Proposed
Fiscal Year 2004
Budget

Presented by

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City Manager
&
Robert S. Torrez
CFO / Director of Financial Management

Historical City Seal

The seal of the City of Long Beach was designed in 1933 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.

This information is available in an alternate format by request to the Budget Management Bureau (562)570-6425.

What We Believe

The City's Business is Service

We are committed to providing quality service to our diverse community in ways that are helpful, caring and responsive.

Working Together to Serve

We believe that the success of our organization depends on the teamwork, mutual trust, and honesty achieved through commitment to the following values:

Participation
by
citizens and City team members in setting and attaining the City's goals.

Communication
with
one another and with citizens.

Courtesy
in
all personal relations.

Integrity
in
everything we do.

Loyalty
to
our community, to this organization, and to each team member.

Innovation
in
meeting the present and future needs of the City.

Responsibility
as
a team for efficient and effective delivery of services.

Pride
in
our work, in our dedication to public service, and in being the best we can be.

Elected Officials City of Long Beach

Mayor
Beverly O'Neill

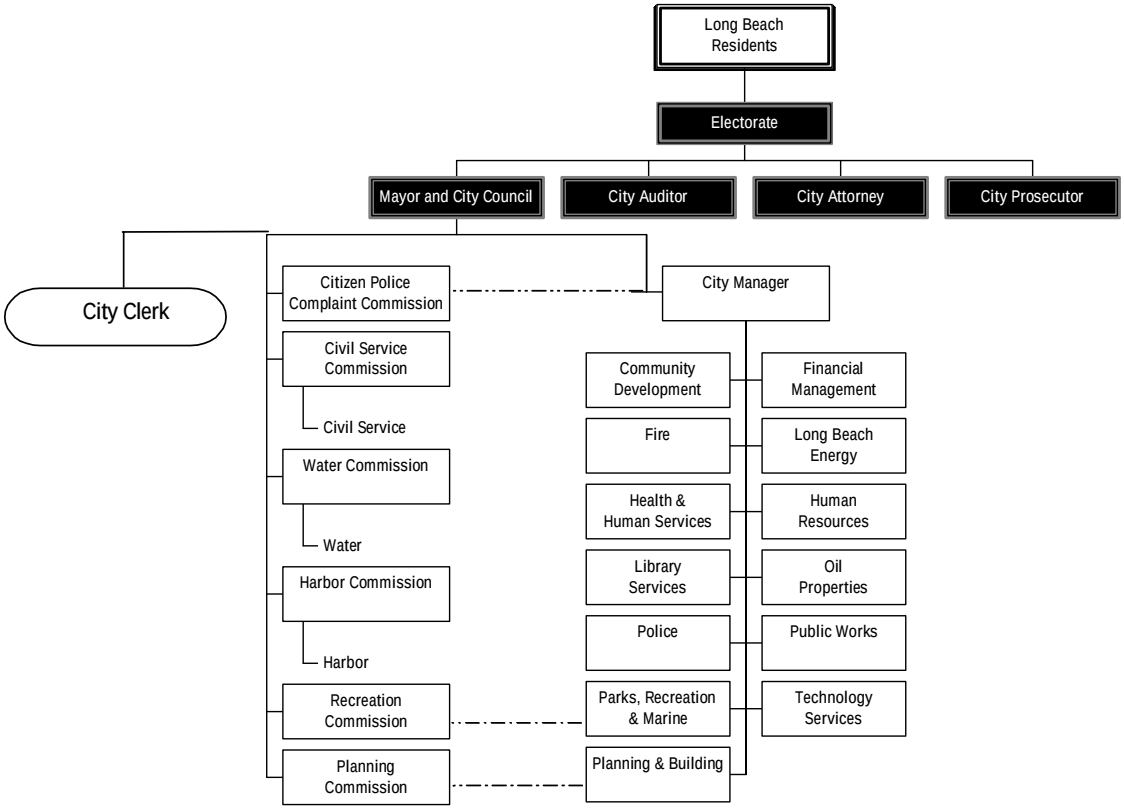
City Council
Bonnie Lowenthal, District 1
Dan Baker, District 2
Frank Colonna, Vice-Mayor, District 3
Dennis Carroll, District 4
Jackie Kell, District 5
Laura Richardson, District 6
Tonia Reyes Uranga, District 7
Rob Webb, District 8
Val Lerch, District 9

City Attorney
Robert E. Shannon

City Auditor
Gary L. Burroughs

City Prosecutor
Thomas M. Reeves

City Organizational Chart



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City Manager's Budget Message

Fiscal Year 2004

August 1, 2003

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: **Fiscal Year 2004 Proposed Budget**

I. Introduction

Transmitted herewith is the proposed City budget for Fiscal Year 2004 (FY 04), which begins on October 1, 2003. It is with some concern that I present this budget, my first as your City Manager. Months of intense effort by management and staff, working with the community, went into the development of the Three-Year Financial Strategic Plan (Plan). With endorsement of the Plan by the City Council in March, a new effort was begun to prepare the first component of that Plan, the FY 04 Proposed Budget. That process culminated in a proposed budget that focuses on cost reductions and reduces the General Fund's reliance on one-time resources, while keeping fee increases to a minimum.

Unfortunately, costs associated with workers' compensation, health benefits and general liability insurance have continued to increase, pushing the structural gap between ongoing General Fund expenditures and revenue beyond our preliminary estimates. As a result, we are now projecting a FY 04 structural deficit approaching $67 million, expanding the three-year gap to an estimated $105 million. These estimates are subject to change based upon external economic conditions, and will be monitored closely as assumptions change.

Furthermore, as the City's proposed budget was being readied to go to print, the State Legislature adopted its FY 04 budget on Tuesday, July 29. As expected, the State's budget includes revenue losses for local government. Statewide, the "hit" on local government (counties and cities) totals $1.2 billion. Long Beach's loss is preliminarily estimated to be up to $10 million. The bulk of the loss is a result of the elimination of the Vehicle License Fee (VLF) backfill during the 90-day period it will take the State to prepare and send out the billings with the higher VLF. City staff is reviewing the implementing legislation as it is being drafted and released by the State; it may be several weeks before the true impacts on Long Beach can be determined.

Although it was anticipated that the State budget would have an impact on the City's budget, the City's proposed budget does not incorporate the full range of these impacts, since it was not known which of several State budget proposals would be adopted and each proposal being considered by the Legislature included different impacts on the City. Therefore, rather than rush to revise the proposed budget now, and likely delay its publication, I feel it prudent to publish the proposed budget as prepared. In the weeks that follow, as more detailed information becomes available, staff's analysis of the impacts of the State budget on Long Beach will be completed and an update provided at the August 19, 2003 City Council budget workshop. It is my intent to also provide recommendations to the

Mayor and City Council on August 19 with regard to possible revisions to the proposed City budget that deal with the losses of revenue due to the State. One strategy, which has been previously discussed, is to accelerate options included in the Plan for FY 05 or FY 06. This strategy is not desirable, but I am afraid we may have no choice.

II. Background

The development of the FY 04 Proposed Budget was a collaborative achievement, building on the efforts undertaken to create the Plan. With the support of the Mayor and City Council, staff initiated an unprecedented public outreach program designed to effectively communicate the FY 04 Proposed Budget and to solicit community input for City Council consideration. On July 12, 2003 a citywide Budget Summit was held to provide the community a preview of the proposed budget as well as generate valuable input. This budget interprets concepts put forth at this event and in the City Council-endorsed Plan, including protecting public safety operations, in addition to other core service areas communicated in last fall's "Voice Your Choice" community survey.

This FY 04 Proposed Budget represents a critical turning point in how the City manages its finances. Through a deliberative process made available to every employee and community member, the Plan identified strategic spending reductions across the organization. The Plan also provides an understandable, flexible framework that allows our City government and the community to work together in effectively planning for our ongoing financial stability, despite the economic and budget challenges that we may face.

This letter focuses on the General Fund due to its importance in providing core municipal services. All funds were reviewed, however, as part of the Budget Evaluation Process. Implementation of Year One (FY 04) of the Plan, as discussed in this letter, results in a $38.2 million reduction of the estimated $67 million FY 04 structural gap. Permanent spending cuts in the General Fund and related funds total $27.4 million, return on assets and marketing will generate $6 million, while revenue from new or increased fees total $4.8 million (see **Attachment A** for more detail). One-time revenue and FY 03 carryover savings were used to fill the remaining $28.8 million budget gap in FY 04, which allows the City to maintain a rational approach to structural deficit reduction. The Proposed FY 04 General Fund Budget is balanced; nonetheless, we must be mindful that considerable spending and service reductions are included.

Moreover, we must not lose the focus put on solving the City's remaining structural deficit, the balance of which is estimated at approximately $67 million over the next two years. Further reductions in spending and services will be required to attain a sustainable fiscal balance, with many of the necessary cutbacks in FY 05 and FY 06 being much less palatable than the most difficult of reductions recommended in this budget.

The immediate challenges facing the City are the ongoing economic slump that began before September 2001, the loss in revenue resulting from the voter-approved reduction to the City's Utility Users Tax and the enormous State budget deficit. While the economy appears to be slowly improving, the State has historically shown a penchant to turn on local government, taking away critical revenue and forcing the financial burden of State programs onto local government. FY 04, as we now know, is no exception.

At the beginning of FY 03, steps were taken that enabled the City to immediately begin to address its budget challenges while at the same time maintain core City services. The hiring freeze implemented in September 2002 is one such initiative that has created an estimated 350 vacant positions in the General and related funds, with approximately 65 of those being sworn Police, Fire, and Emergency Dispatcher positions. This "inventory" of vacant positions has generated significant savings and will also help minimize the impact of reducing over 170 positions in the General Fund and related funds in FY 04. Spending restrictions are also in place for all departments which report directly to the City Manager, with a continued emphasis on purchasing only critical supplies and services, and doing more with less. In conjunction with some department reorganizations, these actions are estimated to generate $12.8 million in funding from FY 03 that was contemplated in the Plan to help balance the FY 04 budget. Unfortunately, as discussed earlier, the impacts of the State budget will eliminate much of that carryover, unless other changes are implemented.

III. Major Changes to the Structural Deficit

The Plan initially estimated the FY 04 gap to be $52 million. Since the Plan's adoption, the estimated FY 04 structural deficit has grown to approximately $67 million. The largest components of the estimated growth in the deficit were reported to the City Council in the April 2003 Monthly Budget Performance Report, and consist of but are not limited to, the following:

Workers' Compensation Costs

For both the private and public sectors, costs associated with workers' compensation insurance have skyrocketed over the past few years. Nowhere in the nation is it worse than in California, where there has been a proliferation of State laws favoring workers' rights and restricting employers' ability to control costs. The City's costs have also risen due to an increase in the number of workers' compensation claims and higher than anticipated medical treatment costs. Charges to the General Fund for workers' compensation increased $7.1 million in FY 04; charges to all City departments increased $14 million. The table below shows the significant increase, for all City departments, in the number of claims filed, lost work hours, and claims expense, compared to the growth in the size of the City workforce.

Citywide Workers' Compensation Trends - All Departments/Funds

Fiscal Year	Average Number of Employees	Lost Work Hours	FTE* Value of Lost Work Hours	Claims Filed	Claims Expense***
1998**	5,728	125,025	60	852	$ 7,582,000
1999**	6,049	152,951	73	904	$ 8,327,000
2000**	5,817	185,893	89	1,051	$ 9,996,000
2001**	5,936	204,356	98	969	$ 11,727,000
2002**	6,163	219,082	105	1,036	$ 13,862,000
Growth 1998 to 2002	**7.59%**	**75.23%**	**75.00%**	**21.60%**	**82.83%**
Estimated 2003					$ 15,700,000
Estimated Growth 1999 to 2003					**88.54%**

* FTE - Full-Time Equivalent equates to 2,088 work hours or one full-time employee position
** Cash paid per Comprehensive Annual Financial Reports (CAFR): 1998 - 2002
***Claims expense is only one component of total workers' compensation costs

In endorsing the Plan, the City Council authorized the City Manager to conduct a comprehensive review of the City's Workers' Compensation, Risk Management and Occupational Health programs. The study is underway and will utilize outside industry experts to identify opportunities to improve City processes and thereby lower costs.

General Liability Insurance Costs

The City is also experiencing significant increases in its general liability insurance costs, and has limited options with regard to controlling costs including: increasing insurance deductibles; lowering the amount of insurance coverage; or, simply not buying insurance. Insurance companies have increased insurance rates to their customers, particularly over the past three years, due to a worldwide increase in the number of claims and the high payouts related to catastrophic losses. The General Fund's share of the increased insurance costs in FY 04 is $1.6 million, and for all City departments a total increase of $3 million. In the event of a large disaster, however, the General Fund's $35.4 million Emergency Reserve remains intact.

Health and Other Benefit Costs

Anticipated health and other benefit cost increases for the General Fund were factored into the Plan at approximately $2 million. However, based on more recent estimates, General Fund costs are anticipated to grow another $2.8 million to an estimated total increase of $4.8 million in FY 04, and for all City departments a total increase of $7.3 million, based on preliminary estimates furnished by the City's health care providers. Healthcare expenses across the nation have been increasing substantially for several years, primarily due the growth in the number of new medical procedures, the cost of medical care and prescription drugs, and reduced federal and State funding. For the City, the following chart shows the average monthly and annual health care premiums paid by the City on behalf of each employee, along with the annual percentage increase:

Average Health Premiums Per Employee	**Actual FY 02**	**Actual FY 03**	**Projected FY 04**
Monthly	$ 470	$ 524	$ 653
Annually	$ 5,640	$ 6,288	$ 7,836
% Increase from Prior Year	-	11.49%	24.62%

IV. FY 04 Proposed General Fund Budget

The FY 04 Proposed Budget was developed by using the Three-Year Plan as a guide to set spending priorities and reduce the structural deficit through a balanced approach of expenditure reductions in non-core areas coupled with modest revenue increases. The General Fund's FY 03 expenditure budget, as adopted by the City Council, was $368.2 million. However, since adoption of the FY 03 Budget, several factors, in addition to those mentioned above regarding workers' compensation, general liability insurance and employee benefits have increased the City's costs and are highlighted below. Most of these increases were anticipated in the Plan, although some costs are projected to be higher than anticipated.

The Plan also contemplated an increase in several major revenues, while others such as the Utility Users Tax were anticipated to decrease. The discussion that follows highlights some of the more significant cost and revenue changes impacting the FY 04 Proposed Budget, including base budget and Plan cuts and fee increases. With a proposed FY 04 expenditure appropriation of $361.1 million, the budget is balanced and provides for an ending fund balance of $1.5 million to carryover to FY 05. In addition, the $35.4 million Emergency Reserve remains intact.

FY 04 has a beginning fund balance of $12.8 million, which is the amount expected to be carried over from FY 03 savings and additional revenue. In addition to the $12.8 million one-time carryover and $38.2 million in structural deficit reductions, the FY 04 Proposed Budget utilizes approximately $17.5 million in one-time transfers to maintain a rational approach toward deficit reduction. Due to the success of the hiring freeze and purchasing curtailments in the current year, many of these transfers were deferred from FY 03. I am very pleased to report that this represents a reduction from the one-time funds used to balance the FY 03 Budget, and provides for a $1.5 million ending fund balance to help fill the FY 05 gap. Given the skyrocketing growth in the cost of government, this reduced reliance on one-time revenues demonstrates significant progress toward our three-year goal of fiscal sustainability.

Base Budget Changes

The expenditure budget is comprised of tens of thousands of line item budgets across all departments Citywide. The following briefly describes the more significant changes to the base budget, which includes increases due to previously negotiated or contractually mandated costs. These changes increased the base General Fund budget prior to implementing the Three-Year Plan reductions.

Cost increases incorporated in the budget are related to such items as the 3.0 percent negotiated miscellaneous employee pay raise, employee health benefits, insurance costs, public safety equipment and debt service costs, grants and contracts payments. These increases are partially offset by various base budget reductions, such as the removal of FY 03 one-time expenses, indirect cost allocation adjustments, expiring grants, and decreased pension bond debt service payments. After various changes to the base budget, net increases approximate $13 million in the General Fund. Thus, if cost reductions had not been implemented, the General Fund budget would have totaled approximately $380 million.

Again, these are only examples of some of the numerous expenditure changes included in the Proposed FY 04 General Fund budget. Please refer to **Attachment B** and individual department sections of the budget document for a list of Uncontrollable and Negotiated Cost Increases.

Structural Changes

Once the base budget was determined as a starting point, staff in all departments implemented changes to the City's General Fund and related funds expenditure budgets that reduced the structural budget gap.

Implementation of Year One of the Three-Year Plan results in a proposed $27.4 million reduction in the FY 04 operating budgets for City Manager directed departments, with $19.7 million of those cuts being directly in the General Fund and the balance of $7.7 million in the related funds (i.e., Gas Fund, Towing Fund, Employee Benefits Fund, Insurance, Civic Center Fund, Fleet Fund and General Services Fund) which will directly and indirectly benefit the General Fund. In addition to the cuts recommended in the Plan, the elected and non-City Manager departments made reductions, in aggregate, of $1.1 million.

Details of the $27.4 million of General Fund and related funds Plan-recommended reductions incorporated in the FY 04 proposed budget are included in **Attachment A** and in the respective department chapters of the budget. Some examples of budget reductions include:

- Over $7 million in cuts in general administration and management functions including elimination of 67 positions, over 20 of which are management positions
- $3.4 million in anticipated savings to be realized through negotiations with employee unions
- $5 million in cost-saving operational and organizational changes
- $4 million in reduced materials and supplies such as eliminating over 200 vehicles from the City fleet and extending computer replacement cycles
- $1 million in savings from contracting-in, contracting-out and/or optimizing select City services such as street median landscape maintenance, custodial services and reprographics
- $680,000 from reductions in non-critical maintenance and infrastructure costs
- $3.4 million from reductions to Police and Fire non-emergency support staff and reductions in Police overtime through redeployment to patrol
- Rolling closures of branch libraries, which changes days of operation from five to four days a week at most libraries, at a savings of $417,000
- Discontinued Sunday hours at the Main and Bay Shore branch libraries, and reduced evening hours at the Los Altos and El Dorado branch libraries (to the same level as other branches), at a savings of $216,000
- Elimination of funding for the International City Theater summer youth performing arts program, Pools for Hope swimming program, Folklorico dance classes, Long Beach Unified School District summer recreation playground programs, OlympiKid and Senior Olympics programs, at a savings of $284,000
- Reduced spending on arts and cultural programs at a savings of $529,000 to the General Fund and savings of $350,000 to the Special Advertising and Promotions Fund
- Municipal band concert schedule shortened to six weeks, reducing costs by $96,000

Changes to the General Fund's expenditure budget also include proposed enhancements in critical service areas, most of which are revenue offset. A few programs have been augmented by shifting funding to address critical needs as voiced by the community. General Fund enhancements recommended for FY 04 total $1.5 million, and are offset by revenue and/or expenditure reductions in most cases. The following provides examples of some of the more significant enhancements. Refer to **Attachment C** for a comprehensive list of enhancements for the General Fund and other funds.

- In response to the high priority expressed by the community in the "Voice Your Choice" survey, a $500,000 annual alley repair and upgrade program is proposed to begin in FY 04. This initial program will target the most pressing alley repairs, and for FY 04, will be funded with Gasoline Tax and CDBG funds. Note that staff has begun identifying the City's infrastructure maintenance needs, and will prioritize those needs during FY 04.

- A $200,000 increase in funding is recommended to bolster the City's graffiti abatement program. Staff is working to identify alternative funding sources to offset the cost of this important program.

- Increases are recommended to support the Community Development Department's Project Development Bureau ($200,000 additional budget, which is fully revenue offset) and the Planning and Building Department's Construction Regulation function ($217,666 additional budget covered by existing, dedicated fees). Both departments are experiencing heavy workloads due to increased development activity, and need resources to adequately respond.

- Support for City parades, including staffing and equipment, costs approximately $138,000 per year. Prior year budgets for these costs were only $38,000. Departments had to support the difference from savings realized in other parts of their operations. Given the extent of the cuts recommended in the FY 04 Proposed Budget, the ability to absorb these costs will no longer be possible. Therefore, a $100,000 increase is proposed to accurately reflect the actual costs of City support for the Daisy Lane, Martin Luther King Jr. and Veterans' Day Parades. It is recommended that funding from private sponsorship of these events be sought in order to offset the City's costs.

- Creation of a Marketing and Sponsorship Program will provide the opportunity to promote the City while generating revenue to support core City services. The Proposed FY 04 Budget includes $121,000 in costs and $1,000,000 in revenue associated with City marketing and sponsorship activities.

Estimated Revenues

The General Fund depends on over 200 different revenue sources to fund operations. **Attachment D** lists the 40 largest General Fund revenue sources, which comprise over 90 percent of General Fund revenues. FY 04 projected increases include Property Tax revenue of $2.6 million and Sales Tax revenue growth of $1.9 million. Also, projected increases in Motor Vehicle License Fees of $799,000, Pipeline Franchise Fees of $862,000 and Transient Occupancy Tax of $598,000 are included. These increases, however, are almost completely offset by the voter-approved reduction to the Utility Users Tax in FY 04.

The FY 04 Proposed Budget anticipates an increase in the return on City assets and revenue from marketing efforts in the General Fund and related funds. The following are a few examples of some of the new revenue that approximate $6 million in FY 04 (see **Attachment A** for a more detailed listing):

- Increased return from the City's refuse-to-energy plant ($2.5 million)
- Advertising on City vehicles, and other marketing and City sponsorship efforts ($1 million)
- Apply Pipeline Permit to the Water Utility ($2.5 million)
- Loan repayment from Community Hospital ($140,000)
- Additional property tax increment pass-throughs ($320,000)

New fee-related revenues proposed in the budget would generate approximately $225,000 per year and include:

- Preferential parking permits ($20,000)
- After-hours towing release fee ($50,000)
- Implementation of a towing collections contract to recover unpaid fees ($100,000)
- Hazardous materials education program fee ($55,000)

Modest increases in existing General Fund fees totaling $2.8 million were also necessary to avoid harmful cuts to core services, including increases to charges to cover the cost of the fire plan check function, parking citations, returned check fee, and recreation fee increases. Proposed changes to fees are consistent with fees charged in comparable agencies. **Attachment E** contains a complete listing of proposed fee increases.

V. Other Funds

Special Advertising and Promotion Fund

This fund supports the Convention & Visitors Bureau (CVB), Junior Concert Band, Public Corporation for the Arts (PCA) and other City promotions through a portion of the revenue generated by the City's Transient Occupancy Tax (TOT). The Fund also partially supports the City's Special Events Office that is responsible for coordinating the City's involvement in the Long Beach Grand Prix, various parades, movie productions and other events. The City currently assesses a 12.0 percent TOT on visitors staying at City hotels. Half (6.0 percent) accrues to the General Fund, and the other half (6.0 percent) is split between the Redevelopment Agency Fund (RDA) and the Special Advertising & Promotion Fund (Promotion Fund). Of the 6.0 percent TOT rate that does not go to the General Fund, the RDA receives the tax collected from the hotels located in the Downtown Redevelopment area, while the Promotion Fund receives the tax collected from the rest of the hotels in the City. The RDA TOT is pledged first to repayment of the City's Aquarium Bonds, then to repay the Harbor Fund for a loan provided for the Convention Center expansion. Beyond that, the funds are available to augment Promotion Fund programs.

For the past several years, the City has relied on available RDA TOT funds to maintain or enhance Promotion Fund programs. Beginning in the latter part of FY 02, however, the RDA TOT funds have been needed to support the Aquarium Bond payments. Due to the lack of available RDA TOT, staff now projects a budget deficit in the Promotion Fund with current spending levels. To mitigate the unavailability of TOT revenue, the City must reduce program expenses. For FY 04 it is proposed that costs be reduced by $350,000 (in addition to the General Fund reduction of $300,000) for support for the Public Corporation for the Arts (PCA) contract, $200,000 in marketing, promotions and tourism related funds and $175,000 for capital projects at the Long Beach Convention Center. However, funding

for the Convention and Visitor's Bureau (CVB) is recommended to remain intact at $3.7 million.

The negative affects of the downturn in the economy and impacts of September 11 tragedies on area tourism and conventions are anticipated to ease in FY 04. Coupled with a full year of operations of Carnival Cruises and the opening of the Pike, some TOT growth is expected in FY 04. Even with this expected revenue growth, it is anticipated that the Promotion Fund will continue to have funding challenges.

Gas Fund

As required by the City Charter, Long Beach Energy (LBE) has performed a review of its rates and fees for natural gas services in comparison with other surrounding gas utilities in Southern California. This comparison indicates that LBE's rates are well below those charged for similar services by the Southern California Gas Company, and further below those of the other two gas utilities, San Diego Gas & Electric and Southwest Gas.

In addition, LBE will be incurring some significant costs in FY 04 directly associated with programs that greatly benefit its customers. The first is $1 million in fixed annual costs that LBE now pays to obtain long-term lower gas commodity costs and critical price protection for LBE's customers. The second cost is an annual increase of $700,000 paid to Southern California Gas Company for intrastate natural gas pipeline transmission service and for additional storage services. Lastly, it is recommended that a comprehensive review of the natural gas pipeline system be performed that will identify maintenance needs and a recommended strategy to address these needs.

As such, a rate adjustment of $2.2 million is recommended as follows: $1.5 million increase in residential rates and $700,000 increase in commercial/industrial rates. For the "average" residential customer, this would equate to an increase of 94 cents per month. This rate increase would maintain rates for LBE's customers comparable with those of the surrounding gas utilities in Southern California.

Tidelands Funds

The Tidelands Funds support the operating, maintenance and development of the Tidelands Trust area, including the beaches and waterways, marinas, Convention Center, Pike at Rainbow Harbor area and the Aquarium of the Pacific, in addition to the Queen Mary and Hyatt Hotel leases. Resources to support services provided in the Tidelands area are dependent on continued support from the Tidelands Oil Revenue Fund (TORF) and the Harbor Fund. State law provides for the transfer of certain TORF profits to the Tidelands Funds, and given the continued high price of oil, has provided substantial funding for Tidelands Funds the past few years. This support will continue into FY 04. To enact the Harbor Fund transfer, the City Council will be asked to request a transfer of 10.0 percent of the Port's net income to the Tidelands Fund, as allowed by City Charter. The transfer is included in the Tidelands Funds' and the Harbor Fund's proposed budgets.

The Board of Harbor Commissioners must approve the transfer before it can be made. Limited capital project funding for the Tidelands area has been available the past few years, and this continues to be the case for FY 04; however, a modest $100,000 continued commitment to the seawall rehabilitation program is included in the FY 04 Proposed Budget

and will be funded by the TORF transfer. In addition, a one-time budget increase of $150,000 is proposed to support anticipated costs associated with the U.S. Olympic Swim Trials. Funding to offset this increase to cover additional Police, Fire and Public Works staffing costs has yet to be identified.

Workforce Development Grants

The City's Workforce Development Bureau provides essential job-skill development and employment attainment programs for Long Beach's residents. During FY 03, the State and Federal governments made drastic reductions in grant funding to local workforce development programs. As a result, severe reductions in the Workforce Development Bureau's staff and programs were made.

The lack of grant funding remains a problem in FY 04, which is reflected in the Bureau's staff, reduced by 66.25 FTEs (from 118 in FY 03 to 51.75 in FY 04), and its budget, reduced by 75.0 percent from FY 02 levels (from $19.4 million in FY 02 and $5.5 million in FY 03, and now down to $4.7 million in FY 04). The City will continue to secure any funds as they become available, to restore in full or in part, the critical job training services our community needs.

VI. Impacts from the State Budget Deficit

The $38 billion budget deficit facing the State of California is unprecedented. The Legislature adopted the State's FY 04 budget on July 29, 2003. At the time of this writing the Governor had yet to sign the budget. Several "trailer" budget bills, required to implement the State budget and containing impacts to cities, were adopted by the Assembly and will have to be brought back to the Senate for consideration once they reconvene in mid-August. As indicated earlier in this letter, given that sufficient information is not available, the impact of the budget on the City is not incorporated in the FY 04 Proposed Budget; however, the impacts will be addressed as a proposed amendment to this proposal in the next several weeks.

It is not possible to accurately project State impacts until all budget bills have been drafted and adopted. Losses to the City's General Fund could effectively wipe out most of the $12.8 million carryover departments have sacrificed to generate during the current year requiring further reductions to balance next year's budget. City staff gave much thought in crafting the Three-Year Plan to be aligned with community priorities, but financial actions by the State could force the City to make cuts to core services.

Losses of this magnitude could result in the need to accelerate Plan reductions currently not scheduled until FY 05 and FY 06. It may be extremely difficult to protect core services such as front-line police, fire protection, and infrastructure programs as a result. Furthermore, the State Legislature's actions for FY 04 have ultimately postponed many of the difficult decisions and measures required to resolve the State's budget crisis into FY 05, thus making even further cuts to local governments in FY 05 likely.

VII. Three-Year Financial Strategic Plan

On March 25, 2003, the City Council formally endorsed the Three-Year Plan, which was the culmination of six months of intense effort to solve the then projected $90 million structural deficit (currently estimated at $105 million). It incorporates community input, City Council priorities and department needs into a strategy that addresses the deficit while minimizing, to the extent possible, negative impacts on core municipal services. In prescribing spending priorities each fiscal year, the upcoming annual budgets should be formed by concepts laid out in the Plan. Then, to best reflect continuing changes in community needs, legal requirements and the fiscal environment, the Plan must be continuously updated in order to successfully address emerging community issues and financial concerns, and to capitalize on financial opportunities. A guiding principle followed during the development of the FY 04 Proposed Budget was that departments had to adhere to goals and concepts endorsed in the Plan.

Each year the Plan will be evaluated, revised as needed, and translated into a budget for the upcoming fiscal year. To continue to be relevant and effective, the Plan must remain a working model and must be updated to best anticipate and be responsive to projected changes. Following the adoption of the FY 04 Budget, staff will initiate the process for updating the Three-Year Plan to incorporate changes associated with growth in the structural deficit and the State budget impacts. The Budget Evaluation Process used to update the Plan should remain open to public input and debate, with the update being finalized upon receiving endorsement by the Mayor and City Council.

Over the course of the next two years we will have to work together to identify further savings to close the remaining structural gap. It is anticipated that results of optimization efforts, such as the special studies currently in process, will contribute to closing the gap. Options to generate additional revenues should also be explored to avoid reductions to core services.

VIII. Financial Policies

The short-and long-term strategic vision and priorities of the community require prudent financial management on the part of both the City Council and City management. As we work together to address the current fiscal crisis, the policy-setting and decision-making mechanisms required to achieve our collective goals must be institutionalized to maintain our course toward a healthy future.

Of utmost importance in the near-term is establishing a clear and comprehensive set of financial policies to serve the framework within which the City's financial planning and decisions are made. Such policies should provide a transparent standard of performance endorsed by the City Council and City management, against which they will be held accountable, and that the community can understand. The policies should address both current activities and long-range planning, and should be reviewed annually to assure the highest standards of fiscal management. As Len Wood, the City's outside financial advisor recommended in his July 2003 presentation to the Budget Oversight Committee, effective financial policies *"…should be consistent with broad government goals and should be the outcome of sound analysis… and should establish standards which are used by the City Council to oversee the budget and financial activities of the City."*

It is recommended that fiscal policies be adopted that first address the following areas deemed critical to the future fiscal stability of the City:

Structurally Balanced Budget – Adopting a balanced budget where ongoing revenues equal or exceed ongoing expenses will work to ensure that the City does not spend beyond its means. The policy should provide a clear definition as to how budgetary balance is to be achieved on an annual and on-going basis.

Use of New Revenues – Many of the City's revenues are economically sensitive, and increases experienced in one year may not be sustained in other years. Once the budget is brought into balance, consideration should be given to setting aside a portion of all future revenue growth for critical capital needs.

Use of One-Time Revenues – Occasionally, the City generates unanticipated one-time revenues from a variety of sources. Examples include proceeds from asset sales, debt refinancing, one-time grants, and budget savings carried-over from year-to-year. Reliance on one-time revenues to balance ongoing annual operating expenses is deemed to be a major contributing factor to the City's structural budget deficit. As this income is non-recurring, it is critical to have a financial policy in place to limit use of these monies to one-time expenses. Appropriate expenses for one-time revenue include items such as establishing/rebuilding emergency and operating reserves, early retirement of debt or for capital purchases.

Operating Reserve Funds – The City Council has adopted an Emergency Reserve Fund policy whereby an amount approximating 10.0 percent of the annual General Fund budget is set-aside. It is recommended that, in addition to the Emergency Reserve, a prudent Operating Reserve be established. The Operating Reserve would be used as a buffer against temporary losses of funding or uncontrollable spikes in expenses. Such a reserve could be utilized in dealing with a short-term financial crisis in order to avoid having drastic reductions in services and programs, or raising fees. It is recommended that a policy be developed that, over time, a 10.0 percent Operating Reserve be established.

Long-Term Financial Planning – Similar to the Three-Year Financial Strategic Plan, the City should continue to employ financial forecasting and planning tools to be used in developing the annual budgets. Though a three-year forecast is most relevant to developing annual budgets, longer-range forecasts and plans should be developed to address issues in a more strategic manner, providing opportunities to follow the most reasoned approaches to maintaining fiscal stability and plan for long-term community needs.

Infrastructure and Facilities Maintenance Planning – Specific long-range maintenance and replacement plans must be developed, including identifying ongoing funding sources, that address critical maintenance needs of the City's infrastructure (e.g. streets, curbs/gutters/sidewalks, storm drains, etc.) and facilities (e.g. fire and police stations, libraries and parks).

Fees and Charges – The City provides a multitude of services and programs, and for many of these, charges a fee to recover some or all of the associated costs. It is recommended that a policy be developed regarding fees that addresses the methodology used to determine the appropriate amount of specific fees, the extent to which costs should be

recovered, the extent and rationale for subsidies, and the frequency with which fees should be evaluated.

Debt Issuance and Management – Issuing debt commits the City for many years to make debt payments, and limits the City's flexibility to respond to changing service priorities. Implementation of a clear policy on the appropriate use of debt should include, at a minimum, blocking use of such one-time resources (debt) to support ongoing programs. It should also serve to dissuade issuance of debt when dedicated, recurring revenues have not been identified for the repayment of the debt.

Debt Level and Capacity – Debt level policies deal with the maximum amount of debt and debt service that should be outstanding at any one time. Policies should be developed for: all debt where repayment is directly supported by the General Fund; debt that is backed by a pledge against General Fund revenues or assets; enterprise fund debt; special assessment debt where the City is part of the assessment district; property tax increment financings; and, lease financing.

IX. Performance Management Initiatives

Meeting the needs and expectations of the public through the City's diverse programs and services is one of the primary goals of the City. Such value can only be created in an environment that encourages and rewards excellence, creativity, continuous improvement, accountability, customer service and greater efficiency and effectiveness in our daily charge. As a means to this end, the City has developed a number of Performance Management Initiatives (PMI) to assist in its on-going effort to become a high performance organization that better serves the community. There are several components of PMI, details of which can be found in the Performance Management Initiatives section of the budget document.

For the first time in the City's history, Department Business Plans are reflected in the budget document, which is further evidence of the City's progression towards increasing accountability within City operations. By including the Business Plans in the budget, the City is taking steps necessary to align its management and fiscal reporting practices with the City's 2010 Strategic Plan, along with the services and programs provided by City departments, rather than placing the bulk of the focus on its organizational structure (departments and bureaus). During FY 04, a further review and prioritization of services will be conducted, with financial information ultimately being linked to the services. Improved performance measures will also be developed to provide for better tracking of service delivery outcomes (effectiveness) and outputs (efficiency). Decision-makers and the community can use this performance information to hold departments accountable, and to ensure that scarce resources are appropriately allocated to priority areas.

Working with the City Auditor's Office to convert the traditional annual resource allocation plan into a service/program-based budget document, with specified performance objectives and measures, is a significant goal over the next few years. The FY 04 Proposed Budget reflects some of the improvements from this effort in the department sections of this document.

X. Beyond 2004 – Long Range Planning

The City, through the thoughtful development of the Three-Year Financial Strategic Plan, created a rational roadmap guiding the City on a path toward correcting the imbalance between expenditures and revenues. Given time, the City will undoubtedly emerge from this fiscal crisis a stronger organization. However, there will be future challenges and opportunities that we must be prepared to meet.

For example, funding needed to adequately maintain critical infrastructure systems, public facilities and technology systems has been deferred over the past several years to support and enhance services and programs. Deferring these maintenance needs puts our quality of life at risk for current and future generations, and is no longer a viable option. To this end, staff is developing a comprehensive inventory of maintenance requirements which, in addition to the Fire facilities' and alley improvement needs pointed out in studies conducted last year, will be the basis for scheduling the maintenance of all City assets. In addition, I am recommending a comprehensive review of the natural gas pipeline system, which will identify maintenance needs and a recommended strategy to address these needs. Furthermore, the City's core computer systems are in some cases over 25 years old, and it is becoming more and more difficult to maintain these systems, let alone adapting them to meet future operating requirements. An Information Systems Master Plan is being developed in order to provide a course by which the City's critical technology systems, including those utilized for permitting, billing/collections, business licensing, inventories, etc., can be updated. Given our current fiscal environment, developing funding strategies to address our current and future infrastructure and maintenance needs will be difficult, but is a necessity. Developing such a strategy is an important component of the Three-Year Financial Strategic Plan.

The past twelve months have been an incredible time for the City. We have been transformed into an organization with more focus and greater resolve to plan our future in a proactive manner, rather than in a reactive fashion. Even with the unknowns in our future, like the economy and State budget, we need to continue to focus ahead and develop strategies to plan for future needs of the City, while maintaining core services the community clearly identifies as important.

Economic development and strategic marketing of assets are also important areas of investment. With a focus on economic development we could strategically strengthen our own local economy through job creation and service retention. In the near-term, an Economic Development Strategic Plan will be presented to the Mayor and Council for their endorsement. This plan will establish economic development strategies throughout the city and identify assets, opportunities and actions for the City and private enterprise to undertake. We also need to ensure that dollars invested in the promotion and marketing of the city are used wisely, and that they leverage and enhance private sector investments in the community.

