technology infrastructure as the City prepares to move into the new Civic Center in 2019. The Bureau will also continue the installation of video cameras throughout the City to improve the quality of the remote surveillance system (LBCOP), implement free public Wi-Fi at additional City facilities, and continue to support the Long Beach Gas and Oil Department with the implementation of its Advanced Metering Infrastructure system.

Administrative Services Division

Key Services:

1. **Executive Leadership**
   - City Manager Liaison
   - Citywide Tech Project Oversight
   - Strategic Planning
   - Oversight of Bureaus
   - Elected Official Liaison
2. **Financial Services**
   - Client Department Support
   - Department Budget Development
   - MOU Development & Billing
   - Accounting
   - Contract Management
   - Procurement for Citywide Technology Purchases
   - External Customer Billing
   - Internal & External Audit Coordination
3. **Inventory Management**
   - Fixed Asset Inventory
   - Disposal of Retired City Assets
4. **Human Resources Administration**
   - Payroll Processing
   - Recruitment
   - Employee Recognition
   - Discipline
   - Workers' Compensation
   - Labor Relations
   - Fed & State Compliance
   - Safety
   - Benefits Administration

FY 17 Funding Source: General Services Fund 100%

Administrative Services Division	Actuals FY 15	Adjusted* FY 16	Proposed* FY 17
Revenues	1,203	-	-
Expenditures	14,236	(10,425)	-
FTEs	10.00	11.00	11.00

*Amounts exclude all-years carryover.

Narrative:

Technology and Innovation uses a centralized support model to provide administrative support to the bureaus. The Administrative Services Division ensures the completion of day-to-day operational activities such as budget preparation, purchasing, hiring, facilities management, safety and public relations activities. Division staff also develops the Technology and Innovation Department Memorandum of Understanding (MOU) that defines the services and associated costs provided by the Department to all City departments. In addition, the office facilitates the disposal of retired City property (such as, computer equipment and furniture).

In FY 16, the division started supporting the activities for the new Technology & Innovation Commission as well as many of the networking activities with local technology companies. In FY 17, the division will continue to support the Department's activities as it works closely with the business and academic communities to support other technology partnership and innovation initiatives.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	4,991,386	4,120,000	4,120,000	4,120,000
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	0	-	-	-
Revenue from Other Agencies	1,202,545	1,075,000	1,075,000	1,075,000
Charges for Services	-	-	-	-
Other Revenues	(96,352)	-	-	-
Interfund Services - Charges	33,628,916	34,711,157	35,111,157	34,642,087
Intrafund Services - General Fund Charges	44,195	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	9,164,725	7,324,836	7,460,114	-
Total Revenues	48,935,414	47,230,993	47,766,271	39,837,087
Expenditures:				
Salaries, Wages and Benefits	14,531,091	17,822,305	17,822,305	18,540,815
Overtime	443,118	244,912	244,912	244,912
Materials, Supplies and Services	17,050,586	21,611,329	22,344,199	14,242,162
Internal Support	933,359	950,172	950,172	935,652
Capital Purchases	-	1,108,968	608,968	974,968
Debt Service	1,091,864	1,176,977	1,176,977	1,199,436
Transfers to Other Funds	3,745,000	3,745,000	4,245,000	3,745,000
Total Expenditures	37,795,019	46,659,662	47,392,533	39,882,945
Personnel (Full-time Equivalents)	130.00	135.00	135.00	139.00

* Amounts exclude all-years carryover.

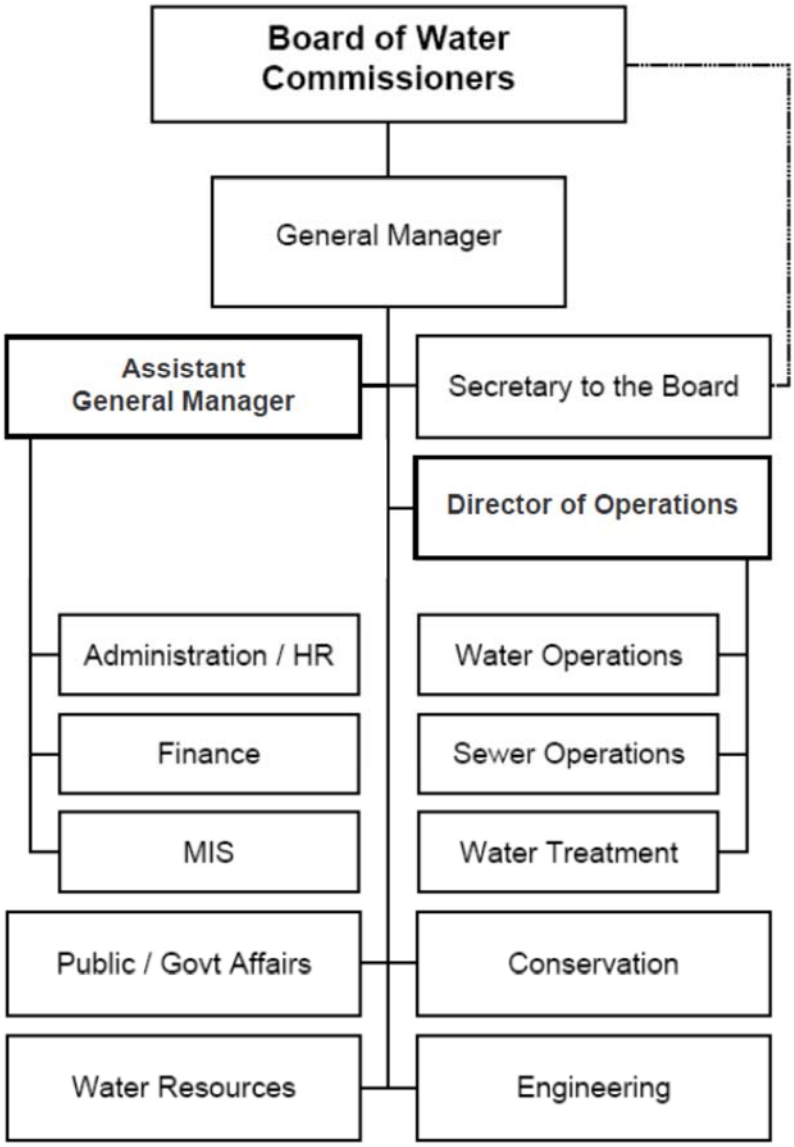
Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Director of Technology & Innovation	1.00	1.00	1.00	187,863	208,086
Administrative Analyst III	2.00	2.00	2.00	181,877	181,877
Administrative Officer	1.00	1.00	1.00	103,572	140,894
Business Systems Specialist I	1.00	1.00	1.00	70,547	70,547
Business Systems Specialist II	1.00	1.00	1.00	78,058	78,058
Business Systems Specialist III	12.00	14.00	17.00	1,159,176	1,371,123
Business Systems Specialist IV	7.00	7.00	7.00	669,720	669,720
Business Systems Specialist V	11.00	11.00	11.00	1,158,203	1,142,935
Business Systems Specialist V-Confidential	1.00	1.00	1.00	105,824	105,824
Business Systems Specialist VI	8.00	9.00	9.00	1,039,834	1,034,757
Business Systems Specialist VI - Confidential	1.00	1.00	1.00	117,170	117,170
Business Information Systems Officer	1.00	1.00	1.00	133,601	133,601
Business Information Technology Officer	1.00	1.00	1.00	133,601	133,601
Clerk Typist II	1.00	1.00	1.00	44,737	44,737
Clerk Typist III	5.00	5.00	5.00	242,866	224,682
Communication Specialist III	3.00	3.00	3.00	253,659	253,659
Communication Specialist I	3.00	3.00	3.00	193,930	184,188
Communication Specialist II	6.00	6.00	6.00	456,859	442,982
Communication Specialist V	1.00	1.00	1.00	105,824	105,824
Communication Specialist VI	4.00	5.00	5.00	569,269	564,299
Cyber Security Officer	-	-	1.00	-	128,335
Data Center Officer	1.00	1.00	1.00	133,601	133,601
Executive Assistant	-	1.00	1.00	65,456	65,456
Manager-Business Information Services	1.00	1.00	1.00	159,262	159,262
Manager-Customer Service-Tech Innovation	1.00	1.00	1.00	133,601	133,601
Manager-Technology Infrastructure Services	1.00	1.00	1.00	154,917	154,917
Office Services Assistant II	2.00	2.00	2.00	81,138	81,138
Office Services Assistant III	1.00	1.00	1.00	40,451	40,451
Office Services Supervisor	1.00	1.00	1.00	58,431	61,424
Offset Press Operator II	1.00	1.00	1.00	53,524	53,524
Secretary	1.00	1.00	1.00	53,292	53,292
Systems Analyst I	3.00	3.00	3.00	196,483	196,483
Systems Analyst II	1.00	1.00	1.00	76,143	76,143
Systems Support Specialist I	2.00	2.00	2.00	141,095	141,095
Systems Support Specialist II	5.00	5.00	5.00	390,289	376,053
Systems Support Specialist III	6.00	6.00	6.00	463,040	471,273
Systems Support Specialist IV	1.00	1.00	1.00	95,674	95,674
Systems Support Specialist V	4.00	4.00	4.00	414,949	401,568
Systems Support Specialist VI	3.00	3.00	3.00	329,958	337,110
Systems Technician I	4.00	4.00	4.00	226,022	214,900
Systems Technician II	9.00	9.00	9.00	551,447	553,553

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Systems Technician III	7.00	7.00	7.00	481,860	444,116
Systems Technician IV	1.00	1.00	1.00	78,058	78,058
Telecommunications Officer	1.00	1.00	1.00	128,335	128,335
Video Communications Officer	1.00	1.00	1.00	111,819	111,819
Wireless Communications Officer	1.00	1.00	1.00	133,601	133,601
Subtotal Salaries	130.00	135.00	139.00	11,758,633	12,033,345
Overtime	-	-	-	244,912	244,912
Fringe Benefits	-	-	-	5,986,392	6,408,726
Administrative Overhead	-	-	-	223,872	245,336
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	(146,592)	(146,592)
Total	**130.00**	**135.00**	**139.00**	**18,067,217**	**18,785,727**

Water



Mission Statement

To deliver an uninterrupted supply of quality water to our customers; to effectively dispose of, or reclaim sewage; and to operate in a manner that is economically efficient and environmentally responsible.

Financial Summary by Category

	Actual FY 15	Adopted* FY 16	Adjusted* FY 16	Proposed* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	646,551	354,350	354,350	354,350
Fines and Forfeitures	-	-	-	-
Use of Money & Property	1,530,706	1,222,993	1,222,993	1,164,900
Revenue from Other Agencies	16,341	-	-	750,000
Charges for Services	115,295,801	112,921,278	112,921,278	110,938,283
Other Revenues	2,495,569	4,567,950	4,567,950	4,269,488
Interfund Services - Charges	86,400	86,400	86,400	86,400
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	1,500,000	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	121,571,367	119,152,971	119,152,971	117,563,421
Expenditures:				
Salaries, Wages and Benefits	24,445,508	26,408,627	26,408,627	27,206,465
Overtime	1,457,534	1,500,000	1,500,000	1,500,000
Materials, Supplies and Services	85,836,173	66,224,446	66,224,446	64,080,411
Internal Support	8,137,682	6,958,371	6,958,371	7,208,161
Capital Purchases	2,511,465	19,048,740	19,048,740	18,057,200
Debt Service	4,028,083	3,262,173	3,262,173	3,747,248
Transfers to Other Funds	-	1,376,415	1,376,415	-
Total Expenditures	126,416,446	124,778,772	124,778,772	121,799,484
Personnel (Full-time Equivalents)	224.35	224.35	224.35	233.62

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
General Manager - Water	1.00	1.00	1.00	266,773	260,106
Accountant III	1.00	1.00	1.00	82,063	82,063
Accounting Clerk III	2.00	2.00	-	102,997	-
Accounting Technician	-	-	2.00	-	108,275
Administrative Aide II	1.00	1.00	1.00	60,253	59,209
Administrative Analyst I	-	-	1.00	-	70,562
Administrative Analyst II	1.00	1.00	1.00	77,807	81,815
Administrative Analyst III	5.00	5.00	4.00	456,155	365,216
Administrative Intern-NC/H36	1.54	1.54	2.31	55,851	83,780
Administrative Intern-NC/H43	0.77	0.77	0.77	35,423	35,425
Assistant General Manager - Water	1.00	1.00	1.00	223,746	223,746
Business Systems Specialist III	3.00	1.00	1.00	86,399	86,399
Business Systems Specialist IV	1.00	3.00	3.00	284,167	276,557
Business Systems Specialist V	1.00	1.00	1.00	105,824	105,824
Business Systems Specialist VI	1.00	1.00	1.00	117,170	117,170
Business Systems Specialist VII	1.00	1.00	1.00	133,054	133,054
Civil Engineer Associate	4.00	5.00	4.00	470,786	374,340
Civil Engineer Assistant	2.00	2.00	2.00	154,370	156,692
Civil Engineer	6.00	5.00	5.00	565,267	560,904
Clerk Typist III	1.00	1.77	1.77	84,114	84,114
Clerk Typist I - NC	0.77	-	-	-	-
Clerk Typist IV	1.00	1.00	1.00	53,292	53,292
Construction Inspector II	1.00	1.00	2.00	86,767	173,534
Deputy General Manager - Operations	1.00	1.00	1.00	206,562	206,562
Manager - Government/Public Affairs	1.00	-	1.00	-	147,000
Director of Operations	1.00	1.00	1.00	168,126	168,126
Manager - Planning	1.00	1.00	1.00	128,053	128,053
Director of Finance	1.00	1.00	1.00	129,132	129,132
Director of Engineering	1.00	1.00	1.00	165,800	165,800
Division Engineer	2.00	2.00	2.00	311,354	311,354
Electrical Supervisor	1.00	1.00	1.00	70,547	70,547
Electrician	2.00	2.00	2.00	128,479	124,507
Engineering Technician I	1.00	1.00	1.00	65,795	65,795
Equipment Mechanic I	1.00	2.00	1.00	122,198	62,111
Equipment Mechanic II	2.00	1.00	2.00	67,373	135,165
Equipment Operator I	-	-	1.00	-	47,389
Equipment Operator II	1.00	1.00	-	51,599	-
Garage Service Attendant II	1.00	1.00	1.00	78,864	57,714
Garage Supervisor II	-	-	1.00	-	93,210
Garage Supervisor	1.00	1.00	-	48,164	-
Laboratory Analyst I	1.00	2.00	2.00	122,266	119,639
Laboratory Analyst II	1.00	1.00	1.00	70,547	71,278
Laboratory Analyst III	1.00	-	-	-	-
Laboratory Assistant I	1.00	-	-	-	-
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Laboratory Assistant II	-	2.00	2.00	97,146	98,295
Laboratory Assistant III	2.00	1.00	1.00	54,568	54,568
Machinist	1.00	1.00	1.00	63,702	56,201
Maintenance Assistant I	-	1.00	1.00	38,528	33,611
Maintenance Assistant III	1.00	1.00	1.00	46,157	46,157
Members - Boards/Commissions	-	-	-	26,000	26,000
Manager - Administration	1.00	1.00	1.00	108,639	105,379
Manager - Security & Emergency Prep	-	-	1.00	-	94,538
Management Information Systems Officer	1.00	1.00	1.00	133,584	133,584
Office Administrator	1.50	1.50	2.00	103,046	140,598
Painter II	1.00	1.00	1.00	59,209	59,209
Park Maintenance Supervisor	1.00	1.00	1.00	68,837	68,837
Payroll/Personnel Assistant II	1.00	1.00	1.00	48,573	48,573
Plumber	1.00	1.00	1.00	66,845	66,845
Principle Construction Inspector	1.00	1.00	1.00	99,268	99,268
Procurement/Warehouse Supervisor	1.00	1.00	1.00	86,305	105,043
Safety Specialist II	1.00	1.00	1.00	82,063	82,063
Secretary to Board-Water	1.00	1.00	1.00	81,670	81,670
Secretary	-	-	1.00	-	52,248
Senior Program Manager	1.00	1.00	2.00	140,034	280,068
Sewer Operations Superintendent	1.00	1.00	1.00	101,961	101,961
Special Assistant to General Manager	-	1.00	1.00	70,547	70,547
Manager - Security/Safety	1.00	1.00	-	88,446	-
Senior Accountant	2.00	2.00	2.00	181,877	181,877
Senior Civil Engineer	3.00	3.00	4.00	368,072	503,480
Senior Equipment Operator	13.00	13.00	13.00	932,428	925,075
Senior Secretary	2.00	2.00	1.00	115,412	57,706
Storekeeper I	2.00	2.00	2.00	98,032	91,513
Storekeeper II	1.00	1.00	1.00	57,410	57,410
Supervisor - Facility Management	1.00	1.00	1.00	87,893	89,661
Supervisor - Property	1.00	1.00	1.00	66,315	63,809
Telemetry Systems Superintendent	1.00	1.00	1.00	105,093	105,093
Telemetering Instrument Technician I	-	1.00	1.00	61,019	63,809
Telemetering Instrument Technician II	3.00	2.00	2.00	148,540	148,540
Water Comm Center Supervisor	1.00	1.00	1.00	81,914	81,914
Water Comm Dispatcher I	2.00	1.00	1.00	56,244	54,996
Water Comm Dispatcher II	1.00	2.00	2.00	122,997	130,959
Water Conservation Specialist	2.00	2.00	3.00	187,789	248,172
Water Laboratory Manager	1.00	1.00	1.00	115,485	115,485
Water Operations Superintendent	1.00	1.00	1.00	115,005	115,005
Water Treatment Supervisor I	1.00	1.00	1.00	98,111	99,155
Water Utility Mechanic I - NC	1.77	1.77	1.77	87,611	87,615
Welder	1.00	1.00	1.00	65,271	54,915
Water Quality Organic Chemist	1.00	1.00	1.00	103,241	103,241
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Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Prop FTE	FY 16 Adopted Budget	FY 17 Proposed Budget
Water Treatment Superintendent	1.00	1.00	1.00	139,432	139,432
Water Treatment Operator I	3.00	-	5.00	-	261,291
Water Treatment Operator II	10.00	11.00	11.00	796,171	788,176
Water Treatment Operator III	7.00	10.00	10.00	820,175	823,911
Water Treatment Operator IV	3.00	2.00	2.00	187,953	187,306
Water Utility Mechanic I	6.00	5.00	3.00	266,524	161,301
Water Utility Mechanic II	35.00	34.00	31.00	1,963,863	1,764,959
Water Utility Mechanic III	22.00	23.00	27.00	1,550,485	1,796,708
Water Utility Supervisor I	14.00	14.00	14.00	1,131,926	1,137,550
Water Utility Supervisor II	4.00	4.00	4.00	366,786	366,786
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Subtotal Salaries	224.35	224.35	233.62	17,581,340	18,307,574
Overtime	-	-	-	1,500,000	1,500,000
Fringe Benefits	-	-	-	9,493,172	10,322,131
Administrative Overhead	-	-	-	334,115	376,759
Attrition/Salary Savings	-	-	-	(1,000,000)	(1,800,000)
Expenditure Transfer	-	-	-	-	1
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Total	**224.35**	**224.35**	**233.62**	**27,908,627**	**28,706,463**