XI. Conclusion

To a large extent, the negative impacts of the current economy could not have been avoided, and the threat of current and future State budget decisions still confronts us. Our financial environment requires that City operations be continually evaluated and steps taken

to be as efficient, effective and responsive as possible. Long-term financial planning must become standard practice so that we may identify, early on, potential problems and begin to take corrective actions before the problems become too severe. In addition, such planning will provide us the tools to shape our future with a clear, specific vision in mind, with which we can make our goals a reality.

Greater transparency of City government decision-making and operations are key to our goal to create a high performing organization that is trusted by the community. The collaborative processes used in developing the Plan are being utilized during the FY 04 budget adoption process, and clearly reflect a new way of doing business. In addition to encouraging open dialogue on City issues with the public, and to ensure that the City does not find itself in similar financial straights in the future, the City must next develop sound financial policies and be held accountable to them.

As your new City Manager, I have established four clear, achievable goals:

- Provide for a clean and safe city;
- Make the City fiscally stronger;
- Engender more trust with the community, the City Council and our employees through open communication and consistent follow-through; and
- Create a clearer linkage between new development and neighborhood needs.

Toward these ends, I believe the City is now on the right path, with substantial steps already having been taken toward solving our financial dilemma and enhancing community participation. However, much work still remains. Reforming our communication and financial reporting processes will not be easy, but are worthwhile and needed to build community trust of its government.

The City's management team is committed to continue working closely with the community, the Mayor and City Council, and City employees to align its goals and objectives, and to plan for a more stable financial future of the City government. I look forward to discussing this FY 04 Proposed Budget in detail during the upcoming community events and budget workshops.

Respectfully Submitted,

GERALD R. MILLER
CITY MANAGER

GRM:SRM:BT:MK

Attachment A: Changes to the Structural Deficit in FY 04
Attachment B: Uncontrollable and Negotiated Cost Increases
Attachment C: Proposed Enhancements
Attachment D: General Fund Revenues (Top 40)
Attachment E: Proposed FY 04 Fee Adjustments by Department

Changes to the FY 04 Structural Deficit

	Dollars	FTE*	Percent of Structural Solution
Estimated FY 04 Structural Budget Gap	$67,000,000		
Carry-over Funds from FY 03	(12,800,000)		
Current Year Budget Gap	47,200,000		
Three-Year Plan Category			
General Administration and Management	($7,060,778)	-67.1	18.5%
Employee Compensation, Benefits and Work Practices	($3,383,498)	0.0	8.9%
Contracting Opportunities	($1,047,229)	-22.1	2.7%
Operational and Organizational Changes	($4,985,360)	-25.3	13.1%
Capital Projects and Infrastructure	($163,200)	0.0	0.4%
Maintenance Reductions	($518,365)	-2.6	1.4%
Materials, Supplies and Equipment	($3,948,483)	-7.0	10.3%
Recreation Services	($590,352)	-4.0	1.5%
Library Services	($853,964)	-12.1	2.2%
Public Safety Support and Related Services	($3,443,499)	-20.8	9.0%
Public Safety Emergency Services	($155,009)	-2.0	0.4%
Arts and Cultural Programs	($529,194)	-0.4	1.4%
Communication, Promotions and Special Events	($203,253)	-2.0	0.5%
Business Services and Attraction	($275,605)	-1.1	0.7%
Code Enforcement	($223,656)	-3.5	0.6%
TOTAL COST REDUCTIONS	**($27,381,445)**	**-170.1**	**71.7%**
Return on Assets & Marketing Opportunities	($6,032,068)		15.8%
TOTAL RETURN ON ASSETS/MARKETING	**($6,032,068)**		**15.8%**
New Fees	($225,440)		0.6%
Increasing Existing Fees	($4,541,340)		11.9%
TOTAL REVENUE ADJUSTMENTS	**($4,766,780)**		**12.5%**
Year One Impact to Structural Deficit	**($38,180,293)**		
One-time Revenues/Transfers	($17,491,084)		
Total Cost/Revenue Adjustments (including one-time)	**($55,671,377)**		
Carry-over Fund Balance to FY 05	**($1,471,377)**		
FY 04 STRUCTURAL DEFICIT REMAINING	**$28,819,707**		

*Represents Full-Time Equivalent (FTE) positions
Note: Negative numbers indicate a reduction to the structural deficit

Description of Three-Year Plan Implementation: Year One (FY 04)

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
General Administration and Management	($7,060,778)	-67.1	18.5%

Reductions in management and administrative staffing throughout the organization makeup a significant portion of overall cost reductions in the proposed Plan. Management positions will be reduced by 25 percent, or approximately 48 positions, in the General and related fund programs over the next three years, with an estimated $5.3 million in savings. In FY 04, it is proposed that over 20 management positions be eliminated. Reorganization and consolidation of department responsibilities will be required to achieve this sizeable reduction, with single-focus management positions being collapsed with other managerial responsibilities. Some examples include consolidation of administrative oversight with marketing and customer relations' responsibilities, combining accounting with budgeting oversight functions, and the elimination of the Public Service Bureau, with responsibilities to be split between the Public Works Administration & Planning and Traffic & Transportation bureaus.

Administrative support staff will also be dramatically reduced during this period, requiring an increasing workload for remaining staff and restructuring operations to address critical needs. In some cases, work previously performed may have to be deferred or discontinued. It is anticipated that reductions in this area will result in increased response times to requests for information and special studies. Ad hoc analyses currently performed on a routine basis for Mayor and Council, City Manager and other departments will have to be prioritized, as resources currently in place to perform these will be reduced. In addition, memberships in professional organizations, attendance at conferences, and administrative supply budgets will be significantly reduced. Increasing the use of technology will be explored to help offset the impact of the proposed administrative reductions including use of the Internet and automated phone systems for conducting City business. Organizational consolidation and elimination of overlapping responsibilities will also play a critical role in reducing staffing levels.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Employee Benefits and Work Practices	($3,383,498)	0.0	8.9%

The Plan calls for a total of $23.4 million in reductions in Employee Benefits and Work Practices over the next three years. This reduction was a direct result of the input received from the "Voice Your Choice" survey. A vast majority of the written comments suggested that employees provide a greater contribution to the benefits they receive, or that some benefits should be curtailed. Reductions in this category in FY 04 total $3.4 million and will require negotiations with the labor unions on reductions to current benefits. This could be comprised of a number of different options including employee participation in benefit costs such as health care and pension, changes in work schedules, or other innovative solutions.

Any changes of this nature must be reached through negotiation with the labor unions and negotiating teams will be meeting with each union to discuss potential options. In addition, various employee recognition programs and support services will be curtailed including the safety and health fairs, retirement counseling and the employee flu clinic.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Contracting Opportunities	($1,047,229)	-22.1	2.7%

Past experience with contracting of services has proven it to be an effective means of reducing costs without negatively impacting service levels and in some cases actually improving service levels. The FY 04 Budget proposes further contracting in areas that the City has had success in contracting in the past. The largest opportunities for contracting out in FY 04 are street landscape maintenance and reprographic services. The City Manager proposes to phase in the contracting of street landscape maintenance over two years, generating an estimated savings of $745,000, and contracting the first third of that service in FY 04 for a savings of $249,000. Restructuring reprographic services could create a General Fund savings of $263,000 through potential contracting and/or service optimization. Contracting of some facility maintenance functions, custodial services in smaller community centers, weed abatement functions on City lots, park refuse collection, and baseball field maintenance are all being considered for FY 04, with a combined savings of $538,000.

A Contracting Committee has been established and tasked with overseeing contracting opportunities, working with an Employee Transition Committee to ensure that potentially affected employees be given an opportunity to participate in the contracting evaluation and work-process review. In addition, should functions be contracted out, every effort will be made to transition impacted employees to other City operations. Efforts are also being made to explore options for contracting-in of services that could generate revenue and offset overhead costs.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Operational and Organizational Changes	($4,985,360)	-25.3	13.1%

Streamlining operations and reducing duplication in the organization are key elements necessary to realize savings called for in the Plan. Examples of operational changes in FY 04 include renegotiating contracts with other agencies to lower operating costs, reorganizing customer service functions and ensuring full cost recovery from other City funds and outside agencies. A reduction of centralized technology support services is included with reductions in computer server support, network management, email services, Internet and Intranet development, and applications development and support. Some service reductions will be mitigated through a new content management system that will decentralize some of these previously centralized technology services to users in the departments.

Operational and organizational changes may impact current service levels, particularly to other City departments and functions, but will result in significant cost savings and minimal impacts in service to the community. Some reductions will affect all departments, such as the reduction in computer support, with yet other changes resulting in expanded workloads for remaining staff. The main goal of these changes is to reduce operating costs so that core and critical services continue to receive funding priority. The City Manager is committed to exploring areas where operations can be modified so as to continue to provide core services, while generating significant cost savings. Further savings may be expected as staff review many City operations, such as information and technology services, communications and promotion efforts, neighborhood service functions, billing and collections and numerous other areas.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Capital Projects and Infrastructure	($163,200)	0.0	0.4%

The results of the "Voice Your Choice" survey showed that the community places a very high priority on infrastructure maintenance. In response to this direction, only a minor amount of targeted reductions are proposed in this category. The reductions proposed are to wireless communications systems and devices, and training/support for project design and management, which provides a combined total of $163,000 in structural savings.

The City's annual $3 million sidewalk replacement program is proposed to remain intact, as are projects that address access issues related to the Americans with Disabilities Act (ADA). In addition, $500,000 per year of State and Federal grant money has been identified to allow the City to begin a modest alley improvement program. Staff will continue to seek out additional funding to expand the alley program. In addition, the City Manager proposes a $200,000 enhancement to the Graffiti Abatement Program in the FY 04 budget in direct response to the high priority the community placed on this service. The Plan had included a $937,000 reduction from the annual $2.7 million natural gas system capital program; however, it is proposed that this program remain fully-funded until results of a comprehensive engineering review of the natural gas pipeline maintenance schedules is completed in FY 04.

In the past few years the City has made tremendous progress toward addressing the dilapidated Police and Emergency Communications (911) facilities. Many more City facilities are in disrepair and require significant investment. To best direct limited resources to meet the highest need, the City is conducting facility condition assessments. An assessment of City alleys and fire stations was completed last year, and parks, recreation and library facilities are currently being studied. Results of the assessments will provide critical information needed to prioritize capital maintenance needs. As future resources are identified to address critical facility needs they will be allocated based upon citywide priorities.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Maintenance Reductions	($518,365)	-2.6	1.4%

The City Manager proposes to decrease funding in FY 04 for various maintenance programs. Contracts for maintaining City-owned vacant properties will be reduced, which will lower the frequency of maintaining these properties. In addition, it is recommended that the City eliminate a budgeted deferred maintenance reimbursement to Rancho Los Alamitos. The Parks, Recreation and Marine Department will have less capacity in FY 04 to assist with special event maintenance and may have to extend park tree trimming schedules. The Energy Department will reduce their annual maintenance on gas meter assemblies and gas delivery sites at a cost savings of $110,000. Departments have also been directed to continue to meticulously review requests to replace equipment in order to minimize costs.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Materials, Supplies and Equipment	($3,948,483)	-7.0	10.3%

A significant reduction in this category comes from reducing the City's fleet of vehicles and equipment totaling over $1.5 million. A comprehensive outside review of the City's fleet by an expert consultant is being conducted with the assistance of the City Auditor's Office. Significant cost savings will be achieved by reducing the fleet by upwards of 20 percent over the next three years, with over 10 percent, or 230 vehicles, targeted for reduction in FY 04. The City will rely on reimbursing employees for use of their own vehicles to conduct City business, which will create significant cost-savings.

Other areas where savings will be gained include a reduction in the number of cell phones and pagers assigned to employees, and extensive reductions to office supply budgets, and furniture and computer equipment purchases. Departments are also expecting savings by utilizing the Internet and CD-ROM technology for distributing documents rather than incurring printing costs.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Recreation Services	($590,352)	-4.0	1.6%

Reductions to recreation programs total $590,000 in FY 04, though reductions to youth and senior programs have been minimized in response to the City Council's expressed desire to limit program cuts affecting these populations. If alternative funding cannot be identified, reductions in these areas will be more significant in FY 05. As was stated in the Plan, funding for the following outside organizations is proposed to be eliminated in FY 04 saving

$207,000: the International City Theater summer youth performing arts program; Folklorico youth dance program; Pools of Hope swimming program; and the Long Beach Unified School District's summer recreation playground program. Other proposed reductions include Nature Center staffing saving $256,000, and elimination of funding for both the OlympiKid and Senior Olympics Programs totaling $77,000.

In-lieu of eliminating the fee waiver program that allowed youth groups, including Little League and AYSO Soccer, to avoid paying $15 per hour for ballfield lighting, a 60 percent fee waiver ($9 per hour waiver) is proposed. Approximately 50 City fields are equipped with lights and are used by an estimated 30 Long Beach area youth groups totaling about 25,000 players.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Library Services	($853,964)	-12.1	2.2%

Included in the Plan, and now proposed in the budget, are reductions to the City's library services. For FY 04, the focus is directed towards reducing operating expenses and staffing while attempting to minimize impacts to services provided directly to the public. The materials and book purchase budgets would be lowered $214,000 down to $1.3 million, reversing some of the recent enhancements intended to begin supplementing book inventories. Curtailment of some library services will, unfortunately, be unavoidable in FY 04, including closing the Main Library and Bay Shore branch library on Sundays, and reducing evening hours at the El Dorado and Los Altos branches to the same schedule of the other branch libraries. To generate even further savings, a system of rolling neighborhood library closures is proposed that provides for reductions in operating and staffing costs. The rolling closures would keep ten of eleven neighborhood libraries open four days per week instead of five, while the eleventh library would continue to be open six days. This is preferred over the outright closure of one or two branches, which would leave geographic areas of the City completely unserved. The schedule of closures would be geographically planned to provide patrons the opportunity to go to an alternate nearby branch that is open on the day their neighborhood branch is closed.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Public Safety Support and Related Services	($3,443,499)	-20.8	9.0%

While every effort has been made to hold funding of emergency response intact, Public safety functions makeup well over 60 percent of the City's budget, with just under 2,000 of the General Fund's 3,400 employees assigned to the Police and Fire Departments. Given the size of the deficit it is not possible to solve the structural deficit without reducing public safety department budgets. Public safety department budgets consist largely of personnel costs. In order to realize needed savings without reducing sworn police and fire emergency response staffing, support staff and non-personnel costs must be cut significantly. Civilian

reductions in these departments will be closely monitored to ensure minimal impact on core services.

The Police Department, beginning early in 2003, began reassigning police officers from support functions back into patrol. This not only put additional police officers on the street, available to respond to calls for service, but also served to reduce $1.9 million in overtime costs. This action resulted in restructuring of other department functions including Support and Planning, Accident Incident Detail, Communications, Youth Services, Community Relations, DUI Detail, Internal Affairs and Court Affairs. Staffing of Police Athletic League (PAL) facilities was also restructured, moving some PAL-assigned police officers to patrol and utilizing parks staff in their place at a lower cost. In addition, a number of gang outreach functions will be transferred to the PAL programs in an effort to better utilize resources. Additionally, some staffing reductions for Animal Control are recommended for FY 04.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Public Safety Emergency Services	($155,009)	-2.0	0.4%

The only proposed Public Safety Emergency Service reduction in FY 04 relates to a reorganization of Fire Department code enforcement staffing that was implemented in FY 03. Two fire prevention firefighters were transferred to other duties, the fire prevention positions eliminated, and the responsibilities of those positions were absorbed by remaining fire prevention personnel without a significant degradation of services provided. Savings from the closure of the Signal Hill Fire Station are reflected in the Return on Assets and Marketing category, and reduced fire management positions are accounted for in the General Administration and Management category.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Arts and Cultural Programs	($529,194)	-0.4	1.4%

General Fund support for arts organizations is proposed to be significantly reduced over the next three fiscal years. The City is committed to working with the Public Corporation for the Arts (PCA) and the rest of the arts community to develop a “Blueprint for the Arts” that will identify private funding sources and entities that can assist in stable, long-term funding for their programs. By spreading the reductions over three years, it is hoped the community’s arts organizations can adjust their operations and work toward increasing their fund-raising capacity. In FY 04, the total allocation to the PCA is proposed to be reduced by $697,000, of which $347,000 is from the General Fund and $350,000 is from Special Advertising and Promotions (SAP). After these reductions, the City support for the PCA will be $650,000 in FY 04. Additionally, a 25 percent reduction to funding for the Municipal Band concert series is recommended, which could reduce their season from six weeks to four weeks, unless other funding can be identified.

Finally, the endorsed Plan included reducing $350,000 of the $669,000 payment for the Long Beach Museum of Art management agreement thereby returning funding to FY 02 levels. The non-profit Long Beach Museum of Art Foundation operates the City-owned Museum. It is recommended the reduction for FY 04 be reduced from $350,000 to $100,000, with the balance reduced in FY 05 to provide time for the Museum to develop alternative funding sources to support their operations. This time extension should allow for sufficient development of private funding sources to maintain the Museum of Art operations.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Communication, Promotions and Special Events	($203,253)	-2.0	0.5%

The City is restructuring the way it communicates with the public and staff is currently developing a Community Outreach Plan to accompany a likely reorganization of this important function. It is anticipated that costs can be reduced concurrent with improving communications and marketing efforts. Communication improvements being developed include an E-Government initiative that will put more of the government records and information on-line, providing electronic interaction between the public and public servants and webcasts of important City meetings and events. Also, a “Speakers Bureau” is being created whereby City staff will be made available to present City issues to community groups and to encourage and solicit community input into the government decision-making process.

Cost savings for this area are being realized as a result of the reorganization of the Fire Department’s Public Information Office, and by reducing the size and number of publications such as the Parks, Recreation and Marine Class Schedule, the ReDiscover Long Beach community calendar, and certain business development materials.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Business Services and Attraction	($275,605)	-1.1	0.7%

The “Voice Your Choice” survey results illustrated the importance of developing the City’s business community. Retention of existing businesses and attraction of new businesses is a high priority goal. The City’s 2010 Strategic Plan and economic development policy both stress having a proactive economic development effort. Given all of this, proposed reductions in this category are modest. The Community Development Department’s Business Technology Division, as mentioned in the Plan, was intended to focus on developing an Internet industry presence during the “dot.com” boom. Since that sector has declined dramatically the past couple of years, the division was never fully implemented. This division will be eliminated and these functions collapsed with other divisions in the department. The Community Development Department will continue to focus on other priorities including development of businesses, manufacturing, retail, continued growth in

tourism and related support service companies, and attracting and retraining trade-oriented companies. Another minor reduction in this category involves customer service provided by the Public Works Department in the area of subdivision maps and development agreements.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Code Enforcement	($223,656)	-3.5	0.6%

As mentioned in the Plan, there are a multitude of code enforcement services managed by several City departments. In an effort to identify duplicative services and improve operational efficiencies, a cross-functional team from all affected departments was assembled in addition to hiring a consultant to conduct a comprehensive review of code enforcement functions. It is suggested that any significant structural changes to the City's code enforcement programs await the results of the study. In the meantime, savings had to be realized, so some service revisions are proposed in this budget including reducing zoning inspection to critical inspections only, reducing weed abatement inspections to the most serious violations, and eliminating half of a vacant planner position funded from a State code enforcement grant.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Return on Assets & Marketing Opportunities	($6,032,068)	0	15.8%

The City owns a number of assets that generate revenue for the General Fund. The City, jointly with the Los Angeles County Sanitation District, owns the South-East Resource Recovery Facility (SERRF), a refuse-to-energy plant. SERRF projects a $5.0 million annual profit, half of which will be transferred to the City. There are also marketing opportunities proposed, which are anticipated to generate new revenue. These include the recently signed agreement with a private marketing firm, Signs of Support, that will generate approximately $300,000 from advertising on select City vehicles, as well as other potential marketing ideas that are being researched. The City of Signal Hill recently decided to end its fire protection contract with the Long Beach Fire Department. The City was subsidizing the cost of providing service to Signal Hill and will, therefore, save approximately $336,000 per year with the termination of the contract. The balance of the items in this category include pipeline permit revenue from the Water Department, reimbursement from Community Hospital of an outstanding loan, additional unbudgeted Redevelopment Agency property tax increment pass-through money, and additional ongoing fund transfers from the Gas Fund and Towing Fund.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
New Fees	($225,440)	0	0.6%

This category is a small part of the FY 04 budget solution, and includes fees not currently collected by the City. Even though several were contemplated in the Plan, no new taxes are included in this proposed FY 04 budget. The proposed new fees for FY 04 are tied directly to a specific service being provided and are designed to begin paying for those services. Examples of new fees include setting preferential parking permit fees to $30 per year, a $50 "After Hours" release fee to retrieve impounded vehicles after normal business hours, establishing a collections contract to recover the difference between the towed vehicle storage fees and the lien sales/salvage revenue recovered. In addition, a $5 per year fee is proposed in order to begin covering costs of providing required hazardous material education services to the following types of facilities: multi-unit housing, hotels/motels, food facilities, hazardous waste generators, medical waste facilities, and those receiving site education visits related to the National Pollution Discharge Elimination System (NPDES).

For a complete listing of proposed FY 04 Fee Adjustments, including those mentioned above that relate to the Plan, please refer to **Attachment E** of this letter.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
Existing Fees	($4,541,340)	0	11.9%

In order to achieve reductions to the structural deficit, increases in some penalties and fees are proposed for FY 04. No existing taxes are proposed to be increased in FY 04. The fee increases included are designed to recover the cost of providing the associated service, and in no cases would the fees exceed such costs. Consideration has also been given to comparable fees charged by surrounding cities. Included in this proposed budget are increases such as parking citation and City-owned garage increases, elimination of the Business License Tax discount that was discontinued in December 2002, fire plan check fees, and some recreation fees such as those for adult sports and recreation swim. Increases in gas service connection and reconnection fees will help offset the cost of providing natural gas connection services, and raising the utility payment late from 1 percent to 1.5 percent can provide significant revenue, while not placing an undue burden on the community.

For a complete listing of proposed FY 04 Fee Adjustments, including those mentioned above that relate to the Plan, please refer to **Attachment E** of this letter.

Category	FY 04 Dollars	FY 04 FTE	Percent of the Solution
One-time Revenues/Transfers	($17,491,084)	0	N/A

Although one-time revenues do not solve the structural deficit, their use is critical to the Plan's approach to solve the problem over a number of years without relying on harsh cuts of services to the community. This budget proposes to use approximately $12.8 million in carryover funds from FY 03 as well as $17.5 million in additional one-time revenues and transfers to balance the FY 04 budget[1]. The $12.8 million carryover primarily originated from the City Manager departments hiring freeze and purchasing review that produced significant savings in FY 03. These savings also allowed the City to defer certain one-time revenues planned for use in the FY 03 budget that can be used to help balance the FY 04 budget. While the use of one-time revenues is more than was originally contemplated in the Three-Year Plan, it is significantly less than was used in the FY 03 budget. It allows the City to balance this year's budget without creating new reductions that have not been discussed openly with the public or having to move forward with less palatable reductions planned for FY 05 or FY 06. One-time revenues and transfers planned for the FY 04 budget include revenues from refinancing the SERRF debt, Airport repayment of a previous loan, and transfers from the City's General Services Fund and Employee Benefits Fund. The City is determined to rightsize the budget, eliminate the structural deficit and the City's reliance on one-time funds over the next three years; however, prudent uses of one-time revenues can be a useful tool to implement this multi-year strategy while maintaining core services to the community.

[1] As the budget was being prepared for publication, the State Legislature adopted its budget. The State Budget will reduce City revenues by as much as $10 million, and possibly more, thereby effectively eliminating the $12.8 carryover.

Uncontrollable and Negotiated Cost Increases

Description	Fund	Cost	Offset	Offset Description
CITY MANAGER				
▪ Rent Increase for Citizen Police Complaint Commission Facility	General	$1,529	-	-
FINANCIAL MANAGEMENT				
▪ Maintenance Agreements for Commercial Services Equipment (Payment Processing, Cashiering and Calling Campaign Equipment)	General, Water, Gas, Sewer, Refuse	$5,612	($5,612)	Revenue
▪ Annual Financial Audit Contract	General	$19,519	-	-
FIRE DEPARTMENT				
▪ Emergency Operations Center (EOC) Custodial and Maintenance Services	General	$75,000	-	-
▪ Required Drug Testing for Firefighters Association (Negotiated in Memorandum of Understanding)	General	$8,000	($8,000)	Cost Reduction
HUMAN RESOURCES				
▪ Supplemental Insurance Premium Increases	Insurance	$323,613	-	-
LONG BEACH ENERGY				
▪ Consumer Price Index (CPI) Increase in Recycling Collections Contract	Refuse and Recycling	$103,201	($160,044)	Revenue
▪ Increase in South East Resource Recovery Facility (SERRF) Tip Fees	Refuse and Recycling	$1,464,664	($1,530,867)	Revenue
▪ Increase in non-SERRF Refuse Disposal Costs	Refuse and Recycling	$24,430	($8,041)	Partial Revenue
▪ Cost Associated With State Fee for Towing/Lien Sales of Vehicles	Towing	$100,000	($100,000)	Revenue
POLICE DEPARTMENT				
▪ Negotiated Conversion of Police Corporals to Police Lieutenants and Police Officers	General	$514,988	($520,004)	Cost Reduction

ATTACHMENT B

Description	Fund	Cost	Offset	Offset Description
PUBLIC WORKS				
▪ Lease of Modular Building Units	Airport	$200,000	($200,000)	Revenue
▪ Lease of Boeing Parking Lot	Airport	$900,000	($900,000)	Revenue
▪ Lease of Long Beach City College Parking Lot	Airport	$258,188	($258,188)	Revenue
CITYWIDE				
▪ Citywide Increases in Workers' Compensation Costs	All Funds	$14,000,000	-	-
▪ Citywide Increases in General Liability Costs	All Funds	$3,000,000	-	-
▪ Citywide Increases in Cost of Health/Dental Benefits	All Funds	$7,280,000	-	-
▪ Previously Negotiated 3 Percent Salary Increase for Miscellaneous (Non-Safety/Management) Employees	All Funds	$2,600,000	-	-
TOTAL		**$30,878,744**	**($3,690,756)**	

ATTACHMENT C

Proposed Enhancements

Description	Fund	One Time Cost	Cost	Offset	Offset Description
COMMUNITY DEVELOPMENT					
▪ Project Development Bureau Established Due to Reorganization	General		$200,000	($200,000)	Revenue
▪ Citywide Business Development and Attraction Marketing Program	General		$69,000	($69,000)	Revenue
▪ Create Marketing and Sponsorship Program	General		$121,261	($1,000,011)	Revenue
FINANCIAL MANAGEMENT					
▪ Purchase Database from Franchise Tax Board to increase return on Business License Tax	General	✓	$60,000	($60,000)	Revenue
▪ Combine Long Beach Energy's Call Center with Financial Management's to Increase Efficiency	General		$81,243	($81,243)	Revenue
▪ Real Time Credit Card Processing	Gas, Water, Sewer, Refuse		$50,000	($50,000)	Revenue
HEALTH AND HUMAN SERVICES					
▪ Grease Trap Permit and Inspection Program	Health		$79,967	($96,000)	Revenue
PARKS, RECREATION AND MARINE					
▪ New Water Park Amenities at Cesar Chavez Park	General		$82,771	($82,771)	Revenue
▪ Daisy Lane, Martin Luther King Jr., and Veterans Day Parade Costs	General	✓	$100,000	($100,000)	Revenue
▪ Aquatics Festival 2004 Event Costs	Tidelands	✓	$150,000	-	-
▪ Increase in Contractual Services for Special Events Bureau	Special Advertising & Promotion		$50,000	($50,000)	Revenue
▪ Increase in Contractual Services for Aquatic Camps	Tidelands		$10,000	($10,000)	Revenue

Description	Fund	One Time Cost	Cost	Offset	Offset Description
PLANNING AND BUILDING					
▪ Additional Staff for the Construction Regulation Program to Address High Demand Due to Increased Construction Activity[1]	General		$217,666	-	-
▪ Add Planner V in Advance Planning	General		$94,818	($94,818)	Revenue
▪ Add Inspector to Issue Citation Tickets for the Property Maintenance Program	General		$95,268	($95,268)	Revenue
▪ Create Planning Bureau Manager and Consolidate with Environmental Services Officer	General		$161,210	($161,210)	Revenue/Cost Reduction
▪ Add Planner V for Zoning and Land Use	General		$94,818	($94,818)	Revenue
PUBLIC WORKS					
▪ Increased Funding for Graffiti Abatement Program	General	✓	$200,000	-	-
▪ New Alley Improvement Program	Gas Tax and Capital Projects		$500,000	($500,000)	Revenue
▪ Add One Airport Security Officer IV	Airport		$55,271	($55,271)	Revenue
▪ Add Five Airport Security Officer II	Airport		$234,987	($234,987)	Revenue
▪ Add Four Airport Operations Assistant I	Airport		$167,756	($167,756)	Revenue
▪ Add Five Airport Security Officers III and Vehicles	Airport		$383,879	($383,879)	Revenue
▪ Replace Partitions in Six Restrooms at Airport	Airport	✓	$22,000	($22,000)	Revenue
▪ Purchase 20 Steel Plates to Mitigate Pavement Failure on Airplane Ramps and Taxiways	Airport	✓	$27,000	($27,000)	Revenue
▪ Purchase Two Automatic External Defibrillators	Airport	✓	$6,510	($6,510)	Revenue
▪ Administer National Pollutant Discharge Elimination System (NPDES) Issues at Long Beach Airport	Airport		$73,846	($73,846)	Revenue

[1] This enhancement will be funded by existing construction regulation fees that can be used only for this program.

ATTACHMENT C

Description	Fund	One Time Cost	Cost	Offset	Offset Description
▪ Add Special Projects Officer	Airport		$96,497	($96,497)	Revenue/Cost Reduction
▪ Add Five Maintenance Assistant II for Custodial Duties at the Airport	Airport		$197,503	($197,503)	Revenue
TECHNOLOGY SERVICES					
▪ Additional Automated Tape Library (ATL) to Handle Computer Backup	General Services	✓	$12,000	($12,000)	Revenue
TOTAL			**$3,695,271**	**($4,022,388)**	

ATTACHMENT D

CITY OF LONG BEACH
GENERAL FUND REVENUES
(Based on June 2003 YTD)

TOP 40 GENERAL FUND REVENUES	FY 01 ACTUALS	FY 02 ACTUALS	FY 03 ADJ BUD	FY 03 ETC	FY 04 JUNE PROP
SECURED REAL PROPERTY TAXES	$ 42,766,550	$ 45,841,330	$ 47,783,000	$ 48,341,000	$ 50,414,000
CITY SALES AND USE TAX	40,504,603	38,427,651	39,378,000	41,829,000	41,287,000
MOTOR VEHICLE IN LIEU TAX	26,573,298	27,434,551	27,450,000	27,969,000	28,249,000
ELECTRIC USERS TAX & PENALTIES	23,875,249	27,424,247	23,402,000	24,156,000	18,272,000
TELEPHONE USERS TAX & PENALTIES	20,081,378	19,395,152	17,461,000	18,796,000	18,562,000
BUSINESS LICENSE TAXES	7,805,588	7,800,764	7,800,000	8,260,000	8,899,600
PARKING CITATIONS	7,234,767	7,626,582	7,387,050	7,382,000	8,480,050
HARBOR-FIRE	6,956,804	5,958,072	6,906,130	6,906,130	7,483,792
ELECTRIC COMPANY FRANCHISES	5,389,266	6,389,618	6,548,000	6,870,000	5,997,000
PIPE LINE FRANCHISES	20,417,032	3,586,877	4,638,000	6,668,000	5,500,000
TRANSIENT OCCUPANCY TAX	6,667,920	6,223,373	6,231,000	6,463,000	6,829,000
GAS TAX-MAINTENANCE CHARGES	4,360,000	6,885,310	6,308,973	6,308,973	6,308,973
GAS USERS TAX & PENALTIES	8,968,480	4,824,243	4,121,000	5,343,000	4,580,000
MISC GRANTS FEDERAL	5,535,391	5,001,551	5,065,593	5,090,827	1,525,778
INTEREST-POOLED CASH	8,165,344	6,100,662	5,853,053	4,631,430	3,386,316
EMERGENCY AMBULANCE FEES	4,254,431	4,287,706	4,805,936	4,000,000	4,350,000
GAS-BILLING & COLLECTION SERVICES	3,774,571	3,855,266	3,891,241	3,891,241	3,945,157
AMERICAN GOLF LEASE	3,669,406	3,637,159	3,944,465	3,844,465	3,094,465
LAND,BLDG,R/W,EASEMENT,APT RENTALS	4,019,510	4,124,532	3,313,213	3,790,267	3,148,097
WATER USERS TAX & PENALTIES	4,226,131	4,252,224	3,827,000	3,657,000	3,197,000
PROP 172 FUNDS (SB509)	3,635,867	3,456,482	3,616,000	3,619,000	3,619,000
CIP-ENGINEERING CHARGES	2,835,270	3,627,776	2,823,052	3,338,268	3,047,416
VEHICLE CODE FINES	3,220,225	3,453,978	3,500,000	3,200,000	3,500,000
UNSECURED PERSONAL PROPERTY TAXES	2,727,592	2,234,790	2,635,000	2,809,000	2,809,000
AIRPORT-FIRE	2,314,010	3,333,922	2,640,783	2,640,783	3,331,826
OTHER DEPT SVCS TO PROPRIETARY FUNDS	1,301,760	2,176,815	2,353,410	2,475,844	2,655,893
WATER-BILLING & COLLECTION	2,032,236	2,209,669	2,389,795	2,389,795	2,423,128
OIL PRODUCTION TAX	2,365,145	2,253,947	2,184,000	2,261,000	2,077,000
MISC REVENUE FROM OTHER AGENCIES	939,051	697,782	1,309,897	2,244,564	2,249,030
BUILDING PERMITS	1,454,528	2,322,543	1,450,000	2,123,500	1,500,000
OTHER DEPT CHGS TO GOVT'L FUNDS	2,605,869	2,322,250	2,051,324	2,002,714	2,202,737
INTEREST-LOAN REPAYMENTS	54,386	1,768,108	831,889	1,818,407	596,251
PIPELINE SAFETY FEES	1,638,383	1,624,451	1,638,383	1,702,146	1,703,000
REFUSE-BILLING & COLLECTION SERVICES	1,449,025	1,518,566	1,616,925	1,616,925	1,648,534
BUILDING PLAN CHECK FEES	1,709,266	1,892,863	1,600,000	1,555,003	1,600,000
ASSET MANAGEMENT CHARGES	1,294,476	1,339,500	1,493,372	1,499,372	1,493,372
SIGNAL HILL FIRE SVC CHARGE	1,000,283	1,126,070	1,037,000	1,492,070	122,000
CHARGES FOR SPECIAL SERVICES	1,357,479	1,324,160	1,939,365	1,371,053	4,049,603
MISC REFUNDS & REIMB	1,126,566	1,775,295	1,034,802	1,290,875	1,659,302
TRANSFERS FROM OTHER FUNDS	19,272,496	23,202,789	53,448,685	46,905,477	38,969,031
SUBTOTAL TO 40 GENERAL FUND REVENUES	$ 309,579,632	$ 302,738,628	$ 327,708,336	$ 332,553,129	$ 314,765,351
SUBTOTAL ALL OTHER REVENUES	$ 32,208,443	$ 65,315,735	$ 39,348,837	$ 39,237,085	$ 34,982,439
TOTAL	**$ 341,788,075**	**$ 368,054,363**	**$ 367,057,173**	**$ 371,790,215**	**$ 349,747,790**

*OTHER REVENUES INCLUDE $2.5 MILLION OF UNRESERVED FUNDS.

Proposed FY 04 Fee Adjustments By Department

FEE DESCRIPTION	FUND	ANNUAL REVENUE
COMMUNITY DEVELOPMENT		
▪ Long Beach Enterprise Zone Program of $30 per Application	General	$69,000
FINANCIAL MANAGEMENT (Citywide XC)		
▪ Increase Late Fees on Utility Bills from 1 percent to 1.5 percent	General	$225,000
▪ Raise Certain Parking Citation Penalties Including “Exceeded Time Limit”, "No Parking by Sign" and "Blue Curb Street"	General	$250,000
▪ Raise Fees for Business License Regulatory Permits & Investigations Including “Business Alarm System Regulatory Fee”, “Pool Hall Investigation Fee”, “Garage Sale Fee” and “Entertainment with Alcohol and Dancing Investigation Fee”[1]	General	$100,000
▪ Increase Returned Check Fees from $15 to $30	General	$600,000
▪ Preferential Parking Permits Cost Recovery	General	$20,000
▪ Apply a Pipeline Permit to the Water Department	General	$2,500,000
FIRE DEPARTMENT		
▪ Increase Fire Plan Check Fees from 50% to 75% of Planning and Building Plan Check Fees	General	$250,000
HEALTH AND HUMAN SERVICES		
▪ New Animal Control Fees such as Vicious Animal Permit Re-inspection Fee, and Increases in Fees such as Dead Animal Disposal, Transporting Animals, Impounds and Daily Boarding, Late Fees for Licenses, Trap Rentals, Euthanasia; and Owner-Relinquished Animals	General	$35,000
▪ Hazardous Materials Education Program of $5 per Year for Multi-unit Housing, Hotels, Food Facilities and Hazardous Waste Generators	General	$57,940
▪ Environmental Health Fees Increase of 5% to Health Permit Fees in the Food, Water and CUPA (hazardous waste generator) Programs to Cover Program Costs	Health	$87,379
▪ Multi-Unit Dwelling Inspection Fee (11 – 21 units or more)	Health	$16,000
LONG BEACH ENERGY		
▪ Citation Rate Increase for Street Sweeping Violations from $30 to $35	General	$775,000

[1] These fees have not been increased since the 1960s and will be raised to recover the cost of providing the service.

FEE DESCRIPTION	FUND	ANNUAL REVENUE
▪ Increased Fee for Providing Natural Gas Services (monthly average of 94 cents per household) to Fund Necessary Infrastructure and Operating Costs	Gas	$2,200,000
▪ Revise Gas Main and Service Fee Line Schedule for Developer-Funded Installation and/or Extension of Natural Gas Distribution Projects	Gas	$30,000
▪ Increase Natural Gas Service Establishment Fees from $25 to $35	Gas	$360,000
▪ Increase Natural Gas Reconnection Fee from $16 to $36	Gas	$500,000
▪ Increase Towing Yard Daily Storage Fees from $20 to $25	Towing	$250,000
▪ Implement Towing Yard After Hours Release Fee of $50	Towing	$50,000
PARKS, RECREATION AND MARINE		
▪ Various Swimming Pool Fee Increases at Silverado and King Pools for Admission, Group and Private Lessons, Swim Meets, Business Rentals and Filming.	General	$1,340
▪ Athletic Field Preparation (first field from $44 to $55; second field from $27 to $30)	General	$2,000
▪ Extended Day Care Fee Increase of $5 per week	General	$4,500
▪ Various Blair Field Fee Increases for Field Rental Rates, Light Fees, Field Preparation Fees, and Rent from Parking and Non-Food Concessions.	General	$5,000
▪ Youth Services Network Membership Fee of $20	General	$1,000
▪ Chavez Water Park $1 Admission Fee	General	$16,430
▪ Average Adult Sports League Fee Increases of $30 to $40 and an Increase in the Number of Volleyball and Basketball Teams	General	$30,000
▪ Reinstate $1 Summer Recreation Swim Fee	General	$15,000
▪ Community Pools -- Swim Class Fee Increase of $5 per Class	General	$15,000
▪ Light Fee Waiver Decrease from 100% to 60% for Youth Groups	General	$50,000
▪ Sand Stake Permit Fee of $210 for 11 Month Use of the Sand Stakes	Tidelands	$1,489
▪ Various Swimming Pool Fee Increases at Belmont Pool for Admission, Group and Private Lessons, Swim Meets, Business Rentals and Filming	Tidelands	$660
▪ Leeway Sailing Center Fee Increases of $4 for Kayak, Canoe, Sabot, and Capri Classes	Tidelands	$2,000
▪ Establishment of Marine Facility Rental Fee at 223 Marina Drive and Mosey Kent Park Ranging from $100 to $300	Tidelands	$3,000
▪ Fee Increases for New Live-aboard Residents to Cover Services and Utility Costs	Tidelands	$900
▪ Shore Mooring Permit Fee Change to $6 Per Foot Per Day for Special Events	Tidelands	$0

ATTACHMENT E

FEE DESCRIPTION	FUND	ANNUAL REVENUE
▪ Aquatic Camp Fee Increase of $20 per week	Tidelands	$10,000
▪ New $35 Application Fee for Festival Operators	Special Advertising & Promotions	$875
▪ Fee for Street Closures for Merchant Association and Community Groups (Increase for Merchant Associations from $25 to $35 and New Fee of $35 for Community Groups)	Special Advertising & Promotions	$1,195
▪ Bill Processing Administrative Fee of 6.5% for Special Event Sponsors	Special Advertising & Promotions	$63,895
▪ Various Application Fee Changes for Use of Public and Tidelands Properties for Profit and Non-Profit Groups	Special Advertising & Promotions	$11,030
▪ Special Events Bureau Fees for On-site Staff Assistance of $100 Per Hour for Staff Monitoring/Site Visits and $50 Per Hour for Staff at Special Events and Filming Locations	Special Advertising & Promotions	$29,400
▪ Still Photography Film Program Application Fee of $50 for Adults and $20 Fee For Students	Special Advertising & Promotions	$3,850
▪ Moving Film Application and Permit Fee Increase of $50 for Applications and Increase of $25 Per Day	Special Advertising & Promotions	$65,360
▪ Public Property Block Party Use Fee Increase From $25 to $35	Special Advertising & Promotions	$1,250
PLANNING AND BUILDING		
▪ Proposed Fee Increases for Zoning and Environmental Processing Services Such as General Plan Amendments, Conditional Use Permits, Administrative Use Permits, Standard Variances, Sign Permits, and Zoning Plan Checks	General	$141,844
▪ General Plan Surcharge of 1.5% on Permit and Plan Check Fees	General	$93,784
TECHNOLOGY SERVICES		
▪ Raise Civic Center Monthly Parking Rates by $10 and Daily Maximum Rate By $1.50	Civic Center	$170,000
TOTAL		**$9,116,121**

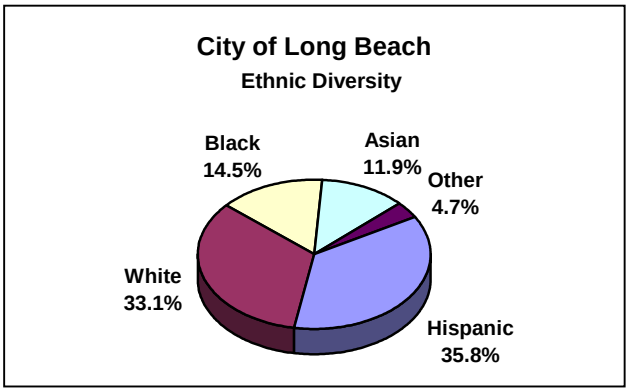
Understanding The City's Budget

CITY OF
LONG
BEACH

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. With a current population of approximately 481,000, Long Beach is the second largest city in Los Angeles County and the fifth largest city in the state. It is a diverse and dynamic city that, based on the 2000 Census, has the following ethnic breakdown: 35.8% Hispanic, 33.1% White, 14.5% Black, 11.9% Asian, and 4.7% 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.

The City Council is made up of nine members, elected by district. 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 Council actions. The Vice-Mayor is elected by the Council from among its members.

The City has three other full-time elected officials: City Attorney, City Auditor and City Prosecutor. The City Council appoints the City Clerk and City Manager. The Mayor nominates and the City Council approves members to various boards and commissions. 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.

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 and the three semi-autonomous commissions. The City currently employs approximately 5,850 full-time equivalent positions within 22 departments.

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

EDUCATION

The Long Beach Unified School District is the third largest public school system in California and serves over 97,000 kindergarten through twelfth grade students. The district's 95 schools are located in Long Beach, Signal Hill, Lakewood, and on Catalina Island. Long Beach City College has an enrollment exceeding 27,000 students. The college offers 130 Associate of Arts/Science degree programs, and the opportunity to complete up to two years in any of 81 baccalaureate programs for transfer to a four-year college or university.

California State University, Long Beach (CSULB) is the State University system's second largest campus. With approximately 34,566 students, CSULB offers 77 baccalaureate programs, 63 master degree programs, and one joint doctoral degree. Through University College and Extension Services, more than 33,000 students attend 550 credit and non-credit courses offered year-round.

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 4.1 million square feet of commercial office space.

Currently, the largest employer within the city is the Long Beach Unified School District, which operates 90 regular and five charter schools. The district's workforce of 11,096 employees ensures the success of students by maintaining high standards, a commitment to excellence, and by offering a comprehensive scholastic program.

The City's second largest employer, the Boeing Corporation, operates a 424-acre facility at the Long Beach Airport where they employ approximately 10,500 persons. The facility exceeds 6.7 million square feet of space and is currently utilized for the production of the Boeing 717 commercial jetliner, 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 commercial use in an effort to provide quality industrial, research and development space.

Other major employers in the City include California State University, Long Beach; the City of Long Beach; the Long Beach Memorial Medical Center; and the Veteran's Administration Medical Center.

Rank	Employer	Employees As of May 2003
1	L.B. Unified School District	11,096
2	Boeing	10,500
3	City of L.B. (includes part-time)	6,554
4	CSULB (includes part-time)	5,609
5	L.B. Memorial Medical Center	4,400
6	V.A. Medical Center	3,000
8	L.B. City College	2,000
7	St. Mary Medical Center	1,900
9	United States Postal Service	1,900
10	Gulfstream Aerospace Corp.	1,020

Oil production, private and municipally-owned, continues to be an important business in Long Beach with both offshore and onshore facilities. 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.

The Port of Long Beach remains one of the busiest container ports in the world. During Fiscal Year 2002, throughput exceeded approximately 4.7 million twenty-foot equivalent units

(TEU) and 126 million metric revenue tons. International trading partners include the Pacific Rim nations of Japan, China, Taiwan, and Korea. In addition to containers, the Harbor facility handles crude and refined petroleum products, dry bulk such as coal, coke and cement; automobiles, lumber, paper and fruit; steel and scrap metal.

As California's largest urban Enterprise Zone, Long Beach offers businesses five categories of State tax incentives aimed at stimulating new private investment, business expansion and job creation. These incentives include: sales tax credits; hiring tax credits; business expense deductions; net operating loss carryover and a net interest deduction for lenders. Over 10,000 businesses of varying sizes are in the Enterprise Zone. The Enterprise Zone designation is in place until 2007.

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 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 12,000 ocean animals from over 550 species indigenous to the Pacific Rim. It is a milestone in design, architecture and technology for the 21st century.

MAJOR DEVELOPMENTS

Construction continues on The Pike at Rainbow Harbor, a 350,000-square foot commercial complex consisting of restaurant, retail, and entertainment uses. The Pike will be a major waterfront attraction located between the Convention Center, the Aquarium of the Pacific and Rainbow Harbor. In addition, the adjacent Park at Harbour View is a $250 million multi-phase, mixed-use development currently under construction and will include 538 apartments, 246 condominiums, a 500-room hotel, as well as office and retail space. Ocean Villas, a $100 million luxury high-rise residential development at 350 East Ocean Boulevard broke ground in 2002 and will consist of 17-story twin towers containing 556 condominium units.

Construction is being completed for CityPlace, a major component in the revitalization of the downtown area. This $75 million mixed-use development includes 370,000-square feet of urban scaled destination retail anchored by Wal-Mart; 85,000-square feet of neighborhood retail anchored by Albertson's and Sav-On; Nordstrom Rack and Ross stores; and up to 350 units of market rate housing for rent and for sale.

Carnival Cruises opened up its western United States cruise ship terminal at the Queen Mary in April 2003. The terminal is home to two 855-foot cruise ships with approximately 330,000 annual passengers. This project also includes renovation of a one-third of the former Spruce Goose Dome for a Carnival Cruise Line embarkation facility; a five-story, 1,300-space parking structure; and a new fire station with rescue boats for the surrounding area.

Passenger and aircraft traffic continue to be robust at the Long Beach Airport, as air carrier operations approach the 41-flight level permitted under the City's Noise Ordinance. Airport capital projects for FY 04 are focused on safety, security, and major infrastructure rehabilitation. The rehabilitation of Runway 12-30, the Airport's main runway for air carriers, is the primary project that will be undertaken this year. Other improvements to facilities include a new boarding lounge to provide needed passenger gates and a new concession area; an expanded baggage claim area; a new security screening area; and improved signage from the I-405 Freeway into the Airport.

Several key public safety projects currently remain under construction: the Emergency Communications and Operations Center, the North Division Police Station, the Public Safety Building Retrofit, and refurbishment of Fire Station #1. These projects will provide much needed facilities and will assist the Police and Fire Departments in continuing to deliver quality public safety services to both residents and visitors.

Future projects include the development of the Promenade, the North-South pedestrian right-of-way between 1st and 5th Streets. Construction is estimated to begin in 2003 for this urban, pedestrian-oriented, mixed-use development that will complement the Pine Avenue entertainment, East Village Arts, Convention Center and Pike areas. The West Gateway project, another mixed-use development, incorporates all or portions of seven blocks north of Broadway adjacent to the I-710 freeway with ground level neighborhood retail with approximately 800-1,000 residential units.

The Budget Process

The Fiscal Year 2004 (FY 04) Budget covers the period October 1, 2003 through September 30, 2004. The Budget document is divided into five sections: a summary of the City's Performance Management Initiatives, Budget Summaries, Budgets by Department, Fund Summaries and the Capital Improvement Program.

THE BUDGET PROCESS

The Budget is the most important policy document the City produces on an annual basis. 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 preparation process that encourages communication and transparency, seeking input from a diverse cross-section of the community, while offering ample opportunities for review and revision. The following is the general budget preparation process, based upon the FY 04 Budget experience, which for the first time utilizes the City's Three-Year Financial Strategic Plan as a guide for budget development.

Beginning in February, the City Manager and Department of Financial Management provide clear budget development instructions to departments, requesting they begin making initial preparations for their proposed operating budgets.

From March through June, departments complete their proposed budgets based on the revenue and expenditure recommendations contained in the Three-Year Plan as targets. In July the City Manager assembles department proposals into a coherent Proposed Budget that reflects the economic environment, fiscal condition and priority needs of the City.

Based upon the City's desire for greater communication and transparency, a series of community events is initiated in mid-July through the Budget's adoption by the City Council in September, designed to encourage active public dialogue regarding the Proposed Budget. Activities include a citywide Budget Summit, neighborhood board, committee & commission meetings, budget workshops and hearings.

FY 04 BUDGET PREPARATION CALENDAR

Feb	City Manager and Financial Management issued budget preparation policies and instructions to departments
Mar	City Council endorsed Three-Year Financial Strategic Plan
Mar - Jun	Departments completed their operating budget proposals according to Three-Year Plan
May	CIP subcommittee reviewed projects
Jul	City Manager released preview of Proposed Budget and initiated public dialogue at a citywide Budget Summit
Aug 1*	City Manager submits Proposed Budget and CIP budget to Mayor
Aug 15*	Mayor submits Annual Budget with recommendations to City Council and Public
Aug	Community input continues through staff budget presentations at neighborhood board, committee and commission meetings
Sept	Weekly budget workshops and hearings continue at City Council meetings
Sept 30*	Budget adopted

*On or before

Per Charter mandate, the City Manager submits the Proposed Budget, on or before August 1 to the Mayor for review. The Mayor reviews the Proposed Budget and submits it, along with any recommendations, to the City Council on or before August 15. By City Charter, the annual City Budget for City funds and departments must be adopted prior to October 1, the beginning of the new fiscal year.

BUDGETS BY DEPARTMENT

The mission and goals of each department serve as the basis of their annual budgets. In this section, key information on the department's structure, mission, goals and the services to achieve these goals can be found. For FY 04, each department identified key challenges and opportunities for achieving the department's goals, and if relevant to the department, proposed structural deficit reduction measures as recommended by the Three-Year Financial Strategic Plan.

Detail on each department's proposed financial and staffing requirements to maintain the City's various services is provided. Expenditures are categorized consistently throughout the budget to show operational costs, using the following "characters" of expense: Salary, Wages, & Benefits; Materials, Supplies & Services; Internal Support; Capital Purchases; Debt Service; Transfers from Other Funds; and, Prior Year Encumbrances.

FUND SUMMARIES

The Budget includes proposed spending from many different "funds" which are required by State or Federal law, the City Charter 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 revenues. 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 fifth section of the Budget is the proposed Capital Improvement Program (CIP), which presents proposed expenditures for major construction or repair of City facilities and buildings. A committee of department representatives meets during the year to select projects to be initiated. This committee also determines the timeframe of the projects, the sources of funding, and the operating impacts on the General Fund. The capital budget is based on a five-year program for investment in the City's infrastructure, which is adopted annually by the City Council as part of the budget process. A companion document, the proposed Fiscal Year 2004 One-Year Capital Improvement Program describes capital improvements in greater detail.

FINANCIAL INFORMATION

Adjustments to the Budget

During a fiscal year, special circumstances may result in changes to department spending priorities. Appropriations are made at the fund and department level. Transfers between programs or "characters of expense" require City Manager approval. Budget adjustments that require a modification to the amounts authorized by the Appropriations Ordinance require the approval of the City Council.

Basis of Accounting*

Governmental funds and expendable trust funds are maintained on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the period in which the liability is incurred, if measurable, except for unmatured principal and interest on general obligation debt, which is recognized when due.

**This information is taken from the Comprehensive Annual Financial Report of the City of Long Beach, California – September 30, 2002. For further information regarding the City's accounting and debt management practices, please consult this document.*

Accounting Basis of Budgeting

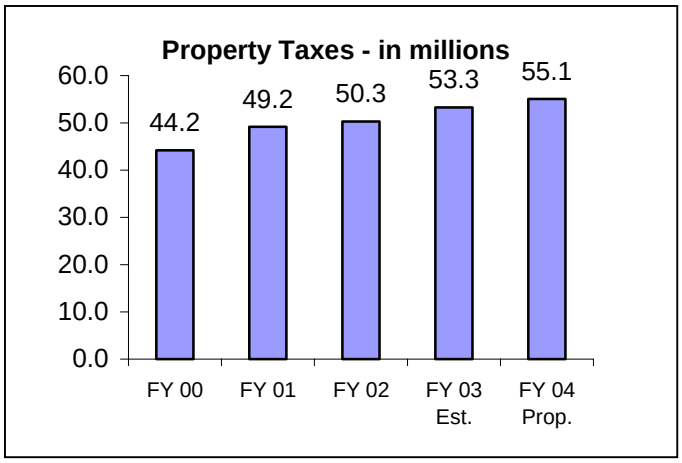
The generally accepted accounting principles used as the accounting basis to prepare this Budget are the same as those used to prepare the annual financial report with the following exceptions: (1) encumbrances are considered to be expenditures for budget purposes but are not included in financial reporting; and (2) land held for resale is recorded as an expenditure when purchased and a revenue when sold for budget purposes. For financial reporting purposes, land is held as an asset and a gain or loss is recognized at the time of sale.

Investment Management

This function's primary goal is optimizing return on investment while simultaneously safeguarding principal and ensuring the liquidity levels necessary to pay for budgeted expenses. 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, 2002, the Treasurer's investment pool was approximately $1.141 billion divided into short-term and long-term portfolios. The short-term portfolio is managed for liquidity. The long-term portfolio is managed for enhanced yield. To measure performance, the City uses two benchmarks: the 91-Treasury Bill benchmark for the short-term component and the Merrill Lynch 1-3 year Treasury Index for long-term component.

General Fund Revenue

Property Taxes



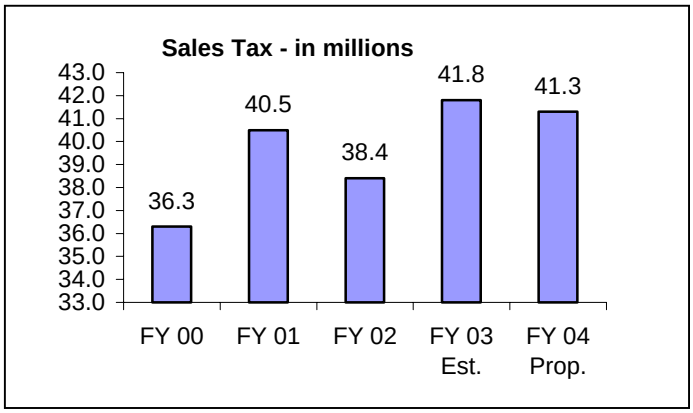
Approximately 15.9% or $55.1 million of the City's General Fund revenue is derived from local property taxes. Property, primarily land and buildings, is valued by the County Assessor and taxed at 1% of assessed value. Cities and other local agencies, such as schools, special districts, and the County of Los Angeles, share in the countywide property tax pool. The City of Long Beach only receives approximately 21% of property taxes paid by City property owners. In addition, the City's Redevelopment Agency receives 100% of certain specified property tax revenues generated within the redevelopment project areas. Due to the economy's growth and affect on property values, FY 04 property tax estimates assume revenue increases above FY 03 receipts. Property in the State of California is generally reassessed only upon change of ownership. During the late 1980s, the City was the beneficiary of a strong real estate market resulting in a dramatic increase in property tax receipts.

The continuing inability of the State of California to provide funding for State programs through its ongoing revenues has required that the State turn to local government for help. As a result, the City's property tax estimates reflect the cumulative loss of $4.8 million in FY 93, an additional $8.7 million in FY 94, another $0.9 million loss in FY 95 plus $0.9 million in FY 95/FY 96 as a retroactive assessment, and $0.3 million in FY 98. This $15.6 million cumulative loss of property tax revenue is ongoing.

Property tax is a major source of revenue for critical 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% of all General Fund revenues as compared to 15.9% now. Other revenues have been used to augment the decrease in this revenue source.

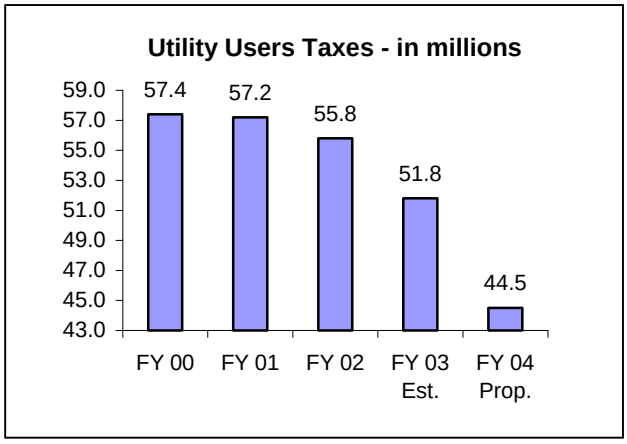
Sales Tax

Sales tax receipts are expected to account for $41.3 million, or 11.9% of all General Fund revenues for FY 04. All taxable retail sales in Long Beach are charged an 8.25% tax. This amount includes 1.25% that goes to the County of Los Angeles, and 6.00% that is retained by the State. Only 1.0% is returned to the City by the State. Sales tax revenue varies from year-to-year due to fluctuations in the economy. The City must continue to promote economic development in order to bring sales tax revenues to a level comparable to other cities in Los Angeles County. FY 02 sales taxes have decreased over FY 01, but FY 03 projections are higher due to the improving economy and some one-time receipts.



Utility Users Taxes

The City applies a utility users tax to customer's electricity, gas, telephone, and water bills. These four revenue sources account for $44.5 million or 12.8% of the City's General Fund revenues. A voter-approved initiative is reducing the utility user tax rate from 10% to 5% over a five-year period. The rate for FY 04 will be 6% effective October 1, 2003. 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 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 been affected by the recession and the war in Iraq.

Licenses and Permits

This revenue comes to the City from a variety of licenses and permits. The largest revenue is generated by sale of building permits, building plan check fees, emergency ambulance fees and dog licenses.

Fines, Forfeitures and Penalties

Revenue is received by the City in this category primarily from vehicle code fines and parking citations. As part of its budget act several years ago, the State diverted 50% of cities' vehicle code fines to State uses. State Assembly Bill 233 brought these revenues back to the City effective July 1, 1998.

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. Interest earnings have been negatively affected by the decrease in interest rates.

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. The State provides funding through the Motor Vehicle In Lieu Tax. Other miscellaneous State funds are provided for maintenance of State highways, fire and peace officer training, and police extradition reimbursements. The budget reflects legislative action enacted that shifted all Cigarette Tax revenues to the State's General Fund.

Other Charges and Revenues

These miscellaneous charges include library fines and fees, police reports and sale of used equipment and vehicles.

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.

Transfers from Other Funds

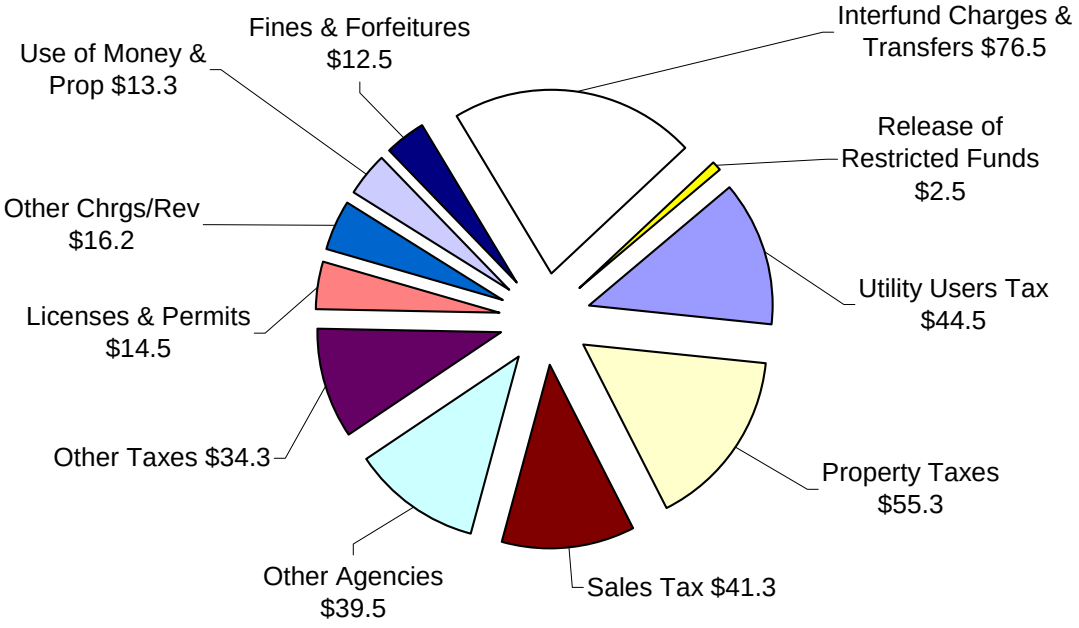
This category includes transfers, in lieu of property tax, to the General Fund from City enterprise and utility operations.

"Gann" Appropriations Limit

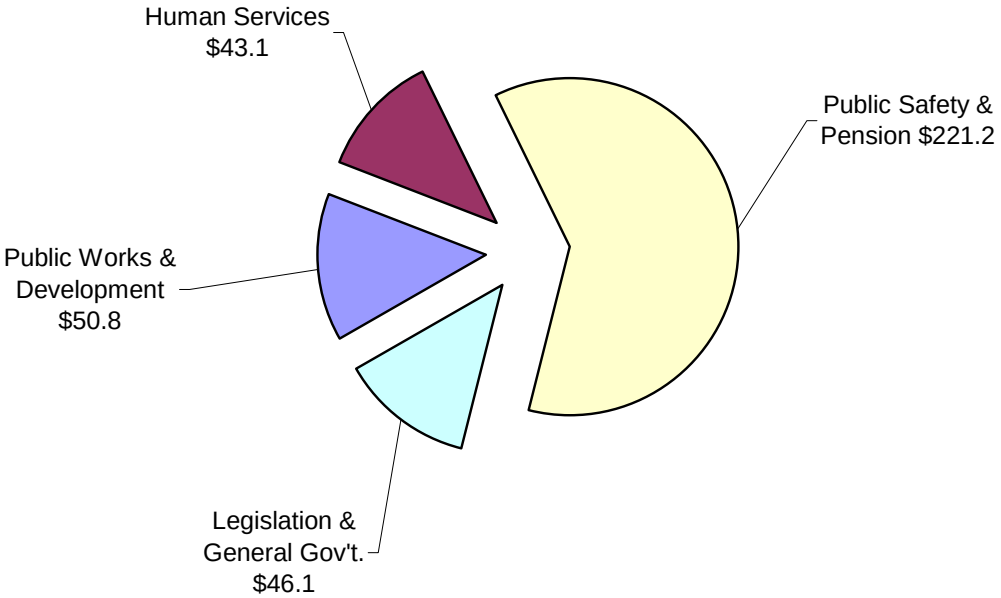
In November 1979, the voters of the State of California approved Proposition 4, commonly known as the "Gann Initiative." The Proposition created Article XIIIB of the State Constitution, placing certain limits on the amount of revenue that can be appropriated each fiscal year. The Limit is based on actual 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 04 has not yet been determined. However, the City does not anticipate a significant change from the FY 03 limit. Therefore, no Gann Limit issue is anticipated.

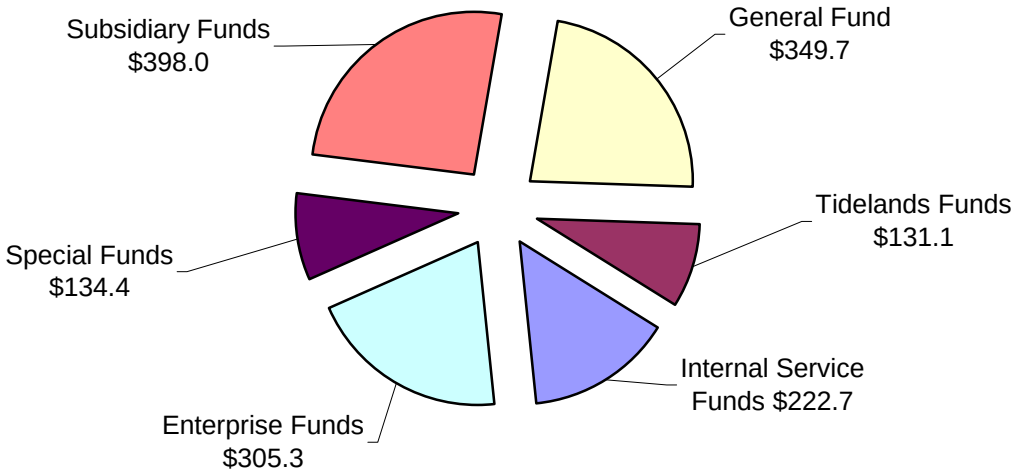
FY 04 Proposed Revenues General Fund
(in millions)
(Total = $349.7 million)



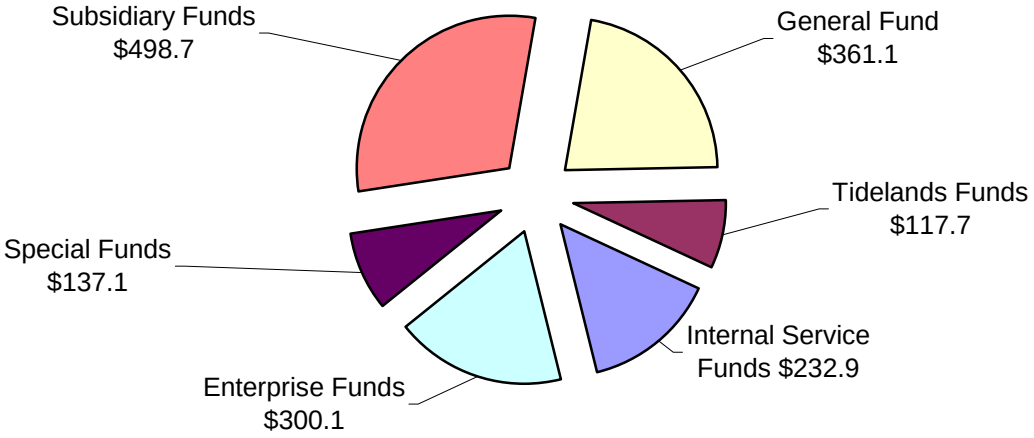
FY 04 Proposed Expenditures by Function
General Fund (in millions)
(Total = $361.1 million)



FY 04 Proposed Revenues
All Funds (in millions)
(Total = $1,541.2 million)



FY 04 Proposed Expenditures
All Funds (in millions)
(Total = $1,647.6 million)



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 $2.6 billion in debt will be outstanding as of September 30, 2003.

Central to debt management is ensuring the City's compliance with Federal, State and local regulations. Other duties of this function include trustee services, preparation of Securities and Exchange Commission and Internal Revenue Service reports, determining annual assessment levies, and approving the distribution of bond proceeds.

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, 2002.

Revenue Bonds			
Issue Name	Final Maturity	Original Par Amount	Amount Outstanding
Series 1993 Harbor Revenue Bonds	2018	$166,500,000	$133,130,000
Series 1993 Belmont Shore Parking Meter Revenue Bonds	2013	2,220,000	1,565,000
Series 1993 Gas Utility Revenue Bonds	2013	13,490,000	9,440,000
Series 1994 Marina Subordinate Revenue Bonds	2009	1,310,000	760,000
Series 1995 Marina Refunding Revenue Bonds	2008	31,725,000	17,795,000
Series 1995 Harbor Revenue Bonds	2025	343,420,000	314,095,000
Series 1997A Water Revenue Bonds	2024	46,945,000	40,155,000
Series 1998A Harbor Revenue Bonds	2019	206,330,000	185,080,000
Series 2000A Harbor Revenue Bonds	2025	275,000,000	275,000,000
Series 2002A&B Harbor Revenue Bonds	2027	300,000,000	300,000,000

Lease Revenue Bonds			
Issue Name	Final Maturity	Original Par Amount	Amount Outstanding
Series 1995 Southeast Resource Recovery Facility Lease Revenue Refunding Bonds	2018	$143,300,000	$129,300,000
Series 1997A Lease Revenue Refunding (Civic Center Project)	2027	43,655,000	40,015,000
Series 1998A&B Lease Revenue and Refunding Bonds (Temple & Willow Facility)	2027	38,065,000	35,495,000
Series 1999A Lease Revenue Bonds (Rainbow Harbor Refinancing Project)	2024	47,970,000	47,905,000
Series 1999 Variable Rate Demand Lease Revenue Bonds (Long Beach Museum of Art)	2009	3,060,000	3,060,000
Series 2001 Lease Revenue Bonds (Plaza Parking Facilities)	2027	11,500,000	11,500,000
Series 2001 Lease Revenue Refunding Bonds (Aquarium)	2030	129,520,000	129,520,000
Series 2002 Long Beach Bond Finance Authority (LBBFA) Lease Revenue Bonds (Public Safety Facilities)	2031	40,915,000	40,915,000

Source: City of Long Beach – Comprehensive Annual Financial Report

Tax Allocation Revenue Bonds			
Issue Name	Final Maturity	Original Par Amount	Amount Outstanding
Series 1992A Downtown Project Refunding Bonds	2022	$81,020,000	$65,595,000
Series 1992 West Long Beach Indust. Tax Allocation Rev. Bonds	2022	36,470,000	30,750,000
Series 2002A Long Beach Bond Finance Authority (LBBFA) [1] Tax Allocation Revenue Bonds	2031	77,715,000	77,715,000
(Downtown Redevelopment Project Area)	*2024*	*$26,820,000*	*$26,820,000*
(North Long Beach Redevelopment Project Area)	*2031*	*40,290,000*	*40,290,000*
(Poly High Redevelopment Project Area)	*2012*	*1,710,000*	*1,710,000*
(West Beach Redevelopment Project Area)	*2018*	*8,895,000*	*8,895,000*
Series 2002B Long Beach Bond Finance Authority (LBBFA) [2] Tax Allocation Revenue Bonds	2024	47,780,000	47,780,000
(Downtown Redevelopment Project Area)	*2024*	*25,920,000*	*25,920,000*
(West Long Beach Industrial Redevelopment Project Area)	*2018*	*21,860,000*	*21,860,000*

[1] Series 2002A LBBFA Tax Allocation Revenue Bonds defeased the Series 1997 Downtown Redevelopment Project Subordinate Refunding Tax Allocation Bonds, 1992B Downtown Project Tax Allocation Revenue Bonds and Series 1987 West Beach Project Tax Allocation Revenue Bonds.

[2] Series 2002B LBBFA Tax Allocation Revenue Bonds issued December 2002 partially defeased the Series 1992 West Long Beach Industrial Tax Allocation Revenue Bonds and the Series 1992A Downtown Project Refunding Bonds. As of December 2002, amount outstanding for Series 1992 West Long Beach Industrial Tax Allocation Project Revenue Bonds was $18,125,000 and for Series 1992A Downtown Project Refunding Bonds, the amount outstanding was $39,925,000.

Pension Obligation Bonds			
Series 1995 Pension Obligation Refunding Bonds	2011	$108,635,000 [1]	$22,875,000
Series 2002A&B Pension Obligation Bonds	2021	87,950,000	87,950,000

[1] Series 2002A&B Pension Obligation Bonds partially defeased Series 1995 Pension Obligation Refunding Bonds in September 2002. The remaining issue amount after partial defeasement of the Series 1995 Pension Obligation Refunding Bonds was $23,920,000.

Certificates of Participation			
Issue Name	Final Maturity	Original Par Amount	Amount Outstanding
Series 1993 Airport	2016	$16,815,000	$12,750,000
Series 1997 Queensway Bay Parking Facility	2017	5,855,000	5,035,000

Source: City of Long Beach – Comprehensive Annual Financial Report

City of Long Beach

Computation of Legal Debt Margin

September 30, 2002

(In Thousands)

Net Assessed Valuation		$ 24,381,507
Plus Exempt Property		608,486
Total Assessed Valuation (1)		$ 24,989,993
Debt Limit - 15 Percent of Total Assessed Valuation (1)		$ 3,748,499
Amount of Debt Applicable to Debt Limit:		
Redevelopment Bonded Debt	$ 174,060	
Less:		
Assets in Redevelopment Debt Service Fund, Available for Payment of Principal	22,016	
Total Amount of Debt Applicable to Debt Limit		152,044
Legal Debt Margin (1)		$ 3,596,455

Note:

(1) The fiscal year 2002 debt limit is based on assessed valuation of 100% of market value, and reflects valuation for the property in redevelopment project areas.

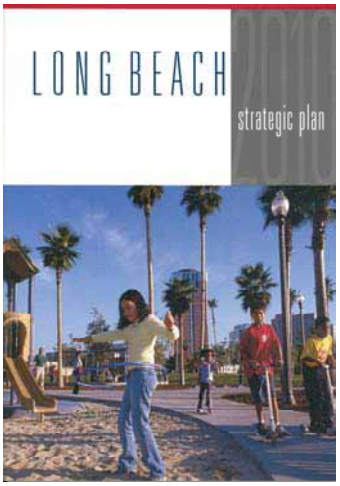
Source: City of Long Beach FY 02 *Comprehensive Annual Financial Report*.
(California Government Code Section 43605 establishes 15 percent debt limit.)