Key Contacts

Chris Garner, General Manager

B. Anatole Falagan, Assistant General Manager

Tai Tseng, Director of Operations

Paul T. Fujita, Director of Finance

The Long Beach Water Department Board of Water Commissioners

Frank Martinez, President, Board of Water Commissioners

Arthur M. Levine, Vice President, Board of Water Commissioners

Robert E. Shannon, Secretary, Board of Water Commissioners

Gloria Cordero, Member, Board of Water Commissioners

Harry Saltzgaver, Member, Board of Water Commissioners

1800 East Wardlow Road

Long Beach, CA 90807

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www.longbeach.gov

www.lbwater.org

GENERAL FUND

General Fund

Uplands Oil Fund

General Fund Summary

Purpose:

The General Fund is used to account for financial resources applicable to the general governmental operations of the City including Police, Fire, Library, Parks & Recreation, a portion of Public Works and general government services.

Assumptions for Major Resources:

The largest sources of revenue for the General Fund are Property Taxes, Sales Tax, Property Tax in Lieu of Vehicle License Fees and Utility Users Tax (UUT). Exclusive of non-recurring revenue, General Fund revenue is projected to grow by 8.4 percent over FY 16 Adopted. Property Taxes, inclusive of the new revenue resulting from the State dissolution of the Redevelopment Agency (RDA) is projected to experience moderate growth. Positive growth is also seen in Property Tax in Lieu of VLF, Transient Occupancy Tax and electricity-related taxes and franchise revenue. The FY 17 budget also assumes $35.6 million in revenue from the voter approved Transaction and Use Tax, known as Measure A. The Measure added a transactions and use (sales) tax on the sale and/or use of all tangible personal property sold at retail in the City for a 10 year period. The first six years of the tax will be at a rate of one cent for every dollar spent (or one percent), and then decline to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax will automatically terminate after the tenth year.

	Actual FY 15	Adopted FY 16	Estimated FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	151,111,146	148,876,392	150,577,059	154,670,616
Other Taxes	131,733,430	128,865,646	133,032,181	170,738,678
Franchise Fees	25,915,251	27,052,863	25,875,957	26,733,657
Licenses and Permits	15,169,939	15,233,542	16,037,509	17,063,145
Fines and Forfeitures	15,988,450	15,783,082	15,434,189	15,182,282
Use of Money & Property	16,915,479	14,556,217	17,222,684	16,589,781
Revenues From Other Agencies	6,839,380	3,856,226	4,332,765	4,214,226
Charges For Services	14,794,455	12,984,931	15,546,367	14,972,374
Other Revenues	6,138,693	5,085,965	6,271,896	3,732,608
Interfund Services-Charges	8,522,716	8,687,675	8,736,977	8,900,278
Intrafund Services-General Fund Charges	2,992,464	4,228,334	4,047,646	4,635,520
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	14,195,690	-
Operating Transfers	45,972,718	27,992,504	36,562,828	21,611,514
Release of Reservations	-	20,362,962	20,362,962	11,117,696
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**442,094,122**	**433,566,340**	**468,236,710**	**470,162,376**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	329,482,546	340,140,872	331,768,933	354,968,486
Materials, Supplies and Services	53,380,720	53,462,300	60,518,513	59,230,697
Internal Support	8,444,819	16,334,673	17,415,244	15,046,754
Capital Purchases	308,113	116,151	287,036	116,151
Debt Service	547,690	512,000	840,331	512,000
Transfers Between Funds	44,162,022	19,276,550	46,163,652	39,856,301
Addition to Reservations	15,988	-	13,565,937	360,000
Total Expenditures/Uses	**436,341,898**	**429,842,547**	**470,559,646**	**470,090,388**
Net Increase/(Decrease) in Funds Avail.	5,752,224	3,723,793	(2,322,936)	71,987
Beginning Funds Available*	(2,294,224)	3,458,000	3,458,000	1,135,064
Ending Funds Available	**3,458,000**	**7,181,793**	**1,135,064**	**1,207,051**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Uplands Oil Fund Summary

Purpose:

The Uplands Oil Fund is used to account for all costs and revenues for the City's proprietary oil interests and for accumulating reserves to pay for the City's portion of well-abandonment and site-clearance liabilities.

Assumptions for Major Resources:

The sources of revenue for the Uplands Oil Fund are revenues from the City's participation in proprietary oil operations and overhead fees received by the City as Unit Operator for the Tidelands Oil Operations. The price of oil began a sharp decline in mid-2014, from $100 per barrel in July to a low of $21 per barrel January 2016. Key drivers for the lower price are low demand and high production by the OPEC nations, by non-OPEC producers, and by the United States. The FY 17 Budget includes a price of oil of $35 per barrel structurally to the General Fund. No revenue over that base amount is currently projected.

	Actual FY 15	Adopted FY 16	Estimated FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	19,411,549	14,217,809	11,359,557	7,276,260
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**19,411,549**	**14,217,809**	**11,359,557**	**7,276,260**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	575,522	579,637	579,637	579,637
Materials, Supplies and Services	2,934,445	1,741,004	3,167,381	716,287
Internal Support	3,088	3,177	3,177	3,287
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	28,416,996	11,675,454	8,409,362	5,795,562
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**31,930,051**	**13,999,272**	**12,159,557**	**7,094,773**
Net Increase/(Decrease) in Funds Avail.	(12,518,502)	218,537	(800,000)	181,487
Beginning Funds Available*	13,409,346	890,843	890,843	90,843
Ending Funds Available	**890,843**	**1,109,380**	**90,843**	**272,331**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

SPECIAL FUNDS

General Grants Fund
Police and Fire Public Safety Oil Production Act Fund
Health Fund
Parking and Business Area Improvement Fund
Special Advertising and Promotion Fund
Housing Development Fund
Belmont Shore Parking Meter Fund
Business Assistance Fund
Community Development Grants Fund
Gasoline Tax Street Improvement Fund
Transportation Fund
Capital Projects Fund

General Grants Fund Summary

Purpose:

The General Grants Fund was established to separately account for federal, State, and other agency grants related to general City operations.

Assumptions for Major Resources:

The largest revenue source in the General Grants Fund are grant funds from federal, State or county agencies. Operating transfers into this fund represent the City's match from the General Fund.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	19,624	-	-	-
Revenues From Other Agencies	15,191,300	8,506,137	21,944,693	7,120,350
Charges For Services	232,699	50,000	125,000	181,814
Other Revenues	953,617	29,287	581,804	27,097
Interfund Services-Charges	307,887	-	302,500	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	1,745,225	445,804	719,539	445,804
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**18,450,351**	**9,031,228**	**23,673,537**	**7,775,064**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	9,765,715	8,024,870	8,745,810	7,206,128
Materials, Supplies and Services	4,135,290	958,657	14,830,026	519,935
Internal Support	126,971	47,701	47,701	49,001
Capital Purchases	1,593,389	-	50,000	-
Debt Service	-	-	-	-
Transfers Between Funds	590,000	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**16,211,365**	**9,031,228**	**23,673,537**	**7,775,064**
Net Increase/(Decrease) in Funds Avail.	2,238,987	-	-	(0)
Beginning Funds Available*	(1,641,834)	597,153	597,153	597,153
Ending Funds Available	**597,153**	**597,153**	**597,153**	**597,153**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Police & Fire Public Safety Oil Production Act Fund Summary

Purpose:

The Police and Fire Public Safety Oil Production Act Fund was established to provide dedicated funds for police officers and firefighters by assessing a special production tax on oil producers in Long Beach. The special tax proceeds will support police and fire response to public safety needs.

Assumptions for Major Resources:

Proposition H, the Police and Fire Public Safety Oil Production Act, as approved by the citizens of Long Beach in FY 07, amended the Long Beach Municipal Code to assess an additional $0.25 cent per barrel tax on oil producers in Long Beach, and adjusted on June 1 of each year equivalent to the most recent change in the annual average of the Consumer Price Index. The FY 16 rate is $0.29/bbl produced. Effective June 1, 2016 the rate remained at $0.29/bbl produced, as the average CPI did change over the prior year rate. FY 17 rate is based on the June 1, 2016 rate.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	3,780,202	2,914,220	3,476,786	3,136,390
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	4,594	200	200	200
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**3,784,796**	**2,914,420**	**3,476,986**	**3,136,590**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	3,261,908	3,545,797	3,854,401	3,421,614
Materials, Supplies and Services	1	-	-	-
Internal Support	62,993	(313,154)	(313,154)	151,860
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	400,000	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**3,724,902**	**3,232,643**	**3,541,247**	**3,573,474**
Net Increase/(Decrease) in Funds Avail.	59,895	(318,223)	(64,261)	(436,884)
Beginning Funds Available*	1,178,884	1,238,779	1,238,779	1,174,518
Ending Funds Available	**1,238,779**	**920,556**	**1,174,518**	**737,633**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Health Fund Summary

Purpose:

The Health Fund was established to account for funds restricted for public health purposes only. The Fund accounts for revenues and expenditures associated with federal, state and local grants, health permits, and other fees. Activities in the Health Fund are critical to the Health Department's mission, to improve the quality of life by promoting a safe and healthy community in which to live, work and play.

Assumptions for Major Resources:

The Health Fund's revenue sources include grants, restricted public health funds and permit fees. Sixty-three percent of the Health Fund comes from grants, while 37 percent is from non-grant sources, including restricted public health realignment formula funds derived from a portion of State Vehicle License fees and State Sales Tax. Health Fund dollars support programs focused on retention of existing services, which promote health and wellness, and provide protection from disease and injury. However, as grant funding becomes more stringent and allocations remain relatively flat, the costs of providing these services due to increases in personnel costs continues to rise. The Health Fund's ability to absorb these increases will be challenged and may eventually impact service levels.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	5,494,695	8,343,969	8,343,969	5,800,000
Other Taxes	2,563,774	2,500,000	2,500,000	2,500,000
Franchise Fees	-	-	-	-
Licenses and Permits	3,174,304	3,099,282	3,099,282	3,099,282
Fines and Forfeitures	-	-	-	-
Use of Money & Property	52,072	30,000	30,000	30,000
Revenues From Other Agencies	21,938,564	25,872,323	30,551,300	26,485,241
Charges For Services	1,205,108	1,377,170	1,377,170	1,127,219
Other Revenues	142,409	1,933,168	1,933,168	3,886,897
Interfund Services-Charges	219,975	82,360	82,360	82,360
Intrafund Services-General Fund Charges	142,192	85,000	85,000	85,000
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	388,498	23,833	23,833	1,000
Release of Reservations	-	300,000	300,000	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**35,321,590**	**43,647,104**	**48,326,081**	**43,096,998**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	23,199,470	29,114,710	31,083,927	29,726,833
Materials, Supplies and Services	9,399,137	11,891,774	14,383,837	11,614,963
Internal Support	1,811,294	1,772,277	2,111,106	1,662,759
Capital Purchases	8,532	1,200	1,200	-
Debt Service	-	-	-	-
Transfers Between Funds	47,665	47,655	201,932	47,655
Addition to Reservations	300,000	-	-	-
Total Expenditures/Uses	**34,766,098**	**42,827,615**	**47,782,002**	**43,052,210**
Net Increase/(Decrease) in Funds Avail.	555,492	819,488	544,079	44,788
Beginning Funds Available*	5,299,471	5,854,964	5,854,964	6,399,043
Ending Funds Available	**5,854,964**	**6,674,452**	**6,399,043**	**6,443,831**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Parking and Business Area Improvement Fund Summary

Purpose:

The Parking and Business Area Improvement Fund is used to account for assessments and special fees that are collected in ten business districts of the City (the Downtown Improvement District, Belmont Shore, Magnolia Industrial, Bixby Knolls, 4th Street, East Anaheim, LB Tourism BIA, Downtown LBPBID, Midtown, and Uptown). The revenues are accounted for separately and passed-through to each business district to improve the parking and retail trade activities in the areas.

Assumptions for Major Resources:

Revenue in this fund consists of assessments and special fees collected in the City's nine business improvement areas listed above

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	7,952,679	7,968,757	7,968,757	7,968,757
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	1,206	-	-	-
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**7,953,884**	**7,968,757**	**7,968,757**	**7,968,757**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	-	-	-	-
Materials, Supplies and Services	7,793,398	7,968,757	7,968,757	7,968,757
Internal Support	-	-	-	1,663
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**7,793,398**	**7,968,757**	**7,968,757**	**7,970,420**
Net Increase/(Decrease) in Funds Avail.	160,486	-	-	(1,663)
Beginning Funds Available*	54,726	215,212	215,212	215,212
Ending Funds Available	**215,212**	**215,212**	**215,212**	**213,549**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Special Advertising and Promotion Fund Summary

Purpose:

The Special Advertising and Promotion Fund is used to account for a portion of Transient Occupancy Tax (TOT) and special events and filming revenues. The revenues are used for advertising, promotional and public relations projects and special events calling positive attention to the City, including support for the Municipal Band.

Assumptions for Major Resources:

The single largest revenue for the Special Advertising and Promotion Fund is the Transient Occupancy Tax (TOT). TOT is a 12 percent total tax imposed on all hotel rooms in the City. Reflecting Long Beach's position as a tourist, convention and filming destination, TOT revenue has increased from pre-recession levels and is expected to remain strong as the economy grows.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	6,840,213	6,300,000	6,300,000	8,350,000
Franchise Fees	-	-	-	-
Licenses and Permits	1,349,703	1,140,000	1,140,000	1,185,650
Fines and Forfeitures	-	-	-	-
Use of Money & Property	47,728	11,000	11,000	11,000
Revenues From Other Agencies	-	-	-	-
Charges For Services	9,760	-	-	-
Other Revenues	134,401	45,000	45,000	45,000
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	150,000	150,000	150,000	150,000
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**8,531,806**	**7,646,000**	**7,646,000**	**9,741,650**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	1,430,610	1,981,393	1,981,393	2,016,521
Materials, Supplies and Services	4,951,974	5,382,745	5,382,745	6,206,621
Internal Support	207,967	107,551	107,551	159,270
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	117,504	400,000	2,400,000	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**6,708,054**	**7,871,689**	**9,871,689**	**8,382,412**
Net Increase/(Decrease) in Funds Avail.	1,823,751	(225,689)	(2,225,689)	1,359,238
Beginning Funds Available*	3,092,509	4,916,261	4,916,261	2,690,572
Ending Funds Available	**4,916,261**	**4,690,572**	**2,690,572**	**4,049,810**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Housing Development Fund Summary

Purpose:

The Housing Development Fund is used to account for funds received from the former Redevelopment Agency, as well as other sources of funding used for new development and rehabilitation of low and moderate income housing in the city.