Performance Management Initiatives

Meeting the needs and expectations of the public through the City's diverse programs and services is one of the primary goals of the City. Such value can only be realized in an environment that encourages and rewards excellence, creativity, continuous improvement, accountability, customer service and greater efficiency and effectiveness in daily work practice. During the past few years, the City has initiated a number of Performance Management Initiatives (PMI) with the goal of maximizing the efficiency and effectiveness of government services and programs, and to provide standards based upon desired outcomes by which the City Council, community and City staff can measure and evaluate the costs and benefits of agreed upon operational goals. The City's PMI will not only address improving service delivery and assist in identifying issues, partnerships and collaborations beyond organizational boundaries, but it will also align the City's major business processes and provide a framework for identifying needed resource reallocation.

Utilizing greater policy clarity from the City Council and the community, the City will continue to evolve its PMI, and elevate the organization into a more effective provider of services – one with flexibility to adapt and respond to the community's needs, and one with the business intelligence to efficiently meet program objectives. There are several components of the City's PMI, each of which will be described in more detail throughout this section:

- *2010 Strategic Plan*
- *Three-Year Financial Strategic Plan*
- *Department Business Plans*
- *Department Service/Program Prioritization*
- *Work Process Review/Service Optimization*
- *Department Reorganization*
- *National Civic League Stakeholders Group*
- *ICMA Comparative Performance Measurement – Benchmarking*
- *City Manager's Annual Report to the Community*
- *Annual Budget Process*
- *Community Involvement*



2010 Strategic Plan – The city's Strategic Plan, developed with intensive community involvement in 1999 and 2000, provides a ten-year, citywide vision for Long Beach that hundreds of individuals and organizations throughout the city helped to create. That vision reflects a community of neighborhoods focused on youth and education, with safety and economic opportunities for all, and a responsive, accountable government, in a healthy, sustainable environment. The Strategic Plan serves as the basis for long-range policy-making as well as annual goal setting for the City in the following five areas: Neighborhood Development, Education & Youth, Community Safety, Business Growth & Workforce Development and Environment.

The Strategic Plan provides the City with a future vision of Long Beach and recommends activities believed necessary to get us there. Such a comprehensive approach to the community's future development requires the concerted efforts of local government, community-based organizations, the business community and the education sector at all levels. Therefore, the City continuously strives to establish partnerships and programs that achieve the goals of the Strategic Plan applicable to its scope of responsibility. The City's PMI will further assist in measuring the appropriateness of municipal programs and services against their progress in fulfilling the Strategic Plan's desired outcomes.

Not only is it important for the city to have a Strategic Plan, but it is equally important to monitor and report back to the community on the progress of its implementation. A means of benchmarking progress and communicating successes on an annual basis is through the City Manager's Annual Report to the Community (please refer to the City Manager's Annual Report to the Community subsection below for more detail), which is called for in the 2010 Strategic Plan.

Furthermore, the City details specific achievements made by its departments each fiscal year in the Annual Budget document to encourage greater understanding about department resource allocations and the effectiveness of their programs. Lastly, City staff reports directly to the City Council on an annual basis with a comprehensive summary of progress made toward implementing Strategic Plan objectives that identifies areas where further policies or program changes may be necessary to enhance the City's efforts. One such update was provided to the Council on 2002 activities, and it is anticipated that with the next report on 2003 activities in FY 04, these updates will become semi-annual on a go-forward basis.

City of Long Beach

Proposed
Three-Year Financial Strategic Plan

Fiscal Year 2004 Through 2006

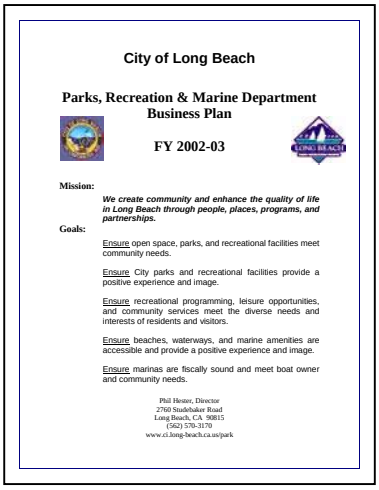
Gerald R. Miller, Acting City Manager

January 28, 2003

Three-Year Financial Strategic Plan – The Three-Year Plan was developed to provide a framework through which the City can bring its ongoing revenues and expenditures into structural balance in a logical and balanced manner over the next three years. FY 04 marks the first year of the Three-Year Plan's implementation. The Three-Year Plan was endorsed by the City Council in March 2003. The recommendations contained in the Three-Year Plan focus the organization on its core services and programs, and outline deliberate expenditure reduction measures as well as revenue enhancing mechanisms to downsize and align the organization based upon input from the community in identifying core services and options for reducing City costs or enhancing resources.

Cost reductions are the primary recommendations in the Three-Year Plan (83 percent), while revenue enhancements (12 percent) and increased return on municipal assets (5 percent) also factor into the Three-Year Plan's proposed solutions to the structural deficit. Furthermore, the Three-Year Plan explores potential areas for service restructuring, organizational consolidation and other cost saving measures that will allow the City to bridge its budgetary gap while maintaining core services and investments in critical infrastructure. To this end, the Three-Year Plan called for review of key municipal services such as code enforcement, workers' compensation & occupational health and fire services (please refer to the Work Process Review/Optimization subsection below for more details), and the contracting-out of targeted services (including landscape & street median maintenance, reprographics, billing & collections and custodial services).

Development of Three-Year Plan initiatives were linked to Strategic Plan goals, taking community priorities into account, trying to minimize the negative impacts on established goals of the Strategic Plan. The Three-Year Plan was also designed to be a working document whose assumptions must be continually reassessed to ensure they reflect the changing economic, social and financial realities of Long Beach. The City Council's Budget Oversight Committee has been given the primary task to work with the City Auditor and the City Manager to evaluate the City's progress in achieving the goals of the Three-Year Plan.


City of Long Beach

Parks, Recreation & Marine Department Business Plan

FY 2002-03

Mission:

We create community and enhance the quality of life in Long Beach through people, places, programs, and partnerships.

Goals:

Ensure open space, parks, and recreational facilities meet community needs.

Ensure City parks and recreational facilities provide a positive experience and image.

Ensure recreational programming, leisure opportunities, and community services meet the diverse needs and interests of residents and visitors.

Ensure beaches, waterways, and marine amenities are accessible and provide a positive experience and image.

Ensure marinas are fiscally sound and meet boat owner and community needs.

Phil Hester, Director
2760 Studebaker Road
Long Beach, CA 90815
(562) 570-3170
www.ci.long-beach.ca.us/park

Department Business Plans – All City Manager departments are currently developing comprehensive operating plans for their organization. Each Business Plan is a means by which a department identifies its mission and goals with the City's overarching goals and objectives, which in large part correlate to the 2010 Strategic Plan.

The Business Plans will assist departments identify strategies and activities that will support the achievement of its goals. During the coming fiscal year, the Business Plans will include specific performance measures to track outcomes (effectiveness) and outputs (efficiency) of each department's services and programs. Such measures will be used by decision-makers and community members to hold departments accountable for their performance.

The Business Plans will be updated annually to reflect customer needs and the changing service delivery environment.

Department Service/Program Prioritization – The City has begun to orient itself toward the services it provides, rather than its organizational structure (departments and bureaus) as has been its traditional practice. This recasting of the City's organization will allow for the identification of duplication and/or omission in service delivery throughout the City.

To facilitate this process, each City Manager department was asked to perform a Service/Program Prioritization during FY 03, which identified each department's activities, aggregated by its Business Plan goals. This exercise identified over 486 distinct services and programs provided by the 13 departments. Over the years, the City has added a considerable number of worthwhile programs during the revenue abundant 1990s. The Three-Year Plan has shifted the organization's focus to preserving its core services, shedding those programs that are no longer effective or no longer contribute to achieving the strategic goals of the organization.

During FY 04, a thorough review and prioritization of services will be conducted, and budget/financial information will soon be linked to these programs/services, to further provide insight into the effectiveness of current programs, and like Strategic Plan activities, ensure that scarce resources are being allocated to priority areas.

Work Process Review/Service Optimization – The City has been exploring ways in which it can provide services at lower costs without jeopardizing the public value they create. During the 1990s, a Work Process Review protocol was developed in response to Proposition L (contracting-out City services) as a systematic means of reviewing the City's service delivery mechanisms for cost competitiveness.

The Three-Year Plan, however, called for the comprehensive review of several key programs in an effort to identify cost saving and service optimization measures for the near-term. As a result, the City formed citywide, interdepartmental teams to design and administer four major service optimization studies: Employee Compensation & Benefits, Code Enforcement & Nuisance Abatement, Workers' Compensation & Occupational Health, and Fire Services & Dispatch. It is anticipated that these studies will produce recommendations for service improvement to be implemented during FY 04 and FY 05.

The Three-Year Plan also identified several current operations and practices that would likely generate costs savings through the potential redesign of service delivery mechanisms and/or consolidation of functions. These include but are not limited to: fleet maintenance, helicopter maintenance, towing operations, reprographic services, street sweeping & ticketing, parking enforcement operations, business license processing and information & technology services. The City is currently performing internal analyses regarding potential savings in each of these areas.

While the reviews recommended above could result in significant savings in the future, it is important to continually assess service delivery methods to improve organizational effectiveness. The work process review/optimization of the City's programs and services will

become a standard practice throughout the organization, to achieve our objective for greater accountability, efficiency and effectiveness.

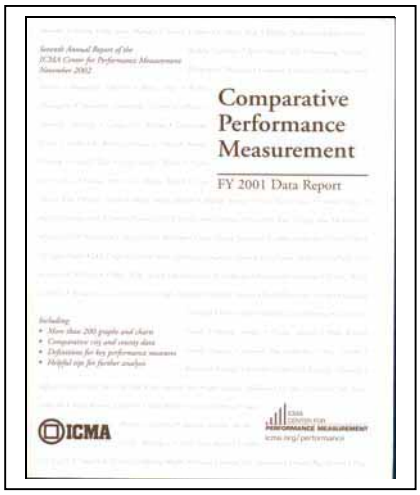
Department Reorganization - As a result of deliberate, ongoing operational changes, each City Manager-department has been asked to identify areas where their organizations can be restructured. These changes to the apparatus of the City's departments should reflect the shrinking economic environment and streamlined service priorities of the community, by right-sizing management and other staffing through consolidation or elimination of unnecessary functions, focusing each department on its core services.

Several departments will begin to undergo organizational change during FY 04, including the City Manager's Department, the Planning & Building Department, the Department of Community Development and Technology Services Department, while more reorganization will occur throughout the implementation of the Three-Year Plan.

National Civic League Stakeholders Group – In April 2000, the National Civic League (NCL), in cooperation with the International City/County Management Association (ICMA) and with support by a grant from the Alfred P. Sloan Foundation, selected Long Beach as one of three cities nationally to participate in a project to develop local government performance measures that are meaningful to citizens. City Council approved a list of community representatives to serve on a Stakeholders Group to provide feedback and input during this process.

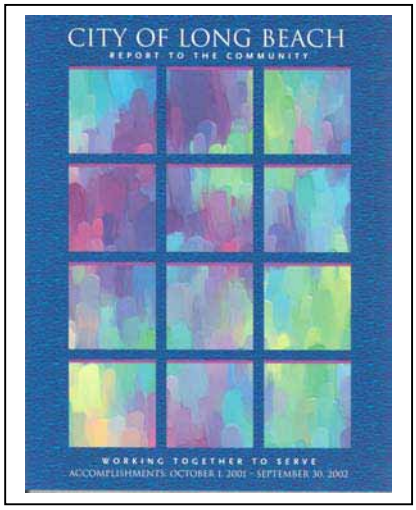
The City partnered with NCL and the Stakeholders Group to identify community-oriented outcomes based on the goals of the 2010 Strategic Plan. These outcome statements will provide targets upon which the City and community can measure its progress toward achieving the Strategic Plan's overall objectives, which in turn will provide a results-based means to determine if resources invested in City programs and services are producing the expected maximum value for citizens.

As the outcomes and indicators develop, the City Manager's Report to the Community and other performance reports will begin to utilize and feature the outputs developed by the Stakeholders Group.



ICMA Comparative Performance Measurement - Benchmarking – Benchmarking allows an organization to make comparisons between industry leaders, conduct a full analysis of the performance gap between the City and best-in-class performers, identify process differences and adopt changes in procedures required to make the City more competitive. The City of Long Beach participates in ICMA's Center for Performance Measurement annual survey of municipal service providers, which puts Long Beach's performance into a regional and national context, providing insight into how the City compares with benchmark jurisdictions in primary service areas. Data collected by ICMA is shared with department heads to help management assess where improvements in service delivery can be achieved.

ICMA's Comparative Performance Measurement Project was established to assist local jurisdictions in collecting, analyzing and applying performance information. Over 100 cities and counties participate in the project and use the data collected from participating agencies to improve the way they do business. Long Beach has participated in this project since 1995, making the City better equipped to benefit from benchmarking by using the nationwide and regional data available.



City Manager's Annual Report to the Community – This annual report is a key communication tool used by the City Manager to disseminate information on department goals, core City services and the City's successful efforts to achieve key 2010 Strategic Plan objectives. The Report highlights achievements within each of the five major areas of the Strategic Plan – Business Growth & Workforce Development, Community Safety, Education & Youth, Neighborhood Development, and Environment.

The 2002 Report to the Community specifically compared direct Strategic Plan inputs from the community (*What You Said*) and provided specific examples of how the City has responded (*What We've Done*). Since achieving the Strategic Plan's objectives will be a multilateral process requiring the mobilization of Long Beach's diverse community and business resources, the Report also evaluated where non-governmental support is still required (*What You Can Do*).

To date, Reports for 2001 and 2002 have been published, while a Report for 2003 is expected by the end of the calendar year. It is envisioned that the Report to the Community will evolve into an annual Scorecard that uses the outcome indicators and other performance measures developed by the NCL Stakeholders Group as its basis.

Annual Budget Process – The Budget is the most important policy document the City produces on an annual basis. The program and financial decisions it embodies must reflect the will of the community through the policy direction of the City Council. By developing an annual Budget based on agreed upon goals, strategies, priorities and principles that are shaped by community input, the City will better be able to focus its resources and efforts on those areas of the highest importance to the city.

This can only be achieved through a process that is open and transparent, that seeks and utilizes input from a diverse cross-section of the community, and offers ample opportunities for review and revision. The FY 04 annual budget process is an unprecedented attempt to do just this. Through a series of community outreach activities that began during the spring and extend through budget adoption in September (Town Hall meetings, Budget Summit, neighborhood, board, committee and commission meetings, budget workshops and hearings, etc.) coupled with the early preview of the City Manager's Proposed FY 04 Budget, there has been an unparalleled number of

opportunities for the community to review and comment on the basic assumptions of the FY 04 budget.

Going forward, through the increased use of department business plans, performance data, organizational and program financial models, clear policy guidance from the City Council and an even greater emphasis on community input, the Annual Budget Process will become the ultimate reflection of the City's commitment to Performance Management.

Community Involvement – Civic participation is a key factor in the quality of life for our community. One of the greatest challenges for public officials, especially given the current environment of public disillusionment with government, is to connect meaningfully with the residents and stakeholders it serves. Without an engaged public however, it is difficult to create the partnerships needed between community and government to identify and address the diverse service needs of a large, multi-ethnic community. The City has learned through the development of the Strategic Plan 2010, the Three-Year Plan and other community initiatives that connecting and consulting with the community enhances the City's ability to serve its various constituencies.

Creating a relationship between the community and its government that is more meaningful, collaborative and mutually beneficial is one of the top priorities for the City Manager. While this may be a difficult task under the best of circumstances, it is important that the City take proactive strides toward bridging the gap in trust, cooperation and understanding that has developed in Long Beach over the past several years. An informed and active community providing critical feedback will ensure that all City activities are in alignment with the strategic objectives of the community, and are being implemented in a way that promotes transparency, deliberation and the health of the City for all residents.

To this end, the City Manager departments have performed an internal review of how it communicates, solicits input and encourages interaction with the community in its decision-making processes. As a result, the City Manager will bring a recommendation to the City Council and community to develop a Citizen Participation Plan, with the full cooperation and input of the community, that defines and institutionalizes the most appropriate and effective means by which the City and community can work together to resolve the myriad of complex neighborhood issues continually challenging Long Beach.

Once participatory mechanisms are firmly rooted within the City of Long Beach's business practices, as well as in the fabric of the community, the goals of transparency and accountability will become all the more achievable. All of these Performance Management Initiatives together form a coherent system of management practices that further promote transparency, accountability and enhanced public value in the services and programs the City provides.

Budget Summaries

Summary of Budgets by Department
All Funds

Fiscal Years 2002 to 2004
(Includes operating, debt service and capital improvement program)

OPERATIONS	FY 02 Actual	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
Mayor and Council	$ 4,463,057	$ 4,259,575	$ 4,241,026	$ 4,223,444	$ 4,088,848
City Attorney	8,232,123	8,439,121	8,466,224	7,764,939	8,272,640
City Auditor	2,220,793	2,386,320	2,459,296	2,364,501	2,301,493
City Clerk	3,529,467	2,949,721	2,950,266	2,664,078	3,092,043
City Manager	10,419,890	9,728,239	9,840,129	9,216,260	8,176,309
City Prosecutor	4,384,834	3,969,610	4,084,691	3,899,891	3,969,610
Civil Service	2,570,109	2,322,095	2,355,451	2,216,189	2,451,545
Community Development	176,842,653	153,312,363	211,133,159	225,869,138	146,848,733
Financial Management	19,632,935	18,481,975	18,657,689	18,301,141	18,694,505
Interfund and Non-Operating *	222,263,072	249,425,783	258,973,593	243,175,042	238,421,452
Police and Fire Pension Plan	6,437,405	6,390,000	6,390,000	5,898,000	5,898,000
Fire	66,379,341	68,877,336	69,571,670	67,600,212	69,441,643
Harbor	426,735,151	436,768,869	436,768,869	379,408,184	400,268,283
Health and Human Services	39,276,515	35,700,450	39,324,942	38,449,351	43,420,868
Human Resources	6,729,940	7,890,677	7,996,398	6,953,632	7,389,904
Library Services	13,738,043	11,547,213	11,928,159	11,681,613	11,376,001
Long Beach Energy	165,273,580	213,559,212	216,808,264	201,956,795	196,203,048
Oil Properties	32,501,274	27,616,556	62,063,362	64,079,620	44,952,246
Parks, Recreation and Marine	44,015,606	43,631,148	44,274,306	43,198,049	44,250,538
Planning and Building	11,306,393	10,824,513	11,064,326	10,928,527	11,477,117
Police	144,168,013	144,670,072	151,991,943	149,631,346	150,352,801
Public Works	173,817,247	77,463,768	89,233,591	161,326,903	107,845,524
Technology Services	35,157,770	37,680,321	37,772,433	33,216,611	34,866,581
Water	85,402,825	88,211,180	88,211,180	82,625,154	83,575,623
TOTAL	$ 1,705,498,039	$ 1,666,106,115	$ 1,796,560,966	$ 1,776,648,622	$ 1,647,635,354
Full-Time Equivalent Employees	N/A	6,003.91	N/A	N/A	5,853.83

All Funds by Character FY 04	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
Salaries, Wages and Benefits	$ 534,241,348	$ 535,169,068	$ 507,376,584	$ 559,162,611
Materials, Supplies and Services	465,614,608	518,556,048	599,135,753	494,188,473
Capital Purchases	300,741,584	319,263,050	259,712,759	248,863,156
Debt Service	174,250,675	225,200,802	223,273,865	171,391,899
Transfers From Other Funds	86,259,914	89,784,837	83,177,449	66,629,685
Prior Year Encumbrance	-	(234,620)	-	-
Subtotal	$ 1,561,108,129	$ 1,687,739,184	$ 1,672,676,410	$ 1,540,235,824
Internal Support	104,997,986	108,821,782	103,972,212	107,399,530
TOTAL ALL FUNDS	$ 1,666,106,115	$ 1,796,560,966	$ 1,776,648,622	$ 1,647,635,354

* Interfund and Non-Operating include pass through transactions, debt service on revenue anticipation notes, etc.

Summary of Full-Time Equivalents (FTEs) by Department

Fiscal Years 2002 to 2004

DEPARTMENT	FY 02 Adopted	FY 03 Adopted	FY 04 Proposed
Mayor and Council	53.92	55.60	52.04
City Attorney *	71.00	75.00	75.00
City Auditor *	19.00	22.00	22.00
City Clerk	29.00	29.00	29.00
City Manager	31.00	31.00	27.00
City Prosecutor *	41.00	42.00	42.00
Civil Service	23.50	24.00	23.00
Community Development	313.31	332.05	261.63
Financial Management	171.06	172.86	163.62
Fire	582.25	556.25	554.36
Harbor	362.37	376.30	380.90
Health and Human Services	451.07	489.33	486.08
Human Resources	28.51	28.51	24.71
Library Services	167.37	165.16	158.44
Long Beach Energy	536.26	546.26	519.76
Oil Properties	40.25	41.25	41.25
Parks, Recreation and Marine	547.46	564.87	544.52
Planning and Building	117.17	118.17	117.75
Police	1,459.73	1,498.33	1,500.33
Public Works	418.46	438.16	450.46
Technology Services	150.50	165.50	153.50
Water	229.19	232.31	226.48
TOTAL FTEs	**5,843.38**	**6,003.91**	**5,853.83**

* The City Attorney, City Auditor and City Prosecutor have committed to leaving four, three and two positions vacant, respectively, in FY 04.

Summary of General Fund Budgets by Department

Fiscal Years 2002 to 2004
(Includes operating, debt service and capital improvement program)

OPERATIONS	FY 02 Actual	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
Mayor and Council	$ 4,463,057	$ 4,259,575	$ 4,241,026	$ 4,223,444	$ 4,088,848
City Attorney	3,003,104	3,226,066	3,233,594	2,976,930	2,943,657
City Auditor	2,165,304	2,154,138	2,227,114	2,133,123	2,066,908
City Clerk	3,529,467	2,949,721	2,950,266	2,664,078	3,092,043
City Manager	5,155,572	4,442,923	4,444,026	4,368,264	3,853,356
City Prosecutor	4,384,834	3,969,610	4,084,691	3,899,891	3,969,610
Civil Service	2,564,044	2,301,878	2,335,175	2,163,256	2,431,069
Community Development	3,240,299	2,075,667	3,409,019	3,380,972	3,015,389
Financial Management	16,554,139	15,430,981	15,467,754	15,219,452	15,726,482
Interfund and Non-Operating *	26,951,668	23,500,661	32,917,176	36,865,781	10,531,280
Police and Fire Pension Plan	6,437,405	6,390,000	6,390,000	5,898,000	5,898,000
Fire	61,391,035	63,804,851	64,477,584	62,849,745	63,930,087
Health and Human Services	4,419,763	4,526,454	4,530,455	4,461,098	4,832,958
Human Resources	425,371	404,126	404,405	343,178	338,145
Library Services	13,587,698	11,375,188	11,755,985	11,515,572	11,210,102
Long Beach Energy	3,466,569	5,706,957	5,706,957	5,699,153	5,715,979
Parks, Recreation and Marine	27,164,267	26,958,658	27,497,183	26,540,485	27,008,388
Planning and Building	11,306,393	10,824,513	11,064,326	10,928,527	11,477,117
Police	141,983,373	141,993,827	149,315,695	147,324,312	147,443,303
Public Works	30,421,654	30,701,834	30,848,797	27,975,322	30,547,739
Technology Services	22,422	1,165,428	1,165,428	815,539	1,002,636
TOTAL	$ 372,637,436	$ 368,163,055	$ 388,466,656	$ 382,246,122	$ 361,123,096
Full-Time Equivalent Employees	N/A	3,435.25	N/A	N/A	3,369.70

General Fund by Character FY 04	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
Salaries, Wages and Benefits	$ 259,157,785	$ 259,644,971	$ 252,280,116	$ 265,510,861
Materials, Supplies and Services	47,750,697	51,900,339	53,778,407	44,479,847
Capital Purchases	3,010,408	18,546,590	17,567,919	1,642,990
Debt Service	8,896,749	9,228,752	8,648,369	9,918,458
Transfers From Other Funds	11,010,399	10,791,263	11,450,432	3,019,547
Subtotal	$ 329,826,039	$ 350,111,915	$ 343,725,243	$ 324,571,703
Internal Support	38,337,017	38,354,741	38,520,880	36,551,393
TOTAL GENERAL FUND	$ 368,163,055	$ 388,466,656	$ 382,246,122	$ 361,123,096

Summary of Resources & Expenditures by Fund
Fiscal Year 2004

	Estimated Fund Balance 10/1/2003	Unreserving/ (Reserving) Restricted Fund Balance*	Total Revenues	Estimated All-years Carryover Revenue	Total Resources
GENERAL FUNDS					
General	$ 12,843,182	$ 2,470,485	$ 347,277,305	$ -	$ 362,590,972
Total	$ 12,843,182	$ 2,470,485	$ 347,277,305	$ -	$ 362,590,972
SPECIAL FUNDS					
Health	$ 1,387,177	$ -	$ 37,100,996	$ 22,906,236	$ 61,394,409
Parking And Business Area Improvement	368,170	-	2,482,517	-	2,850,687
Special Advertising & Promotion	244,274	-	4,820,637	-	5,064,911
Upland Oil	300,769	-	8,866,921	-	9,167,690
Housing Development	5,653,005	-	13,118,763	3,349,173	22,120,941
Belmont Shore Parking Meter	155,372	-	430,500	-	585,872
Business Assistance	694,693	-	2,625,000	-	3,319,693
Community Development Grants	452,674	-	24,884,770	42,098,217	67,435,661
Park Development	1,387,086	-	765,000	-	2,152,086
Gasoline Tax Street Improvement	5,909,243	-	10,748,972	10,988,795	27,647,010
Transportation	16,104,651	-	13,374,612	5,429,954	34,909,216
Capital Projects	29,823,850	-	15,198,120	46,562,636	91,584,605
Total	$ 62,480,964	$ -	$ 134,416,808	$ 131,335,010	$ 328,232,782
INTERNAL SERVICE FUNDS					
Civic Center	$ 14,671,035	$ -	$ 1,354,636	$ 0	$ 16,025,671
General Services	4,963,854	-	34,315,080	-	39,278,934
Fleet Services	7,998,630	-	26,117,493	995,739	35,111,862
Insurance	7,752,407	-	34,246,330	-	41,998,737
Employee Benefits	16,403,876	-	126,639,002	-	143,042,878
Total	$ 51,789,803	$ -	$ 222,672,541	$ 995,739	$ 275,458,082
TIDELANDS FUNDS					
Tidelands Funds	$ 23,866,657	$ -	$ 74,054,022	$ 21,815,206	$ 119,735,885
Tideland Oil Revenue	43,483,107	-	53,535,425	-	97,018,532
Reserve For Subsidence	144,420,943	-	3,505,280	-	147,926,223
Total	$ 211,770,708	$ -	$ 131,094,727	$ 21,815,206	$ 364,680,641
ENTERPRISE FUNDS					
Gas	$ 9,880,362	$ -	$ 92,402,102	$ (382,378)	$ 101,900,086
Energy Services	46,541	-	2,256	-	48,797
Water	4,863,873	-	73,171,000	-	78,034,873
Sewer	3,142,607	-	9,793,900	-	12,936,507
Airport	505,328	-	39,300,659	14,119,045	53,925,031
Refuse/Recycling	6,523,264	-	30,919,432	-	37,442,696
SERRF	39,069,407	-	42,755,671	-	81,825,078
SERRF-JPA	1,979,320	-	11,365,083	-	13,344,403
Towing	1,089,768	-	5,577,870	-	6,667,638
Total	$ 67,100,469	$ -	$ 305,287,973	$ 13,736,667	$ 386,125,109
SUBSIDIARY AGENCIES-FUNDS	-	-			
Harbor	$ 463,119,479	$ -	$ 308,900,000	$ -	$ 772,019,479
Parking Authority	295,055	-	577,758	-	872,813
Housing Authority	997,142	-	49,723,895	639,106	51,360,143
Redevelopment	49,780,896	-	37,872,168	14,701,079	102,354,144
CUPA	304,163	-	917,387	-	1,221,550
Total	$ 514,496,735	$ -	$ 397,991,208	$ 15,340,185	$ 927,828,128
TOTAL	$ 920,481,861	$ 2,470,485	$ 1,538,740,562	$ 183,222,807	$ 2,644,915,715

* Reserving fund balance is the setting aside of restricted funds when received, while unreserving is the making available of these restricted funds as prescribed expenditures are incurred.

Operating Expenditures	Capital Improvement Expenditures	Debt Service	Total Expenditures	Estimated All-years Carryover Expense	Estimated Fund Balance 9/30/2004
$ 345,749,283	$ 5,455,355 (a)	$ 9,918,458	$ 361,123,096	$ -	$ 1,467,877 (b)
$ 345,749,283	$ 5,455,355	$ 9,918,458	$ 361,123,096	$ -	$ 1,467,877
$ 37,115,339	$ -	$ 504,000	$ 37,619,339	$ 20,726,902	$ 3,048,168
2,445,000	-	-	2,445,000	-	405,687
5,056,349	-	-	5,056,349	-	8,562
8,681,527	-	-	8,681,527	-	486,163
11,549,350	-	470,000	12,019,350	2,734,129	7,367,462
361,337	-	212,800	574,137	-	11,735
2,739,431	-	-	2,739,431	-	580,262
24,703,049	-	-	24,703,049	42,315,974	416,638
1,245,907	-	-	1,245,907	-	906,179
6,308,973	4,440,000	-	10,748,973	15,922,497	975,540
6,859,152	8,625,908	-	15,485,060	16,085,285	3,338,871
5,905,121	9,912,000	-	15,817,121	70,384,419	5,383,066
$ 112,970,536	$ 22,977,908	$ 1,186,800	$ 137,135,244	$ 168,169,205	$ 22,928,334
$ (2,823,806)	$ -	$ 3,670,088	$ 846,282	$ 12,406,624	$ 2,772,765
34,707,467	-	1,872,310	36,579,777	-	2,699,157
20,773,541	1,100,000	2,497,659	24,371,200	161,445	10,579,217
37,402,320	-	-	37,402,320	-	4,596,416
124,873,193	-	8,824,954	133,698,147	-	9,344,732
$ 214,932,716	$ 1,100,000	$ 16,865,011	$ 232,897,727	$ 12,568,069	$ 29,992,287
$ 64,044,632	$ 990,000	$ 13,827,761	$ 78,862,393	$ 30,197,311	$ 10,676,182
36,746,103	-	-	36,746,103	-	60,272,429
2,089,473	-	-	2,089,473	-	145,836,750
$ 102,880,208	$ 990,000	$ 13,827,761	$ 117,697,968	$ 30,197,311	$ 216,785,361
$ 81,519,354	$ 2,190,765	$ 1,037,636	$ 84,747,755	$ 7,225,125	$ 9,927,205
-	-	-	-	-	48,797
54,589,626	15,314,000	3,704,894	73,608,520	-	4,426,353
7,166,707	3,665,000	-	10,831,707	-	2,104,801
18,266,735	17,305,085	1,367,060	36,938,880	16,397,633	588,519
30,787,213	-	-	30,787,213	-	6,655,483
46,348,060	-	-	46,348,060	-	35,477,017
-	-	10,870,253	10,870,253	-	2,474,150
5,970,173	-	-	5,970,173	-	697,465
$ 244,647,869	$ 38,474,850	$ 16,979,843	$ 300,102,562	$ 23,622,758	$ 62,399,789
$ 89,930,301	$ 216,754,000	$ 95,804,212	$ 402,488,513	$ -	$ 369,530,966
6,928	-	500,509	507,437	-	365,376
49,599,237	-	-	49,599,237	1,066,046	694,860
28,909,509	-	16,309,306	45,218,815	23,326,051	33,809,278
864,756	-	-	864,756	-	356,794
$ 169,310,730	$ 216,754,000	$ 112,614,027	$ 498,678,757	$ 24,392,097	$ 404,757,274
$ 1,190,491,342	$ 285,752,113	$ 171,391,899	$ 1,647,635,354	$ 258,949,440	$ 738,330,921

(a) General Fund CIP total of $5,455,355 is included in the Capital Projects total of $285,752,113. It is shown in the General Fund line to illustrate the General Fund's contribution to citywide CIPs.

(b) Excludes the General Fund Emergency Reserve of $35.4 million and other Restricted Reserves.

Comparison of Revenues by Fund
Fiscal Years 2002 to 2004

	FY 02 Actual	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
GENERAL FUNDS					
General	$ 368,054,363	$ 361,336,443	$ 367,057,173	$ 371,790,216	$ 347,277,305
Total	$ 368,054,363	$ 361,336,443	$ 367,057,173	$ 371,790,216	$ 347,277,305
SPECIAL FUNDS					
Health	$ 33,484,427	$ 28,627,883	$ 32,283,338	$ 32,259,526	$ 37,100,996
Parking and Business Area Improvement	1,787,333	1,925,517	1,925,517	1,895,826	2,482,517
Special Advertising & Promotion	4,988,948	5,190,001	5,155,001	4,605,224	4,820,637
Upland Oil	8,644,570	8,970,000	8,970,000	8,970,000	8,866,921
Housing Development	8,694,063	7,512,100	8,012,100	9,529,504	13,118,763
Belmont Shore Parking Meter	448,629	430,500	430,500	430,500	430,500
Business Assistance	1,291,484	2,647,000	2,647,000	2,647,000	2,625,000
Community Development Grants	38,825,999	25,285,768	27,534,772	25,865,183	24,884,770
Park Development	851,616	515,000	515,000	1,515,000	765,000
Gasoline Tax Street Improvement	19,318,833	10,865,972	12,099,126	11,045,822	10,748,972
Transportation	12,672,600	12,431,026	12,431,026	8,508,683	13,374,612
Capital Projects	59,018,356	8,052,058	12,849,052	7,070,718	15,198,120
Total	$ 190,026,859	$ 112,452,825	$ 124,852,432	$ 114,342,986	$ 134,416,808
INTERNAL SERVICE FUNDS					
Civic Center	$ 13,006,742	$ 1,289,800	$ 1,289,800	$ 1,364,610	$ 1,354,636
General Services	34,104,473	39,050,179	39,050,179	34,363,721	34,315,080
Fleet Services	27,851,093	28,065,488	29,061,227	27,914,015	26,117,493
Insurance	21,121,104	21,236,335	21,236,335	24,466,769	34,246,330
Employee Benefits	112,976,899	119,628,754	119,628,754	109,542,702	126,639,002
Total	$ 209,060,311	$ 209,270,556	$ 210,266,295	$ 197,651,817	$ 222,672,541
TIDELANDS FUNDS					
Tidelands Funds	$ 106,158,552	$ 73,101,875	$ 75,824,377	$ 77,754,136	$ 74,054,022
Tideland Oil Revenue	44,521,949	40,967,928	74,706,718	74,711,867	53,535,425
Reserve For Subsidence	6,374,824	5,336,800	5,336,800	4,567,725	3,505,280
Total	$ 157,055,325	$ 119,406,603	$ 155,867,894	$ 157,033,728	$ 131,094,727
ENTERPRISE FUNDS					
Gas	$ 64,076,262	$ 83,425,576	$ 83,425,576	$ 76,188,013	$ 92,402,102
Energy Services	4,379	6,225	6,225	2,256	2,256
Water	62,122,821	77,355,000	77,355,000	75,435,000	73,171,000
Sewer	8,359,921	8,881,400	8,881,400	9,333,900	9,793,900
Airport	19,249,823	22,857,122	22,857,122	25,662,353	39,300,659
Refuse/Recycling	29,976,634	29,220,480	29,220,480	30,536,017	30,919,432
SERRF	44,045,445	41,141,036	41,141,036	41,645,436	42,755,671
SERRF-JPA	2,771,125	13,462,333	13,462,333	8,366,833	11,365,083
Towing	5,511,549	5,345,028	5,345,028	5,379,330	5,577,870
Total	$ 236,117,958	$ 281,694,200	$ 281,694,200	$ 272,549,138	$ 305,287,973
SUBSIDIARY AGENCIES-FUNDS					
Harbor	$ 582,491,970	$ 562,253,000	$ 562,253,000	$ 583,067,000	$ 308,900,000
Parking Authority	583,301	579,730	579,730	579,101	577,758
Housing Authority	42,351,015	43,742,859	45,063,670	46,950,074	49,723,895
Redevelopment	119,376,332	32,335,864	84,884,400	101,718,214	37,872,168
CUPA	784,675	901,542	901,542	855,900	917,387
Total	$ 745,587,293	$ 639,812,995	$ 693,682,342	$ 733,170,289	$ 397,991,208
TOTAL	$ 1,905,902,109	$ 1,723,973,622	$ 1,833,420,336	$ 1,846,538,174	$ 1,538,740,562

Comparison of Expenditures by Fund
Fiscal Years 2002 to 2004

	FY 02 Actual	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
GENERAL FUNDS					
General	$ 372,637,436	$ 368,163,055	$ 388,466,656	$ 382,246,122	$ 361,123,096
Total	$ 372,637,436	$ 368,163,055	$ 388,466,656	$ 382,246,122	$ 361,123,096
SPECIAL FUNDS					
Health	$ 33,196,446	$ 29,544,250	$ 33,164,742	$ 32,480,827	$ 37,619,339
Parking and Business Area Improvement	1,746,531	1,834,555	1,834,555	1,834,555	2,445,000
Special Advertising & Promotion	5,671,675	5,757,618	5,859,134	5,340,074	5,056,349
Upland Oil	8,077,539	8,647,000	10,008,818	11,026,062	8,681,527
Housing Development	5,477,015	12,550,208	12,591,226	14,260,691	12,019,350
Belmont Shore Parking Meter	474,926	476,337	476,337	476,247	574,137
Business Assistance	1,447,408	2,397,484	2,431,364	2,003,112	2,739,431
Community Development Grants	38,874,604	25,971,363	28,220,367	26,035,402	24,703,049
Park Development	902,763	544,818	544,818	543,806	1,245,907
Gasoline Tax Street Improvement	18,895,852	10,865,973	12,099,127	11,405,243	10,748,973
Transportation	12,905,764	12,662,479	12,662,479	12,723,490	15,485,060
Capital Projects	63,391,100	8,555,058	13,350,592	43,981,374	15,817,121
Total	$ 191,061,623	$ 119,807,144	$ 133,243,560	$ 162,110,883	$ 137,135,244
INTERNAL SERVICE FUNDS					
Civic Center	$ 25,489,133	$ 8,726,326	$ 8,767,544	$ 12,025,481	$ 846,282
General Services	35,401,889	39,642,157	39,868,571	35,656,428	36,579,777
Fleet Services	32,039,176	26,244,565	30,433,535	33,753,965	24,371,200
Insurance	34,342,578	36,930,988	37,150,207	38,071,081	37,402,320
Employee Benefits	105,903,533	125,486,845	125,528,637	109,673,629	133,698,147
Total	$ 233,176,309	$ 237,030,881	$ 241,748,494	$ 229,180,584	$ 232,897,727
TIDELANDS FUNDS					
Tidelands Funds	$ 82,528,655	$ 75,833,748	$ 76,945,157	$ 105,912,448	$ 78,862,393
Tideland Oil Revenue	24,758,018	19,243,400	52,328,387	53,327,402	36,746,103
Reserve For Subsidence	3,187,412	3,314,800	3,314,800	2,900,019	2,089,473
Total	$ 110,474,085	$ 98,391,948	$ 132,588,344	$ 162,139,869	$ 117,697,968
ENTERPRISE FUNDS					
Gas	$ 64,852,727	$ 88,267,148	$ 88,314,765	$ 80,965,698	$ 84,747,755
Energy Services	62,000	-	-	-	-
Water	67,812,594	79,407,936	79,407,936	73,823,699	73,608,520
Sewer	18,435,365	9,603,037	9,603,037	9,601,247	10,831,707
Airport	22,923,084	15,867,753	19,447,916	25,223,253	36,938,880
Refuse/Recycling	31,695,402	29,612,781	29,622,148	29,268,609	30,787,213
SERRF	36,267,583	59,596,901	59,596,901	54,643,386	46,348,060
SERRF-JPA	2,678,029	12,967,503	12,967,503	7,872,003	10,870,253
Towing	5,759,805	5,942,442	5,942,580	5,395,535	5,970,173
Total	$ 250,486,588	$ 301,265,502	$ 304,902,787	$ 286,793,430	$ 300,102,562
SUBSIDIARY AGENCIES-FUNDS					
Harbor	$ 428,761,225	$ 439,223,299	$ 439,223,299	$ 381,862,614	$ 402,488,513
Parking Authority	507,961	508,777	508,777	508,777	507,437
Housing Authority	42,955,220	43,748,768	45,279,006	48,641,591	49,599,237
Redevelopment	74,720,125	57,139,373	109,772,675	122,432,935	45,218,815
CUPA	717,467	827,368	827,368	731,816	864,756
Total	$ 547,661,998	$ 541,447,584	$ 595,611,124	$ 554,177,734	$ 498,678,757
TOTAL	$ 1,705,498,039	$ 1,666,106,115	$ 1,796,560,966	$ 1,776,648,622	$ 1,647,635,354

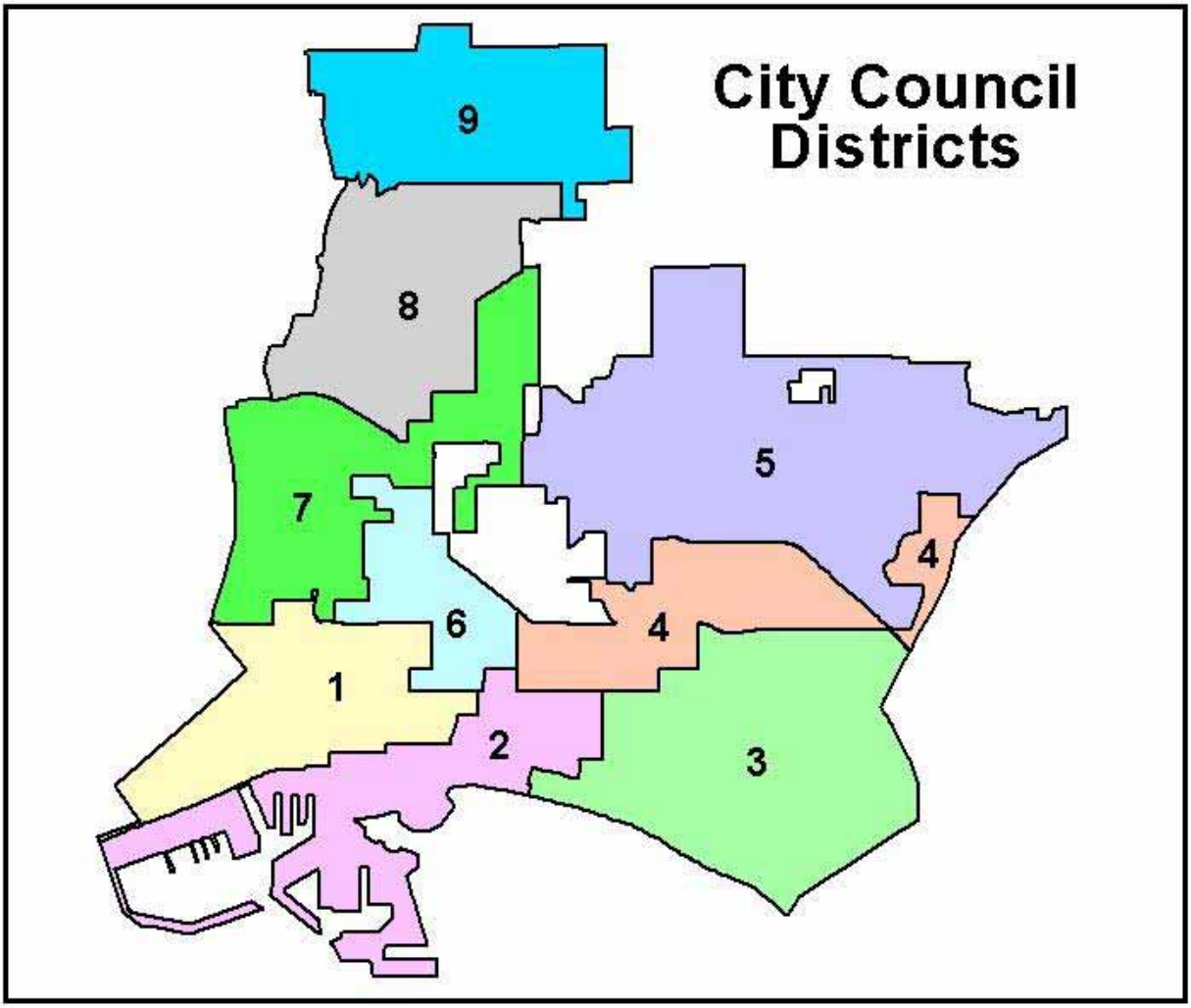
Comparison of Revenues by Fund Group and Source
Fiscal Years 2002 to 2004

GENERAL FUNDS	FY 02 Actual	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
General Revenues					
Property Taxes	$ 50,274,493	$ 52,544,000	$ 52,544,000	$ 53,257,340	$ 55,106,000
Taxes Other Than Property Taxes					
Sales and Use Taxes	38,427,651	39,378,000	39,378,000	41,859,000	41,287,000
Oil Production Taxes	2,253,947	2,184,000	2,184,000	2,261,000	2,077,000
Franchises	9,976,495	11,186,000	11,186,000	13,538,000	13,996,184
Utility Users Taxes	55,837,545	48,811,000	48,811,000	51,822,000	44,511,000
Business License Taxes	8,066,896	8,050,000	8,050,000	8,515,000	9,165,217
Transient Occupancy Taxes	6,223,373	6,231,000	6,231,000	6,463,000	6,829,000
Other Taxes	1,466,167	1,200,000	1,200,000	1,171,096	1,855,623
Fines and Forfeitures	11,448,301	11,490,050	11,490,050	10,874,000	12,503,050
Use of Money and Property					
Interest on Investments	8,526,474	5,331,580	5,789,580	6,740,744	3,575,205
Other Use of Money and Property	11,093,805	11,090,081	11,097,611	10,507,299	9,694,955
Subventions From Other Agencies					
State Prop. Tax Exempt. Replace.	683,599	704,000	704,000	675,950	700,000
Motor Vehicle In-Lieu	34,940,775	34,010,029	34,010,029	33,760,183	28,249,000
Other	7,728,873	7,891,567	7,963,889	9,126,610	8,362,381
City Utilities In-Lieu	9,276,168	17,130,000	17,130,000	17,074,000	11,578,634
Sundry Revenues	29,297,085	2,013,698	5,458,198	5,854,444	3,459,060
Interfund Transfers	13,926,622	36,318,685	36,318,685	29,831,477	27,390,397
Reimbursements and Charges for Services					
Licenses and Permits	15,801,953	14,037,268	14,037,268	15,187,658	14,502,757
From Other Governmental Agencies	6,598,263	5,149,738	6,408,054	6,268,275	2,190,675
Charges to Other City Funds	35,444,719	35,635,638	35,635,638	35,753,085	37,533,182
Library and Recreation Charges	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-
Other Reimbursements and Chgs for Svcs	10,761,163	10,950,109	11,430,171	11,250,055	12,710,985
TOTAL - GENERAL FUNDS	$ 368,054,363	$ 361,336,443	$ 367,057,173	$ 371,790,216	$ 347,277,305
SPECIAL FUNDS					
Taxes Other Than Property					
Transient Occupancy Taxes	$ 3,619,532	$ 3,645,000	$ 3,645,000	$ 4,080,000	$ 4,247,000
Parking and Business Improvement Taxes	698,346	709,000	709,000	709,000	869,000
Other Taxes	3,895,820	3,851,729	3,851,729	3,653,335	4,080,026
Use of Money and Property					
Interest on Investments	3,023,796	2,326,877	2,291,877	2,503,500	1,928,789
Other Use of Money and Property	9,491,259	9,686,300	9,686,300	9,725,228	9,618,221
Sundry Revenues	-	-	-	-	-
Reimbursements and Charges for Services					
Licenses and Permits	3,422,760	3,245,481	3,245,481	4,205,129	3,592,142
Employment and Training Grants	6,185,530	2,533,959	2,417,488	2,374,757	943,000
Capital Improvement Projects	59,018,356	8,052,058	12,849,052	7,070,718	15,198,120
CDBG	10,291,785	9,976,259	9,976,259	5,752,206	10,881,380
Proposition A & C	11,029,947	11,359,176	11,359,176	6,851,202	7,429,462
Other Government Agencies	56,139,297	33,519,920	40,774,004	42,620,075	54,598,923
Charges for Current Services	1,439,483	1,431,913	1,431,913	1,434,478	1,661,032
Interfund Charges	545,491	575,497	575,497	533,327	672,013
Other	21,225,463	21,539,656	22,039,656	22,830,032	18,697,701
TOTAL - SPECIAL FUNDS	$ 190,026,859	$ 112,452,825	$ 124,852,432	$ 114,342,986	$ 134,416,808
INTERNAL SERVICE FUNDS					
Use of Money and Property					
Interests on Investments	$ 3,889,916	$ 3,359,000	$ 4,354,739	$ 1,929,548	$ 1,630,000
Other Use of Money and Property	2,157,779	2,165,200	2,165,200	2,160,436	2,335,200

INTERNAL SERVICE FUNDS (continued)	FY 02 Actual	FY 03 Adopted	FY 03 Adjusted	FY 03 Estimated Actual	FY 04 Proposed
Charges for Current Services					
Civic Center	11,508,491	555,600	555,600	668,359	609,436
General Services	33,609,058	38,580,179	38,580,179	33,925,804	33,870,080
Insurance	18,508,356	18,490,055	18,490,055	23,060,154	32,882,007
Fleet	24,188,410	25,404,730	25,404,730	24,790,663	23,809,361
Employee Leave Time and Other Benefits	112,178,314	118,909,754	118,909,754	108,825,759	126,033,002
Sundry & Other Revenues	3,019,986	1,806,038	1,806,038	2,291,093	1,503,455
Interfund Transfers	-	-	-	-	-
TOTAL - INTERNAL SERVICE FUNDS	$ 209,060,311	$ 209,270,556	$ 210,266,295	$ 197,651,817	$ 222,672,541
TIDELANDS FUNDS					
Use of Money and Property					
Interest on Investments	$ 10,794,462	$ 9,810,859	$ 9,810,561	$ 8,921,201	$ 5,387,144
Other Use of Money and Property	69,150,371	62,826,854	96,565,644	96,843,369	79,432,115
Other Revenues					
Sundry	255,191	51,199	51,199	261,283	50,699
Interfund Charges/Transfers	53,366,673	20,170,334	22,893,134	25,513,939	20,436,552
From Other Agencies	1,684,657	609,322	609,322	1,661,881	574,322
Capital Improvement Projects	-	-	-	-	-
Licenses and Permits	(39,232)	-	-	12,150	-
Charges for Services	21,704,073	25,757,535	25,757,535	23,655,707	25,032,895
Fines & Forfeitures	139,130	180,500	180,500	164,197	181,000
TOTAL - TIDELANDS FUNDS	$ 157,055,325	$ 119,406,603	$ 155,867,894	$ 157,033,728	$ 131,094,727
ENTERPRISE FUNDS					
Use of Money and Property					
Interest on Investments	$ 5,194,738	$ 3,718,030	$ 3,718,030	$ 3,110,160	$ 25,843,392
Other Use of Money and Property	16,489,874	34,569,358	34,569,358	29,999,566	12,064,959
Licenses and Permits	1,911,178	1,559,250	1,559,250	2,370,811	1,669,250
Charges for Services					
Gas	63,014,150	83,110,551	83,110,551	75,533,114	92,101,472
Energy Services	-	-	-	-	-
Refuse/Recycling	26,824,754	26,920,446	26,920,446	27,559,636	27,960,993
SERRF	40,800,714	38,511,000	38,511,000	38,758,000	40,313,671
SERRF-JPA	-	-	-	-	-
Towing	5,422,871	5,159,613	5,159,613	5,274,000	5,536,483
Sewer	7,361,400	7,973,900	7,973,900	7,886,400	8,911,400
Water	59,710,476	74,985,000	74,985,000	73,295,000	69,670,000
Airport	5,704,166	1,237,765	1,237,765	4,486,275	15,889,948
Interfund Transfers	-	-	-	-	-
Other/Misc Revenues	3,683,640	3,949,287	3,949,287	4,276,177	5,326,405
TOTAL - ENTERPRISE FUNDS	$ 236,117,958	$ 281,694,200	$ 281,694,200	$ 272,549,138	$ 305,287,973
SUBSIDIARY AGENCIES - FUNDS					
Property Taxes	$ 25,830,234	$ 22,394,600	$ 22,394,600	$ 23,941,000	$ 26,873,000
Taxes Other than Property	3,309,054	3,414,000	3,414,000	3,548,418	3,708,726
Use of Money and Property					
Interest on Investments	19,583,447	8,439,200	8,439,193	24,833,353	17,605,661
Other Use of Money and Property	16,149,324	17,825,648	17,825,655	24,645,778	20,410,840
Charges for Services	224,684,448	230,196,000	230,196,000	238,721,000	241,500,000
From Other Governmental Agencies	42,181,370	43,563,519	45,256,866	74,686,095	77,402,065
Sundry Revenues	412,888,654	311,767,192	363,988,192	332,313,628	7,882,640
Licenses and Permits	798,459	883,967	883,967	3,645,445	896,703
Interfund Transfers	162,302	1,328,869	1,283,869	6,835,572	1,711,573
TOTAL - SUBSIDIARY AGENCIES	$ 745,587,293	$ 639,812,995	$ 693,682,342	$ 733,170,289	$ 397,991,208
TOTAL - REVENUES	$ 1,905,902,109	$ 1,723,973,622	$ 1,833,420,336	$ 1,846,538,174	$ 1,538,740,562

CITY OF
LONG
BEACH

Budgets
By Department



MAYOR AND CITY COUNCIL

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.

Key Contacts

Beverly O'Neill, Mayor

Bonnie Lowenthal, Councilmember, 1st District

Dan Baker, Councilmember, 2nd District

Frank Colonna, Vice-Mayor, 3rd District

Dennis Carroll, Councilmember, 4th District

Jackie Kell, Councilwoman, 5th District

Laura Richardson, Councilwoman, 6th District

Tonia Reyes Uranga, Councilwoman, 7th District

Robert Webb, Councilmember, 8th District

Val Lerch, Councilmember, 9th District

333 W Ocean Boulevard, 14th Floor
Long Beach, CA 90802
Phone: (562) 570-6801
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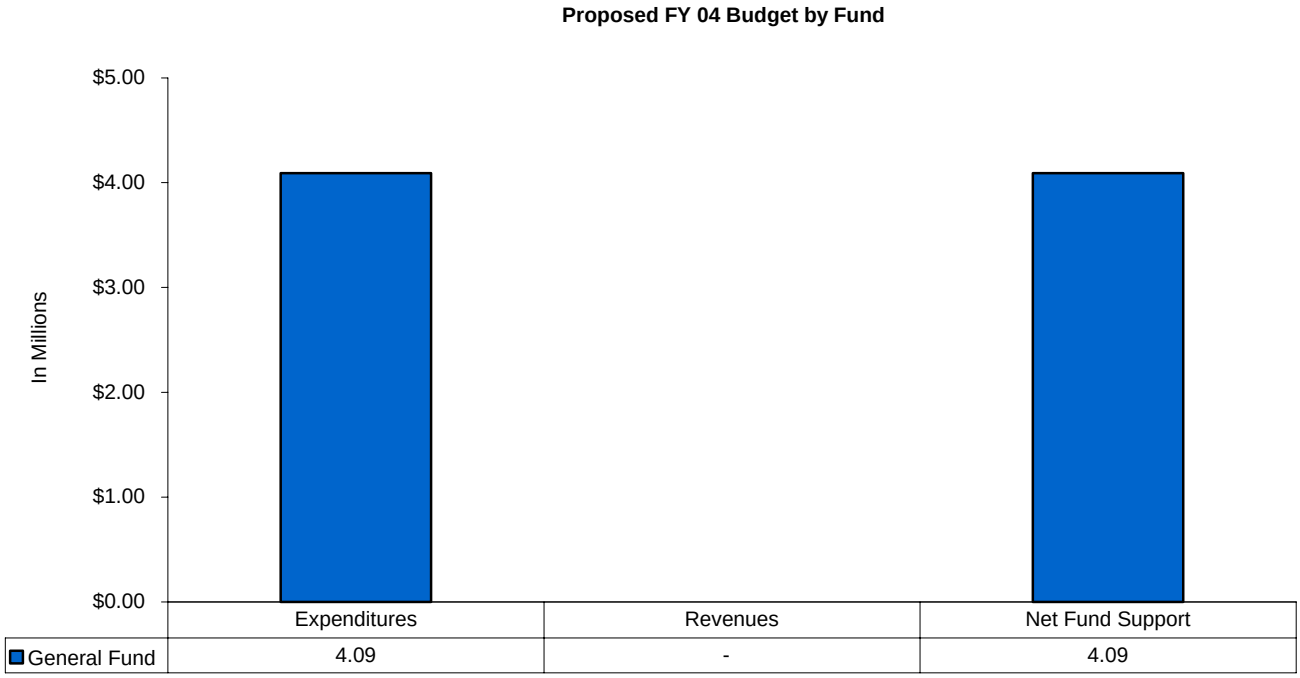
Mayor and City Council Department Summary

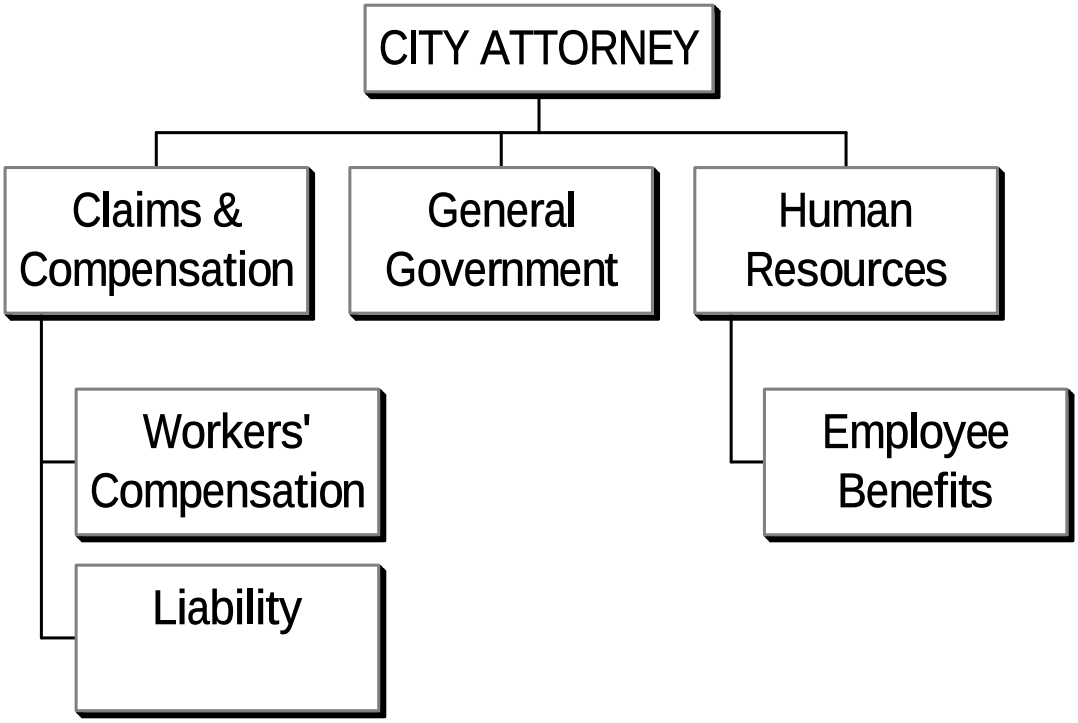


The Mayor and City Council is an elected official department.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	3,274,403	3,371,598	3,347,442	3,354,155	3,408,127
Materials, Supplies and Services	467,021	453,095	462,451	454,603	303,398
Internal Support	721,633	434,882	431,132	414,686	377,323
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,463,057	4,259,575	4,241,026	4,223,444	4,088,848
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	53.92	55.60	55.60	55.60	52.04

Mayor and City Council Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
City Mayor	1.00	1.00	1.00	101,054	104,793
Administrative Aide I	2.00	1.00	3.00	38,660	110,993
Administrative Aide II	3.10	6.10	5.25	239,127	198,735
Administrative Analyst I	5.53	3.75	3.71	204,063	203,602
Administrative Analyst II	7.72	9.45	6.37	589,849	409,857
Administrative Analyst III	9.95	7.65	7.85	521,838	546,249
Administrative Intern-NC/H28	0.50	-	-	-	-
Administrative Intern-NC/H32	0.25	-	-	-	-
Administrative Intern-NC/H36	0.15	0.30	0.15	7,731	4,059
Administrative Intern-NC/H42	0.27	-	-	-	-
Assistant Administrative Analyst I	-	-	2.00	-	82,820
Assistant Administrative Analyst II	0.10	0.10	0.10	5,047	5,197
City Council Member	9.00	9.00	9.00	227,371	234,848
Clerk I	1.00	0.25	-	5,709	-
Clerk II	0.75	-	-	-	-
Clerk Typist I	-	-	0.11	-	2,607
Clerk Typist II	-	1.00	1.00	26,019	29,812
Clerk Typist III	4.80	3.00	2.00	96,415	71,208
Councilmanic Secretary	1.00	1.00	1.00	57,229	61,961
Executive Assistant-Mayor/Council	1.00	1.00	1.00	75,070	75,070
Legislative Assistant	5.80	11.00	8.50	480,006	392,134
	---	---	---	---	---
Subtotal Salaries	53.92	55.60	52.04	2,675,188	2,533,943
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	669,530	745,046
Administrative Overhead	---	---	---	130,136	132,137
Salary Savings	---	---	---	(103,255)	(3,000)
	---	---	---	---	---
Total	53.92	55.60	52.04	3,371,599	3,408,126



CITY ATTORNEY

To provide strategic, creative, proactive legal counsel, services, structures and solutions as well as a streamlined, efficient service delivery process that supports our clients with reference to all of their functions, powers and duties under the City Charter and State and Federal laws and in the achievement of their goals.

Key Contacts

Robert E. Shannon, City Attorney

Heather A. Mahood, Assistant City Attorney

Michael J. Mais, Principal Deputy

Dominic T. Holzhaus, Principal Deputy

Belinda R. Mayes, Principal Deputy

Barbara D. DeJong, Principal Deputy

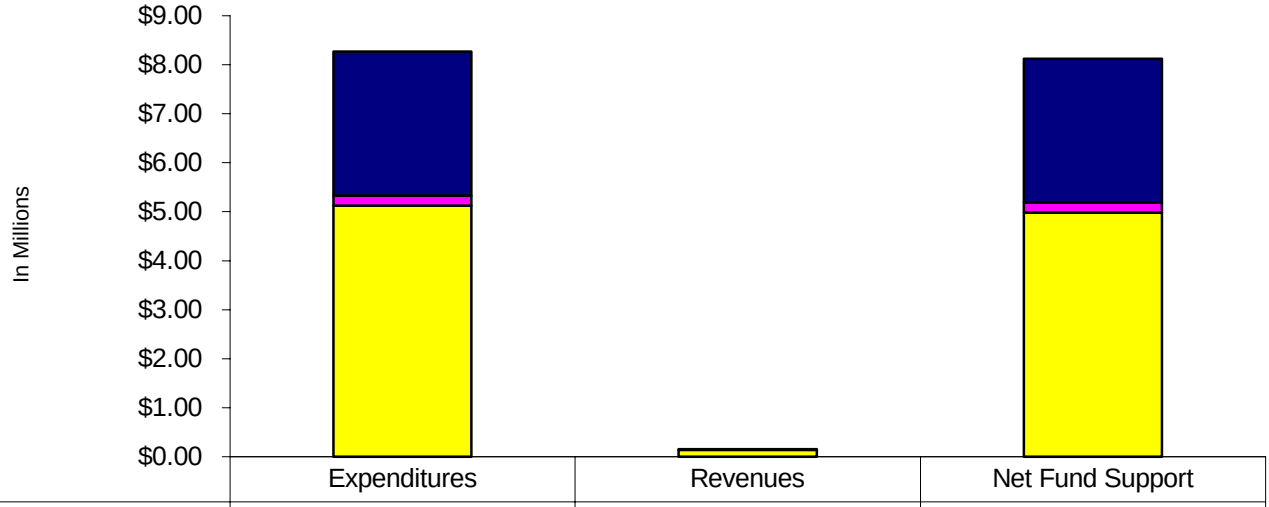
333 W Ocean Boulevard
11th Floor
Long Beach, CA 90802
Phone: (562) 570-2200
Fax: (562) 436-1579
www.longbeach.gov

- For a list of accomplishments, please refer to the *City Attorney Annual Report* at:

www.longbeach.gov

City Attorney Department Summary

Proposed FY 04 Budget by Fund



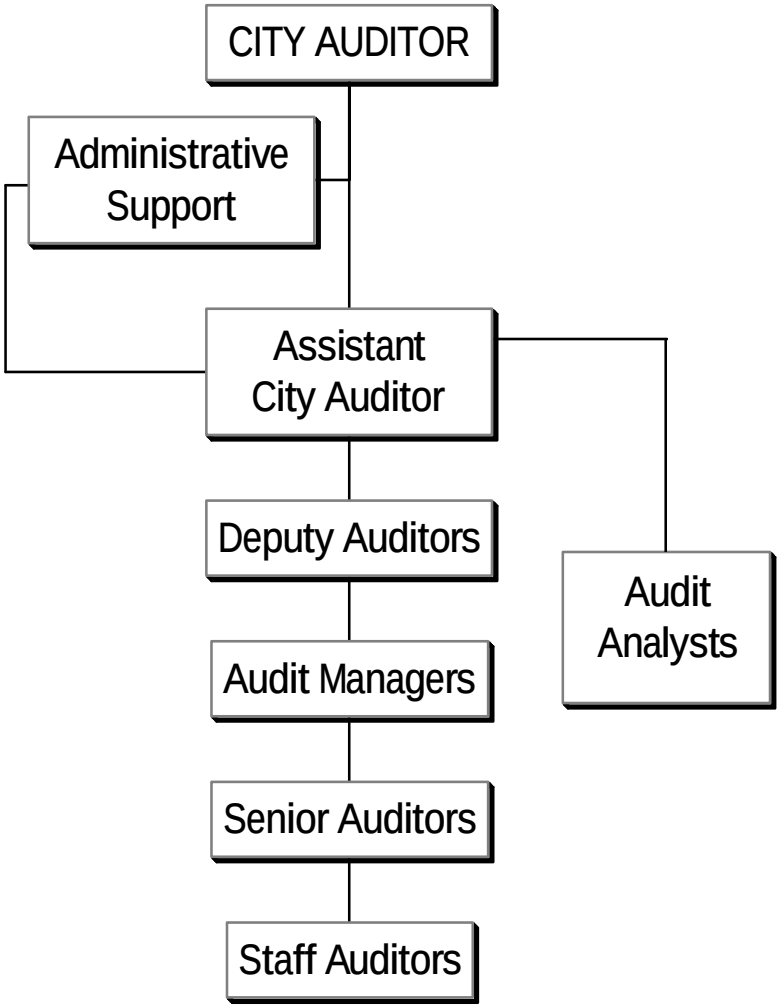
	Expenditures	Revenues	Net Fund Support
General Fund	2.94	0.01	2.93
Employee Benefits	0.21	-	0.21
Insurance	5.12	0.14	4.98

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	6,479,258	7,119,246	7,119,246	6,608,914	6,963,029
Materials, Supplies and Services	636,298	651,500	669,288	595,240	651,300
Internal Support	1,259,565	811,269	811,269	694,364	801,204
Capital Purchases	43,372	34,107	43,421	43,421	34,107
Debt Service	-	-	-	-	-
Transfers from Other Funds	(186,369)	(177,000)	(177,000)	(177,000)	(177,000)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	8,232,123	8,439,121	8,466,224	7,764,939	8,272,640
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	216,138	147,500	147,500	92,505	147,500
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	216,138	147,500	147,500	92,505	147,500
Personnel (Full-time Equivalents)	71.00	75.00	75.00	75.00	75.00

City Attorney Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
City Attorney	1.00	1.00	1.00	189,594	196,610
Assistant City Attorney	1.00	1.00	1.00	158,490	158,582
Chief Investigator	1.00	1.00	1.00	91,010	89,277
Claims Investigator/Representative I	1.00	1.00	-	68,480	-
Clerk III	1.00	-	-	-	-
Deputy City Attorney	16.00	17.00	17.00	1,902,148	1,879,702
Executive Secretary - Confidential	2.00	3.00	2.00	191,288	123,047
Investigator III	3.00	3.00	3.00	226,112	232,896
Legal Assistant	-	-	3.00	-	161,158
Legal Assistant I	1.00	1.00	1.00	41,739	45,819
Legal Assistant II	2.00	1.00	2.00	46,771	96,349
Legal Assistant III	8.00	9.00	7.00	477,035	382,165
Legal Assistant IV	6.00	5.00	4.00	278,978	229,880
Legal Assistant - Subrogation	1.00	1.00	1.00	61,514	60,343
Legal Office Assistant	2.00	2.00	2.00	75,840	78,116
Legal Office Specialist	1.00	1.00	1.00	39,885	41,081
Legal Records Assistant	1.00	2.00	2.00	57,054	63,278
Legal Records Management Supervisor	1.00	1.00	1.00	59,719	62,970
Legal Records Specialist	2.00	1.00	1.00	37,920	39,058
Liability Claims Assistant II	1.00	1.00	1.00	44,485	45,819
Manager - Workers' Compensation	1.00	1.00	1.00	85,290	83,666
Office Manager - Attorney	1.00	1.00	1.00	90,751	77,281
Paralegal	2.00	2.00	2.00	129,178	127,949
Principal Deputy City Attorney	4.00	4.00	4.00	575,272	564,319
Senior Deputy City Attorney	1.00	1.00	1.00	140,668	137,989
Senior Workers' Comp Claims Examiner	1.00	2.00	2.00	141,419	145,662
Workers' Comp Administrative Assistant	1.00	1.00	1.00	62,081	60,900
Workers' Comp Claims Assistant	2.00	1.00	2.00	50,896	101,955
Workers' Comp Claims Examiner	2.00	3.00	3.00	178,346	189,255
Workers' Comp Office Assistant I	3.00	5.00	4.00	145,126	118,880
Workers' Comp Office Assistant II	1.00	2.00	3.00	76,573	113,787
	---	---	---	---	---
Subtotal Salaries	71.00	75.00	75.00	5,723,662	5,707,794
Overtime	---	---	---	33,140	33,140
Fringe Benefits	---	---	---	1,221,566	1,344,457
Administrative Overhead	---	---	---	254,091	267,638
Salary Savings	---	---	---	(113,213)	(390,000)
	---	---	---	---	---
Total	71.00	75.00	75.00	7,119,246	6,963,029

Note - The FY 04 Salary Savings denote four positions that will be kept vacant during the year to assist with the City's budget crisis.



CITY AUDITOR

The mission of the City Auditor's Office is to protect the public's interest and assets; ensure City resources are used to provide optimum benefits to the City's residents; enable the public's trust in City financial information; and improve the quality of, and confidence in City decision making.

Key Contacts

Gary L. Burroughs, City Auditor

J.C. Squires, Assistant City Auditor

Sam Joumblat, Deputy City Auditor

Kathleen M. O'Connell, Deputy City Auditor

Janet E. Sutter, Deputy City Auditor

333 W Ocean Boulevard, 8th Floor
Long Beach, CA 90802
Phone: (562) 570-6751
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www.longbeach.gov

Goal 1 Protect the public interest and promote good government

Service/Program

Analytic Analysis

Apply professional audit services to the City that enhance revenues and identify efficiency improvements. These services include:

Economic Analysis of significant transactions and business deals
Financial Auditing
Fraud Investigations
Internal Control Reviews
Operational Audits
Revenue Audits
Strategic Planning

Goal 2 Audit all disbursements as required by the City Charter

Service/Program

Audit all pending payment vouchers for compliance with City policies and regulations

Strive to provide next day approval on all payment vouchers submitted

Goal 3 Audit cash and investments as required by the City Charter

Service/Program

Audit the City treasury once each quarter as required by the City Charter

Goal 4 Perform the Annual Financial Audits as required by the City Charter

Service/Program

Perform the annual financial audit of the City and its financial component units

Business Growth and Workforce Development

- For the first nine months of Fiscal 2003:
    - Published 35 audit reports resulting in savings of over $15 million.
    - Provided professional consulting to the City Council and management, including review of the Three-Year Financial Strategic Plan.
- For the first nine months of Fiscal 2003, audited 110,000 payment vouchers totaling $400 million and issued 174 audit exceptions totaling $18.9 million.
- Audited the City's treasury each quarter to ensure the City's investments are in compliance with the State Government Code and City investment policy to ensure they were properly safeguarded with no exceptions noted.
- Audited the City's Comprehensive Annual Financial Report and ten component unit financial statements and found no material misstatements of financial information presented by management.

Opportunities

- Auditing pays. Annually the City Auditor's Office returns savings and revenue well beyond the cost of the Office. Expanding the number of auditors has traditionally increased the recoveries.

Challenges

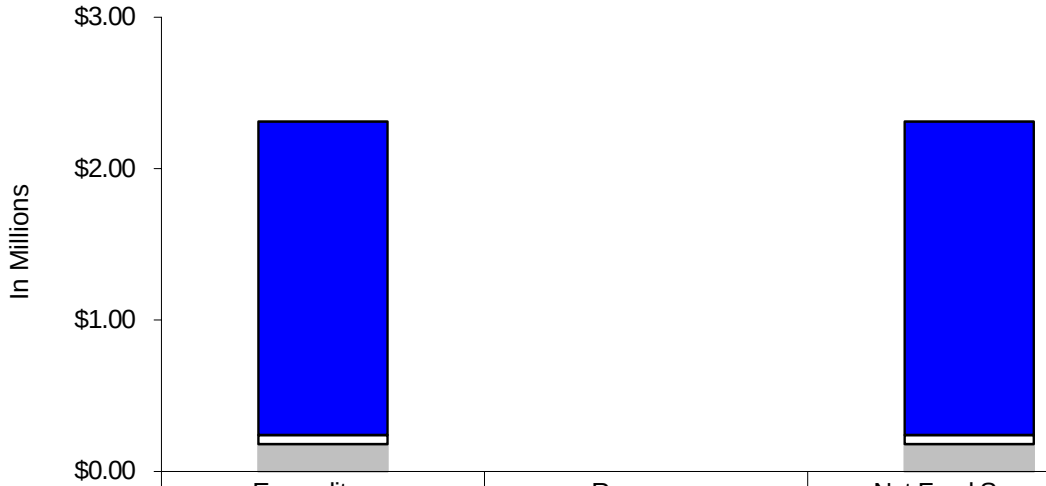
- As personnel resources are limited, the risk that error or misappropriation could go undetected increases.

Notes

The City Auditor is independently elected and is, by City Charter, not under the authority of the City Manager or City Council. All audits are conducted based on the professional judgment of the City Auditor and his professional staff in accordance with Generally Accepted Auditing Standards.