Assumptions for Major Resources:

Until AB1X26 and ensuing litigation brought about the dissolution of redevelopment agencies, the major revenue source for this fund was redevelopment tax increment set-aside. Post dissolution, the primary source of revenue will be loan and deferred set-aside payments from the former Redevelopment Agency. Other sources include loan repayments and proceeds from the lease and sale of Long Beach Community Investment Company-owned property, housing bond proceeds and miscellaneous grants.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	74,899	217,837	217,837	217,837
Fines and Forfeitures	-	-	-	-
Use of Money & Property	960,270	348,007	348,007	348,007
Revenues From Other Agencies	772,171	-	-	-
Charges For Services	-	-	-	-
Other Revenues	4,381,051	32,394	32,394	32,394
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	5,030,890	11,000,000	11,000,000	11,000,000
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**11,219,281**	**11,598,238**	**11,598,238**	**11,598,238**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	734,824	1,127,919	1,127,919	1,024,950
Materials, Supplies and Services	8,124,324	5,493,719	5,493,719	12,205,330
Internal Support	292,125	322,858	322,858	382,582
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	1,750,296	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**10,901,569**	**6,944,495**	**6,944,495**	**13,612,862**
Net Increase/(Decrease) in Funds Avail.	317,711	4,653,743	4,653,743	(2,014,624)
Beginning Funds Available*	11,380,285	11,697,996	11,697,996	16,351,739
Ending Funds Available	**11,697,996**	**16,351,739**	**16,351,739**	**14,337,115**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Belmont Shore Parking Meter Fund Summary

Purpose:

The Belmont Shore Parking Meter Revenue Fund was established by City Council Ordinance C-6219 to receive parking revenues in the Belmont Shore area. Expenditures from the Fund, per City Council Ordinance 08-0012, are limited to uses which are for the benefit of the Belmont Shore Parking and Business Improvement Area only. This includes acquisition, construction, improvement, operation or maintenance of City parking facilities, fixtures and equipment, as well as improvements to and equipment for public streets, alleys, curbs, gutters and sidewalks and the bus pass program.

Assumptions for Major Resources:

Revenue in this fund is exclusively from parking meter fees in the Belmont Shore area of the city.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	647,780	701,734	701,734	701,734
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	(46)	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**647,734**	**701,734**	**701,734**	**701,734**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	-	-	-	-
Materials, Supplies and Services	449,985	572,397	674,585	572,397
Internal Support	56,621	58,482	58,482	58,494
Capital Purchases	-	-	-	-
Debt Service	200,000	200,000	200,000	200,000
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**706,606**	**830,879**	**933,067**	**830,891**
Net Increase/(Decrease) in Funds Avail.	(58,872)	(129,145)	(231,332)	(129,157)
Beginning Funds Available*	1,046,678	987,806	987,806	756,473
Ending Funds Available	**987,806**	**858,661**	**756,473**	**627,316**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Business Assistance Fund Summary

Purpose:

The Business Assistance Fund is used to account for monies used for economic development activities, including business outreach and business retention and expansion through commercial loans. The bulk of this fund is a revolving loan fund (RLF) that was started with a grant from U.S. Economic Development Administration (EDA) with matching funds from Community Development Block Grants (CDBG) and the City's former Redevelopment Agency.

Assumptions for Major Resources:

Given the elimination of Redevelopment and continually declining CDBG entitlements, new revenues to the RLF are limited to loan repayments.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	7,000	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	46,254	-	-	-
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	288,384	671,838	671,838	671,838
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	5,338	6,000	6,000	6,000
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**346,976**	**677,838**	**677,838**	**677,838**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	-	-	-	10,170
Materials, Supplies and Services	379,095	694,119	694,119	694,119
Internal Support	119	-	-	-
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	5,338	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**384,551**	**694,119**	**694,119**	**704,289**
Net Increase/(Decrease) in Funds Avail.	(37,575)	(16,281)	(16,281)	(26,451)
Beginning Funds Available*	1,660,496	1,622,920	1,622,920	1,606,639
Ending Funds Available	**1,622,920**	**1,606,639**	**1,606,639**	**1,580,188**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Community Development Grants Fund Summary

Purpose:

The Community Development Grants Fund is used to account for funds received from the U. S. Departments of Housing and Urban Development (HUD), Labor, Education, and others for economic and community development programs. The Fund also includes county, state and other support for programs. Programs include neighborhood improvement efforts that target low and moderate-income areas of the city, homeless services, affordable housing, workforce development strategies, business assistance efforts, and support for youth development.

Assumptions for Major Resources:

Each year the City actively pursues new funding opportunities to support various programs and services. State and federal grants comprise the majority of revenue in this fund. The balance of revenue is primarily from residential rehabilitation loan repayments, programmable funds carried over from previous years, and from leveraged co-investment between the WIB and other partners. The two major resources in the Fund are Community Development Block Grant (HUD) and Workforce Investment Act (Labor) formulaic allocations, both of which are seeing year-over-year declines in federal appropriations that continue in FY 17.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	340	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	1,040,204	230,650	234,722	230,650
Revenues From Other Agencies	18,347,682	18,535,178	29,294,327	18,611,497
Charges For Services	-	-	-	-
Other Revenues	4,996,430	1,757,477	2,365,153	1,639,494
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	55,112	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	6,230	-
Total Resources/Sources	**24,439,768**	**20,523,305**	**31,900,433**	**20,481,641**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	8,438,054	11,643,980	12,371,063	10,540,817
Materials, Supplies and Services	11,736,502	6,685,515	16,963,626	7,056,810
Internal Support	1,297,429	1,110,008	1,120,930	968,426
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	2,010,546	1,220,000	1,220,000	1,596,000
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**23,482,530**	**20,659,503**	**31,675,619**	**20,162,053**
Net Increase/(Decrease) in Funds Avail.	957,238	(136,197)	224,814	319,588
Beginning Funds Available*	(896,130)	61,108	61,108	285,923
Ending Funds Available	**61,108**	**(75,089)**	**285,923**	**605,510**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Gasoline Tax Street Improvement Fund Summary

Purpose:

The Gasoline Tax Street Improvement Fund is used to account for the receipt and expenditure of gasoline tax funds apportioned under the State Streets and Highways code, as well as other sources dedicated to street improvements. Expenditures may be made for any street-related purpose on the City's system of streets, including maintenance. It also includes funding from the Moving Ahead for Progress in the 21st Century (MAP-21), which superseded State Proposition 42 and SAFETEA-LU of 2005.

Assumptions for Major Resources:

FY 17 includes $10.6 million in capital street improvements funded by both gas tax funds and grant revenue. In addition, approximately $7 million per year was previously transferred from this fund to the General Fund to reimburse the City for eligible street maintenance costs. However, due to a projected decline in the City's gasoline tax apportionment, this amount was reduced to $5.3 Million starting FY 16 and will continue into FY 17.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	106,390	50,000	50,000	50,000
Revenues From Other Agencies	16,781,979	11,803,372	11,048,542	11,055,956
Charges For Services	-	-	-	-
Other Revenues	46	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**16,888,415**	**11,853,372**	**11,098,542**	**11,105,956**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	56,517	-	-	-
Materials, Supplies and Services	12,325,220	10,799,135	8,616,212	5,300,000
Internal Support	6,326,098	5,275,528	5,232,121	5,277,854
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**18,707,835**	**16,074,663**	**13,848,333**	**10,577,854**
Net Increase/(Decrease) in Funds Avail.	(1,819,420)	(4,221,291)	(2,749,791)	528,102
Beginning Funds Available*	4,350,578	2,531,158	2,531,158	(218,633)
Ending Funds Available	**2,531,158**	**(1,690,133)**	**(218,633)**	**309,469**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Transportation Fund Summary

Purpose:

The Transportation Fund is used to account for the City's share of an additional 1 1/2 percent sales tax, which was approved by the electorate as Proposition A and C and Measure R, and is collected by the County of Los Angeles to finance certain transportation projects. The fund also includes AB2766 funds, collected by the Department of Motor Vehicle (DMV) and subvened to the South Coast Air Quality Management District (SCAQMD) for disbursement to implement programs that reduce air pollution from motor vehicles.

Assumptions for Major Resources:

In addition to the Proposition A (approved in November 1980) and Proposition C (approved in November 1990), Measure R (approved in 2008) and AB2766 revenues described above, interest earned on unspent funds is accumulated in the fund and must be used for transportation purposes.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	190,770	97,500	80,732	56,000
Revenues From Other Agencies	21,054,051	20,270,412	20,270,412	21,317,040
Charges For Services	-	-	-	-
Other Revenues	(4,007)	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**21,240,815**	**20,367,912**	**20,351,144**	**21,373,040**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	44,946	26,500	26,500	26,500
Materials, Supplies and Services	15,131,999	20,544,286	18,556,697	20,513,746
Internal Support	1,915,232	5,517	5,517	8,820
Capital Purchases	157,160	-	1,962,589	200,000
Debt Service	-	-	-	-
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**17,249,337**	**20,576,303**	**20,551,303**	**20,749,066**
Net Increase/(Decrease) in Funds Avail.	3,991,478	(208,391)	(200,159)	623,975
Beginning Funds Available*	3,856,093	7,847,571	7,847,571	7,647,412
Ending Funds Available	**7,847,571**	**7,639,180**	**7,647,412**	**8,271,387**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Capital Projects Fund Summary

Purpose:

The Capital Projects Fund is used to account for resources used for the planning, design, construction and acquisition of major capital improvements, except those financed by Enterprise, Internal Service, Tidelands and Subsidiary Funds.

Assumptions for Major Resources:

Capital Projects Fund revenues consist of operating transfers from Upland Oil and the General Fund including City Council Divide by Nine non-recurring funds. In addition, the fund includes various Federal, State and County grants, such as those from the Metropolitan Transportation Authority, impact fees from Police and Fire, transportation impact from Traffic Mitigation Program (TMP) fees, and bond sale proceeds. Starting in FY 17, any infrastructure revenues generated by the recently passed Measure A will also be accounted for in this fund.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	1,997,603	483,204	483,204	415,000
Fines and Forfeitures	-	-	-	-
Use of Money & Property	48,458	715,650	715,650	715,650
Revenues From Other Agencies	2,666,196	375,000	2,363,837	300,000
Charges For Services	-	-	-	-
Other Revenues	689,373	160,000	6,549,948	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	26,295,180	13,890,195	20,841,533	36,576,100
Release of Reservations	654,266	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**32,351,076**	**15,624,049**	**30,954,173**	**38,006,750**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	5,099,384	7,424,282	7,424,282	9,310,398
Materials, Supplies and Services	26,077,248	15,105,195	30,324,649	37,931,100
Internal Support	(3,769,302)	(7,424,282)	(7,425,645)	(9,131,755)
Capital Purchases	30,569	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	412,385	243,085	1,297,585	243,085
Addition to Reservations	6,835,497	-	-	-
Total Expenditures/Uses	**34,685,781**	**15,348,280**	**31,620,871**	**38,352,829**
Net Increase/(Decrease) in Funds Avail.	(2,334,705)	275,769	(666,699)	(346,079)
Beginning Funds Available*	5,905,945	3,571,239	3,571,239	2,904,541
Ending Funds Available	**3,571,239**	**3,847,009**	**2,904,541**	**2,558,462**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

INTERNAL SERVICE FUNDS

Civic Center Fund
General Services Fund
Fleet Services Fund
Insurance Fund
Employee Benefits Fund

Civic Center Fund Summary

Purpose:

The Civic Center Fund is used to maintain, improve and operate the Civic Center complex, which includes City Hall, Main Library, Lincoln Park, Police headquarters, Fire Station 1 and related parking facilities. Starting in FY 14, all funding and project costs associated with the New Civic Center Project are also accounted for in this fund.

Assumptions for Major Resources:

The ongoing revenue sources to this fund are rental payments from departments, employee parking charges from the departments occupying the facilities and public parking charges. Minor sources of revenue include special events, developer contributions and interest earnings.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	304,484	365,000	365,000	365,000
Revenues From Other Agencies	178,807	175,000	3,042,896	175,000
Charges For Services	-	-	-	-
Other Revenues	(90)	-	7,375,000	-
Interfund Services-Charges	11,595,262	10,585,210	10,585,210	8,900,731
Intrafund Services-General Fund Charges	157,301	68,400	68,400	68,400
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	3,170,651	-	23,582,272	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**15,406,414**	**11,193,610**	**45,018,778**	**9,509,131**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	2,304,807	2,690,751	2,690,751	1,593,272
Materials, Supplies and Services	7,325,067	3,755,372	44,398,699	3,778,965
Internal Support	1,896,201	1,866,493	1,866,493	1,489,475
Capital Purchases	-	-	-	-
Debt Service	2,561,188	2,568,188	2,568,188	2,574,073
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**14,087,265**	**10,880,804**	**51,524,131**	**9,435,785**
Net Increase/(Decrease) in Funds Avail.	1,319,150	312,806	(6,505,353)	73,346
Beginning Funds Available*	5,395,840	6,714,990	6,714,990	209,637
Ending Funds Available	**6,714,990**	**7,027,796**	**209,637**	**282,983**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

General Services Fund Summary

Purpose:
The General Services Fund is used to account for the deployment, operation, maintenance and replacement of the City's information and communications systems. This fund includes the cost for hardware and software for these systems as well as a variety of supporting services related to technology including equipment installation, maintenance, help desk support, business information services, voice, data and wireless networks, radio communications, surveillance camera infrastructure, and central data center. It also includes the management of the City's LBTV cable channel and cable franchise agreement, as well as mail, messenger and reprographics services.

Assumptions for Major Resources:
The primary revenue source for the General Services Fund is internal charges to City Departments, which account for over 85 percent of total revenues. This cost recovery model is intended to allocate 100 percent of eligible costs to provide services to City departments. FY 17 includes budget enhancements to implement technology initiatives, including cyber security, the GIS hub, ePlan Check, document imaging and other infrastructure improvements.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	4,991,386	4,120,000	4,120,000	4,120,000
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	68,492	-	-	-
Revenues From Other Agencies	1,202,545	1,075,000	1,075,000	1,075,000
Charges For Services	-	-	-	-
Other Revenues	(83,015)	-	-	-
Interfund Services-Charges	34,728,236	35,759,200	36,159,200	35,833,080
Intrafund Services-General Fund Charges	44,195	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	9,164,725	7,324,836	7,460,114	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**50,116,563**	**48,279,036**	**48,814,314**	**41,028,080**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	15,704,086	18,758,329	18,758,329	19,523,546
Materials, Supplies and Services	17,169,531	21,790,843	22,523,713	14,421,676
Internal Support	1,956,430	2,005,769	2,005,769	1,855,504
Capital Purchases	-	1,108,968	608,968	974,968
Debt Service	1,091,864	1,176,977	1,176,977	1,199,436
Transfers Between Funds	3,745,000	3,745,000	4,245,000	3,745,000
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**39,666,911**	**48,585,886**	**49,318,756**	**41,720,130**
Net Increase/(Decrease) in Funds Avail.	10,449,652	(306,850)	(504,442)	(692,049)
Beginning Funds Available*	(3,472,725)	6,976,927	6,976,927	6,472,485
Ending Funds Available	**6,976,927**	**6,670,077**	**6,472,485**	**5,780,436**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

Fleet Services Fund Summary

Purpose:

The Fleet Services Fund is used to account for the City's purchase, maintenance, fueling and replacement of all fleet vehicles and equipment, except those owned by the Water and Harbor Departments.

Assumptions for Major Resources:

The major sources of revenue for this fund include charges to user departments for vehicle maintenance, operations, and equipment capital replacement charges, which account for approximately 96 percent of revenues. Fleet charges are generated from City departments that utilize vehicles and equipment acquired and maintained by the Fleet Services Bureau. These charges include such items as vehicle lease payments, capital replacement, preventive maintenance, repairs, parts, fueling and motor pool charges.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	981,215	1,341,679	1,341,679	1,341,679
Revenues From Other Agencies	-	-	1,445,400	-
Charges For Services	174,338	237,694	237,694	168,951
Other Revenues	1,392,910	683,902	683,902	711,902
Interfund Services-Charges	31,701,493	33,629,698	33,629,698	35,508,309
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	3,823,319	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**38,073,275**	**35,892,973**	**37,338,373**	**37,730,841**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	7,789,252	9,006,416	9,006,416	9,542,908
Materials, Supplies and Services	15,019,068	12,865,341	17,700,956	13,718,136
Internal Support	815,260	936,237	936,237	937,327
Capital Purchases	3,851,661	19,628,899	27,635,378	32,931,402
Debt Service	1,442,482	1,552,077	1,552,077	925,707
Transfers Between Funds	1,416,861	1,221,821	1,221,821	1,220,723
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**30,334,584**	**45,210,791**	**58,052,885**	**59,276,203**
Net Increase/(Decrease) in Funds Avail.	7,738,691	(9,317,818)	(20,714,512)	(21,545,362)
Beginning Funds Available*	40,152,509	47,891,200	47,891,200	27,176,688
Ending Funds Available	**47,891,200**	**38,573,382**	**27,176,688**	**5,631,326**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

Insurance Fund Summary

Purpose:

The Insurance Fund was created to finance and account for all risk management-related activities citywide. Its two main subfunds (Workers' Compensation and General Liability) provide funding for the majority of the City's insurance activities.