City Auditor Department Summary

Proposed FY 04 Budget by Fund



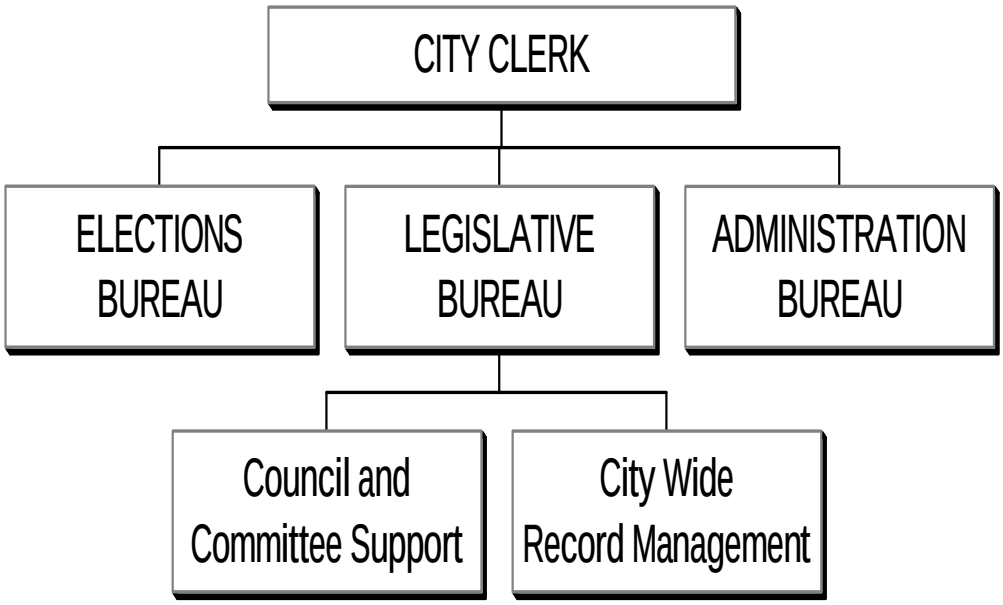
	Expenditures	Revenues	Net Fund Support
General Fund	2.07	-	2.07
Employee Benefits	0.06	-	0.06
Tideland Oil Revenue	0.18	-	0.18

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	1,675,894	1,953,024	1,953,024	1,819,200	1,884,193
Materials, Supplies and Services	280,167	320,000	392,976	437,730	320,000
Internal Support	262,107	113,296	113,296	107,572	97,300
Capital Purchases	2,626	-	-	-	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,220,793	2,386,320	2,459,296	2,364,501	2,301,493
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	1,277	-	-	2,048	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,277	-	-	2,048	-
Personnel (Full-time Equivalents)	19.00	22.00	22.00	22.00	22.00

City Auditor Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
City Auditor	1.00	1.00	1.00	146,597	152,021
Assistant City Auditor	1.00	1.00	1.00	139,728	141,462
Audit Analyst	3.00	3.00	3.00	138,898	143,321
Audit Manager	3.00	3.00	3.00	245,960	258,221
Deputy City Auditor	2.00	3.00	3.00	332,001	321,161
Executive Secretary	2.00	2.00	2.00	120,900	122,400
Senior Auditor	3.00	4.00	4.00	247,118	254,475
Staff Auditor	4.00	5.00	5.00	232,030	242,348
	---	---	---	---	---
Subtotal Salaries	19.00	22.00	22.00	1,603,231	1,635,409
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	346,557	381,405
Administrative Overhead	---	---	---	71,486	75,825
Salary Savings	---	---	---	(68,250)	(208,446)
	---	---	---	---	---
Total	19.00	22.00	22.00	1,953,024	1,884,193

Note - The FY 04 Salary Savings is for three positions to be kept vacant during the year to assist with the City's budget crisis.



CITY CLERK

The City Clerk Department is committed to pursuing excellence through trust, respect, caring, and by being accountable 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.

Key Contacts

Larry Herrera, City Clerk

333 W Ocean Boulevard, Plaza Level
Long Beach, CA 90802
Phone: (562) 570-6101
TDD: (562) 570-6626
Fax: (562) 570-6789
www.longbeach.gov

The City Clerk Department 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, assists other managers regarding human resources, maintains the employee orientation and development program, supports development and monitoring of the department strategic plan, formulation of department policy, development of performance, and supervision of "front office" 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 histories that present and archive the laws, policies and decisions 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 responsible for the preparation of agendas, posting and publishing public notices as required by law, recording of actions, acceptance of damage claims and subpoenas, and the retrieval of actions, reports and studies presented to the City Council and other assigned boards. The unit administers the Citywide records retention and destruction program at on-site and off-site storage locations.

This unit also provides counter, telephone and Internet service to all residents seeking information (agendas, minutes and supporting reports) regarding City Council and other public board deliberations as retained in the legislative information management system, the on-line City Charter and Municipal Code, and the image storage and retrieval system.

Elections

This unit is responsible for the management and conduct of City, school district, and community college district elections comprising 23 elected offices and 220,000 registered voters. Other responsibilities include: import and verification of voter registration data from the Los Angeles County Registrar, design and maintenance of precinct and district boundaries, identification and assessment of polling places, recruitment and training of elections officers, maintenance and testing of vote tally equipment, development and publishing of sample ballots and official ballots, distributions; and processing absentee ballot applications and petitions. The unit also manages candidate and campaign finance filings, statements of economic interest, and voter education and outreach programs.

Goal 1 Administration Bureau

Service/Program

Department Policy - Develop a Department Employee Handbook to work in conjunction with City policies and Memorandum of Understanding (MOUs.)

Employee Development - Develop an employee orientation program, and performance measures policy. Provide necessary training and resources to implement reclassification study recommendations. Make available training/cross-training opportunities as new technology is implemented.

Public Counter - Develop a new front counter environment and operation to enhance public service.

Goal 2 Legislative Bureau

Service/Program

City Council Agenda Distribution/Copier System Enhancements – Continue to improve process of City Council agenda distribution including utilizing copier system enhancements to decrease the number of agenda packets and consolidate scanning functions related to document imaging and Intranet/Internet publications.

Content Management – Design and implement the new City Clerk content management web page format to improve delivery of City Clerk information and increase number of daily web page hits from approximately 2,000 to 3,000 and encourage feedback from customers to promote better customer service.

Document Imaging/Management System – Increase monthly number of scanned City Clerk documents to build a more extensive database to reduce the number of requests for retrieval/refiling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts); enable City staff to conduct their own research as appropriate; enable customers to access backfile City Council meeting agenda items; and reduce costs related to staff time and copying.

Legislative Information Management System (LIMS) – Install and implement the selected LIMS system in accordance with the City Clerk Legislative Review Project (CCLRP) Findings and Recommendations Report for an effective and efficient LIMS system and archive process.

Records Management Software Enhancements – In conjunction with implementation of the LIMS system, evaluate the related parameters of networking the Microfilm (Division) to the Records Center with implementation of records management software and report writer software for records management forms.

Streaming Video System/Digital Minutes – Continue to utilize the streaming video system to enable digital recording of City Council meetings and other committee meetings and provide CD-ROM copies of meeting proceedings.

Goal 3 Elections Bureau

Service/Program

Coordination of United States Postal Service (USPS) Service - Work with USPS to ensure delivery and return of mail ballots and sample ballots on a timely basis.

Election Management Information System – Procurement and installation of a Windows-based Elections Information System that provides support for the planning and administration of the following election functions: Voter Registration Management; Precinct and District Module, Street Inventories; Office/Incumbent and Candidate Processing; Polling Place and Polling Location Planning and Inventory and Payroll.

Poll-Worker Training - Improve poll worker training by limiting number of participants per class and increasing number of classes. Separate classes for inspectors, clerks, precinct coordinators and employees. Develop a poll worker training program on streaming video.

Voter Education - Development of a voter education program for the April and June 2004 elections and develop a polling place locator with map and photo on election web page.

Administration Bureau

- Developed and adopted an employee drafted department mission, vision and values statements.
- Completed organizational redesign plan, strategic plan, and career ladder job description reports.
- Conducted regular City Clerk staff meetings for communication of Department and City policies.
- Completed City Council interview and quarterly status reports regarding Department projects.
- Began training of staff via continuing education, conferences and seminars related to: process mapping and problem solving, graphic design and layout, business writing, office productivity software use, City financial systems, records management technology, open meeting laws (Brown Act) and Public Records Act, poll worker procedures, campaign finance, Political Reform Act, and the California City Clerks Association annual and regional conferences.
- Conducted Department informational presentations to three neighborhood associations and attendance at two community fairs.
- Installed new copier system to assist in the streamlining of the agenda process.

Legislative Bureau

- Converted and reformatted the City Council Agenda and summary minutes to an action summary format.
- Prepared report to the City Manager on streamlining of Alcohol Beverage Control (ABC) License process and City Council meeting dates.
- Developed and presented the City Clerk Legislative Review Project – Findings and Recommendation Report.
- Developed, released and reviewed a Request for Proposal process for the procurement of a new legislative information management system.
- Launched “digital minutes” and “new” copier technology bridge projects.

Elections Bureau

- Successfully conducted the November 2002 and June 2003 Special Elections.
- Placed polling place location change notices and advertisements that facilitated voter awareness in finding voting locations on Election Day.
- Presented the Municipal Elections Project to the Secretary of State.
- Posted campaign finance filings on Internet consistent with adopted City Council address redaction policy.
- Installed an On-Line Campaign Finance Filing Program for use beginning Janaury 2004.
- Implemented Statements of Economic Interest filings for 13 City boards and commissions previously not required to report.
- Tested and evaluated elections information management systems technology.
- Issued a Request for Proposal for possible implementation of modern voting systems technology.
- Used GIS for precinct consolidation and verification of district boundaries and duplicate registrations.
- Switched from punch card ballots to Marksense-type ballots.
- Conducted poll worker training in-house rather than outsourcing, with emphasis on provisional voting procedures and site check-in and assessment procedures.

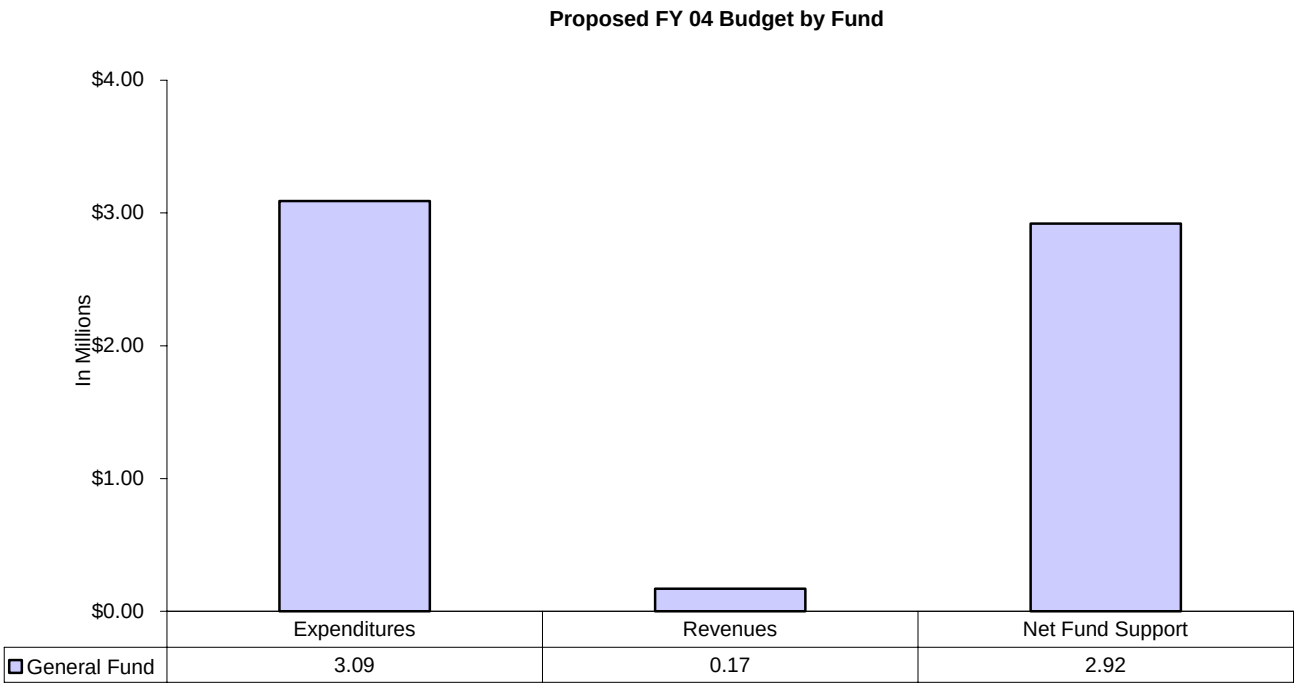
Opportunities

- Development and implementation of new organizational design, career ladders, and information systems that focus around the customer by leveraging the skills and abilities of a talented department staff.

Challenges

- Maintaining and expanding service levels without historically filled positions of Assistant City Clerk and Deputy City Clerk.
- Conducting a well-run 2004 election cycle while simultaneously installing a new legislative information system.
- Successfully recruiting polling places and workers for the conduct of the 2004 elections.

City Clerk Department Summary



	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	1,559,538	1,761,007	1,761,007	1,434,636	1,900,531
Materials, Supplies and Services	1,354,429	920,600	921,145	956,013	912,780
Internal Support	590,015	268,114	268,114	273,428	278,732
Capital Purchases	25,485	-	-	-	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,529,467	2,949,721	2,950,266	2,664,078	3,092,043
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	28,909	-	-	-	-
Charges for Services	4,928	3,400	3,400	4,000	3,400
Other Revenues	432,289	1,275	1,275	5,142	1,275
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	84,985	166,877	166,877	118,000	166,877
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	551,111	171,552	171,552	127,142	171,552
Personnel (Full-time Equivalents)	29.00	29.00	29.00	29.00	29.00

City Clerk Summary

Services Provided:

The City Clerk is appointed by and serves at the pleasure of the City Council and is charged with the execution of those responsibilities of certain duties per City Charter Section 401.

Service Improvement Objectives:

Improve operating efficiencies in the areas of public counter and employee development.
Create a department policy manual.
Streamline legislative processes through the use of technology and workflow systems.
Enhance election administration in relation to voter education, poll-worker training and absentee ballot delivery.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of meeting tapes copied	35	35	35	51	35
% of meeting agendas posted timely	100%	100%	100%	100%	100%
# of retention schedules updated	3	1	1	3	2
% of departments well-served microfilm	100%	100%	100%	100%	100%
Expenditures:					
Salaries, Wages and Benefits	1,559,538	1,761,007	1,761,007	1,434,636	1,900,531
Materials, Supplies and Services	1,354,429	920,600	921,145	956,013	912,780
Internal Support	590,015	268,114	268,114	273,428	278,732
Capital Purchases	25,485	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,529,467	2,949,721	2,950,266	2,664,078	3,092,043
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	28,909	-	-	-	-
Charges for Services	4,928	3,400	3,400	4,000	3,400
Other Revenues	432,289	1,275	1,275	5,142	1,275
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	84,985	166,877	166,877	118,000	166,877
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	551,111	171,552	171,552	127,142	171,552
Personnel (Full-time Equivalents)	29.00	29.00	29.00	29.00	29.00

City Clerk Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
City Clerk	1.00	1.00	1.00	104,047	105,818
Administrative Aide II	1.00	1.00	1.00	44,485	45,819
Administrative Analyst III	1.00	1.00	1.00	68,324	61,930
Assistant City Clerk	1.00	1.00	1.00	101,082	101,082
Chief Deputy City Clerk	2.00	2.00	2.00	155,690	141,235
Clerk Typist I	1.00	1.00	1.00	31,155	32,090
Clerk Typist II	1.00	1.00	1.00	33,613	32,359
Clerk Typist III	1.00	1.00	1.00	36,494	30,535
Clerk Typist IV	1.00	1.00	1.00	39,252	40,430
Deputy City Clerk I	6.00	6.00	6.00	318,023	315,115
Deputy City Clerk II	1.00	1.00	1.00	55,796	49,085
Election Employee/1	1.00	1.00	1.00	22,682	23,363
Election Employee/5	1.00	1.00	1.00	24,760	25,503
Election Employee/6	4.00	4.00	4.00	109,378	112,660
Election Supervisor	1.00	1.00	1.00	39,252	40,430
Executive Secretary	1.00	1.00	1.00	48,840	40,977
Microfilm Technician	1.00	1.00	1.00	41,670	33,655
Records Manager-City Clerk	1.00	1.00	1.00	60,132	61,936
Senior Minute Clerk	1.00	1.00	1.00	43,362	71,850
Special Projects Officer-City Clerk	1.00	1.00	1.00	71,850	44,662
	---	---	---	---	---
Subtotal Salaries	29.00	29.00	29.00	1,449,886	1,410,535
Overtime	---	---	---	20,600	20,600
Fringe Benefits	---	---	---	334,058	405,656
Administrative Overhead	---	---	---	60,672	63,741
Salary Savings	---	---	---	(104,210)	---
	---	---	---	---	---
Total	29.00	29.00	29.00	1,761,007	1,900,531

CITY OF
LONG
BEACH

CITY MANAGER

The City Manager Department is responsible for the administration of all City departments with the exception of elected and appointed offices and commission-governed departments. The City Manager plans and directs the implementation of City programs in accordance with City Council policies, the City Charter, and the Municipal Code, and provides leadership for efficient and effective municipal services for the community.

Key Contacts

Gerald R. Miller, City Manager

Reginald I. Harrison, Deputy City Manager

Christine F. Shippey, Deputy City Manager

Suzanne R. Mason, Acting Deputy City Manager

333 W Ocean Boulevard, 13th Floor
Long Beach, CA 90802
Phone: (562) 570-6711
Fax: (562) 570-6583
www.longbeach.gov

The goals noted below are citywide objectives for the City Manager. These goals span all City departments and touch upon all Strategic Plan objectives.

Goal 1 To provide a cleaner and safer community

Goal 2 To protect and enhance the fiscal strength of the City

Goal 3 To engender an open, transparent government through ongoing communication with the community and City employees

Goal 4 To balance economic development with community needs, while maintaining neighborhood character and preserving open space

Plan to Eliminate Structural Deficit and Balance Budget by FY 06

- The City Council-endorsed Three-Year Financial Strategic Plan (Plan) provides a framework for future City budgets. The Plan calls for a rationale approach to balancing ongoing expenditures and revenues to eliminate the City's structural deficit over the next three fiscal years.

"Voice Your Choice" Survey: Community Survey on City Services

- In an effort to solicit input from the community to help direct the development of the Plan, the City conducted an extensive community surveying effort. The City received over 13,000 responses, including approximately 7,000 written comments, and used this input to help craft the Plan.

Employee Input

- In addition to the "Voice Your Choice": Community Survey on City Services, the City also solicited input from its employees through the Voluntary Idea Program and the City Manager has made a concerted effort to keep employees informed of the budget challenges the City is facing.

Open Dialogue With the Community

- In developing the Plan and the FY 04 budget, the City Manager has reached out to the community for input at a series of community meetings, including the July 12, 2003 Budget Summit. Feedback from these meetings will contribute to the City Council's deliberations on the FY 04 budget.

Creation of City of Long Beach Speakers Bureau

- City of Long Beach staff will be made available to speak at community meetings to discuss specific topics of interest. This is an effort to bring City Hall closer to the neighborhoods and to build a stronger relationship with the community.

Quality of Life Improvements

- The City aggressively pursued grant opportunities to enhance our public safety efforts and to enhance our parks and open spaces. Additional efforts included in the FY 04 Proposed Budget include funding for an alley improvement pilot program and enhanced graffiti abatement efforts.

Employee Innovation Team

- The City Manager is in the process of establishing an employee innovation team for the City. This team, made up of employees from all levels of the organization, will help guide the City's transformation into a high-performance organization. The team will brainstorm and discuss ideas, and make recommendations as to how to create a professional service-delivery environment that values, encourages and rewards service excellence and optimization.

Opportunities

- Restore the community's trust in City government.
- Enhance the transparency of the City organization and the complex decision-making processes that guide the provision of municipal services.
- Improve responsiveness to the community through enhanced outreach and communications efforts.
- Maintain a long-term perspective for the community's health by continuing investment in core service areas critical to the City's future.

Challenges

- Balancing the City's budget and eliminating the structural deficit by FY 06, as prescribed in the Three-Year Financial Strategic Plan.
- Maintaining the City's core services with limited resources, while not forgetting about important City infrastructure needs (physical and technological) and quality of life issues.
- Ongoing State of California budget crisis and its impact on local government.
- Aligning the City's budget with the goals of the Strategic Plan 2010, while reducing the cost of City services.

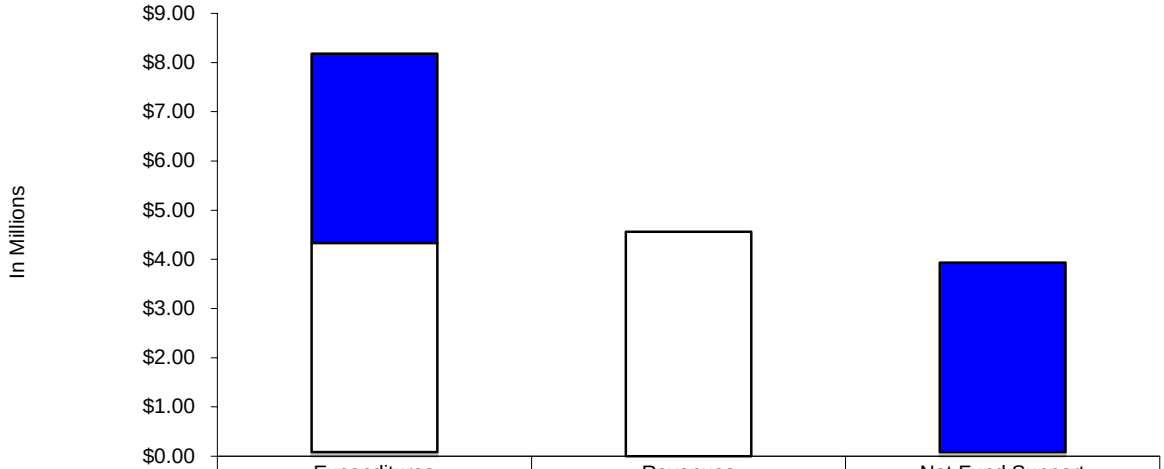
Structural Deficit Reductions*

DESCRIPTION	SERVICE IMPACT
Reduction in Support for the Management Assistant Program and Public/Government Affairs Activities ($229,848) ▪ Reduce Federal legislative advocacy contract ▪ Reduce opportunity for one Management Assistant candidate ▪ Reduce 1.0 analytical staff position in Public/ Government Affairs activities	The Management Assistant Program is being scaled back. Two positions will be funded to continue to carry out the mission of the program. Analytical and advocacy efforts in the Public/Government Affairs Office will be maintained through the use of existing City staff.
Reorganization and Reduction of Department Administration, Special Projects and Promotional Activities ($673,789) ▪ Reduce 1.0 management position for Special Project Administration; responsibilities transferred to Community Development ▪ Reduce 1.0 clerical support position in Department Administration ▪ Reduce Department travel, training, seminars, and business expenses by 50 percent ▪ Reduce GP support of City promotional and marketing activities ▪ Reduce Department support for General City Promotion and Special Events, including funding for Queen Mary 4th of July fireworks and Grand Prix activities	During FY 03, the City Manager's Office worked to consolidate/reorganize roles and responsibilities in the Department's administrative and special projects functions. The Department has achieved efficiencies as a result of these efforts. City promotions and marketing efforts will be reduced, however, core marketing efforts such as the contract with the Long Beach Area Convention and Visitors Bureau will be maintained in order to continue the success of the Long Beach tourism industry.
Reduction in Support to the Arts ($696,858) ▪ Reduce General and Special Advertising and Promotions Fund support to the Public Corporation for the Arts (PCA) and arts-related administrative costs	The City's annual support to the Public Corporation for the Arts and the arts and culture community will be reduced. The City, however, is committed to working with the arts and culture stakeholders to address ongoing funding issues.

* Includes deficit reduction items for both the General Fund and Special Advertising and Promotions Fund.

City Manager Department Summary

Proposed FY 04 Budget by Fund

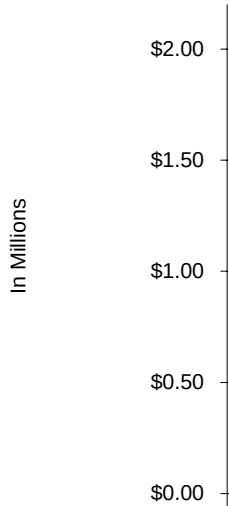


	Expenditures	Revenues	Net Fund Support
General Fund	3.85	-	3.85
Special Advertising & Promotion	4.25	4.56	(0.31)
Tidelands	0.08	-	0.08

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	2,986,557	2,761,726	2,761,726	2,732,821	2,699,380
Materials, Supplies and Services	7,259,210	6,983,988	7,095,879	6,604,859	5,547,588
Internal Support	478,961	358,286	358,286	300,044	305,102
Capital Purchases	52,997	0	0	0	0
Debt Service	0	0	0	0	0
Transfers from Other Funds	(357,835)	(375,761)	(375,761)	(421,464)	(375,761)
Prior Year Encumbrance	0	0	0	0	0
Total Expenditures	10,419,890	9,728,239	9,840,129	9,216,260	8,176,309
Revenues:					
Property Taxes	0	0	0	0	0
Other Taxes	3,619,532	3,645,000	3,645,000	4,080,000	4,247,000
Licenses and Permits	78,027	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Use of Money & Property	542,090	304,500	269,500	313,000	309,500
Revenue from Other Agencies	0	0	0	0	0
Charges for Services	0	0	0	3,000	0
Other Revenues	32,454	0	0	100,596	0
Interfund Services - Charges	0	0	0	0	0
Intrafund Services - GP Charges	0	0	0	0	0
Harbor P/R Revenue Transfers	0	0	0	0	0
Other Financing Sources	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Total Revenues	4,272,102	3,949,500	3,914,500	4,496,596	4,556,500
Personnel (Full-time Equivalents)	31.00	31.00	31.00	31.00	27.00

General City Management Functions Summary

Proposed FY 04 Budget by Fund

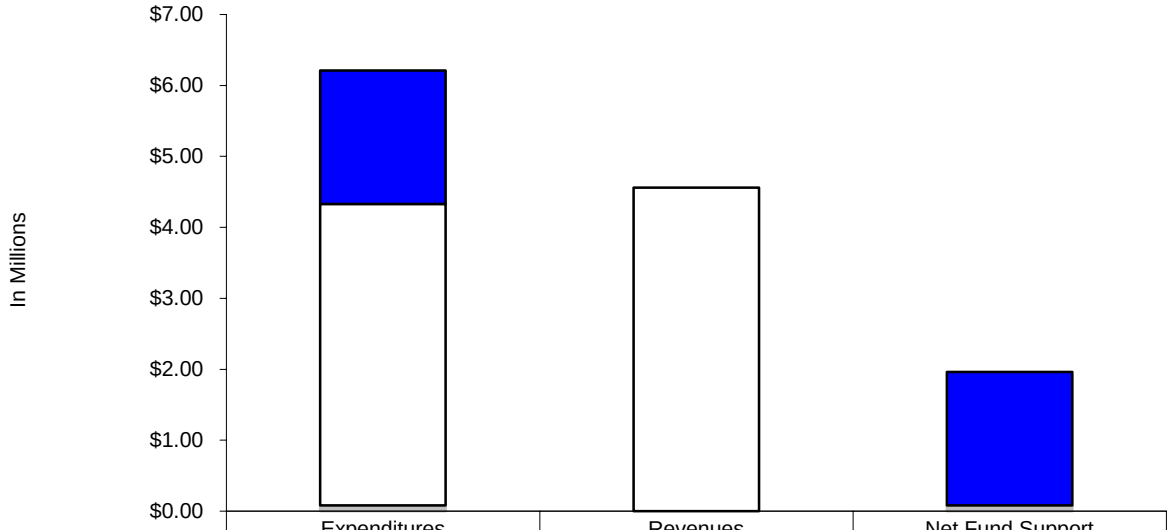


	Expenditures	Revenues	Net Fund Support
General Fund	1.98	0	1.98
Special Advertising & Promotion	0	0	0
Tidelands	0	0	0

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	1,836,285	1,604,469	1,604,469	1,618,556	1,617,594
Materials, Supplies and Services	316,900	244,550	244,556	247,354	198,618
Internal Support	345,736	206,022	206,022	163,445	158,811
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(101,523)	-	-	(89,527)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,397,398	2,055,041	2,055,047	1,939,828	1,975,023
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	77,827	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	80	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	77,907	-	-	-	-
Personnel (Full-time Equivalents)	16.95	16.45	16.45	16.45	14.45

Citywide Functions Directed by the City Manager Summary

Proposed FY 04 Budget by Fund

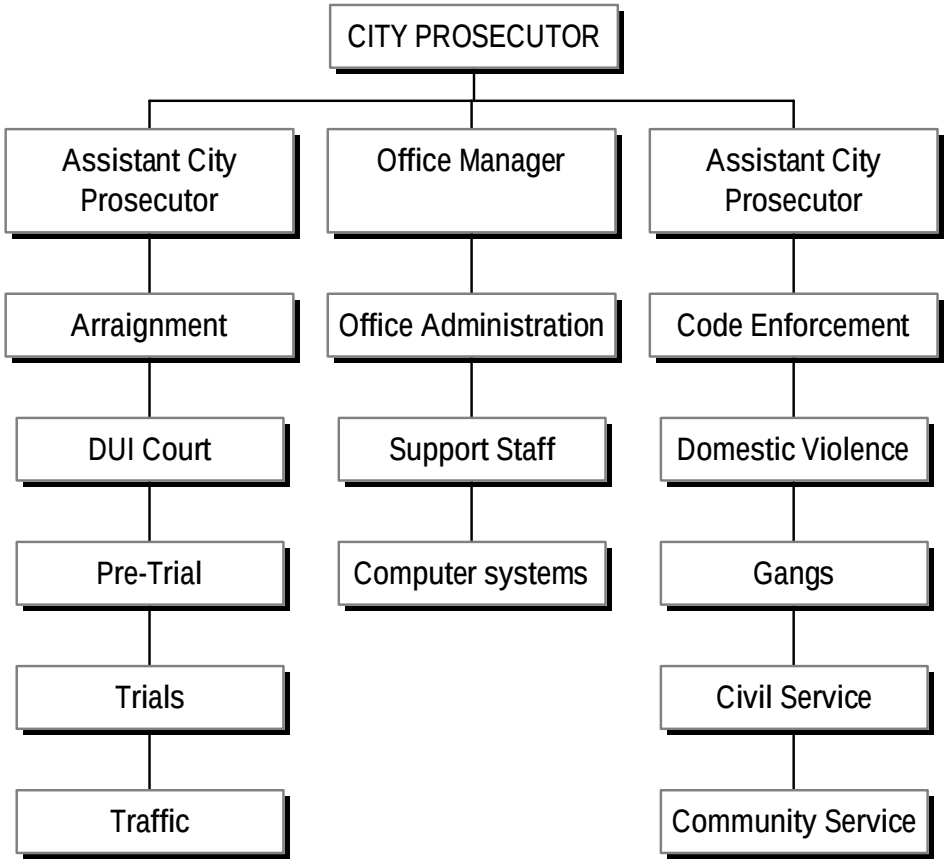


	Expenditures	Revenues	Net Fund Support
General Fund	1.88	0	1.88
Special Advertising & Promotion	4.25	4.56	-0.31
Tidelands	0.08	0	0.08

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	1,150,272	1,157,257	1,157,257	1,114,265	1,081,786
Materials, Supplies and Services	6,942,310	6,739,438	6,851,323	6,357,505	5,348,970
Internal Support	133,225	152,264	152,264	136,599	146,291
Capital Purchases	52,997	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(256,311)	(375,761)	(375,761)	(331,937)	(375,761)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	8,022,492	7,673,198	7,785,082	7,276,432	6,201,286
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	3,619,532	3,645,000	3,645,000	4,080,000	4,247,000
Licenses and Permits	200	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	542,090	304,500	269,500	313,000	309,500
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	3,000	-
Other Revenues	32,373	-	-	100,596	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	4,194,195	3,949,500	3,914,500	4,496,596	4,556,500
Personnel (Full-time Equivalents)	14.05	14.55	14.55	14.55	12.55

City Manager Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
City Manager	1.00	1.00	1.00	199,578	197,000
Administrative Assistant-City Manager	7.00	8.00	5.00	648,595	382,505
Assistant City Manager	1.00	1.00	1.00	166,077	166,077
Clerk Typist II	1.00	-	-	-	-
Clerk Typist III	1.00	2.00	1.00	68,145	32,848
Contracts Officer	1.00	1.00	1.00	84,034	84,034
Deputy City Manager	2.00	2.00	2.00	267,946	272,947
Executive Secretary to Assistant City Manager	1.00	1.00	1.00	60,750	61,702
Executive Secretary to City Manager	1.00	1.00	1.00	65,106	65,154
Executive Secretary	5.00	5.00	5.00	268,016	271,420
Human Dignity Officer	-	-	1.00	-	67,703
Investigator - City Manager	2.00	2.00	2.00	108,453	111,706
Management Assistant	3.00	3.00	2.00	116,292	83,940
Program Specialist-City Manager	3.00	2.00	1.00	103,996	60,345
Public/Government Affairs Manager	-	-	1.00	-	87,417
Public Information Officer	1.00	1.00	1.00	85,813	85,813
Secretary	1.00	1.00	1.00	39,252	40,430
	---	---	---	---	---
Subtotal Salaries	31.00	31.00	27.00	2,282,053	2,071,041
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	527,633	531,482
Administrative Overhead	---	---	---	111,029	96,856
Salary Savings	---	---	---	(158,990)	---
	---	---	---	---	---
Total	31.00	31.00	27.00	2,761,726	2,699,380



CITY PROSECUTOR

The Long Beach City Prosecutor's Office provides the finest municipal prosecution services for all persons in Long Beach by pursuing the highest standards of justice and balancing the needs of society with those of the individual.

Key Contacts

Thomas M. Reeves, City Prosecutor

Dan Lenhart, Assistant City Prosecutor

Dan Murphy, Assistant City Prosecutor

333 W Ocean Boulevard, 2nd Floor
Long Beach, CA 90802
Phone: (562) 570-5600
Fax: (562) 570-5698
prosecutor@longbeach.gov

Department Goals

		Strategic Plan Goal
Goal 1	Implement Restorative Justice – by expanding the Community Service Worker Program	S2, S5

		Strategic Plan Goal
Goal 2	Consolidate and Expand Community Prosecution "Impact" Goals	S5

		Strategic Plan Goal
Goal 3	Improve Operations Efficiency	S5

Implemented Information Systems Improvements

Expanded Community Prosecution Strategy "Impact" Citywide

Opportunities

- Continued Base Budget Initiatives, New Grants and Enhancements

Challenges

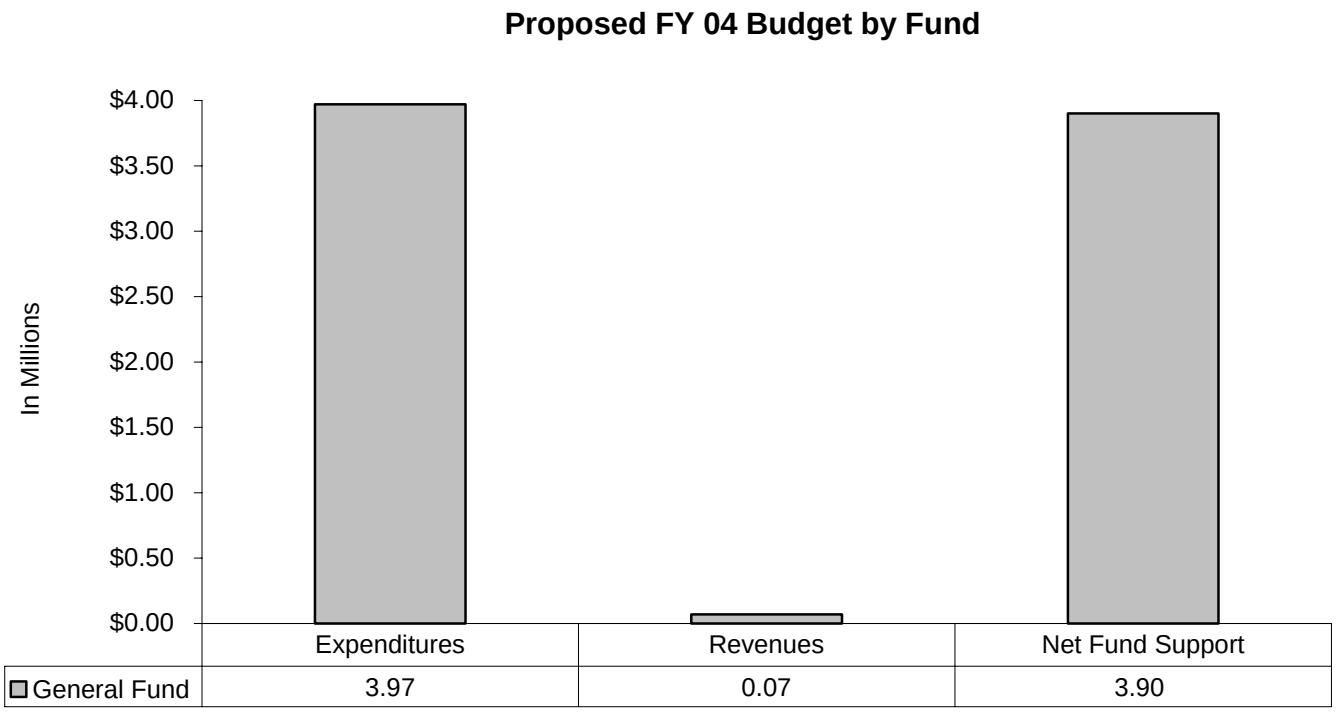
- Impacts of Three-Year Plan Reductions, Expiring Funding and Changes in Service Delivery Environment

Notes

The City Prosecutor is an independently elected official department.

In this Department, it should be noted that $98,500 in costs for code enforcement activities provided by this Department are transferred to the Community Development Department and are supported by Community Development Block Grant funds.