Assumptions for Major Resources:

The three major revenue sources in this fund are: charges collected from departments based on allocation of risk management costs; reimbursements and/or refunds received on claims expense or other expenditures; and annual interest earned on the fund balance.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	239,260	92,000	92,000	80,000
Revenues From Other Agencies	(5,390)	-	-	-
Charges For Services	17,314	10,000	10,000	10,000
Other Revenues	2,595,098	866,000	963,550	866,000
Interfund Services-Charges	46,223,082	48,315,048	48,315,048	47,199,895
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	390,176	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**49,459,540**	**49,283,048**	**49,380,598**	**48,155,895**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	11,594,207	13,007,122	13,007,122	13,345,474
Materials, Supplies and Services	21,759,746	27,656,952	27,672,271	27,654,759
Internal Support	1,396,950	1,714,816	1,714,816	1,586,473
Capital Purchases	14,565	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	1,012,492	23,833	121,382	23,833
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**35,777,959**	**42,402,722**	**42,515,592**	**42,610,539**
Net Increase/(Decrease) in Funds Avail.	13,681,581	6,880,326	6,865,006	5,545,356
Beginning Funds Available*	14,187,686	27,869,266	27,869,266	34,734,273
Ending Funds Available	**27,869,266**	**34,749,592**	**34,734,273**	**40,279,629**
Ending Funds Available (Full Accrual)**	(116,144,355)			

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

***Note: Ending Funds Available (Full Accrual) takes into account unfunded liabilities for incidents or losses that have occurred but have not been paid for by the city. This includes future costs for workers compensation and general liability claims.*

Employee Benefits Fund Summary

Purpose:

The Employee Benefits Fund was created to finance and account for employee paid time off (sick leave, vacation, holiday, etc.) and fringe benefits, such as retirement, pension obligation bond debt payments, health insurance, dental insurance, Social Security and Medicare.

Assumptions for Major Resources:

The two major revenue sources in this fund are charges to departments based on allocation of employee benefits costs and administration of payroll costs, and annual interest earned on the fund balance.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	324,920	41,000	41,000	41,000
Revenues From Other Agencies	-	-	-	-
Charges For Services	10,567	-	-	-
Other Revenues	1,453,099	274,000	396,475	388,000
Interfund Services-Charges	208,810,360	247,033,843	247,033,843	247,032,743
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	14,354,975	-	-	-
Release of Reservations	-	350,000	350,000	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**224,953,921**	**247,698,843**	**247,821,318**	**247,461,743**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	195,948,297	238,327,294	238,327,294	238,805,777
Materials, Supplies and Services	647,611	1,193,600	1,666,075	1,197,155
Internal Support	1,643,739	1,624,244	1,624,244	1,701,379
Capital Purchases	-	-	-	-
Debt Service	7,120,439	7,122,955	7,122,955	7,122,955
Transfers Between Funds	1,441,895	642,230	642,230	-
Addition to Reservations	11,712,152	254,844	254,844	-
Total Expenditures/Uses	**218,514,132**	**249,165,168**	**249,637,643**	**248,827,267**
Net Increase/(Decrease) in Funds Avail.	6,439,789	(1,466,325)	(1,816,325)	(1,365,524)
Beginning Funds Available*	39,046,844	45,486,633	45,486,633	43,670,308
Ending Funds Available	**45,486,633**	**44,020,308**	**43,670,308**	**42,304,784**
Ending Funds Available (Full Accrual)**	(242,018,229)			

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

***Note: Ending Funds Available (Full Accrual) takes into account unfunded liabilities for services received but not paid for by the city. This includes accrued sick leave and retiree health insurance subsidy.*

TIDELANDS FUNDS

Tidelands Operating Funds
Tideland Oil Revenue Fund
Reserve for Subsidence Fund

ASSUMPTIONS FOR MAJOR RESOURCES

The Tidelands Operating Funds comprise the following four funds: Tidelands Operations, Marina, Queen Mary and Rainbow Harbor Area.

Sources of Tidelands Operations Fund revenue include permit fees and rents from various waterfront concessions; Convention Center and Hyatt leases; The Aquarium of the Pacific; Queen Mary rent; parking revenue from beach lots, transfers from the Harbor Fund and from the Tideland Oil Revenue Fund's Optimized Waterflood Program.

Sources of Marina Fund revenue include slip rental fees for recreational boats, commercial enterprises, and temporary/guest docking; and, ground leases for certain properties directly adjacent to the marinas.

Queen Mary Fund revenue is limited to rents generated from the site currently occupied by the Catalina Express operation.

The Rainbow Harbor Area Fund revenue comprises dock rentals, the Pierpoint Landing lease, and operating transfers from the Tidelands Operations Fund. The Aquarium parking structure revenue flows through this fund and is restricted for use in operating and maintaining the structure, including debt service, with net proceeds accruing to the benefit of the Aquarium of the Pacific.

Tidelands Operating Funds Summary

Purpose:

The Tidelands Operating Funds are used to account for operations, programs, maintenance and development of the marinas, beaches and waterways, the Convention Center, the Queen Mary and adjacent properties, the Aquarium of the Pacific, Rainbow Harbor Area. Operations include marina management, police, fire and lifeguards, beach and marina maintenance, lease management, parking operations and other support functions.

Assumptions for Major Resources:

The sources of revenue for the Tidelands Operating Funds are from the various activities in each respective Fund, including revenue from the City's participation in Tidelands oil operations, marina slip fees, property and concessions leases, parking revenues in the Tidelands areas and the annual transfer from the Harbor Fund.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	190,624	167,650	167,650	122,000
Fines and Forfeitures	203,861	325,500	325,500	325,100
Use of Money & Property	44,596,250	41,647,710	41,647,710	44,716,180
Revenues From Other Agencies	42,014	641,755	641,755	641,755
Charges For Services	4,302,830	2,612,159	2,612,159	3,124,059
Other Revenues	129,371	10,330	10,330	10,330
Interfund Services-Charges	21,910,845	22,725,863	22,723,848	24,727,690
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	121,355,570	-	-	-
Operating Transfers	39,736,165	34,565,812	36,268,260	33,020,143
Release of Reservations	49,642,488	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**282,110,019**	**102,696,778**	**104,397,211**	**106,687,256**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	29,597,581	31,344,042	31,298,936	31,977,572
Materials, Supplies and Services	71,847,470	17,617,733	20,321,568	23,352,242
Internal Support	23,719,631	24,727,672	24,758,137	26,434,270
Capital Purchases	566,635	-	-	-
Debt Service	79,645,917	19,984,382	19,984,382	21,777,232
Transfers Between Funds	6,612,699	7,472,272	9,174,720	5,300,000
Addition to Reservations	2,853,672	-	-	-
Total Expenditures/Uses	**214,843,605**	**101,146,101**	**105,537,742**	**108,841,316**
Net Increase/(Decrease) in Funds Avail.	67,266,414	1,550,678	(1,140,531)	(2,154,059)
Beginning Funds Available*	(41,366,591)	25,899,823	25,899,823	24,759,292
Ending Funds Available	**25,899,823**	**27,450,501**	**24,759,292**	**22,605,233**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

Tideland Oil Revenue Fund Summary

Purpose:

The Tideland Oil Revenue Fund is used to account for the proceeds from oil operations within the Tidelands area.

Assumptions for Major Resources:

The major source of revenue for the Tideland Oil Revenue Fund is generated from oil operations in the Tidelands area, which is dependent upon the price of oil.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	99,391,986	158,576,273	158,576,273	64,096,665
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	8,567	4,294	4,294	4,294
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**99,400,553**	**158,580,567**	**158,580,567**	**64,100,959**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	3,433,552	4,535,701	4,535,701	4,558,728
Materials, Supplies and Services	74,700,925	141,893,406	141,893,406	48,460,720
Internal Support	935,474	1,206,066	1,206,066	1,191,936
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	18,024,058	10,828,478	10,828,478	9,947,643
Addition to Reservations	2,642,345	-	-	-
Total Expenditures/Uses	**99,736,354**	**158,463,652**	**158,463,652**	**64,159,027**
Net Increase/(Decrease) in Funds Avail.	(335,801)	116,915	116,915	(58,068)
Beginning Funds Available*	2,453,059	2,117,258	2,117,258	2,234,173
Ending Funds Available	**2,117,258**	**2,234,173**	**2,234,173**	**2,176,106**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

Reserve for Subsidence Fund Summary

Purpose:
The Reserve for Subsidence Fund is used to account for the accumulation of funds to be used to minimize and remedy future land sinkage (subsidence) due to oil operations.

Assumptions for Major Resources:
The revenue source for the subsidence fund is interest earned on the fund balance. Repayment of a loan to the General Fund allowed under State law to mitigate the impacts of the last Educational Revenue Augmentation Fund (ERAF) State revenue take-aways was completed in FY 13.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	1,092,002	980,000	980,000	980,000
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	500,000	500,000	500,000	500,000
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**1,592,002**	**1,480,000**	**1,480,000**	**1,480,000**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	-	-	-	-
Materials, Supplies and Services	94	-	-	-
Internal Support	-	-	-	-
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	1,480,000	1,480,000	1,480,000
Total Expenditures/Uses	**94**	**1,480,000**	**1,480,000**	**1,480,000**
Net Increase/(Decrease) in Funds Avail.	1,591,909	-	-	-
Beginning Funds Available*	(1,591,909)	-	-	-
Ending Funds Available	**-**	**-**	**-**	**-**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

ENTERPRISE FUNDS

Development Services Fund
Gas Fund
Gas Pre-Pay Fund
Water Fund
Sewer Fund
Airport Fund
Refuse/Recycling Fund
SERRF Fund
SERRF JPA Fund
Towing Fund

Development Services Fund Summary

Purpose:

The Development Services Fund was created in FY 07 to finance the planning, permitting, plan check and development services offered by the Department of Development Services as well as the continual improvement of services to homeowners and the development community. In FY 13, a new subfund was created to account for multi-family housing inspection program fees, when the program was transferred from the Health Department to Code Enforcement in the Development Services Department.

Assumptions for Major Resources:

The major revenue sources in this fund are: planning and building fees, annual interest earned on the fund balance, reimbursements for project costs incurred, services rendered to other departments, and proactive rental housing inspection program fees.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	15,336	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	19,383,928	16,868,769	16,868,769	18,555,748
Fines and Forfeitures	1,000	-	-	-
Use of Money & Property	106,647	25,000	25,000	25,000
Revenues From Other Agencies	-	-	25,000	-
Charges For Services	1,023,157	287,937	419,937	4,687,937
Other Revenues	(8,897)	500,000	560,000	700,000
Interfund Services-Charges	313,562	363,669	363,669	363,669
Intrafund Services-General Fund Charges	55,309	63,711	63,711	63,711
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	75,000	-	74,950	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**20,965,042**	**18,109,086**	**18,401,036**	**24,396,065**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	10,434,842	12,047,160	12,047,160	13,843,427
Materials, Supplies and Services	2,605,966	1,579,062	2,089,721	1,617,606
Internal Support	4,127,138	4,535,356	4,535,356	5,036,520
Capital Purchases	-	15,000	15,000	126,000
Debt Service	-	-	-	-
Transfers Between Funds	880,819	792,321	3,792,321	500,000
Addition to Reservations	98,182	-	-	-
Total Expenditures/Uses	**18,146,946**	**18,968,900**	**22,479,558**	**21,123,554**
Net Increase/(Decrease) in Funds Avail.	2,818,096	(859,814)	(4,078,522)	3,272,511
Beginning Funds Available*	4,258,424	7,076,520	7,076,520	2,997,998
Ending Funds Available	**7,076,520**	**6,216,706**	**2,997,998**	**6,270,509**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Gas Fund Summary

Purpose:

The Gas Fund is used to safely provide customers with reliable and cost-competitive natural gas and to provide for infrastructure integrity, pipeline safety and system preservation.

Assumptions for Major Resources:

The major source of revenue for the Gas Fund is gas metered sales, which represents approximately 81 percent of the fund's total revenues.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	458,287	360,715	360,715	360,715
Revenues From Other Agencies	-	-	-	-
Charges For Services	80,610,896	99,359,620	99,359,620	85,359,620
Other Revenues	887,112	734,494	734,494	734,494
Interfund Services-Charges	5,956,589	6,309,743	6,309,743	6,365,379
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	18,000,000	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	7,245	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**105,920,129**	**106,764,572**	**106,764,572**	**92,820,208**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	18,149,013	21,501,166	19,862,956	20,252,038
Materials, Supplies and Services	36,854,051	59,800,103	60,853,973	46,500,103
Internal Support	13,463,118	9,438,094	9,438,094	9,528,639
Capital Purchases	713,446	1,438,455	738,455	738,455
Debt Service	2,626,004	2,091,032	2,091,032	2,000,201
Transfers Between Funds	11,999,575	11,411,359	11,411,359	9,850,229
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**83,805,207**	**105,680,210**	**104,395,870**	**88,869,666**
Net Increase/(Decrease) in Funds Avail.	22,114,922	1,084,362	2,368,703	3,950,542
Beginning Funds Available*	(24,138,121)	(2,023,199)	(2,023,199)	345,504
Ending Funds Available	**(2,023,199)**	**(938,837)**	**345,504**	**4,296,046**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Gas Prepay Fund Summary

Purpose:

The Gas Prepay Fund is used to provide a long-term, reliable supply of natural gas for resale to customers. This gas is purchased at market prices and then discounted by a fixed amount due to the prepayment for this gas supply through the Long Beach Financing Authority. The discount value is retained by the Gas Fund to provide a long-term partial funding source for LBGO's ongoing pipeline infrastructure replacement program.

Assumptions for Major Resources:

The activities within the Gas Prepay Fund are controlled by the dictates of the debt service requirements.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	627,009	717,000	717,000	717,000
Revenues From Other Agencies	-	-	-	-
Charges For Services	14,762,675	40,758,391	40,758,391	40,758,391
Other Revenues	-	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**15,389,683**	**41,475,391**	**41,475,391**	**41,475,391**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	1,896	-	-	-
Materials, Supplies and Services	(23,972,525)	-	-	-
Internal Support	-	-	-	-
Capital Purchases	-	-	-	-
Debt Service	39,110,103	39,128,641	39,128,641	39,706,428
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	2,346,750	2,346,750	1,768,963
Total Expenditures/Uses	**15,139,473**	**41,475,391**	**41,475,391**	**41,475,391**
Net Increase/(Decrease) in Funds Avail.	250,210	-	-	-
Beginning Funds Available*	(250,210)	-	-	-
Ending Funds Available	**-**	**-**	**-**	**-**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Water Fund Summary

Purpose:

The Water Fund is used to meet the water needs of the citizens of Long Beach with a dependable supply of high quality water at a reasonable cost.

Assumptions for Major Resources:

The major sources of revenue include a volumetric charge for water used by customers and a daily service charge for water based on the size of the customers water meter service line. Other revenues include rents received from tenants on Water Department-owned property, interest income and grant funding for specific capital projects and charges for services requested by customers.

	Actual FY 15	Adopted FY 16	Estimated FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	1,479,058	1,207,993	1,307,892	1,149,900
Revenues From Other Agencies	16,341	-	1,715,983	750,000
Charges For Services	98,108,250	94,428,963	91,036,278	92,348,228
Other Revenues	2,498,701	4,562,950	2,635,900	4,264,488
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**102,102,349**	**100,199,906**	**96,696,053**	**98,512,616**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	21,821,457	23,066,080	21,497,339	23,392,961
Materials, Supplies and Services	77,718,103	59,983,985	58,674,289	57,591,558
Internal Support	5,368,635	4,097,199	4,068,822	4,445,445
Capital Purchases	2,019,605	14,834,614	15,696,558	13,882,800
Debt Service	3,909,499	3,134,299	3,134,300	3,134,436
Transfers Between Funds	218,413	1,154,452	1,154,452	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**111,055,712**	**106,270,629**	**104,225,760**	**102,447,200**
Net Increase/(Decrease) in Funds Avail.	(8,953,363)	(6,070,723)	(7,529,707)	(3,934,584)
Beginning Funds Available*	33,404,887	24,451,524	24,451,524	16,921,817
Ending Funds Available	**24,451,524**	**18,380,801**	**16,921,817**	**12,987,233**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Sewer Fund Summary

Purpose:

The Sewer Fund is used to maintain and upgrade the City's sanitary sewer system in a cost effective manner.

Assumptions for Major Resources:

The major sources of revenue include a volumetric charge based on water usage which will enter the sewer system, a service charge based on the size of the customer's meter, and sewer capacity fees from developers for new projects.

	Actual FY 15	Adopted FY 16	Estimated FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	646,551	354,350	403,650	354,350
Fines and Forfeitures	-	-	-	-
Use of Money & Property	51,648	15,000	40,000	15,000
Revenues From Other Agencies	-	-	-	-
Charges For Services	17,187,551	18,492,315	17,775,943	18,590,055
Other Revenues	29,148	5,000	1,000	5,000
Interfund Services-Charges	86,400	86,400	86,400	86,400
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	1,500,000	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**19,501,297**	**18,953,065**	**18,306,993**	**19,050,805**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	4,408,328	4,842,548	4,352,662	5,313,504
Materials, Supplies and Services	8,118,070	6,240,461	6,196,479	6,488,853
Internal Support	3,826,467	3,681,097	3,686,169	3,740,159
Capital Purchases	491,860	4,214,126	5,029,926	4,174,400
Debt Service	118,585	127,874	106,744	612,812
Transfers Between Funds	39,914	221,963	221,963	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**17,003,224**	**19,328,068**	**19,593,943**	**20,329,728**
Net Increase/(Decrease) in Funds Avail.	2,498,073	(375,003)	(1,286,950)	(1,278,923)
Beginning Funds Available*	7,561,499	10,059,572	10,059,572	8,772,622
Ending Funds Available	**10,059,572**	**9,684,569**	**8,772,622**	**7,493,699**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Airport Fund Summary

Purpose:

The Airport Fund is used to provide the highest level of customer service; maintain the highest level of safety and security; improve the quality of life in the surrounding community; provide a fair and reasonable operating cost to our business partners; enhance the value and economic impact of the Airport to its stake-holders, which includes the community; and maintain an efficient and effective business model.