City Prosecutor Department Summary

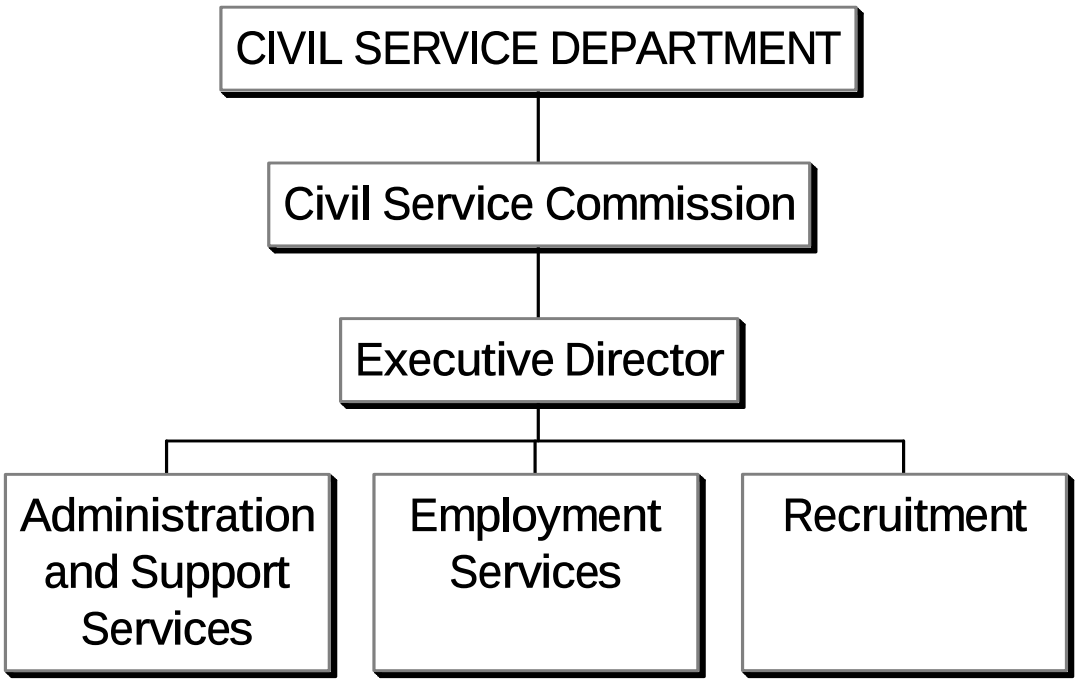


	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	3,199,294	3,519,616	3,519,616	3,357,143	3,588,641
Materials, Supplies and Services	619,213	175,700	290,781	331,580	175,700
Internal Support	664,827	372,794	372,794	309,668	303,769
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	(98,500)	(98,500)	(98,500)	(98,500)	(98,500)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,384,834	3,969,610	4,084,691	3,899,891	3,969,610
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	268,144	97,343	97,343	97,452	66,608
Charges for Services	-	-	-	-	-
Other Revenues	423	-	-	1,261	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	268,567	97,343	97,343	98,713	66,608
Personnel (Full-time Equivalents)	41.00	42.00	42.00	42.00	42.00

City Prosecutor Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
City Prosecutor	1.00	1.00	1.00	154,113	159,816
Administrative Analyst I	-	1.00	1.00	46,899	52,261
Assistant City Prosecutor	1.00	2.00	2.00	270,000	273,672
Clerk I - NC	-	0.50	0.50	9,686	10,367
Clerk Typist II - NC	0.60	1.00	1.00	31,677	33,262
Deputy City Prosecutor	18.00	19.00	16.00	1,547,231	1,337,681
Investigator - City Prosecutor	1.90	2.00	2.00	102,924	115,975
Law Clerk-Prosecutor	1.00	-	1.00	-	42,518
Legal Assistant I	2.00	1.00	1.00	39,455	42,695
Legal Assistant II	7.00	5.00	5.00	212,323	229,839
Legal Assistant III	-	1.00	1.00	47,209	50,999
Legal Office Assistant	2.00	-	-	-	-
Legal Office Specialist	-	4.00	5.00	136,523	183,220
Office Manager-Prosecutor-Confidential	1.00	1.00	1.00	65,945	85,204
Office Specialist-Prosecutor	3.50	1.50	1.50	79,212	95,271
Paralegal-Prosecutor	1.00	1.00	1.00	40,591	43,482
Senior Legal Secretary I	-	-	1.00	-	45,028
Victims Advocate	1.00	1.00	1.00	35,492	36,557
	---	---	---	---	---
Subtotal Salaries	41.00	42.00	42.00	2,819,279	2,837,847
Overtime	---	---	---	16,160	4,000
Fringe Benefits	---	---	---	679,936	723,834
Administrative Overhead	---	---	---	136,280	141,179
Salary Savings	---	---	---	(132,038)	(118,218)
	---	---	---	---	---
Total	41.00	42.00	42.00	3,519,616	3,588,641

Note - The FY 04 Salary Savings is for positions to be kept vacant during the year to assist with the City's budget crisis.



CIVIL SERVICE

The Civil Service Department, with fairness, integrity and courtesy, ensures a qualified, service-oriented pool of candidates that reflects the diversity of the community through an unbiased, reliable and timely employment process.

Key Contacts

Mario R. Beas, Executive Director

Herman M. Long, Deputy Director

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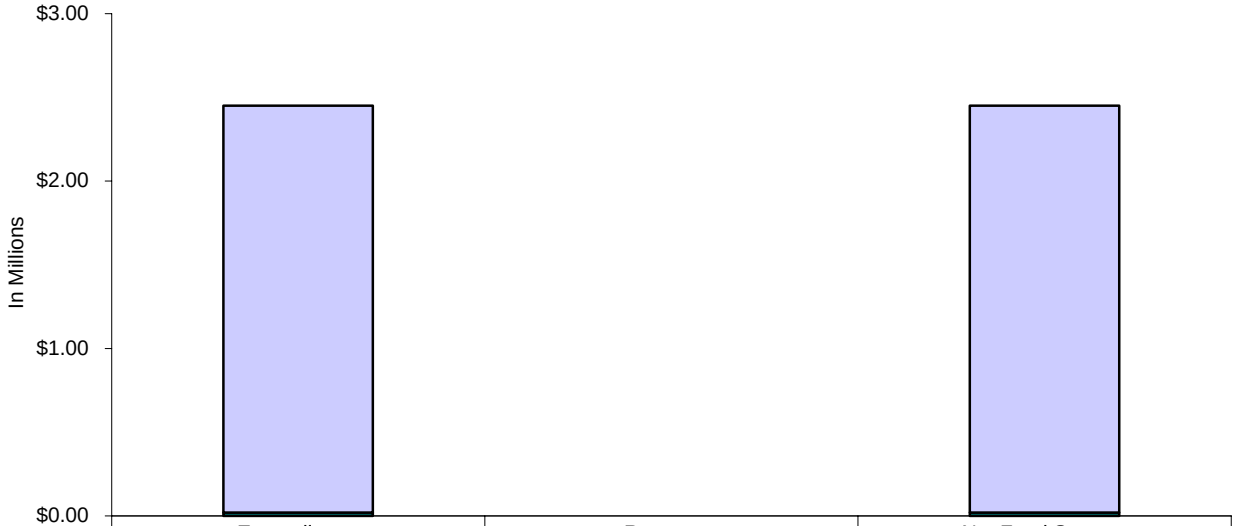
The Civil Service Commission is created by Article XI, Section 1100 of the Charter of the City of Long Beach. The Civil Service Commission appoints the Executive Director - Civil Service. Civil Service Department staff are appointed and managed by the Executive Director.

- Conducted successful recruitment drives for Police Recruit and Police Officer – Lateral Entry.
- Conducted a major examination for Police Recruit, utilizing video testing.
- Completed promotional examination for Police Sergeant.
- Administered the Security Officer and Communications Dispatcher examinations on a two-per-year cycle.
- Provided for the continuous filing of employment applications for difficult to fill health-related positions.
- Conducted major job analyses for the classifications of Clerk Typist, Police Lieutenant, Police Sergeant, Fire Captain and Battalion Chief.
- Adopted 17 revised job classification specifications and approved 4 job classification consolidations.
- Conducted 26 employee disciplinary hearings over 36 days.
- Conducted two community recruitment orientations for prospective Communications Dispatcher candidates and three recruitment orientations for prospective Police Recruit candidates.
- Upgraded applicant information management and trained all staff to use the new system.
- Developed a video scenario examination for Fire Recruit in conjunction with the Long Beach Fire Department.
- Added new Recruitment Outreach Activity Calendar to website.
- Increased on-line job applications received to 60-70% of total applications.
- Conducted successful recruitment and examination for Fire Fighter – Lateral Entry for the first time.
- Revised Civil Service Commission policies on Disability Retirement Appeals and on the conduct of Employee Disciplinary Appeals.
- Automated “Interest Card” system.
- Implemented electronic distribution of job opportunity bulletins.
- Conducted 10 supervisory training classes.

Structural Deficit Reduction

DESCRIPTION	SERVICE IMPACT
Eliminate Clerk Typist position assigned to the Job Information Desk ($40,600)	Possible increase in time to respond to customer requests and increased involvement of professional analytical staff in examination administration.

Civil Service Department Summary



	Expenditures	Revenues	Net Fund Support
General Fund	2.43	0	2.43
Insurance Fund	0.02	0	0.02

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	1,746,884	1,748,222	1,748,222	1,603,179	1,903,122
Materials, Supplies and Services	329,144	333,800	367,157	391,693	318,245
Internal Support	493,349	240,073	240,073	219,977	230,178
Capital Purchases	731	-	-	1,339	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,570,109	2,322,095	2,355,451	2,216,189	2,451,545
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	77	-	-	-	-
Other Revenues	(56)	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	22	-	-	-	-
Personnel (Full-time Equivalents)	23.50	24.00	24.00	24.00	23.00

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; and maintain employee records.

Service Improvement Objectives:

To conduct four training classes on Civil Service Rules and Regulations.
To certify 75% of personnel requisitions within 24 hours of receipt.
To automate the certification of job candidates to fill City vacancies.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of supervisory/management training classes conducted	3	4	4	4	4
% of personnel requisitions certifed within 24 hours of receipt	68%	75%	75%	65%	75%
Expenditures:					
Salaries, Wages and Benefits	643,657	617,711	617,711	572,658	652,377
Materials, Supplies and Services	82,644	77,250	78,078	113,381	67,250
Internal Support	388,047	179,540	179,540	156,535	161,384
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,114,348	874,501	875,330	842,574	881,011
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	77	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	77	-	-	-	-
Personnel (Full-time Equivalents)	5.50	6.00	6.00	6.00	6.00

Employment Services Division Summary

Services Provided:

Develop and administer streamlined, job-related employment examinations in accordance with modern psychometric standards to ensure City departments are equiped 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.

Service Improvement Objectives:

To establish 180 eligible lists.
To complete examinations within an average of 72 days.
To complete 98% of departmental requests for staff reports within established deadlines.
To conduct four training classes for employee selection.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of eligible lists established	228	180	180	210	180
Average exam turnaround days	44	72	72	72	72
% of reports completed within established deadlines	98%	98%	98%	98%	98%
# of managerial/supervisory training classes conducted	4	N/A	N/A	2	4
# of bilingual tests administered	N/A	85	85	85	85
Expenditures:					
Salaries, Wages and Benefits	893,703	926,076	926,076	843,749	1,029,822
Materials, Supplies and Services	158,613	149,600	176,380	170,318	138,600
Internal Support	26,954	26,381	26,381	21,653	31,350
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,079,270	1,102,057	1,128,837	1,035,720	1,199,772
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	(50)	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	(50)	-	-	-	-
Personnel (Full-time Equivalents)	15.00	15.00	15.00	15.00	14.00

Recruitment Division Summary

Services Provided:

Implement recruitment strategies that identify and attract qualified service-oriented applicants for City jobs; coordinate Reassignment for Training Program. Provide City departments with Equal Employment Opportunity (EEO) hiring opportunities. Provide individuals with career counseling opportunities.

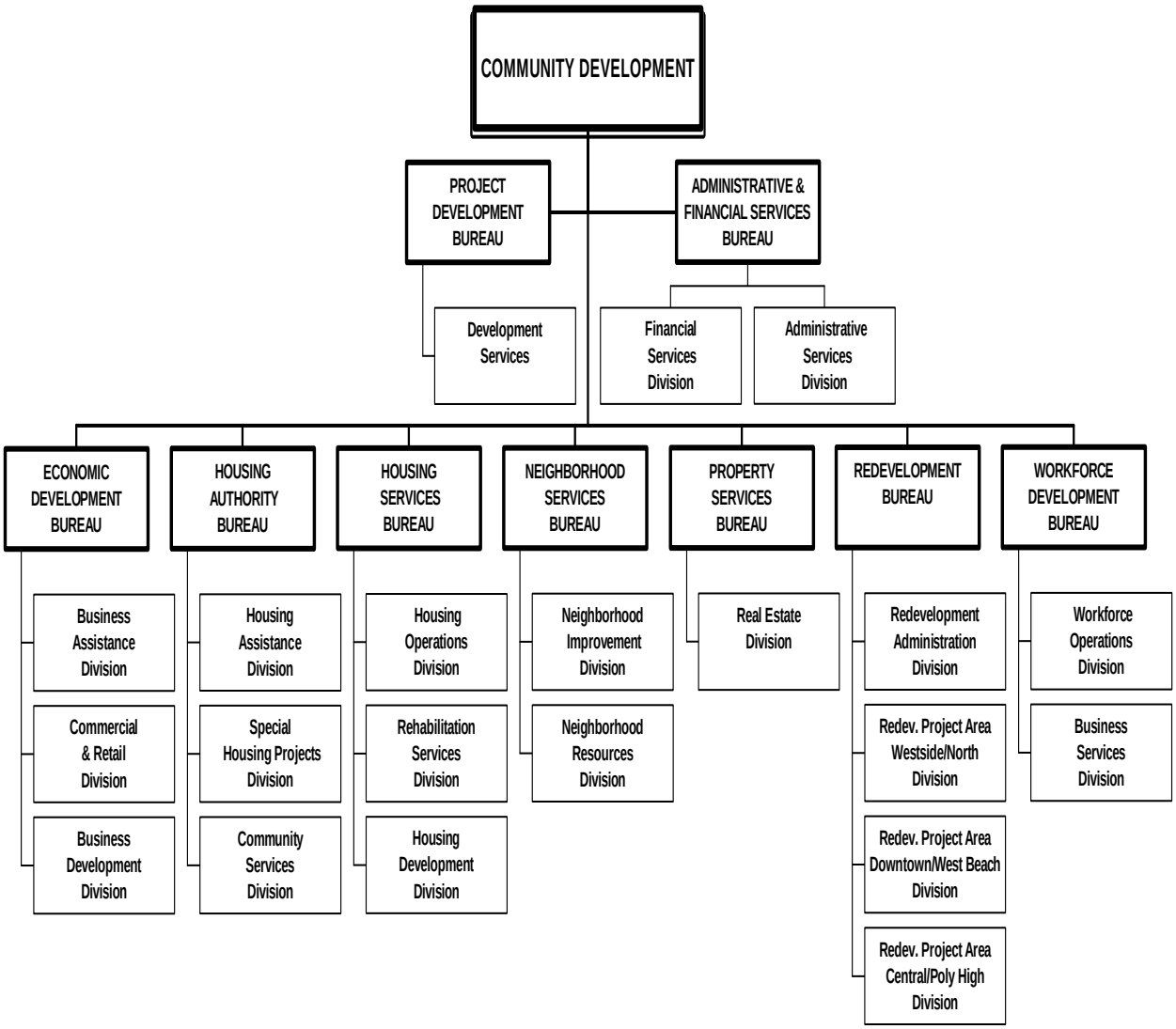
Service Improvement Objectives:

To increase direct recruitment contacts by 10%.
To recruit a pool of diverse applicants for City employment equivalent to the labor market.
To increase career counseling sessions by 10%.
To conduct a total of four managerial/supervisory training sessions on Performance Appraisal.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of community outreach visits	151	175	175	175	175
# of bilingual tests administered	69	N/A	N/A	N/A	N/A
# of career counseling sessions conducted	73	90	90	100	100
# of managerial/supervisory training classes conducted	N/A	8	8	4	4
Expenditures:					
Salaries, Wages and Benefits	209,524	204,434	204,434	186,773	220,923
Materials, Supplies and Services	87,888	106,950	112,698	107,994	112,395
Internal Support	78,349	34,152	34,152	41,789	37,444
Capital Purchases	731	-	-	1,339	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	376,492	345,536	351,284	337,895	370,762
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	(5)	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	(5)	-	-	-	-
Personnel (Full-time Equivalents)	3.00	3.00	3.00	3.00	3.00

Civil Service Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Executive Director-Civil Service	1.00	1.00	1.00	122,300	122,300
Administrative Aide I	-	1.00	1.00	30,911	38,622
Assistant Administrative Analyst II-Confidential	2.00	2.00	-	98,479	-
Clerk Typist I	1.50	-	-	-	-
Clerk Typist II	2.00	3.00	2.00	93,060	64,093
Clerk Typist III	1.00	1.00	1.00	37,956	36,820
Clerk Typist IV	2.00	2.00	2.00	78,505	80,860
Deputy Director-Civil Service	1.00	1.00	1.00	107,444	107,444
Employment Services Officer	1.00	1.00	1.00	94,215	94,215
Executive Secretary	1.00	1.00	1.00	52,808	52,808
Members-Boards/Commissions	-	-	-	30,000	30,000
Payroll/Personnel Assistant III	1.00	-	-	-	-
Personnel Analyst I-Confidential	4.00	2.00	4.00	106,855	232,097
Personnel Analyst II-Confidential	2.00	4.00	4.00	241,467	254,125
Personnel Analyst III-Confidential	2.00	2.00	2.00	136,647	140,748
Personnel Assistant I-Confidential	-	1.00	1.00	40,209	42,787
Personnel Assistant II-Confidential	-	1.00	1.00	44,485	45,819
Recruitment Officer-Civil Service	1.00	1.00	1.00	78,532	78,532
Senior Payroll/Personnel Assistant	1.00	-	-	-	-
	---	---	---	---	---
Subtotal Salaries	23.50	24.00	23.00	1,393,871	1,421,268
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	368,604	409,991
Administrative Overhead	---	---	---	65,902	71,863
Salary Savings	---	---	---	(80,156)	---
	---	---	---	---	---
Total	23.50	24.00	23.00	1,748,221	1,903,122



COMMUNITY DEVELOPMENT

To enhance the physical appearance of the City and its neighborhoods; to increase the availability of affordable housing; and to improve the economic well being of the community and its residents.

Key Contacts

Melanie Fallon, Director

Jim Hurst, Manager, Administrative & Financial Services Bureau

Chet Yoshizaki, Manager, Economic Development Bureau

Lawrence Triesch, Manager, Housing Authority Bureau

Beth Stochl, Manager, Housing Services Bureau

Dennis J. Thys, Manager, Neighborhood Services Bureau

Amy Bodek, Manager, Project Development Bureau

Ron Walker, Manager, Property Services Bureau

Barbara Kaiser, Manager, Redevelopment Bureau

Ray Worden, Manager, Workforce Development Bureau

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		Strategic Plan Goal
Goal 1	Develop/improve residential, commercial and industrial buildings and property	B3, N3, N5, S5

Service/Program

Acquire Residential, Commercial and Industrial Properties

Administer Facade Improvement Program

Administer Targeted Neighborhood Improvement Programs

Manage City-Owned Property

Preserve, Create and Maintain Affordable Housing

Promote and Facilitate the Development of Residential, Commercial and Industrial Projects

		Strategic Plan Goal
Goal 2	Stimulate/strengthen local and regional economy	B1, B2, B3, B4, B5

Service/Program

Administer Adult Job Training Programs

Administer Business Development Programs

Administer Business Loan Program

Administer Downtown Parking Management Program

Conduct Business Attraction & Retention Services

Manage Tideland Assets

Provide Business Resource Services

Support Economic Community-Based Organizations

		Strategic Plan Goal
Goal 3	Provide opportunities for Long Beach residents to improve their social well-being	B1, B5, N1, N5, S4, Y4, Y5

Service/Program

Administer Affordable Housing Subsidy Programs

Administer and Deliver Youth Development Services

Coordinate Department Public Information Outreach

Develop and Implement Redevelopment Project Areas

Develop Public Facilities such as Libraries, Parks and Public Infrastructure

Lease Property for City Services

Manage Career Development Services

Manage Neighborhood Revitalization and Beautification Program

Support Community Based and Neighborhood Based Organizations

		Strategic Plan Goal
Goal 4	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A
	Service/Program	
	Coordinate Department Financial Resources	
	Coordinate Department, Administrative and Human Resource Functions	
	Department Administration	
	Seek Out, Apply for and Administer Various Public and Private Funds	

Neighborhood Development

- The Department helped improve and expand the City's housing stock by acquiring and rehabilitating 339 affordable rental units; assisted 132 homebuyers with the purchase and rehabilitation of their properties; provided oversight of the rehabilitation of the Northpointe Apartments; and completed the proposal review process for West Gateway.

- The Department encouraged home ownership by developing a Housing Action Plan that enabled the City to develop a Housing Trust Fund and established the Section 8 Homeownership Program to help participants transition from rental assistance to homeownership.

- The Department furthered the pursuit of educating first time homebuyers by obtaining additional funds from the Federal Home Loan Bank to assist Family Self-Sufficiency (FSS) participants with home ownership.

- The Department received the "National Award of Merit" from the National Association of Housing and Redevelopment Officials for a project that enabled its young participants to receive training from a professional artist. The award recognizes the Department's ongoing efforts to create neighborhoods where arts and culture flourish.

- As part of the City's efforts to encourage more active community participation, the Department provided 43 mini-grants to neighborhood and community groups.

- To further develop neighborhood identity and cohesiveness, the Department worked with neighborhood and community organizations to plant over 750 trees and continued the site control process for the new Mark Twain Library.

- The City's neighborhoods became stronger and healthier because of the assistance the Department gave to 11 non-profit agencies in acquiring $500,000 in grants. The money was then used to make improvements to facilities serving low-income residents.

- The Department continues to strengthen community leadership by expanding the Neighborhood Resource Center's workshops and seminars on neighborhood problem solving skills.

- To better support efforts that create beauty and pride within neighborhoods, the Department continued to implement the North Long Beach Guide for Redevelopment and began work on the Central Strategic Guide to Development.

- The Department increased the City's inventory of open space by identifying opportunities for further development of parkland; administering a $400,000 Brownfield Grant from the United States Environmental Protection Agency; and commencing the environmental review process on the proposed 56-acre Sports Park project and 5.5-acre park at 55th Way.

Business Growth and Development

- The Department is encouraging the development of knowledge-based jobs, by initiating negotiations with Boeing Realty Company for the 260-acre PacifiCenter development project and implementing the Pine Avenue and Long Beach Airport Free Wireless Internet Districts.

- The Department completed the administrative draft of the Economic Development Strategic Plan so the City might better help facilitate business retention, expansion and attraction.

- The Department continued to protect, preserve and build upon the greater Long Beach industrial sector by working with the Westside Project Area Committee and community to develop the Westside Industrial Strategic Action Plan; and assisting with the expansion of Snugtop Manufacturing Company and Circle Automotive Group.

Opportunities

- Provide programs and services to assist with the growth and development of Long Beach businesses with specific emphasis on small businesses.

- Focus outreach and marketing efforts to attract new businesses to Long Beach that provide the best employment opportunities for residents.

- Partner with the community and developers to improve the quality of life in City neighborhoods, focusing efforts on decent new affordable housing, the rehabilitation of existing housing and neighborhood infrastructure.

- Initiate programs to improve business corridors in the City, including street improvements, parking, and business facades.

- Actively engage the community in a public policy dialog to ensure key initiatives meet community needs and provide long-term benefits.

Challenges

- Limited funding sources make development and improvement of residential, commercial and industrial property difficult. Each year it becomes more expensive to develop land or renovate existing housing stock.

- Changes in political ideology, leadership and public sentiment make funding difficult to predict far into the future.

- Long Beach is an old city with inefficient land use patterns. It is sometimes necessary to seek changes in municipal regulation to efficiently rejuvenate and revitalize depressed areas.

- Residents of Long Beach have competing priorities regarding land usage. Occasionally opinions clash, making some land use policies controversial and difficult to bring to fruition.

- Discrimination, bureaucracy and costs related to Section 8 rental assistance program.

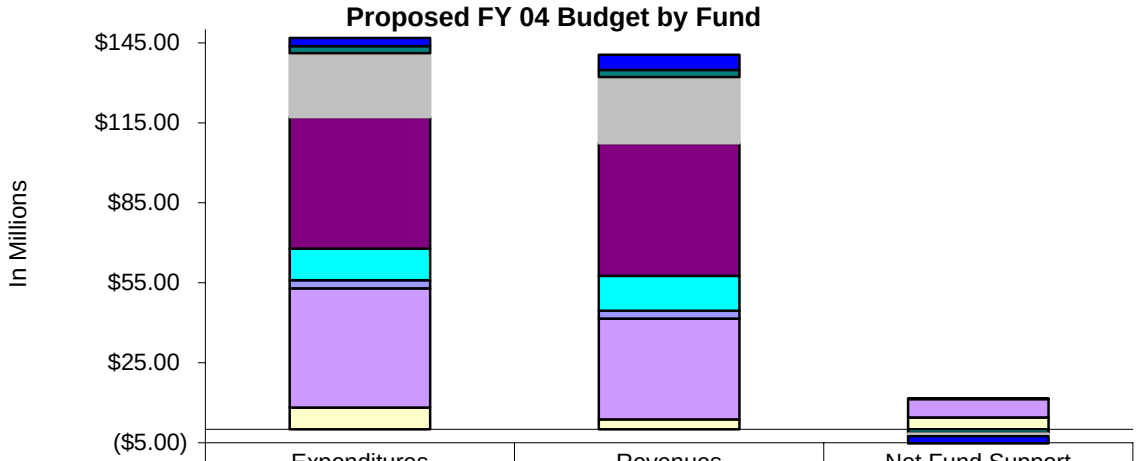
- Reduced federal funding for Workforce Development job training programs will necessitate a substantial restructuring of this operation.

- Much of the City's affordable housing stock is found in its oldest homes, often creating serious health-related issues that require mitigation.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Reduce Staffing for Property Development and Maintenance of City-Owned Lots ($116,000) ▪ Eliminates one position associated with acquisitions for property developments ▪ Reduces contractual services related to maintenance of City-owned lots	There will be less direct staff support for projects, and cleaning of City-owned lots will be decreased from four times a year to once a year.
Eliminate Funding for the Business Technology Division and Restructure Public Information Functions ($235,000) ▪ Eliminates dedicated funding, as well as three positions partially funded by the General Fund	The Business Technology Division, created to address the growing market of technology firms, was never fully implemented. Division responsibilities will be consolidated with other economic development functions within the Department.
Revenues From Expanded City Marketing and Sponsorship Program ($879,000)	New revenues will be generated through a dedicated City marketing and sponsorship program, with no impact on services.

Community Development Department Summary



	Expenditures	Revenues	Net Fund Support
General Fund	3.02	5.71	(2.69)
Business Assistance	2.71	2.63	0.08
Comm Dev Grants	23.91	24.88	(0.97)
Housing Authority	49.44	49.72	(0.28)
Housing Dev	11.81	13.12	(1.31)
Other Special Rev	3.03	2.92	0.11
Redevelopment	44.76	37.87	6.89
Tidelands	8.17	3.73	4.44

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	10,336,668	20,653,260	20,553,260	17,848,506	18,437,337
Materials, Supplies and Services	98,406,617	107,661,646	112,777,663	124,978,267	100,645,642
Internal Support	4,416,770	3,011,853	2,996,260	2,465,397	3,173,290
Capital Purchases	20,510	1,504,000	1,915,607	5,799,208	3,051,000
Debt Service	55,817,331	17,104,459	66,812,582	71,300,235	16,992,106
Transfers from Other Funds	7,844,757	3,377,145	6,077,786	3,477,525	4,549,358
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	176,842,653	153,312,363	211,133,159	225,869,138	146,848,733
Revenues:					
Property Taxes	30,381,008	28,088,600	28,088,600	29,822,000	33,417,000
Other Taxes	5,085,114	5,331,691	5,331,691	5,436,418	6,183,417
Licenses and Permits	25,994	11,745	11,745	2,863,976	89,545
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	14,824,716	13,535,573	13,990,573	17,971,702	12,714,259
Revenue from Other Agencies	77,649,167	64,144,323	68,086,674	70,259,467	73,486,840
Charges for Services	1,217	-	-	-	-
Other Revenues	9,725,418	5,159,249	5,858,749	7,241,224	3,988,492
Interfund Services - Charges	234,848	181,658	181,658	186,854	301,882
Intrafund Services - GP Charges	667,011	368,329	368,329	362,154	418,329
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	81,306,222	1,259,692	53,935,692	53,806,191	229,440
Operating Transfers	1,844,189	3,825,319	3,780,319	10,025,667	9,752,181
Total Revenues	221,744,904	121,906,179	179,634,030	197,975,653	140,581,385
Personnel (Full-time Equivalents)	313.31	332.05	332.05	332.05	261.63

Administrative and Financial Services Bureau Summary

Services Provided:

This is an internal service bureau within Community Development which provides financial, budgetary, human resources, employee benefits, training, safety and risk management support to the Department.

Service Improvement Objectives:

Coordinate departmental public information and communication improvement strategy.
Streamline internal financial and budgeting procedures to enhance operating efficiency.
Improve internal personnel procedures to increase ability to serve Department employees and hire new staff.

*The estimated amount of 'new employee orientation meetings' for FY 03 is significantly higher due to the conversion of California State University Long Beach (CSULB) Foundation employees to City employee status.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Media Contacts	30	30	30	30	25
Departmental Information Packages Distributed	200	250	250	300	250
New Employee Orientation Meetings	6	6	6	55*	6
Expenditures:					
Salaries, Wages and Benefits	987,524	1,007,230	1,007,230	1,081,962	1,082,770
Materials, Supplies and Services	284,240	240,803	254,744	238,920	303,897
Internal Support	(1,244,049)	(1,455,422)	(1,455,422)	(1,313,225)	(1,443,611)
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(13,773)	124,947	124,947	758,257	124,947
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	13,941	(82,442)	(68,501)	765,914	68,003
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	158	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	350,000	-
Total Revenues	158	-	-	350,000	-
Personnel (Full-time Equivalents)	13.20	15.55	15.55	15.55	14.70

Economic Development Bureau Summary

Services Provided:

Business attraction, loans, retention and development; permit assistance and business incentive packages; site selection and corridor revitalization; technical and financial assistance; business technology services, and the development of the Economic Development Strategic Plan.

Service Improvement Objectives:

Develop an Economic Development Strategic Plan to guide City economic growth.
Increase business outreach in Redevelopment/Community Development Block Grant (CDBG) areas.
Provide high quality comprehensive economic development services focusing on business attraction, retention, site location, finance and growth.
Develop a land-use strategy for developing available land in accordance with the Economic Development Strategic Plan recommendations.
Develop a citywide industrial land-use strategy.
Work with the Economic Development Commission and other stakeholders to implement Economic Development Strategic Plan recommendations.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Business Loan Services (including counseling)	200	250	250	400	425
Online Business Development Tools	0	6	15	15	20
# of Site Visits to Businesses in Redevelopment/CDBG Areas	0	200	200	200	220
# of Business Workshops Conducted	New	New	30	30	40
Expenditures:					
Salaries, Wages and Benefits	1,009,178	2,298,838	2,298,838	1,621,859	2,424,492
Materials, Supplies and Services	4,376,655	5,454,993	4,954,807	5,265,160	6,619,998
Internal Support	493,285	369,199	369,377	424,173	425,327
Capital Purchases	6,564	-	-	17,000	-
Debt Service	296,460	298,400	298,400	516,558	212,800
Transfers From Other Funds	(49,623)	(83,400)	(83,400)	(83,400)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	6,132,520	8,338,030	7,838,023	7,761,349	9,682,616
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	1,776,060	1,917,691	1,917,691	1,888,000	2,474,691
Licenses and Permits	2,300	-	-	-	69,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	620,306	785,326	1,240,326	785,326	1,003,140
Revenue from Other Agencies	751,348	300,000	461,000	461,000	1,200,011
Charges for Services	-	-	-	-	-
Other Revenues	674,570	-	-	-	503,186
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	1,137,263	2,000,000	2,000,000	2,000,000	2,625,000
Total Revenues	4,961,848	5,003,017	5,619,017	5,134,326	7,875,028
Personnel (Full-time Equivalents)	31.17	34.17	34.17	34.17	30.00

Housing Authority Bureau Summary

Services Provided:

Family Self-Sufficiency Program (FSS); distribution of escrow funds; enrollment in an Individual Account Collaborative (IDA) to assist people with homeownership; in-house job development services, including obtaining and distributing job leads to participants; housing assistance for families living with HIV and AIDS through the HOPWA Program; housing assistance for dual diagnosed/homeless families through the Shelter Plus Care Program; and administration of two HUD projects.

Service Improvement Objectives:

Maximize the use of the rental assistance program by assisting 6,172 households, or 100% of authorization.
Ensure compliance with program requirements by completing all recertifications and other annual activities at least 45 days before the anniversary date.
Improve service to tenants and landlords by scheduling inspections within eight calendar days of the request.
Improve the success rate of FSS participants through delivery of available services.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Utilization of Authorized Units	5,972	5,972	6,172	6,172	6,172
% Utilization of Authorized Units	94%	100%	99%	100%	100%
Enrollment of HUD-Mandated FSS Participants	1,126	1,113	1,076	1,076	1,071
% of FSS Enrollment	75%	100%	100%	100%	100%
Expenditures:					
Salaries, Wages and Benefits	2,660,066	3,362,648	3,362,648	3,357,613	3,685,871
Materials, Supplies and Services	39,296,295	39,223,343	40,753,581	43,946,682	44,530,657
Internal Support	922,754	1,053,633	1,053,633	1,197,608	1,227,960
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	2,204	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	42,881,319	43,639,624	45,169,862	48,501,902	49,444,488
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	116,819	144,340	144,340	58,979	58,980
Revenue from Other Agencies	42,186,463	43,563,519	44,884,330	46,849,095	49,624,915
Charges for Services	-	-	-	-	-
Other Revenues	47,733	35,000	35,000	42,000	40,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	42,351,015	43,742,859	45,063,670	46,950,074	49,723,895
Personnel (Full-time Equivalents)	56.00	60.00	60.00	60.00	60.00

Housing Services Bureau Summary

Services Provided:

Promotion, preservation and expansion of home ownership opportunities and rental housing units that are affordable; and financial assistance to existing low and moderate income property owners to ensure safe, sanitary and decent housing; and improvement of the housing stock.

Service Improvement Objectives:

Increase the number of affordable rental and ownership units in the City of Long Beach.
Review and revise, as needed, existing housing programs to address the City's housing needs.
Maximize the use of housing resources to benefit as many residents as possible with a clear and pronounced effect in revitalizing and stabilizing Long Beach neighborhoods.

Note: The FY 03 adjusted budget for this bureau does not reflect a $1.3 million budget adjustment that will be processed before year-end to increase appropriations for Home Investment Partnership Grant Funds.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of first time home-buyers assisted	115	130	40	40	70
# of affordable rental units provided with rental assistance	60	62	60	60	60
# of rental units acquired and/or rehabilitated	482	529	339	339	438
# of rental units built	New	New	New	New	43
# of ownership units built and/or rehabilitated	108	112	92	92	152
# of projects in development	New	6	6	6	5
Expenditures:					
Salaries, Wages and Benefits	1,026,787	1,621,360	1,621,360	1,505,755	1,768,538
Materials, Supplies and Services	8,781,154	15,709,370	10,450,388	12,448,302	12,103,707
Internal Support	426,149	343,301	343,301	423,109	465,891
Capital Purchases	-	1,504,000	2,004,000	5,781,803	3,051,000
Debt Service	39,009	-	-	8,709	470,000
Transfers From Other Funds	229,033	22,705	4,822,705	67,705	65,705
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	10,502,132	19,200,736	19,241,755	20,235,382	17,924,840
Revenues:					
Property Taxes	4,550,774	5,694,000	5,694,000	5,881,000	6,544,000
Other Taxes	-	-	-	-	-
Licenses and Permits	16,649	3,000	3,000	56,931	13,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,246,003	1,096,315	1,096,315	942,083	814,505
Revenue from Other Agencies	4,494,036	4,909,506	4,909,506	7,540,402	5,669,644
Charges for Services	1,000	-	-	-	-
Other Revenues	2,785,099	2,391,761	2,391,761	2,064,530	3,042,600
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	930,885	800,000	1,300,000	1,881,838	-
Operating Transfers	(10,912)	-	-	(1,450,000)	4,759,158
Total Revenues	14,013,534	14,894,582	15,394,582	16,916,784	20,843,407
Personnel (Full-time Equivalents)	19.38	22.38	22.38	22.38	23.38

Neighborhood Services Bureau Summary

Services Provided:

Assist residents of low-income neighborhoods by coordinating and delivering federally funded programs and services designed to reduce social, physical and economic distress; provide assistance to neighborhood, business, and community organizations Citywide through programs and services provided by the Neighborhood Resource Center.

Service Improvement Objectives:

Increase resident involvement in community improvement and beautification projects to 225.

Offer Home Improvement Rebates in Neighborhood Improvement Strategy (NIS) areas and Redevelopment Project Areas at the same level as FY 03.