Assumptions for Major Resources:

Airport operating revenue is derived from airline fees, parking and concessions and long-term ground leases of airport property. These major revenue sources are categorized as airline revenue, indirect airline revenue, and non-airline revenue. Additionally, grant funds, such as Airport Improvement Program (AIP) funds, are received from the federal government. Other revenues include Passenger Facility Charges (PFC) that are collected by the air carriers and Customer Facility Charges (CFC) that are collected by car rental agencies.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	76,303	48,000	48,000	76,560
Fines and Forfeitures	-	-	-	-
Use of Money & Property	40,893,042	40,935,467	41,702,678	46,112,943
Revenues From Other Agencies	14,509,837	1,213,202	9,102,522	1,364,202
Charges For Services	-	-	-	-
Other Revenues	52,437	13,000	13,000	13,000
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**55,531,620**	**42,209,669**	**50,866,200**	**47,566,705**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	9,924,869	11,577,577	11,754,554	12,383,767
Materials, Supplies and Services	21,403,554	10,401,868	10,737,454	11,430,974
Internal Support	12,029,429	10,997,313	17,761,508	11,741,219
Capital Purchases	24,994	8,000	8,000	153,000
Debt Service	9,237,370	9,234,140	9,234,141	9,269,725
Transfers Between Funds	484,534	389,777	389,777	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**53,104,750**	**42,608,676**	**49,885,434**	**44,978,685**
Net Increase/(Decrease) in Funds Avail.	2,426,869	(399,007)	980,766	2,588,020
Beginning Funds Available*	29,106,314	31,533,183	31,533,183	32,513,949
Ending Funds Available	**31,533,183**	**31,134,176**	**32,513,949**	**35,101,968**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Refuse/Recycling Fund Summary

Purpose:

The Refuse/Recycling Fund provides for refuse and recycling collection for residents and businesses of Long Beach in a timely and cost effective manner, ensuring compliance with the State's solid waste diversion laws.

Assumptions for Major Resources:

The primary source of revenue for the Refuse Fund is from refuse and recycling charges, which account for approximately 93 percent of total revenues. After multiple years of identifying and implementing various efficiency measures, the Refuse Fund continues to operate with a structural imbalance. Staff evaluated strategies to address the structural deficit and is proposing a fee increase for FY 17 and FY 18 with the goal of structurally balancing the fund. This fund is also supported by grant money from the State for various public outreach efforts, revenues from the sale of recyclables, fees paid by the City's licensed private refuse haulers for compliance with the Integrated Waste Management Act of 1989 (AB939), and interest income. Over $4.6 million in support is provided annually to the General Fund to reimburse for refuse related programs such as street and alley maintenance, tree trimming and stormwater environmental compliance.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	1,674,322	1,583,375	1,583,375	1,650,375
Fines and Forfeitures	-	-	-	-
Use of Money & Property	145,250	80,452	80,452	80,452
Revenues From Other Agencies	756,079	1,049,000	1,049,000	918,657
Charges For Services	39,005,664	39,509,678	39,509,678	40,678,647
Other Revenues	22,222	2,200	2,200	2,200
Interfund Services-Charges	378,987	377,000	377,000	377,000
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**41,982,525**	**42,601,705**	**42,601,705**	**43,707,331**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	13,909,998	14,415,926	14,415,926	14,955,131
Materials, Supplies and Services	8,303,204	10,155,800	10,174,871	10,447,019
Internal Support	19,621,275	20,226,039	20,226,039	21,352,172
Capital Purchases	440,409	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	1,266,365	400,000	400,000	400,000
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**43,541,251**	**45,197,765**	**45,216,837**	**47,154,322**
Net Increase/(Decrease) in Funds Avail.	(1,558,727)	(2,596,060)	(2,615,132)	(3,446,991)
Beginning Funds Available*	15,523,546	13,964,819	13,964,819	11,349,687
Ending Funds Available	**13,964,819**	**11,368,759**	**11,349,687**	**7,902,696**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

SERRF Fund Summary

Purpose:

The SERRF Fund is used to maintain the Waste-to-Energy Program as an enterprise operation, provide disposal services at the Southeast Resource Recovery Facility (SERRF) for residential and commercial refuse delivered by the City and various surrounding communities, provide for the continued operation and maintenance of SERRF, and to implement waste reduction and recycling activities.

Assumptions for Major Resources:

The two main sources of revenue for the SERRF Fund are sale of electricity produced by SERRF to Southern California Edison (SCE), which accounts for approximately 50 percent of the total revenue, and customer disposal fees, which makes up an additional 48 percent.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	81,336	100,000	100,000	100,000
Revenues From Other Agencies	-	-	-	-
Charges For Services	38,443,198	38,986,000	38,986,000	42,754,000
Other Revenues	502,921	501,036	501,036	501,036
Interfund Services-Charges	7,853,892	8,232,000	8,232,000	8,360,000
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**46,881,347**	**47,819,036**	**47,819,036**	**51,715,036**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	515,536	546,173	546,173	556,222
Materials, Supplies and Services	44,514,627	49,537,850	49,537,850	49,346,850
Internal Support	349,454	306,458	306,458	373,625
Capital Purchases	56,642	750,000	750,000	750,000
Debt Service	2,798	5,500	5,500	5,500
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**45,439,057**	**51,145,981**	**51,145,981**	**51,032,196**
Net Increase/(Decrease) in Funds Avail.	1,442,291	(3,326,945)	(3,326,945)	682,840
Beginning Funds Available*	27,834,667	29,276,958	29,276,958	25,950,013
Ending Funds Available	**29,276,958**	**25,950,013**	**25,950,013**	**26,632,853**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

SERRF JPA Fund Summary

Purpose:

The Southeast Resource Recovery Facility (SERRF) Joint Powers Authority Fund is used to account for bonds issued to finance the planning, design, procurement, construction and startup of the SERRF Facility. The Facility is a "waste-to-energy" plant.

Assumptions for Major Resources:

Operating revenue is lease payments from the City of Long Beach – SERRF operations to meet the authorities operating expense, which primarily consists of debt service payments.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	11,140,331	11,250,285	11,250,285	11,250,285
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**11,140,331**	**11,250,285**	**11,250,285**	**11,250,285**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	-	-	-	-
Materials, Supplies and Services	0	-	-	-
Internal Support	-	-	-	-
Capital Purchases	-	-	-	-
Debt Service	11,018,558	11,218,558	11,218,558	11,202,424
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	31,727	31,727	47,861
Total Expenditures/Uses	**11,018,558**	**11,250,285**	**11,250,285**	**11,250,285**
Net Increase/(Decrease) in Funds Avail.	121,772	-	-	-
Beginning Funds Available*	(121,772)	-	-	-
Ending Funds Available	**-**	**-**	**-**	**-**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Towing Fund Summary

Purpose:

The Towing Fund is an enterprise fund used to account for the City's towing services, which are used primarily by the Police and Public Works Departments to remove vehicles from the city's streets that have been abandoned, parked illegally, involved in traffic accidents, or have excessive outstanding parking tickets.

Assumptions for Major Resources:

Funds are collected through fees charged for towing, storage and lien sale services. Registered owners may pick up their vehicles after all towing fees and ticket charges have been paid. When registered owners do not respond to the notice to retrieve their vehicles from impound, the City is granted by California Civil Code the right to sell the vehicles in order to collect the fees that are owed.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	3,600	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	5,883	5,000	5,000	5,000
Revenues From Other Agencies	-	-	-	-
Charges For Services	5,154,795	5,584,557	5,584,557	5,584,557
Other Revenues	5,801	70,000	70,000	70,000
Interfund Services-Charges	88,465	32,292	32,292	32,292
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**5,258,544**	**5,691,849**	**5,691,849**	**5,691,849**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	2,251,193	2,579,730	2,579,730	2,499,240
Materials, Supplies and Services	818,739	944,088	944,088	944,088
Internal Support	1,054,592	1,000,430	1,000,430	988,065
Capital Purchases	-	5,800	5,800	5,800
Debt Service	-	-	-	-
Transfers Between Funds	1,439,366	1,200,000	1,200,000	1,000,000
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**5,563,890**	**5,730,049**	**5,730,049**	**5,437,193**
Net Increase/(Decrease) in Funds Avail.	(305,346)	(38,200)	(38,200)	254,656
Beginning Funds Available*	1,100,709	795,363	795,363	757,164
Ending Funds Available	**795,363**	**757,164**	**757,164**	**1,011,819**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

SUBSIDIARY AGENCIES FUNDS

Harbor Fund
Housing Authority Fund
Successor Agency Fund
Certified Unified Program Agency (CUPA) Fund

Harbor Fund Summary

Purpose:

The Harbor Fund is used to account for the operations of the Harbor Department. The Harbor Department was created to facilitate the efficient and sustainable flow of commerce through the Port of Long Beach by providing world leading port infrastructure and operations.

Assumptions for Major Resources:

The Board of Harbor Commissioners sets tariff charges for wharfage, dockage, pilotage, land usage, storage and demurrage applicable to all ships and cargo at municipal berths and wharves or otherwise City-owned property in the Harbor District. Under the terms of various property agreements, the terminal operators, as permittees or lessees, are responsible for collecting tariffs and for remitting to the Department all or any portion of such tariffs required to be paid to the Department. The Department charges tariffs on a per container and on a per ton or unit cargo basis for bulk and break-bulk cargoes.

	Actual FY 15	Adopted FY 16	Estimated FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	76,048	-	-	-
Fines and Forfeitures	108	-	-	-
Use of Money & Property	6,847,085	4,505,000	6,225,000	6,468,000
Revenues From Other Agencies	121,943,545	142,988,000	131,495,000	119,266,000
Charges For Services	357,572,273	378,045,000	357,079,000	374,904,000
Other Revenues	59,588,749	1,000,000	1,000,000	1,000,000
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources**	-	238,022,000	90,729,000	237,296,000
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**546,027,808**	**764,560,000**	**586,528,000**	**738,934,000**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	65,605,314	76,994,049	71,200,066	78,682,882
Materials, Supplies and Services	34,344,293	48,130,119	51,758,302	46,999,338
Internal Support	31,005,582	31,508,326	31,341,974	33,188,800
Capital Purchases	331,957,902	540,910,795	314,924,167	484,538,380
Debt Service	72,967,259	111,616,456	184,853,000	113,160,900
Transfers Between Funds	21,531,371	19,970,255	20,005,421	17,772,700
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**557,411,722**	**829,130,000**	**674,082,930**	**774,343,000**
Net Increase/(Decrease) in Funds Avail.	(11,383,914)	(64,570,000)	(87,554,930)	(35,409,000)
Beginning Funds Available*	591,083,796	579,699,882	579,699,882	492,144,952
Ending Funds Available	**579,699,882**	**515,129,883**	**492,144,952**	**456,735,952**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

***In FY 15 the Harbor Department refunded $64,975,000 in outstanding debt and issued $132,950,000 in new bonds.*

Housing Authority Fund Summary

Purpose:

The Housing Authority Fund is used to account for revenues received by the Housing Authority to operate various programs that provide housing assistance to low and very low-income households including the elderly, disabled and veterans. The primary activity is the Housing Choice Voucher Program (also known as Section 8) which is funded by the U.S. Department of Housing and Urban Development (HUD).

Assumptions for Major Resources:

The major revenue source for the Housing Authority Fund is the U.S. Department of Housing and Urban Development (HUD). Beginning January 2012, HUD implemented a new cash management system that distributes funds monthly, based on the most recent assessment of needs indicated in the Voucher Management System (VMS) data.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	22,621	14,400	14,400	34,406
Revenues From Other Agencies	64,612,528	70,398,037	70,398,037	69,116,416
Charges For Services	-	-	-	-
Other Revenues	384,937	120,000	120,000	71,120
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**65,020,086**	**70,532,437**	**70,532,437**	**69,221,942**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	4,332,762	6,165,933	6,165,933	6,247,558
Materials, Supplies and Services	58,539,779	64,948,287	64,948,287	62,933,971
Internal Support	714,280	839,373	839,373	829,751
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**63,586,821**	**71,953,593**	**71,953,593**	**70,011,281**
Net Increase/(Decrease) in Funds Avail.	1,433,265	(1,421,156)	(1,421,156)	(789,339)
Beginning Funds Available*	9,236,423	10,669,689	10,669,689	9,248,532
Ending Funds Available	**10,669,689**	**9,248,532**	**9,248,532**	**8,459,194**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Successor Agency Fund Summary

Purpose:

The Successor Agency Fund was created following passage of AB1X 26. AB1X 26 and ensuing litigation caused the City's Redevelopment Funds to be dissolved and all of those Funds' assets and liabilities to be transferred to the Successor Agency Fund. The sole purpose of the Successor Agency is to dispose of the assets and to discharge the obligations of the former Redevelopment Agency.

Assumptions for Major Resources:

Pursuant to ABX1 26, the major source of revenue for the Successor Agency fund is bi-annual distributions from the Redevelopment Property Tax Trust Fund (RPTTF). The distributions are used to make payments in accordance with the Successor Agency's Recognized Obligation Payment Schedules (ROPS). The Successor Agency Fund also receives an administrative allocation equal to 3% of the Successor Agency's prior year RPTTF distribution.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	23,393,378	44,228,805	44,228,805	44,228,805
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	15,000	15,000	15,000
Fines and Forfeitures	-	-	-	-
Use of Money & Property	1,784,762	796,664	796,664	796,664
Revenues From Other Agencies	957,926	-	-	-
Charges For Services	-	-	-	-
Other Revenues	197,860	407,903	407,903	407,903
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	163,112,489	-	-	-
Operating Transfers	35,918,740	30,162,041	31,579,794	30,162,041
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**225,365,156**	**75,610,413**	**77,028,166**	**75,610,413**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	616,586	425,530	425,530	430,415
Materials, Supplies and Services	2,023,240	3,175,881	71,319	3,175,881
Internal Support	290,404	575,031	578,172	547,360
Capital Purchases	1,963	-	1,963	-
Debt Service	212,117,429	30,162,040	30,162,040	28,796,570
Transfers Between Funds	48,045,188	41,162,040	45,679,251	41,072,832
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**263,094,809**	**75,500,522**	**76,918,275**	**74,023,058**
Net Increase/(Decrease) in Funds Avail.	(37,729,654)	109,891	109,891	1,587,355
Beginning Funds Available*	54,491,076	16,761,423	16,761,423	16,871,314
Ending Funds Available	**16,761,423**	**16,871,314**	**16,871,314**	**18,458,668**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

Certified Unified Program Agency (CUPA) Fund Summary

Purpose:

The CUPA fund was established by the City to account for revenues and expenses in the Health Department and Fire Department to administer oversight programs related to hazardous chemicals in the City. The City provides for inspection services and business emergency plan reviews to ensure hazardous chemicals are handled, stored and transported in accordance with current state and local standards.

Assumptions for Major Resources:

CUPA Fund revenue is derived from permits and fees that support the cost of annual inspections of facilities which handle hazardous waste and/or hazardous materials.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	1,556,396	1,592,180	1,592,180	1,592,180
Fines and Forfeitures	-	-	-	-
Use of Money & Property	10,150	15,000	15,000	15,000
Revenues From Other Agencies	(0)	-	-	-
Charges For Services	-	-	-	-
Other Revenues	109,395	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Release of Reservations	-	-	-	-
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**1,675,941**	**1,607,180**	**1,607,180**	**1,607,180**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	1,287,703	1,303,366	1,303,366	1,527,408
Materials, Supplies and Services	40,571	124,691	124,691	124,691
Internal Support	150,276	230,394	230,394	335,021
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers Between Funds	67,758	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**1,546,308**	**1,658,451**	**1,658,451**	**1,987,120**
Net Increase/(Decrease) in Funds Avail.	129,632	(51,271)	(51,271)	(379,941)
Beginning Funds Available*	1,068,186	1,197,818	1,197,818	1,146,547
Ending Funds Available	**1,197,818**	**1,146,547**	**1,146,547**	**766,607**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 15 Beginning Funds Available listed above may not match the amount cited in the FY 16 Adopted Budget Book.*

DEBT SERVICE FUND

Debt Service Fund Summary

Purpose:

The Debt Service Fund is used to account for the payment of principal, interest and fiscal agent fees for non-Redevelopment governmental debt.

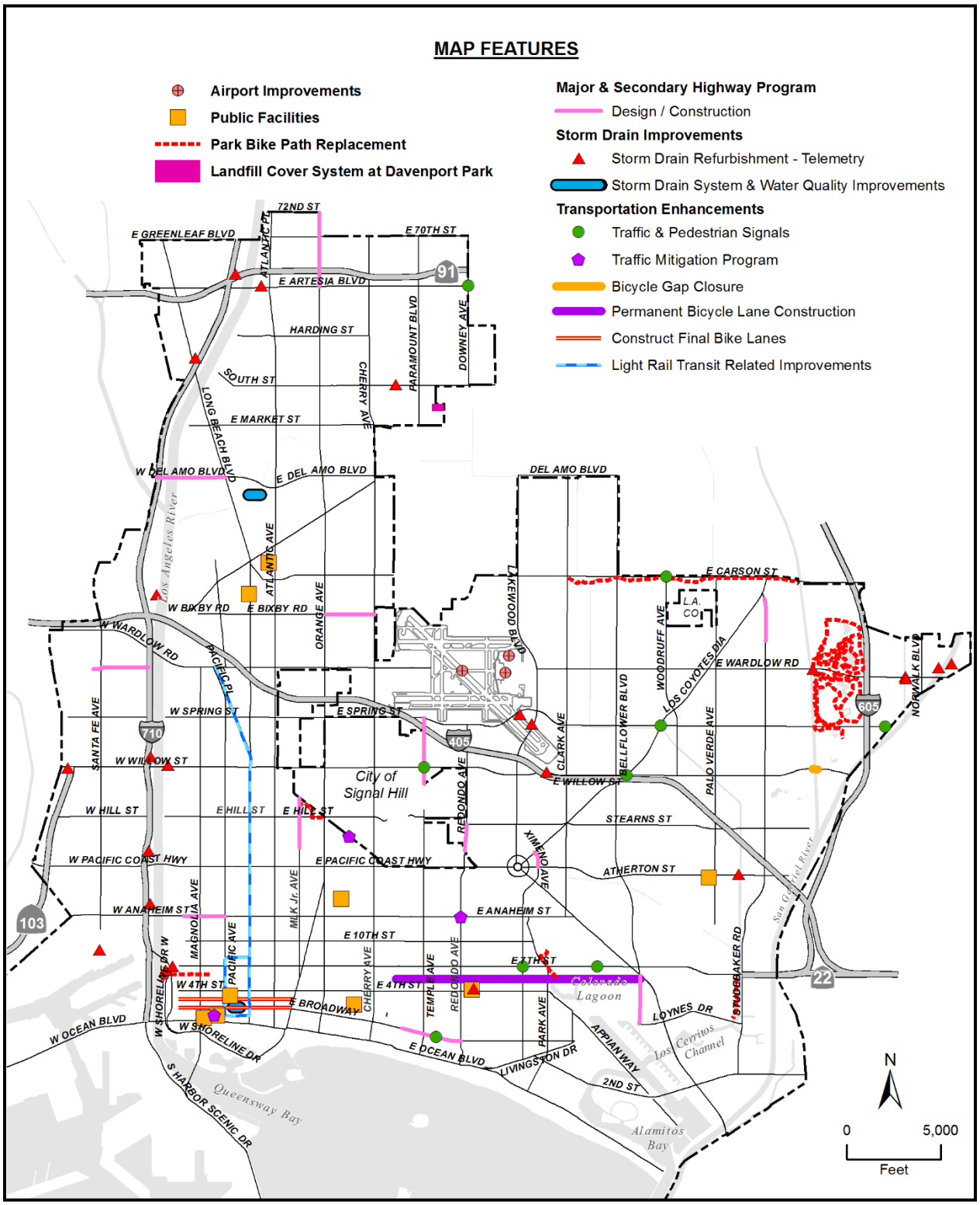
Assumptions for Major Resources:

Resources accumulated for this purpose in the General Fund, Special Revenue Funds and Capital Projects Fund are transferred to the Debt Service Fund to pay debt service.

	Actual FY 15	Adopted FY 16	Adjusted FY 16	Proposed FY 17
Resources:				
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	593,387	751,356	751,356	625,836
Revenues From Other Agencies	-	-	-	-
Charges For Services	-	-	-	-
Other Revenues	-	-	-	-
Interfund Services-Charges	-	-	-	-
Intrafund Services-General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	9,862,348	8,478,986	8,878,986	9,730,646
Release of Reservations	-	-	-	243,085
Cancelled Prior Year Carryover Exp/(Rev)	-	-	-	-
Total Resources/Sources	**10,455,736**	**9,230,342**	**9,630,342**	**10,599,567**
Uses:				
Expenditures:				
Salaries, Wages and Benefits	-	-	-	-
Materials, Supplies and Services	470	-	-	-
Internal Support	-	-	-	-
Capital Purchases	-	-	-	-
Debt Service	10,588,831	9,230,342	9,630,342	10,599,567
Transfers Between Funds	-	-	-	-
Addition to Reservations	-	-	-	-
Total Expenditures/Uses	**10,589,301**	**9,230,342**	**9,630,342**	**10,599,567**
Net Increase/(Decrease) in Funds Avail.	(133,565)	-	-	-
Beginning Funds Available*	133,565	-	-	-
Ending Funds Available	**-**	**-**	**-**	**-**

**Note: Due to improvements in the method used to calculate Budgetary Funds Available, the FY 14 Beginning Funds Available listed above may not match the amount cited in the FY 15 Adopted Budget Book.*

Capital Program Overview*



* *This map does not reflect Measure A funded projects.*

FY 17 Capital Improvement Program (CIP)

BACKGROUND

The purpose of the CIP is to provide a comprehensive program to the City Council and the residents of Long Beach to plan, design, construct, maintain, and repair City facilities and infrastructure. The size, age and diverse infrastructure of the City require significant consideration to determine the best investments to make now, in order to realize the most cost effective returns in the future. The CIP also serves as a financial tool to set aside funds for the wide variety of capital projects as well as a planning tool to ensure capital projects are consistent with the City's General plan.

BUDGET PROCESS

The Public Works Department was responsible for developing the Fiscal Year 2017 (FY 17) CIP. Public Works, in conjunction with other Departments, reviewed the City's capital needs and prioritized project submittals based on established criteria:

- The ability of the project to meet health, safety and legal concerns and mandates
- The value of the project to prolong the life of City assets or avoid/minimize future repair costs
- The benefit the project will provide the community in support of the goals articulated in the Strategic Plan
- The potential for the project to generate savings or increase productivity
- The extent to which the project will secure future funds through program planning or grant eligibility

The CIP identifies and provides for infrastructure expenditures. The strategic capital investment in the City's infrastructure includes major enhancements and repairs to the Airport, parks, marinas and beaches, buildings, streets, traffic signals, storm drains, sidewalks, bus stops, fuel storage facilities, bridges, water and sewer facilities, the Harbor and Americans with Disabilities Act (ADA) upgrades.

BUDGET HIGHLIGHTS

The economic vitality and quality of life in the community is enhanced through CIP projects. Capital improvements require a major initial investment, a significant and continuing financial commitment for maintenance and, eventually, replacement. The following pages provide a summary of each section with a dollar amount that represents new funding for FY 17:

- Airport Projects
- Gas & Oil Projects
- Marinas, Beaches & Waterways Projects
- Parks and Recreation Projects
- Public Facilities Projects
- Storm Drains Projects
- Street Rehabilitation Projects
- Transportation Enhancements Projects
- Harbor Department Projects
- Water Department Projects

FY 17 Capital Improvement Program (CIP)

ALLOCATION PLAN

	FY 17 Proposed
Sources: [1]	
Airport Fund	$4,350,000
Civic Center Fund	$500,000
Fleet Services Fund	$860,525
Gas Fund	$8,050,000
Gasoline Tax Street Improvement Fund	$5,300,000
General Capital Projects Fund	$10,687,100
Measure A	$27,239,000
Queen Mary Fund	$2,639,000
Tidelands Operations Fund[2]	$3,165,000
Transportation Fund	$13,630,000
Subtotal	**$76,420,625**
Harbor	$501,025,000
Water Utility	$12,587,800
Sewer	$3,794,400
Subtotal	**$517,407,200**
Grand Total	**$593,827,825**
Uses:	
Airport	$4,350,000
Gas & Oil	$8,050,000
Marinas, Beaches & Waterways	$3,165,000
Parks & Recreation	$6,698,000
Public Facilities	$6,570,525
Storm Drains	$4,637,100
Street Rehabilitation	$39,570,000
Transportation Enhancements	$3,380,000
Subtotal	**$76,420,625**
Harbor	$501,025,000
Water Utility	$12,587,800
Sewer	$3,794,400
Subtotal	**$517,407,200**
Grand Total	**$593,827,825**

[1] Each fund receives revenue from various sources such as bonds, fees and grants. Funding sources for the Capital Projects Fund may include, but are not limited to: County Park Bonds, County Grants, Developer Fees, Federal Grants, General Fund, Lease Revenue Bonds, Park Impact Fees, State Grants, Traffic Impact Fees and Uplands Oil Capital Fund.

[2] Projects subject to State Lands Commission approval.

Airport Projects

Long Beach Airport serves over 3 million passengers each year and offers a variety of services to airlines, commercial and general aviation users, as well as the general public, providing direct and indirect economic benefits to the region. Funding for Airport Capital Improvement Projects comes from several sources including Federal Aviation Administration (FAA), Airport Improvement Program grants (AIP), Passenger Facility Charges (PFC), Customer Facility Charges (CFC), Airport fees, and bond sale proceeds. The basis for Airport capital projects is the safety and security of the general public, FAA and Transportation Security Administration (TSA) mandates and operational improvements. In FY 16, the Airport will complete the second phase of an airfield geometry study that will lead to the realignment, reconstruction and re-designation of the airfield over the next several years for enhanced safety. The Taxiway J improvements and a pavement maintenance management study are also scheduled for completion in FY 16.

Planned projects in FY 17 include design of Runway 7R-25L improvements, construction of perimeter security enhancements, upgrades to the Lot A Parking Structure and design of the baggage claim upgrades.

Project Title	FY 17 Proposed
Airport Terminal Area Improvements	$1,000,000
Airport Pavement Rehabilitation	1,000,000
Rental Car Facility	2,350,000
Total Airport Projects	**$4,350,000**

Gas & Oil Projects

Long Beach Gas & Oil (LBGO) oversees 1,900 miles of natural gas pipeline. A key Department objective is the safe delivery of natural gas to its 145,000 businesses and households. All operations are conducted in strict compliance with U.S. Department of Transportation's (DOT) pipeline safety regulations, CFR 49 part 190-199. LBGO is engaged in a long-term pipeline infrastructure replacement program focusing on pipelines identified in its Distribution Integrity Management Plan. During the past five years, over 89 miles of distribution pipeline and approximately 10,000 service pipelines have been replaced, improving system integrity.

As part of the Department's commitment to provide affordable and safe natural gas, LBGO has taken a system-wide approach in reviewing the backbone of the gas distribution system for potential upgrades to increase reliability of gas delivery. LBGO is also in the process of establishing a consistent pressure standard throughout the system to ensure the long-term ability to meet customer demand. The integrated approach to pressure-consistency, and replacement of aging infrastructure will improve reliability and allow for more efficient operations. In addition, LBGO will continue to

work closely with the Public Works Department to coordinate gas projects with street improvement projects.

Project Title	FY 17 Proposed
Facility Work	$500,000
Gas Control/Cathodic Protection	250,000
Meters/Regulators Budget & Actuals	700,000
Main Pipeline Replacement	5,500,000
Service Pipeline Replacement	1,100,000
Total Gas & Oil Projects	**$8,050,000**

Marinas, Beaches & Waterways Projects

Two assets that make Long Beach unique are its beaches and marinas. These City operated and maintained resources provide recreational enjoyment to both residents and visitors. In FY 16, the City will complete the construction of the Alamitos Beach Parking Lot, Shoreline Drive Traffic and Pedestrian Improvements, Belmont Pier Concrete and Rail Repairs, Lifeguard Facilities Repairs at 72nd Place and Colorado Lagoon, Livability Initiative Projects like Bike Repair Stations and Hydration Stations, Bike Path Rock Embankment Major Repairs at Queensway Bay, and the Naples Seawalls Phase 1 Permanent Repairs. These new improvements are more efficient and environmentally friendly than the previous facilities. In FY 16, the City initiated construction of the Seaside Pedestrian Bridge at the Convention Center and is scheduled to be completed in FY17. Phase 2b of the Colorado Lagoon Improvements is set to begin construction by the end of FY 16. The engineering design for the Colorado Lagoon (Phase 2a) Open Channel Project is anticipated to begin in FY 16 and be completed in FY 17 upon project approval from State/Federal regulatory agencies. Among others, projects anticipated to begin construction in FY 17 include the Leeway Sailing Center Pier Rebuild, Bayshore Lifeguard Facility Rebuild, and the Rainbow Harbor Commercial Sewage EVAC System Replacement.

The Marinas, Beaches & Waterways budget includes a total of $3.2 million in new funding for FY 17. This funding includes preliminary work for the Belmont Beach & Aquatics Center, repair of the wave fountain at the Aquarium Plaza, upgrades to Bayshore and Mother's Beach docks and Rainbow Lagoon footbridge repairs.

Most Tidelands Capital Improvement Projects are subject to State Lands Commission approval.

Project Title	FY 17 Proposed
Rainbow Harbor	$300,000
Leeway Sailing Center	600,000
Belmont Pool and Pier Improvements	1,200,000
Rainbow Lagoon	200,000
Tidelands Critical Facilities	865,000
Total Marinas, Beaches & Waterways Projects	**$3,165,000**

Parks & Recreation Projects

Parks located throughout the City provide recreational amenities and open space to enhance the environment and provide recreational and educational opportunities to meet the needs and interests of residents. There is a constant effort to address aging park infrastructure throughout the City as well as to address the lack of parks and open spaces in underserved neighborhoods.

In FY 16, the focus was on continued renovation and replacement of park infrastructure citywide. The projects that are currently ongoing include restroom replacement at Bixby Park, irrigation upgrades at Stearns and Heartwell Parks, structural and waterproofing upgrades for Stearns Park Community Center roof, LED lighting was installed at DeForest Park and new playground equipment was installed at Promenade Park.

Additional one-time funded projects continue to be designed, constructed, and completed, including Gumbiner Park, Houghton Park Community Center, Locust Avenue Tot Lot, and infrastructure improvements at Bixby Park and Recreation Park. One-time funds also provide support for design and construction of greenways, access to open space, and trail connections including Drake/Chavez Greenbelt, DeForest Wetlands, Red Car Greenway, Willow Springs Wetlands and Wrigley Greenbelt.

Parks & Recreation budget totals $6.7 million in new funding for FY 17. This budget proposes $6.1 million in new Measure A funds for critical improvements and repairs to six parks, four playgrounds, and two athletic fields as well as investments in citywide irrigation upgrades, community center restroom upgrades, senior center improvements and urban forestry in our parks. Both Rancho Los Alamitos and Rancho Los Cerritos will receive $500,000 each to continue their improvement plans for our historic buildings. The Parks, Recreation and Marine Department will continue to implement critical citywide irrigation upgrades, converting our current manual irrigation system to an electronically controlled system, saving significant amount of staff time and providing better control and data for making irrigation decisions in our parks. Non-Measure A funds have been provided for the continued restoration of the Train Depot at Willow Springs park and the continued upgrades of park bike paths.

Project Title	FY 17 Proposed
Measure A Supported Projects	$6,098,000
Park Bike Path Replacement	100,000
Park Acquisition & Development	500,000
Total Parks & Recreation Projects	**$6,698,000**

Public Facilities

Long deferred critical repairs are required to sustain the integrity of various health, library, fire, police, public works and other key facilities. All Civic Center projects are on hold due to the construction of the new Civic Center. Repairs are addressed on an as-needed basis moving forward.

In FY 16, Convention Center improvements included convention/banquet chair replacement, classroom table replacement, Center Theatre entry-way aesthetics upgrades, Terrace Theatre restroom upgrades and Promenade meeting room artwork and sconces. Ongoing improvements include enhancements to the Terrace Plaza Lights and Sound, Seaside-Way Pedestrian Bridge, Seaside Meeting room restrooms, air handlers and exterior painting around the facility.

Also in FY 16, repairs will be completed at the Fleet Services and Environmental Services Bureau facilities included roofing, painting, and on-site water line repairs. Additionally, Fleet Services Bureau has initiated the design and construction of a new liquefied natural gas filling station.

The Public Facilities budget totals $6.6 million in new funding for FY 17. The City's public facilities including fire stations, police facilities and libraries will receive $1.6 million in new Measure A funding. This includes Fire Station 9 rehabilitation and Fire station roof repairs, work on the Police Crime Lab and Public Safety building, improvements at five library branches, improvements to the Expo Building, improvements to the Animal Care Services facility and a continued investment in smart street light technology. Non-Measure A funds have been provided for improvements to the Queen Mary, Civic Center, general city building infrastructure improvements and upgrades to regional fuel storage stations.

Project Title	**FY 17 Proposed**
Measure A Supported Projects	$1,571,000
Civic Center Complex Improvements	500,000
General City Building Refurbishment	1,000,000
Regional Fuel Storage	860,525
Queen Mary Projects	2,639,000
Total Public Facilities	**$6,570,525**

Storm Drains Projects

The Storm Water Management Division is responsible for all Storm Water related issues, CIP work and water quality regulations that affect the City.

The City's Storm Drain Pump Stations have been in service since the 1950's and 60's and are in need of repairs and upgrades. Assessment of the City's pump stations was completed in January 2016. Assessment of the City's Municipal Separate Stormwater Sewer System (MS4) is still pending and necessary to update the Storm Drain Master Plan in order to address the undersized and deficient MS4.

The City's Water Quality Compliance work is conducted through the implementation of its National Pollutant Discharge Elimination System (NPDES) permit. Recently the City was issued a new NPDES permit that was adopted by the Los Angeles Regional Water Quality Control Board in February 2014 and became effective in March 2014.

The Long Beach Municipal Urban Stormwater Treatment facility (LB-MUST) will begin design in 2016 with an estimated construction date scheduled for 2018. This facility will intercept polluted urban street water runoff and the first flush of stormwater runoff from rainy weather and prevent the transport of pollution into the Los Angeles River.

Project Title	FY 17 Proposed
Storm Drain Pump Station Repair & Certification	$287,100
Storm Drain Refurbishment - Telemetry	100,000
Storm Drain System & Water Quality Improvements	4,250,000
Total Storm Drains Projects	**$4,637,100**

Street Rehabilitation Projects

Preserving our neighborhoods is a key element in the Long Beach Strategic Plan. The Street Rehabilitation program is designed to help meet that goal. The program delivers improvements including reconstructing and resurfacing major, secondary, and residential streets; upgrading accessibility of curb ramps to comply with current disabled access regulations; replacing of street signs; repairing neighborhood sidewalks, curbs, and gutters; and rehabilitating bridges to repair deficiencies identified by the annual bridge inspection report. Public Works continues to update the Pavement Management System annually and utilizes the information to prioritize the streets that need to be resurfaced or reconstructed.

There are several factors that are taken into consideration when the City evaluates the selection of streets, such as surface conditions, utility work (pipeline construction), future developments in the area, and any potential conflicts with other projects. Ultimately, the goal and objective is to rehabilitate a particular roadway when it is in “good” condition versus delaying repairs to a state in which the street is in a “poor” condition significantly increasing the costs of repairs.

The Street Rehabilitation budget includes a total of $39.6 million in new funding for FY 17. Measure A funds total $19.5 million, of which $13.1 million is for Residential Street Repair throughout the City. This investment in preventative maintenance will ensure that we invest in our residential streets before they degrade further, leading to an even higher replacement costs in the future. There is also $4.8 million for Arterial Street improvements, which in FY 17 will focus on a complete overhaul of Broadway, one of our highly travelled corridors in the City. We will also complete the City’s first Alley Management Plan and begin the efforts to improve our alleys. Lastly, $1.2 million in Measure A funds are budgeted to improve the parking experience in the City Place Parking Garages and surrounding areas and $100,000 for Naples Bridge improvements are also included in this category.

In addition to Measure A, Street Rehabilitation also receives local and state funding totaling $20.1 million for major and secondary streets, residential street repair,

sidewalks, bridge rehabilitation and related improvements provided in the FY 17 Capital Budget.

Project Title	FY 17 Proposed
Measure A Supported Projects	$19,520,000
Proposition A Transit Related Improvements	450,000
Major and Secondary Highway Program	10,900,000
Bridge Rehabilitation & Seismic Retrofit	300,000
Citywide Residential Street Repair	4,900,000
Citywide Infrastructure Improvements (Sidewalks)	3,000,000
ADA Response Program	500,000
Total Street Rehabilitation Projects	**$39,570,000**

Transportation Enhancements Projects

This section contains programs designed to meet increased needs for mobility resulting from economic growth utilizing a combination of funds. These funds include Measure A, Proposition A & C, Gas Tax Street Improvement Capital, Transportation Improvement Fees, and Federal and County grants. The transportation improvements include street and intersection widening, traffic signal system expansion and upgrades, transit improvements, replacement parking, neighborhood traffic management, and bike lanes. This category also includes programs that monitor and evaluate traffic congestion areas throughout the City and respond with projects to relieve congestion or enhance traffic safety.

The Transportation Enhancements budget includes a total of $3.4 million in new funding for FY 17. This budget also invests Measure A funds in replacing our traffic signs with an initial investment of $50,000. Non-Measure A funding has been provided for completion of 6th St Bike Boulevard, installation citywide livability projects, update of traffic impact fees and installation of new traffic signals.

Project Title	FY 17 Proposed
Measure A Supported Projects	$50,000
Citywide Signage Program	600,000
Sustainable Transportation Improvements	1,330,000
Traffic Mitigation Program	400,000
Traffic & Pedestrian Signals	1,000,000
Total Transportation Enhancements Projects	**$3,380,000**

Harbor Department Projects

The Harbor Department (Port) continues to implement a long-term capital improvement program designed to provide Port tenants with safe and secure, state-of-the-art facilities capable of accommodating international trade and secure regional economic benefits

in a sustainable manner that ensures economic vitality, ecological health, and community integrity.

The Port's $3 billion investment in capital projects over the next decade will stimulate the economy by creating thousands of direct construction jobs along with indirect service and commercial opportunities. In FY 17, the Port is forecasting to spend over $267 million on the Gerald Desmond Bridge as construction is well underway, with all work scheduled to be completed in 2018. FY 17 will also see the Port invest approximately $90 million in its Middle Harbor Redevelopment Project. When the project is complete, the Middle Harbor Terminal will accommodate the newest 20,000+ TEU container ship and be the greenest major container terminal in North America due to its extensive use of on dock rail and cold ironing infrastructure.

Port Security will continue to be a high priority, with the Department investing nearly $19 million in capital projects including $15 million for fire station upgrades and the construction of one new fire boat

Project Title	**Proposed FY 17**
Major Projects	
Terminal Development	
Pier D/E/F (Middle Harbor)	$89,337,000
Total Terminals Expansion and Development	**$89,337,000**
Port-Wide Security & Safety Projects	
New Fire Station / Fire Boats	$14,700,000
Security Projects	$4,475,000
Total Port-Wide Security & Safety Projects	**$19,175,000**
Streets, Bridges, and Railways	
Gerald Desmond Bridge Replacement	$266,815,000
Rail Projects	23,066,000
Total Streets, Bridges, and Railways	**$289,881,000**
Miscellaneous Projects	
Environmental Projects	11,779,000
Eng. Misc. Projects / Port Infrastructure / Technology	89,628,000
Furniture, Fixtures, and Equipment	1,225,000
Total Miscellaneous Project	**$102,632,000**
Total Harbor Department Expenditures	**$501,025,000**

Water Department Projects

Planned capital improvements to the City's water and sewer system encompass a wide range of projects. The Water Department will continue replacing aging infrastructure that is approaching the end of their useful life including, but not limited to; water

pipelines, valves and meters. In addition, the Department is continuing with its well and water tank rehabilitation projects.

The Sewer CIP budget reflects a sustained level of investment in infrastructure, as the Department follows a programmatic CIP based on an updated Sewer Master Plan.

Project Title	**FY 17 Proposed**
Potable Water	
Water CIP by In-House Workforce	$2,850,000
Pipeline System Improvements	2,817,300
Reservoir/Treatment Plant Improvements	1,706,000
Water Supply Projects	3,894,500
Facility Improvements	520,000
Interest Expense Capitalized	800,000
Total Potable Water	**$12.587.800**
Total Water Fund	**$12,587,800**
Sewer	
Sewer Rehabilitation & Replacement	$3,794,400
Total Sewer Fund	**$3,794,400**
Total Water Department Projects	**$16,382,200**

BUDGETARY AND FINANCIAL POLICIES
CITY OF LONG BEACH

1. The Budget Will Be Structurally Balanced

Background – A budget is structurally balanced if it does not spend more on ongoing services than it receives in ongoing revenues. A structurally balanced budget is a necessary component of good financial management and financial discipline and will help sustain the consistent delivery of services to residents. An unbalanced budget (spending more than is received) undermines the City's ability to deal with financial problems. It may lead to reduced services in the future and inhibit the City's ability to take advantage of opportunities that will periodically occur.

Policy - The budget for the General Fund will be structurally balanced for the fiscal year. A structurally unbalanced budget will include an explanation and describe the expected approach and timeframe for achieving structural balance within the context of official revenue and expenditure projections. It is not a violation of this policy to have a planned use of funds available to fund one-time items, including capital, equipment, land or transitional costs for operations (starting up or termination of a service element). It is also not a violation of this policy to use funds previously set aside to mitigate temporarily higher costs or lower revenues.

2. Multi-Year Financial Projections Will Be Incorporated Into The Budget Process

Background – The City's financial situation and projected future status are important factors in the financial and economic decisions the City Council may make. To support the City's budgetary planning and financial decision-making process, the City needs to analyze its financial situation and the key factors impacting its economic and financial status.

Policy - At a minimum, the proposed annual budget should include a three-year General Fund projection (the fiscal year plus two additional years). Major assumptions should be identified. It is desirable that the budget should include similar projections of key funds and potentially all funds.

3. The Budget Process Is Based On An Annual Cycle With Minimal Mid-Cycle Adjustments

Background - The service plan for the City is based on an annual budget as required by Charter and by good financial and operational practice. Budgeting on an annual basis provides time to review all revenue sources, develop solutions to previously identified problems, and to discuss and decide on policies and priorities.

An annual budget process also provides time for management to plan and more efficiently and effectively implement changes incorporated into the budget. Shortening or interrupting the process with significant mid-cycle changes can lead to poor decision-making due to incomplete information and to inefficient and ineffective operations or expenditures.

Policy

a. The annual budget process will be the general method used by the City to develop its annual service priorities and the level and type of resources to fund those services.
b. Changes to the budget and to service levels during the fiscal year will be minimized. Changes during the fiscal year will generally be limited to technical adjustments, emergency funding, time sensitive opportunities or issues, or new grants or awards that are intended to be spent during the year. The creation of a new program, a higher service level, or other expenditures during mid-budget cycle is discouraged.
c. Unexpected revenue shortfalls or other significant issues that may create a budget shortfall during the fiscal year are to be reported to the City Council with recommendations by the City Manager as to whether a mid-year budget adjustment should be made.

4. User Fees And Charges Will Be Set At The Cost Of The Service

Background - Fees and associated charges are associated with recovering the cost of providing a service. The City can charge up to the full cost of providing a service.

Policy – Fees will be set at a level to fully recover costs, except where there is a greater public benefit through use of a lower fee, such as where full recovery may adversely impact overall revenue or may discourage participation in programs where the participation benefits the overall community.

5. One-Time Resources Will Be Used Only For One-Time Purposes

Background – One-time resources are revenues that only occur once, for a very limited time, or are too unpredictable or unstable to fund operations. One-time revenues may include the variable portion of some revenue sources that have highly variable components. One-time revenues are not suited to fund ongoing operations because they are not available in the future or cannot be relied on from year-to-year to pay the ongoing costs of operations.

Policy

a. One-time resources will not be used to fund ongoing operations. They will be used for one-time uses, including capital and other one-time expenditures, transitional funding of operations (for a limited time period with a planned ending date), increasing reserves, or paying down unfunded liabilities.
b. Five percent of one-time revenues will be automatically set-aside for unfunded liabilities and these funds may be used to reduce unfunded liabilities.

6. Capital Projects Will Be Budgeted And Funded For Both Capital And Operating Costs

Background – Expenditures for capital and infrastructure often have an impact on operating costs. New capital projects typically increase costs while repairs may lower costs. When capital and infrastructure funding decisions are made, it is important to provide information to the City Council about future operating costs as a result of the expenditures. For capital expenditure decisions, both the one-time capital costs and the ongoing net operating costs should be considered.

Policy – Before approving any capital expenditure, the City Council shall consider both the capital (one-time) and operating (ongoing) components of costs, including the full capital cost of the project, regardless of funding sources, and all City incurred site, design, overhead costs and start-up costs. Site costs for land already owned by the City do not need to be reported. Projected operating costs through any stabilization period, as well as projected future operating and maintenance costs, are to be identified. If the project has a limited economic life, the fiscal impact information should discuss proposed end of life actions and costs. The method for funding the projected operating costs is to be included in any funding description.

7. Adequate General Fund Emergency And Operating Reserves Will Be Maintained

Background – Maintaining adequate emergency and operating reserves is a basic component of a financially strong City. Adequate reserves help sustain City operations when adverse or unexpected circumstances impact the City. There are two basic types of reserves for emergencies and operations. The first type, an emergency reserve, is to be used only for rare catastrophic events and is not to be used to address economic problems such as revenue shortfalls. The second type, an operating reserve, is intended to handle general short-term issues or opportunities, inclusive of expected short-term operating revenue shortfalls or higher than anticipated expenses.

Policy

a. The City will maintain a General Fund Emergency Reserve at a minimum of 8 percent of General Fund operating expenditures (including transfers) and a target level of 10 percent.
b. The City will maintain a General Fund Operating Reserve at a minimum of 2 percent of General Fund operating expenditures with a normal maximum of 7 percent.
c. The City will seek to achieve and maintain overall General Fund reserves (including all committed, assigned and unassigned reserves and excludes restricted and unspendable reserves) at no less than two months (or 16.7 percent) of General Fund expenditures, including transfers.
d. If emergency or operating reserves are drawn down below the minimums, a plan will be developed and implemented to replenish them, generally from future surpluses. Replenishing reserves will be a priority use of one-time resources.
e. The City may establish and maintain special purpose operating reserves (in addition to the operating reserve described above). Special purpose operating reserves are intended to be used for specific revenue and expense variations and will generally be formulaic and automatic in nature in terms of when the reserves will be added and when they will be used.
f. A CalPERS stabilization fund is established and maintained to reduce or eliminate year-to-year variances in costs due solely to short-term deviations in CalPERS investment returns. Increases or decreases to this reserve will be included in the proposed budget, based on a formula developed and implemented by the Financial Management Department.
g. The City may establish and maintain other reserves.

8. **Adequate Reserves Will Be Established For All City Funds**

Background – Financial reserves strengthen the City's financial status and provide valuable flexibility for unexpected events for City funds. Every fund of the City represents a stand-alone financial operation and has its own operating characteristics, financial capabilities, and constraints. The level of reserves needed, if any, should be based on the financial and operating characteristics of each fund.

Policy – The Financial Management Department, in concert with any relevant operating departments, shall develop and present to City Council recommended reserve policies for each City fund, which will be adopted, as modified, by the City Council.

9. Revenues Will Be Projected Using A Methodology That Is Reasonably Conservative

Background - Revenue projections are critical to budget decisions, particularly a budget that is intended to be structurally balanced. Unfortunately many of the City's key revenues are subject to material variation depending on the economy. No revenue projection is likely to be "accurate" when the economy is changing direction or moving quickly. As a result, it is important to have a consistent approach to projecting revenues and for decision-makers to understand the basis used to project the resources available for the budget. Revenue should be projected in a way not likely to lead to a revenue shortfall and not be so conservative that the projection is always substantially under revenues.

Policy - Revenue projections are to be objectively prepared using a conservative approach. That approach should result in overall budgeted revenues for a fund being set at a level such that it is reasonably unlikely that actual revenues will be lower than budgeted.

10. Stable Revenue Sources Will Be Used To Fund Operations, To The Extent Practical

Background - Operations require stable revenue sources from year-to-year to minimize the necessity to cut services when key revenues vary in the wrong direction. Revenue sources that have significant variability from year to year, or an unpredictable basis, are not completely suitable to fund operations and often cannot be projected with reasonable accuracy. Two approaches to addressing such a situation are to 1) designate the entire revenue sources as one-time or 2) divide it into stable (operations) and unstable (one-time) components.

Policy - The City will take steps to utilize only the stable portion of revenue sources for ongoing operations.

a. Any revenue that has a highly variable component and is used to fund ongoing operations may have only a portion of it, or none of it, budgeted for operations. The remainder (unstable portion) may be budgeted in the year of expected receipt or in the following year for capital or other one-time purposes, including increasing reserves. If budgeted in the year of receipt, it should not normally be budgeted for expenditures that require commitments in advance of receipt. This policy helps stabilize operating revenues and can provide a fairly regular source of funds for one-time purposes. Consideration of such a practice for individual revenue sources will be based on a recommendation from the City Manager and subsequent approval by City Council.

b. Oil revenue has a tendency to vary unpredictably within a year or from year-to-year. As a result, oil revenue will be budgeted at a per barrel price that reflects a price that is highly likely to be lower than the average price of oil during the year, based on historical variability. Currently, the budgeted price is $70 per barrel, but may be changed by the City Council during the annual budget process based on updated information and recommendations from staff. Oil revenue that is actually received as a result of the actual price of oil being above that budgeted price may be budgeted the following year.

11. Fiscal Impact Statements Will Be Included With All City Council Letters Which Involve Decisions For Spending, Revenues, Debt, Investments, Or Other Potential Economic Impact

Background – The City Council should receive information on the actual or potential fiscal impact of its potential actions to aid in making decisions.

Policy – For any expenditure, the funding source must be identified as well as whether the expenditure has been budgeted. In addition, for any proposed City Council action impacting City finances or its economic situation, the projected or potential fiscal impact on current and future revenues and expenditures, and the projected or potential impact on the City's financial position shall be analyzed. A discussion on any overall economic impacts to the City, if relevant, will also be included.

12. The Budget Will Fund Costs Incurred In The Current Year Or Will Identify The Costs That Have Not Been Fully Funded

Background – Governments sometimes have financial issues because they do not budget for or fund costs that are incurred in a budget year, but not paid out until a future year. This practice can lead to higher costs to taxpayers in the future if they have to pay for the services provided in the past. Typically these costs are for employee benefits, but may also be associated with other costs. Funding current year costs is not the same as funding unfunded liabilities. Paying current costs does not have any impact on existing unfunded liabilities, but it does have an impact on keeping unfunded liabilities from occurring or growing in dollar amount. Current costs, whether paid in the current year or not, are a component of structural balance.

Policy – The budget will include funding for the costs for services for the current year. If that is determined not to be appropriate for a given year, the budget will disclose that and include a discussion of those costs that were not fully funded.

13. Accounting And Financial Reporting Will Meet Generally Accepted Standards

Background - In order to be able to borrow money for City infrastructure and capital needs, the City must maintain financial statements in conformance with Generally Accepted Accounting Principles (GAAP). This is also necessary in order to have a financial presentation that a knowledgeable reader can understand. Governmental budget decisions, however, are not necessarily best made based on GAAP financial reporting. As an example, GAAP accounting for enterprises and internal service operations focuses on the longer term and not the short-term situation in which many governmental budgeting decisions are made. For this and other reasons, governmental budgetary reporting usually uses a non-GAAP basis. However, it is very important to know how budget reporting differs from GAAP and to know that the budgetary reporting of financial status is traceable to audited GAAP financial statements.

Policy - The City will prepare an annual financial report (CAFR) in accordance with GAAP. In addition, the City will use a consistent approach to budgetary reporting and will include, in the CAFR, a reconciliation of the budgetary funds available (a fund's bottom line from a budget perspective) to the GAAP fund balance or net position.

14. Financial Status And Financial Issues Will Be Reported

Background - Routine financial reporting is an essential component of financial control and management.

Policy - The City's comprehensive annual financial report (CAFR) will be made available to the City Council, the general public, bond holders and rating agencies after completion of the annual audit. In addition, there will be periodic reporting on the budgetary status of the City, particularly the General Fund and other funds that have unusual or problematic status. Any major or critical issue will be reported as soon as it is practical.

15. Financial Status Of Major City Funds Will Be Periodically Reviewed

Background – A periodic high-level financial review of all major City funds is important to the understanding of the City's financial status and to any decision-making that impacts the City's short or long-term financial status.

Policy – The City Manager will annually present to the City Council a brief report discussing the high-level financial status of each major fund of the City and its future outlook, risks and opportunities. The report may be provided by including it as a

component of each funds' *Fund Summary* that is a component of the budget document.

16. Grants Will Be Actively Sought, But Only As Appropriate And With Suitable Oversight To Ensure Compliance

Background - Grants are an essential component of City resources. All grants have rules and regulations that must be followed, including what the granted funds may be used for. Failure to follow the rules and regulations may require a return of the funds, even after they have been spent. Grants often require a match. A grant may be inappropriate for the City due to a large match requirement, disallowed or limited ability to recover administrative costs, excessive restrictions on expenditures, compliance risk (return of funds if in non-compliance), and/or incompatibility with other City priorities.

Policy - The City will seek grants that address City priorities and are felt to provide a benefit to the City substantially in excess of the cost of applying for and administering the grant, and the risk of unintentional non-compliance. The City will not seek grants if the purpose does not provide a significant net benefit to the City for existing priorities. Before applying for any grant, staff shall ensure that the above conditions have been met. The City shall maintain the necessary administrative support and training to ensure compliance with grant terms and requirements.

17. Debt And Capital Leases Will Be Maintained At Appropriate Levels

Background - Debt (borrowing) is a valuable and necessary tool for financing major infrastructure and other capital assets. However, misuse of debt or poor debt management, including excessive debt and poor choices for the structure of debt, can contribute to financial weakness and compromise the City's ability to deliver services over the long-term.

Policy – Limits on the amount of debt shall be recommended by the Financial Management Department and adopted, as modified, by the City Council. The term of debt will generally not exceed the life of the asset being acquired. Capital leases for vehicle replacement or other recurring costs should be part of a comprehensive strategy that provides for ongoing replacement of the equipment and should not be done to provide a short-term budget solution to replace cash purchases with debt. Debt will not be used to fund operations. Incurring short-term debt (less than one year) to provide for cash flow in anticipation of revenues is not a violation of this policy. A separate policy on debt and debt policy will be adopted by the City Council.

18. Investments Will Be Conservatively Managed

Background – Investments can provide a significant source of revenue to the City. However, investments have risk. An investment policy needs to describe the balance between investment income and risk that is desired.

Policy – Investments shall be managed with the following priorities, in order: safety of principal, liquidity (availability of cash) and yield (investment income). A separate policy on investments and investment management will be adopted by the City Council.

19. A Long-Term General Financial Plan Will Be Maintained

Background - The long-term financial health of the City and the ability to provide services and a quality of life for the City's residents depends on the actions that City officials take. To help guide the decisions of City officials where the decisions impact the long-term finances of the City, a plan that identifies adopted general strategies for the long-term financial strength of the City is helpful, if not essential, to the long-term financial success of the City. The general financial plan would be specific enough to determine whether or not a particular proposal is consistent with the plan.

Policy - The City Manager will prepare and periodically update a proposed high-level financial plan for the City. The plan will outline general approaches the City should follow over the long-term to maintain and increase the ability of the City to provide services through maintaining and increasing revenues, growing the City's economy for the purpose of revenue generation, and controlling and managing the cost of services and the method of delivery of services. This plan will identify and discuss unfunded liabilities and other deferred costs such as maintenance. A plan or options will be identified to address them. This plan is not intended as a general statement of overall City strategies and goals, but rather a focused approach to long-term finances and to enhancing the economic strength of the City to generate more revenues and resources for services. The plan may be integrated into an overall set of goals and strategies for the City. The City Council will modify the plan as it desires and adopt it as a general guideline for future financial and economic direction. The plan is to be reviewed and updated no less frequently than every five years.

20. Financial Policies Will Be Periodically Reviewed

Background - Financial policies need to be periodically reviewed to ensure that they do not become out-of-date and also to help reinforce compliance with the policies.

Policy – Financial policies will be reviewed by the City Council every three years or more frequently, if appropriate. The City Manager will report annually on any non-compliance with the policies.

21. Procedures and Practices Are To Be Consistent With Financial Policy

Background – Financial policies are high level expressions of direction. Implementation of policies requires detailed procedures and practices.

Policy – Policy implementation procedures and practices designed and implemented by the City Manager and any associated administrative procedures and practices shall be consistent with the adopted City Council policies.

Glossary and Acronyms

Adjusted Budget- The current budget adopted by the City Council, including any Council-approved modifications authorized throughout the year, prior year's encumbrances, and any other known adjustment for budget planning.

Administrative Overhead- Cost applied, based on employee salaries, to fund the administration of the payroll system, employee benefits, labor relations and ancillary services.

Adopted Budget- The new allocation of expenditures and revenues for the current fiscal year, as approved by the City Council.

Appropriation- An authorization by the City Council that permits officials to incur obligations and expend City resources within a fiscal year. This includes adopted budget plus prior year estimated carryover budget.

Attrition/Salary Savings- The naturally occurring accumulation of salary savings associated with the turn-over due to the duration of the hiring process.

Black hole – The location where information goes and disappears from memory, typically utilized after a certain member of a team gives all appearances of attentively absorbing meeting notes.

Budget- A financial plan serving as a pattern for, and control over, future operations; any estimate of future costs or plan for the utilization of the workforce, material or other resources.

Bureau- A unit of organization within a department that may be subdivided into divisions.

Capital Improvement- Construction or major repair of City infrastructure, facilities or buildings.

Capital Improvement Program (CIP)- A plan for capital expenditures to be incurred each year describing each project, the amount to be expended, and the method of financing.

Capital Outlay- The acquisition costs of equipment with a value of $5,000 or greater used in providing direct services.

Charlie Foxtrot- Incoherent entanglement of a certain situation or formation.

Charter-mandated- As legally required by the City's Charter, which is the document that spells out the purposes and powers of the City.

City Council Priorities- Formal annual priorities established by the City Council, in consultation with the City Manager, that help guide the allocation of resources.

Core Mission Statement- A broad statement of a department's central purpose, in terms of meeting the public service needs for which it is organized.

Comestible – Sustenance for budget development meetings that may include but is not limited to salsa, cookies, pies, muffins, candy, bubbles, chiefs, and germs.

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

Department- An organizational unit that may be subdivided into bureaus.

Distribution Integrity Management Plan- Required of all U.S. natural gas pipeline utilities by the federal Pipeline and Hazardous Materials Safety Administration (PHMSA) under the Department of Transportation. Effective in 2011, requires gas utilities to develop and implement a Distribution Integrity Management Plan (DIMP) that must include the identification of any known threats to the integrity of the pipeline system, an evaluation and rating of these risks, a plan outlining the actions to be taken to address the risks, performance measurements, the evaluation of the results. The DIMP, including the results of the performance measurements, is filed with the PHMSA and a filing of the DIMP is subject to periodic audits.

Division- An organizational unit within a bureau that may be subdivided into sections.

Efficiency Shamed- The act of being shamed by your comrades for being too efficient and exuding excellence in everything you do.

Encumbrance- The money allocated for payment of goods/services contracted for but not yet received.

Enterprise Fund- A fund, similar to those found in the private sector, structured to be revenue generating and self-supporting (e.g., utility, gas, airport, towing, etc.).

Estimated Carryover- Funds carried over from prior years for multi-year grants and projects.

Expenditures- The cost for personnel, materials and equipment required for a department to deliver services.

Expenditure Transfers- The move of budgetary resources from one budget appropriation to another. Expenditure transfers may involve personnel and non-personnel budgets.

Financial Strategic Plan- The City's long-range budget planning tool to project, and provide responses to, fluctuations in structural revenue and expense in the General Fund.

Fiscal Year (FY)- A time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Long Beach's fiscal year is October 1 through September 30.

Fitty- A budget office employee performing the full range of duties in a higher classification or grade level position due to her intelligence, wit and/or delegation ability; the informal alpha female in a dominance hierarchy typically achieved through a hard fought battle.

Fringe Benefits- Any of a variety of non-wage or supplemental benefits (health/dental/life insurance, pension contributions and auto allowance) that employees receive in addition to their regular wages.

Full-Time Equivalent (FTE)- The equivalent of a full-time position for one year or 2,088 employee-work hours.

Fund- An accounting entity established to record financial transactions and resources for specific activities or to attain certain objectives.

Funds Available- The amount of immediately available resources to support potential future appropriations by the City Council.

General Fund- A fund that accounts for tax and other general purpose revenues (e.g., sales taxes, property taxes, fines and interest) and records the transactions of general governmental services (e.g., police, fire, library, parks and public works).

Gomaps- An elusive expression of appreciation that may be used for highly productive, diverse and cohesive team units, often confused for a propensity for maps.

Impact to Fund- An increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Internal Services- The costs of reimbursement for services provided by Internal Service Fund programs to other City programs and departments (e.g., vehicle maintenance, computer systems and risk management).

Internal Service Fund- A fund used to finance and account for goods and services provided by one City department to other City departments.

Key Measure- A clearly described measure of achievement that is quantifiable and time-specific. Typically, measures reflect steps toward broader outcomes or qualitative program goals.

Memorandum of Understanding (MOU)- Agreement between mutual parties such as between City departments or between the City and employee organizations.

Mutiny – An open rebellion against authority most often initiated to obtain gratuitous Pinkberry.

One-time- Program expenditures or sources of revenue that are irregular or occasional (non-recurring).

Ongoing- Program expenditures or sources of revenue that are continuous or recurring.

Personnel Services- The costs of labor, including salaries and fringe benefits.

Personnel- Reflects total full-time, part-time and temporary budgeted positions, expressed as Full-Time Equivalents (FTE). (Example: two half-time positions equal one FTE.)

Prior Year Encumbrances (PYE)- Money set aside from last year's budget to pay for items or services ordered during that year but received in the current fiscal year. The encumbrance is removed when the items or services are received and paid for.

Redevelopment Agency (RDA)- The agency providing oversight for the redevelopment process in the City of Long Beach, which is governed by a seven-member Board appointed by the Mayor and approved by the City Council.

Resources- Total dollars available to be appropriated including estimated revenues, fund transfers and beginning fund balances.

Revenues- The historical and projected yield of taxes and other sources of income that a government unit receives for public use.

Salary Savings- Budget amount to be saved by departments during the fiscal year through Salaries, Wages and Benefits (mostly through retirements, staff turnover and vacancies).

Sea Change- A marked transformation.

Service- A deliverable the customer receives from department efforts.

Skill Pays- Additional compensation specific for specialized skills that enhanced an employee's job performance.

Special Revenue Fund- A fund used to account for the proceeds of specific revenue sources that are restricted by law to be used for specific purposes.

Structural Deficit- A fiscal imbalance created when estimated long-term, ongoing costs exceed the City's capacity to generate long-term, ongoing revenues.

Structural Reductions- A measure that either decreases or eliminates an ongoing cost, or generates additional ongoing, recurring revenue for the City.

Subsidiary Agency Fund- A fund used to account for resources and assets where the City is acting as an agent for other governmental units, private organizations or individuals.

Tidelands Funds- There are three primary Tidelands Funds in the City of Long Beach. The *Tidelands Operating Funds* are used to account for operations, maintenance and development of the Convention Center, beaches, waterways and marinas in the Tidelands area. The *Tideland Oil Revenue Fund* is used to account for the proceeds from oil operations within the Tidelands area. The *Tidelands Subsidence Fund* is used to account for the accumulation of resources needed to minimize and remedy future land sinkage due to oil operations in the Tidelands area.

Transparency- The availability of public information about government rules, regulations and operations (programmatic and financial) to encourage community participation and improve the decision-making process.

User Charges/Fees- The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Glossary and Acronyms

AB	**Assembly Bill**
ADA	**Americans with Disabilities Act**
AQMD	**Air Quality Management District**
BOC	**Budget Oversight Committee**
CACOD	**Citizens Advisory Commission on Disabilities**
CAFR	**Comprehensive Annual Financial Report**
CCI	**City Cost Index**
CDBG	**Community Development Block Grant**
CFC	**Customer Facility Charge**
CIP	**Capital Improvement Program**
CNG	**Compressed Natural Gas**
COLA	**Cost of Living Adjustment**
COPS	**Community Oriented Public Safety**
CPI	**Consumer Price Index**
CUPA	**Certified Unified Program Agency**
CVB	**Convention and Visitors Bureau**
DIMP	**Distribution Integrity Management Plan**
DOT	**Department of Transportation**
ECOC	**Emergency Communications and Operations Center**
EPD	**Economic & Property Development Department**
ERAF	**Educational Revenue Augmentation Fund**
FTE	**Full-Time Equivalent**
FY	**Fiscal Year**
ICMA	**International City/County Management Association**
JPA	**Joint Powers Authority**
LBUSD	**Long Beach Unified School District**
LBGO	**Long Beach Gas and Oil**
LNG	**Liquefied Natural Gas**
MOU	**Memorandum of Understanding**
NC	**Non-Career**
NPDES	**National Pollution Discharge Elimination System**
OSHA	**Occupational Safety and Health Act**
PBAI	**Parking and Business Area Improvement**
PCA	**Public Corporation for the Arts**
PFC	**Passenger Facility Charge**
PUC	**Public Utilities Commission**
PYE	**Prior Year Encumbrances**
RDA	**Redevelopment Agency**
RLA	**Rancho Los Alamitos**
RLC	**Rancho Los Cerritos**
ROPS	**Recognized Obligation Payments Schedule**
RPTTF	**Redevelopment Property Tax Trust Fund**
SA	**Successor Agency**
SAP	**Special Advertising and Promotions Fund**
SCE	**Southern California Edison**
SERRF	**South East Resource Recovery Facility**
SIH	**Summer Is Here**
TOT	**Transient Occupancy Tax**
UUT	**Utility Users Tax**
VLF	**Vehicle License Fee**

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Historical City Seal

The seal of the City of Long Beach was designed in 1930 by Roland S. Gielow, a draftsman in the City's engineering department. Mr. Gielow created this seal as part of a contest and was awarded a $150 prize for his design.

The theme of the seal is "Urbs Amicitae" or the "Friendly City." The seal incorporates many design elements, both real and symbolic of the City of Long Beach.

At the center of focus is the "Queen of the Beaches," seated on her throne in the foreground, scepter in hand with the California "Golden Bear" at her feet. Below her lies the horn of plenty pouring forth an avalanche of fruit, agricultural and manufactured products, while perpetual sunshine lights the heavens where an airplane soars. Also depicted are the mountains and sea, a ship, the auditorium, typifying a convention city, the Rainbow pier and yachts offshore.

The lighthouse, breakwater and docks are symbolic of the harbor and the ship symbolizes commerce of the seven seas. Rail transportation is brought to the water's edge as pictured by the locomotive and factories and refineries and oil play a significant role in the pictorial structure.

To portray Long Beach's unrivaled oceanfront attractions, the artist paneled the whole with a seashell and to stress its cultural side a book of knowledge and lamp of wisdom are shown. The four stars at the top signify Long Beach as the fourth largest City in California at the time. This historic seal demonstrates all of the diverse and wonderful assets that the City of Long Beach maintains, and which benefit all who live, work and play in the City to this day.