Increase participation of Citywide organizations utilizing programs and services provided by the Neighborhood Resource Center.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Resident Involved Community Improvement Projects	200	200	200	200	225
Home Improvement Rebates Issued	475	475	475	475	475
Neighborhood Resource Center Workshops, Seminars, and Events	2,100	2,100	2,100	2,100	2,200
Expenditures:					
Salaries, Wages and Benefits	1,388,640	2,551,713	2,451,713	2,557,417	2,740,430
Materials, Supplies and Services	3,507,918	2,351,008	2,094,795	2,397,637	2,722,317
Internal Support	899,166	529,306	513,535	614,855	615,978
Capital Purchases	-	-	-	-	-
Debt Service	2,740,400	-	(50,877)	-	-
Transfers From Other Funds	3,358,817	3,853,945	3,609,248	3,759,237	3,987,523
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	11,894,941	9,285,973	8,618,414	9,329,146	10,066,248
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	7,470	-	-	-	-
Revenue from Other Agencies	11,019,682	10,092,879	10,092,879	6,197,826	11,325,100
Charges for Services	-	-	-	-	-
Other Revenues	1,601,639	2,531,988	2,531,988	3,043,488	98,006
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	1,101,645	-
Total Revenues	12,628,791	12,624,867	12,624,867	10,342,959	11,423,106
Personnel (Full-time Equivalents)	45.76	46.50	46.50	46.50	46.50

Project Development Bureau Summary

Services Provided:

Coordinate and implement large-scale development projects from conceptual design through entitlement to development.

Service Improvement Objectives:

Negotiate a development agreement for the Boeing PacifiCenter multi-use project.
Complete the environmental review on the Sports Park project.
Identify appropriate financing mechanisms for construction of the Sports Park.
Complete the environmental review on a new park at 55th Way.

Note: This is a new bureau established in mid-FY 03 through a reorganization of existing Department functions to focus resources and efforts devoted to development and implementation of significant City projects.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Number of Development Agreements Negotiated	N/A	N/A	N/A	1	2
Number of Development Projects	N/A	N/A	N/A	5	7
Expenditures:					
Salaries, Wages and Benefits	-	-	-	108,000	261,855
Materials, Supplies and Services	-	-	654,500	500,000	517,000
Internal Support	-	-	-	-	5,122
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	-	-	654,500	608,000	783,977
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	654,500	350,000	304,500
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	654,500	350,000	304,500
Personnel (Full-time Equivalents)	-	-	-	-	3.00

Property Services Bureau Summary

Services Provided:

Property management and real estate services for City-owned properties; negotiation of lease and development agreements; supervision of the operations, maintenance, and development of the Convention Center, Queen Mary, and the Hyatt Regency Hotel.

Service Improvement Objectives:

Structure development agreements to maximize revenues to the City.
Ensure that long-term interests of the City are protected in all real estate transactions.
Complete new real estate agreements.
Meet with facilities staff to review preventative maintenance programs to minimize the number of emergency repairs.
Provide site inspections, meet with facilities staff to expedite repairs, replacements, scheduled maintenance and Capital Improvement Projects.
Work with facilities staff to increase event bookings and reduce maintenance cost to the City's Tidelands Fund.

Note: The Special Projects Bureau was consolidated into the Property Services Bureau beginning in FY 04.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Real Estate Agreements	6	6	350	416	364
Properties Managed	68	68	68	68	70
Properties Acquired	60	45	45	49	60
Code Enforcement Properties Cleaned	300	250	250	260	250
Properties Sold	25	25	25	19	30
# of Queen Mary site visits	12	12	12	12	12
# of Convention Center site visits	26	26	26	26	26
# of Hyatt Regency Hotel site visits	8	8	8	8	8
Expenditures:					
Salaries, Wages and Benefits	864,043	1,018,136	1,018,136	734,243	908,539
Materials, Supplies and Services	1,938,831	629,434	656,791	781,637	7,981,031
Internal Support	198,404	126,947	126,947	154,292	497,503
Capital Purchases	-	-	-	405	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(92,902)	(36,950)	(36,950)	-	(21,569)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,908,376	1,737,567	1,764,925	1,670,578	9,365,504
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,109,174	3,325,213	3,325,213	3,802,267	6,398,600
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	207,268	200,000	200,000	216,931	-
Interfund Services - Charges	234,848	181,658	181,658	186,854	301,882
Intrafund Services - GP Charges	667,011	368,329	368,329	362,154	418,329
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	496,450
Total Revenues	5,218,301	4,075,200	4,075,200	4,568,206	7,615,261
Personnel (Full-time Equivalents)	11.00	13.00	13.00	13.00	11.00

Redevelopment Bureau Summary

Services Provided:

The elimination of physical, social and economic blight within the redevelopment project areas.

Service Improvement Objectives:

Work with the public to create strategic plans for project areas.
Create new parks, libraries, and other important public facilities in redevelopment project areas.
Encourage community participation in all redevelopment activity.
Create new housing units.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Project Areas with Strategic Plans	2	4	4	4	4
New Parks Created	0	2	2	2	3
Project Area Committee Meetings Held	36	34	34	34	36
New Housing Units	0	1,000	1,000	301	203
Expenditures:					
Salaries, Wages and Benefits	1,334,063	1,800,967	1,800,967	1,802,320	1,922,237
Materials, Supplies and Services	15,405,336	30,714,306	35,531,663	44,486,401	20,627,441
Internal Support	588,975	530,360	530,360	609,197	610,458
Capital Purchases	-	-	(88,393)	-	-
Debt Service	52,741,462	16,806,059	66,565,059	70,774,968	16,309,306
Transfers From Other Funds	4,410,865	6,729,889	4,875,228	5,489,421	5,347,234
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	74,480,701	56,581,581	109,214,883	123,162,307	44,816,676
Revenues:					
Property Taxes	25,830,234	22,394,600	22,394,600	23,941,000	26,873,000
Other Taxes	3,309,054	3,414,000	3,414,000	3,548,418	3,708,726
Licenses and Permits	7,045	8,745	8,745	2,807,045	7,045
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	5,527,831	4,729,458	4,729,458	9,207,551	4,439,034
Revenue from Other Agencies	(7,162)	-	372,536	1,930,000	903,150
Charges for Services	3	-	-	-	-
Other Revenues	4,347,319	500	45,500	1,524,275	200
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	80,375,337	459,692	52,635,692	51,924,353	229,440
Operating Transfers	217,302	1,328,869	1,283,869	7,527,572	1,871,573
Total Revenues	119,606,963	32,335,864	84,884,400	102,410,214	38,032,168
Personnel (Full-time Equivalents)	17.00	20.80	20.80	20.80	21.30

Special Projects Division Summary

Services Provided:

Supervise the operations, maintenance and development of the Convention Center, Queen Mary, and the Hyatt Regency Hotel. Represent the Department on several Citywide committees and handle special assignments for the Director.

Service Improvement Objectives:

Meet with facilities staff to review preventive maintenance programs to minimize the number of emergency repairs.
Provide site inspections, meet with facilities staff to expedite repairs, replacements, scheduled maintenance and Capital Improvement Projects.
Work with facilities staff to increase event bookings and reduce maintenance cost to the City's Tidelands Fund.

Note: The Special Projects Bureau was consolidated into the Property Services Bureau beginning in FY 04.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of Queen Mary site visits	12	12	12	12	N/A
# of Convention Center site visits	26	26	26	26	N/A
# of Hyatt Regency Hotel site visits	8	8	8	8	N/A
Expenditures:					
Salaries, Wages and Benefits	151,238	133,634	133,634	133,634	-
Materials, Supplies and Services	8,201,528	8,026,942	8,026,942	7,994,582	-
Internal Support	279,205	310,189	310,189	266,090	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	138	(21,569)	(21,569)	(21,569)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	8,632,109	8,449,196	8,449,196	8,372,737	-
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	3,192,484	3,454,921	3,454,921	3,175,496	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	214	-	-	-	-
Other Revenues	37	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	500,536	496,450	496,450	496,450	-
Total Revenues	3,693,271	3,951,371	3,951,371	3,671,946	-
Personnel (Full-time Equivalents)	1.80	1.65	1.65	1.65	-

Workforce Development Bureau Summary

Services Provided:

Recruiting and attracting qualified employees for businesses; providing skills-upgrade training to employees of businesses; assessing local trends and needs to close skill-gaps; assisting with business closures and downsizing; skills and on-the-job training in demand occupations; career center services to prepare and assist residents with employment goals; supportive services to assist in career transitions; employment and career preparation services/training for youth.

Service Improvement Objectives:

Increase employment among residents and dislocated workers.
Increase job/career readiness of Long Beach youth.
Expand access of business services among local employers.
Ensure satisfaction with services among business and residential customers.
Align effectively with local labor trends and economic priorities.

Note: Because funding for training programs is being reduced in FY 04, the number of participants receiving case management and training services will decrease unless other funding sources are identified during the fiscal year.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Residents accessing resource centers monthly	9,000	9,000	9,000	9,000	9,000
Earnings increase - adult residents	3,600	3,600	3,600	3,600	3,500
Employment rate - dislocated workers	66%	70%	70%	70%	72%
Skills attainment - youth served	70%	70%	70%	70%	76%
Core business services provided	1,350	1,400	1,400	1,400	1,400
Adult Customer Satisfaction Index (ACSI) Score	67	68	68	68	68
Expenditures:					
Salaries, Wages and Benefits	915,128	6,858,734	6,858,734	4,945,702	3,642,605
Materials, Supplies and Services	16,614,659	5,311,447	9,399,451	6,918,947	5,239,594
Internal Support	1,852,881	1,204,339	1,204,339	89,298	768,662
Capital Purchases	13,946	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	(7,212,422)	(7,212,422)	(6,492,126)	(4,954,482)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	19,396,614	6,162,098	10,250,102	5,461,821	4,696,379
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,628	-	-	-	-
Revenue from Other Agencies	19,204,800	5,278,419	7,366,423	7,281,144	4,764,020
Charges for Services	-	-	-	-	-
Other Revenues	61,597	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	19,271,025	5,278,419	7,366,423	7,281,144	4,764,020
Personnel (Full-time Equivalents)	118.00	118.00	118.00	118.00	51.75

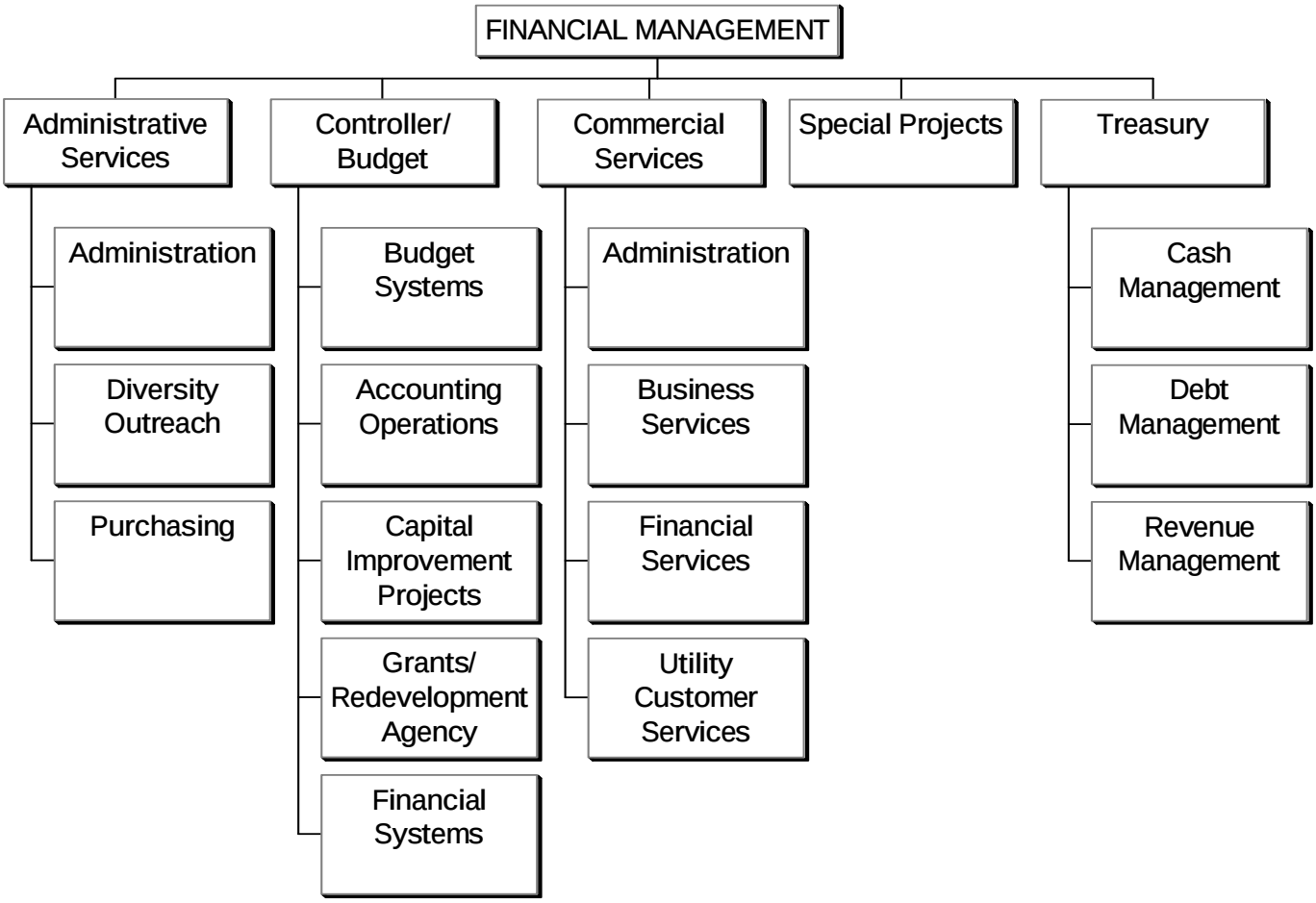
Community Development Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director-Community Development	1.00	1.00	1.00	162,018	162,018
Accounting Clerk II	1.00	1.00	1.00	32,606	35,451
Accounting Clerk III	3.00	3.00	3.00	114,894	113,443
Administrative Aide II	1.00	1.00	1.00	38,298	39,447
Administrative Analyst I	6.00	4.00	3.00	204,384	170,659
Administrative Analyst II	3.00	2.00	3.00	111,525	171,355
Administrative Analyst II - NC	-	-	1.00	-	45,299
Administrative Analyst III	3.00	4.00	3.00	271,476	211,122
Administrative Intern-NC/H28	4.93	4.17	1.00	76,804	19,339
Administrative Intern-NC/H36	-	4.00	4.00	103,080	108,234
Administrative Intern-NC/H38	0.38	0.38	0.38	10,914	11,460
Administrative Intern-NC/H41	-	1.00	1.00	34,394	36,114
Administrative Officer – CD	1.00	1.00	1.00	75,155	75,155
Assistant Administrative Analyst I	2.00	2.00	2.00	78,505	83,732
Assistant Administrative Analyst II	6.00	6.00	6.00	268,582	302,203
Business Assistance Officer	1.00	1.00	1.00	89,193	89,193
Business Development Officer	-	-	1.00	-	105,999
Business Loan Officer	-	1.00	-	85,325	-
Business Technology Officer	1.00	1.00	-	72,030	-
CD Clerical Assistant I	2.00	4.00	2.00	95,611	56,154
CD Clerical Assistant II	14.00	13.00	1.00	371,656	34,621
CD Clerical Assistant III	8.00	3.00	1.00	94,288	35,320
CD Coordinator I	5.00	-	-	-	-
CD Coordinator II	2.00	-	-	-	-
CD Coordinator III	3.00	-	-	-	-
CD Specialist I	27.00	39.00	12.75	1,912,564	558,733
CD Specialist II	24.00	13.00	-	722,710	-
CD Specialist III	9.00	8.00	20.00	499,427	1,066,733
CD Specialist IV	-	-	5.00	-	299,964
CD Specialist V	-	-	2.00	-	129,498
CD Technician I	3.00	2.00	-	57,094	-
CD Technician II	13.00	12.00	6.00	400,827	224,256
CD Technician III	22.00	21.00	11.00	751,364	425,722
CD Technician IV	12.00	27.00	-	1,075,997	-
Clerk Supervisor	1.00	1.00	1.00	42,257	43,524
Clerk Typist I	-	4.00	2.00	109,019	56,852
Clerk Typist II	13.00	14.00	14.00	431,494	451,349
Clerk Typist III	19.00	21.00	23.00	729,105	821,864
Clerk Typist IV	1.00	1.00	2.00	39,252	75,051
Commercial & Retail Development Officer	1.00	1.00	1.00	90,641	90,037
Community Development Analyst I	-	3.00	3.00	151,389	165,312
Community Development Analyst II	4.00	5.00	5.00	297,023	314,781
Community Development Analyst III	1.00	1.00	2.00	68,324	130,778
Community Information Specialist I	-	-	2.00	-	63,348
Community Service Officer	1.00	1.00	1.00	66,728	66,728
Community Worker-NC	10.00	10.00	10.00	257,421	266,074
Development Project Manager I	-	-	1.00	-	69,676
	---	---	---	---	---
Subtotal Page 1	229.31	241.55	161.13	10,093,375	7,226,595

Community Development Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	229.31	241.55	161.13	10,093,375	7,226,595
Development Project Manager II	4.00	8.00	10.00	535,633	707,119
Development Project Manager III	5.00	5.00	5.00	374,737	399,466
Economic Development Specialist I	-	-	5.00	-	265,241
Economic Development Specialist II	2.00	1.00	2.00	53,195	113,942
Economic Development Specialist III	1.00	1.00	3.00	58,644	186,501
Executive Secretary	1.00	1.00	1.00	49,110	49,110
Financial Services Officer	1.00	1.00	1.00	77,615	77,615
Housing Assistance Coordinator	4.00	5.00	5.00	265,019	287,351
Housing Assistance Officer	1.00	1.00	1.00	79,167	79,167
Housing Development Officer	1.00	1.00	1.00	85,036	85,036
Housing Operations Officer	1.00	1.00	1.00	90,231	90,231
Housing Rehabilitation Supervisor II	1.00	1.00	1.00	64,910	66,858
Housing Specialist II	17.00	17.00	17.00	663,810	699,569
Housing Specialist III	10.00	11.00	11.00	486,696	507,559
Manager-Admin & Financial Services	1.00	1.00	1.00	94,829	97,132
Manager-Economic Development	1.00	1.00	1.00	119,528	119,528
Manager-Housing Authority	1.00	1.00	1.00	99,483	99,483
Manager-Housing Services	1.00	1.00	1.00	95,039	95,039
Manager-Neighborhood Services	1.00	1.00	1.00	101,669	101,669
Manager-Project Development	-	-	1.00	-	120,049
Manager-Property Services	1.00	1.00	1.00	100,314	90,960
Manager-Redevelopment	1.00	1.00	1.00	125,487	125,487
Manager-Workforce Development	1.00	1.00	1.00	101,352	101,352
Marketing Economic Development Officer	-	-	1.00	-	90,000
Members Boards and Commissions	-	-	-	37,600	37,600
Neighborhood Improvement Officer	1.00	1.00	1.00	69,848	69,848
Neighborhood Resources Officer	1.00	1.00	1.00	64,607	64,607
Payroll/Personnel Assistant II	1.00	1.50	1.50	51,530	54,364
Public Information Officer	1.00	1.00	-	83,787	-
Real Estate Officer	1.00	1.00	1.00	84,925	82,833
Real Estate Technician II	1.00	1.00	1.00	44,485	45,819
Redevelopment Administrator	1.00	1.00	1.00	91,419	101,153
Redevelopment Project Officer	3.00	3.00	3.00	265,841	271,697
Rehabilitation Services Officer	1.00	1.00	1.00	89,771	94,829
Secretary	7.00	7.00	8.00	268,685	324,635
Special Projects Officer-Com Dev	1.00	1.00	-	82,451	-
Special Projects Officer-Housing	1.00	1.00	1.00	76,997	76,997
Workforce Development Officer	-	4.00	4.00	328,587	323,089
Workforce Development Supervisor I	3.00	3.00	3.00	202,386	215,806
Workforce Development Supervisor II	4.00	1.00	-	68,244	-
	---	---	---	---	---
Subtotal Salaries	313.31	332.05	261.63	15,726,040	13,645,332
Overtime	---	---	---	2,000	---
Fringe Benefits	---	---	---	4,391,823	4,220,728
Administrative Overhead	---	---	---	606,310	571,277
Salary Savings	---	---	---	(72,912)	---
	---	---	---	---	---
Total	313.31	332.05	261.63	20,653,260	18,437,337

CITY OF
LONG
BEACH



FINANCIAL MANAGEMENT

The Financial Management Department is a team committed to quality. We believe in dependable and efficient customer service delivered in a helpful, timely and responsive manner. We strive to provide effective leadership through innovative solutions consistent with professional and legal standards, personal integrity and the public trust.

Key Contacts

Robert S. Torrez, CFO/Director

David C. Gonzalez, Administrative Services Manager

Michael A. Killebrew, Budget Manager/Assistant City Controller

Pamela Wilson-Horgan, Commercial Services Manager

Barbara R. Hennessy, City Controller

James D. Sadro, Treasurer

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Long Beach, CA 90802
Phone: (562) 570-6024
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		Strategic Plan Goal
Goal 1	Ensure the safety and security of the City's assets	B1, B3, B4, B5

Service/Program

Business Cooperation Program
CalPERS Legislation and Board Actions
Cash, Debt and Investment Management Services
Deferred Compensation Services
Payroll/Personnel Services
Preferential Parking Permits Program
Revenue Tracking and Reporting

		Strategic Plan Goal
Goal 2	Provide the financial resources necessary to support the goals and operations of City departments	B5, E1

Service/Program

Accounting – Payroll, General, Grants and Capital Projects
Accounts Payable
Administer and Monitor Assessment Districts
Business License Services
Cash Management - Liquidity Management
City Billing and Collection Services
Financial Legislative Services
Financial Systems Support
Parking Citations Processing Services
Purchasing Services
Revenue Program - Generating, Collecting, Retaining and Recovering Revenues
Utility Billing and Collection Services

		Strategic Plan Goal
Goal 3	Develop sound financial strategies for business decisions	B5

Service/Program

Cash Management Policies and Systems
Coordination of Annual Budget Preparation
Debt Management Strategy Development
Investment Strategy Development
Monitoring of City's Budget
Preparation of Long-Range Financial Plan
Revenue Strategy Development

		Strategic Plan Goal
Goal 4	Actively support the local business economy	B1, B4, B5
	Service/Program	
	Business Community Financial Advisory Services	
	Business Improvement District Revenue and Debt Management	
	Business License Services	
	Diversity Outreach Services	

		Strategic Plan Goal
Goal 5	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A
	Service/Program	
	General Administrative Services	
	Safety Program	

Business Growth and Workforce Development

- Implemented the Business License Amnesty Program that forgave overdue business license taxes for businesses that voluntarily applied for a business license.

- For a third year in a row, received the Investment Pool rating of AAA+ and volatility rating of S1 from Standard and Poor's, which is the highest rating possible.

- Continued to contract with an outside collection agency to secure delinquent parking citation revenue that resulted in the collection of several hundred thousand dollars.

- Implemented automated Easy Pay credit card service in the Utility Billing System.

- Argued for changes ensuring that the City received local allocation of sales taxes on out-of-state phone sales, bringing an estimated $200,000 additional revenue annually.

- Obtained $657,000 in sales taxes associated with Harbor crane sales.

- Issued Redevelopment Agency Bonds generating $47.8 million for neighborhood programs.

- Ensured that the City receives Utility User Tax on Cell Phones, bringing an estimated $400,000 to $1.0 million annually in additional revenue annually.

- Collaborated with Departments and City Management staff to incorporate the City Council Endorsed Three-Year Financial Strategic Plan into the Proposed FY 04 Budget, resulting in balanced budgets for all funds.

- Issued conduit Taxable Tariff Revenue Bonds to assist with capital improvements related to Carnival Corporation moving its West Coast cruise ship terminal from Los Angeles to Long Beach.

The greatest service delivery challenges facing the Department of Financial Management include the ability to continue to provide timely financial information to departments and the community, promptly support the needs of utility services customers and manage the City's budget and investment programs given the current number of personnel vacancies and proposed reduction in Fiscal Year 2004.

Opportunities

- Continued support of City efforts to protect local government's resources as the State addresses its financial problems.
- Continue to implement cost control measures across City departments.
- Ensure ongoing review of City's debt and investments to minimize cost and maximize revenue.
- Assist departments with improving revenue monitoring and collections processes.
- Develop a strategic methodology for closing budget gaps while minimizing cuts to service.
- The Diversity Outreach Division was established to assist and promote local business.
- Reduce number of days to produce vendor payments.
- Improve customer service and training.
- Implement Purchasing Card.
- Work with local business to encourage self-accrual of sales/use tax.

Challenges

- Balancing the City budget in the face of uncertain costs and revenues.
- Developing alternative financing options to meet City capital requirements in changing municipal bond environment.
- State and Federal legislative policies and issues.
- Existing complex laws and regulations.
- Changes in laws and regulations.
- Managing the City's investment portfolio in a volatile environment.
- The State fiscal crisis impact on City revenues.
- Ensuring continued compliance with changing Federal regulations of deferred compensation plans.
- Developing sound revenue forecasting when the local and regional economy is impacted by state and national issues.
- Implementing improved outreach program in face of changing state regulations.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Restructure/Consolidate Operations and Reduce Staffing Levels ($813,112) ▪ Merge Budget and Accounting bureaus ▪ Eliminate Special Projects bureau ▪ Eliminate eleven positions and reduce overtime ▪ Restrict travel and training ▪ Curtail purchase of supplies and equipment	Impacts line managers and supervisors that already operate with minimum staff. Negatively impacts department's ability to keep current with changes in PERS legislation, procedures, regulations, and to maximize sales tax revenue. Ability to cross-train and develop staff restricted. Limits department's ability to provide additional analyses during the budget season and fiscal year-end. Reduces prompt customer service. Delays processing payments and responding to vendor inquires.
Reduce Contract Financial Support Services ($291,639) ▪ Reduce Treasury forecasting capability ▪ Reduce Financial Systems support	Negatively impacts department's ability to keep current with changes in legislation, procedures, and regulations. Limits City's ability to implement system upgrades and operate financial software with most current technology.
Reduce Printing and Minimize Costs Through Increased Technology ($38,742) ▪ Adopted Budget on-line and CD format ▪ Mandate electronic funds transfer of paychecks	Limits availability of printed reports to the public and makes them available on the City's website.
Increase Returned Check Fees and Late Fees on Utility Bills ($825,000) ▪ Returned check fee from $15 to $30 ▪ Utility bill late fee from 1.0 percent to 1.5 percent	Aligns fees with current industry standards and more closely covers costs incurred.

DESCRIPTION	SERVICE IMPACT
Raise Parking Citation Penalties, Preferential Parking Permits and Fees to Recoup Costs ($370,000) ▪ "Exceeded time limit" citation from $27 to $35	Fewer violations may occur.
Apply Business License Tax for All Appropriate Businesses ($200,000) ▪ City's Municipal Code requires all independent contractor real estate agents to have a business license	Municipal Code enforcement

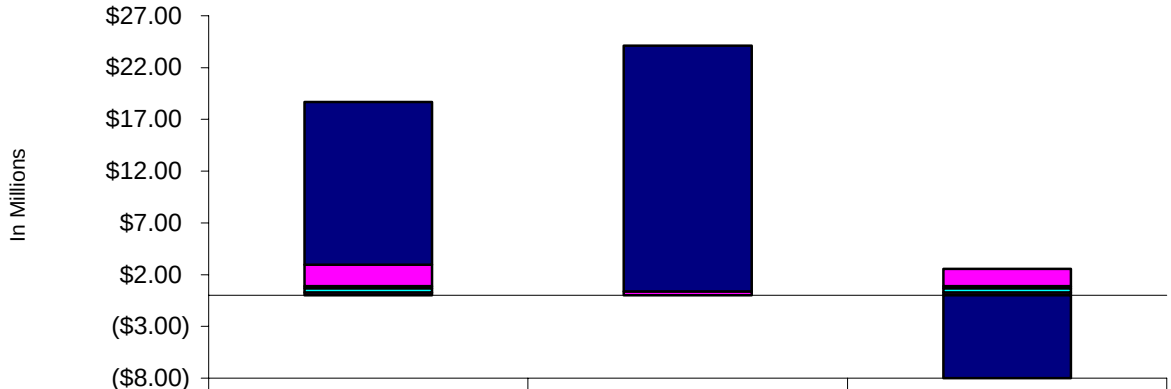
Financial Management & Citywide Activities Summary

Citywide activities are included on the Financial Management Department & Citywide Activities Summary page. This summary includes the Financial Management operating budget as well as 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 of this. "XI" contains interfund transfers for the indirect cost allocation plan. "XJ" Joint Powers Authority contains expenditures for City involved joint power activities. The second Department summary page strictly includes the Financial Management Department operating budget.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	110,508,082	123,965,694	123,965,694	116,355,460	128,629,882
Materials, Supplies and Services	59,124,119	55,160,469	55,468,853	61,241,141	55,331,026
Internal Support	10,666,795	10,584,948	10,584,948	10,671,614	10,480,883
Capital Purchases	7,719,282	-	9,634,276	9,632,879	50,000
Debt Service	28,870,248	41,689,531	41,689,531	36,968,756	39,515,729
Transfers from Other Funds	31,444,885	42,897,117	42,677,981	32,504,333	29,006,437
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	248,333,412	274,297,759	284,021,283	267,374,183	263,013,958
Revenues:					
Property Taxes	50,274,494	52,544,000	52,544,000	53,257,340	55,106,000
Other Taxes	122,252,075	117,040,000	117,040,000	125,629,096	119,721,024
Licenses and Permits	1,006,294	622,000	622,000	1,662,000	1,002,000
Fines and Forfeitures	323,585	72,000	72,000	132,000	109,650
Use of Money & Property	29,126,940	31,169,492	30,998,992	27,191,545	23,233,400
Revenue from Other Agencies	51,845,328	50,517,184	50,517,184	51,851,495	51,080,860
Charges for Services	22,246,418	26,704,572	26,729,572	24,605,572	25,974,572
Other Revenues	2,948,557	915,866	915,866	1,434,914	2,121,993
Interfund Services - Charges	135,597,950	146,811,124	146,811,124	141,198,303	168,154,190
Intrafund Services - GP Charges	7,525,143	7,516,566	7,516,566	7,516,566	7,555,409
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	28,342,576	-	-	-	-
Operating Transfers	43,484,815	74,415,546	75,186,546	71,160,780	58,465,994
Total Revenues	494,974,174	508,328,350	508,953,850	505,639,611	512,525,092
Personnel (Full-time Equivalents)	N/A	N/A	N/A	N/A	N/A

Financial Management Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
General Fund	15.73	23.73	(8.00)
Internal Service	2.06	0.39	1.67
Redevelopment Agency	0.21	-	0.21
Special Revenue	0.40	-	0.40
Tidelands	0.29	-	0.29

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	10,337,857	10,346,309	10,346,309	10,134,055	10,942,807
Materials, Supplies and Services	4,307,973	4,196,427	4,370,641	4,060,231	3,944,216
Internal Support	5,013,748	4,192,877	4,192,877	4,279,543	4,088,812
Capital Purchases	151,373	-	1,500	103	50,000
Debt Service	-	-	-	196	-
Transfers from Other Funds	(178,017)	(253,637)	(253,637)	(172,987)	(331,330)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	19,632,935	18,481,975	18,657,689	18,301,141	18,694,505
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	8,066,896	8,050,000	8,050,000	8,515,000	9,165,217
Licenses and Permits	170,516	122,000	122,000	162,000	252,000
Fines and Forfeitures	323,585	72,000	72,000	132,000	109,650
Use of Money & Property	40,180	-	-	-	-
Revenue from Other Agencies	66,266	-	-	-	-
Charges for Services	1,329,998	1,629,572	1,654,572	1,643,572	1,679,572
Other Revenues	961,019	701,198	701,198	758,704	1,524,198
Interfund Services - Charges	9,601,129	9,995,018	9,995,018	9,995,018	10,147,423
Intrafund Services - GP Charges	639,833	1,207,593	1,207,593	1,207,593	1,246,436
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	21,199,421	21,777,381	21,802,381	22,413,887	24,124,496
Personnel (Full-time Equivalents)	171.06	172.86	172.86	172.86	163.62

Accounting Bureau Summary

Services Provided:

Management and maintenance of the City's financial systems and processes.
Coordination and oversight of City payroll.
Preparation of management and annual audited financial reports.

Service Improvement Objectives:

Communicate the Annual Audited Financial Statements.
To complete the annual financial reports by March 31, 2004 for all entities.
Bill and receive grant funds within 30 days of eligibility.
Successfully implement new accounting standards.
Implement new financial system software release.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of days to process vendor payments	30	30	30	28	30
# of financial system training classes	125	115	115	122	125
% of CIP billings processed within 30 days	99%	98%	98%	98%	98%
Expenditures:					
Salaries, Wages and Benefits	2,719,875	2,922,982	2,922,982	2,815,133	2,904,123
Materials, Supplies and Services	583,827	463,368	602,909	467,642	395,156
Internal Support	1,335,438	1,128,024	1,128,024	1,057,841	964,224
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	196	-
Transfers From Other Funds	(44,144)	(128,461)	(128,461)	(47,811)	(166,961)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,594,996	4,385,913	4,525,454	4,293,000	4,096,542
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	47,793	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	2,100	-	-	-	-
Other Revenues	14,798	-	-	-	-
Interfund Services - Charges	497,032	412,772	412,772	412,772	412,772
Intrafund Services - GP Charges	-	500,000	500,000	500,000	500,000
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	561,723	912,772	912,772	912,772	912,772
Personnel (Full-time Equivalents)	45.40	45.25	45.25	45.25	41.00

Administrative Services Bureau Summary

Services Provided:

Provide internal administrative services to the Department of Financial Management, provide purchasing services to all City departments, and provide diversity outreach services to Long Beach and other area businesses, City departments and to the community in general.

Service Improvement Objectives:

Participate in a minimum of 10 local business meetings.
To conduct 30 one-on-one consultations with diverse suppliers on how to do business with the City of Long Beach.
To conduct 18 diversity outreach training sessions on the City's procurement process.
To create 850 Blanket Purchase Orders (BPOs) to facilitate more efficient purchasing practices.
To conduct 2 Citywide recyclable/environmentally preferable product educational training sessions.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of local business meetings	New	New	New	New	10
# of one-on-one consultations	New	New	New	New	30
# of outreach training sessions	8	12	12	12	18
# of Blanket Purchase Orders (BPOs)	650	750	750	750	850
# of recyclable/environmental training sessions	2	2	2	2	2
Expenditures:					
Salaries, Wages and Benefits	1,309,360	1,403,319	1,403,319	1,358,200	1,393,523
Materials, Supplies and Services	251,775	93,313	107,243	96,301	93,313
Internal Support	(723,033)	(660,820)	(660,820)	(608,853)	(619,821)
Capital Purchases	6,494	-	-	103	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	50	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	844,645	835,812	849,743	845,751	867,015
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	6,450	-	-	-	-
Interfund Services - Charges	57,713	66,297	66,297	66,297	67,489
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	64,163	66,297	66,297	66,297	67,489
Personnel (Full-time Equivalents)	19.00	19.00	19.00	19.00	17.00

Budget Management Bureau Summary

Services Provided:

Coordinate preparation of the City's annual budget. Provide internal oversight of the City's Financial Strategic Plan. Monitor City departments' adherence to City Manager fiscal policies and budget.

Service Improvement Objectives:

Prepare interim financial reports and produce financial updates.
To provide at least 100 department personnel with Citywide budget training.
Continue to work with the Mayor, City Council, City Manager, City departments and others to help the general public understand the City's finances and budget.
Work to improve the budget document for enhanced user readability and understanding.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of City staff trained	54	100	75	75	100
# of public presentations	2	2	2	40	80
# of budget awards received	2	2	2	2	2
# of Council letters reviewed	500	500	500	500	500
# of personnel requisitions reviewed	1,076	800	500	500	500
Expenditures:					
Salaries, Wages and Benefits	605,266	613,372	613,372	542,918	677,200
Materials, Supplies and Services	20,871	16,325	16,325	11,043	16,325
Internal Support	183,587	122,256	122,256	116,169	123,646
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	50	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	809,773	751,953	751,953	670,130	817,170
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	215	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	215	-	-	-	-
Personnel (Full-time Equivalents)	7.00	7.00	7.00	7.00	7.00

Commercial Services Bureau Summary

Services Provided:

Provide quality centralized billing, collection and customer service functions for the City including utility departments, business licenses, parking citations, ambulance transports and false alarms. Manage revenue received from billings and perform banking functions.

Service Improvement Objectives:

To exceed a collection rate of 82% on City issued parking citations.
To exceed a 3.0 productivity ratio of revenue/expenditures for Business License Inspectors.
To process and deposit 95% of funds tendered within 24 hours of receipt.
To exceed an average collection rate of 75% of all miscellaneous billings for City services.
To resolve 99% of all utility billing customer problems within the Commercial Services Bureau.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Parking Citations collection rate	79.3%	82.0%	82.0%	82.7%	82.0%
License Inspector Revenue/Expense productivity ratio	3.5	3.0	3.0	3.8	3.0
% of payments processed within 24 hours	95.0%	99.0%	99.0%	95.0%	95.0%
Average misc. billings collection rate	75.0%	95.0%	95.0%	75.0%	75.0%
% of utility customer problems resolved	N/A	99.0%	99.0%	99.9%	99.0%
Expenditures:					
Salaries, Wages and Benefits	4,884,606	4,541,405	4,541,405	4,559,760	5,133,840
Materials, Supplies and Services	2,789,841	2,876,077	2,893,857	2,823,717	2,943,129
Internal Support	4,090,023	3,597,254	3,597,254	3,589,687	3,505,562
Capital Purchases	144,844	-	1,500	-	50,000
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	11,909,313	11,014,736	11,034,016	10,973,165	11,632,531
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	8,066,896	8,050,000	8,050,000	8,515,000	9,165,217
Licenses and Permits	170,516	122,000	122,000	162,000	252,000
Fines and Forfeitures	323,585	72,000	72,000	132,000	109,650
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	9,397	-	-	-	-
Charges for Services	(11,602)	136,200	161,200	150,200	186,200
Other Revenues	927,056	651,198	651,198	663,704	1,474,198
Interfund Services - Charges	9,046,384	9,515,949	9,515,949	9,515,949	9,667,162
Intrafund Services - GP Charges	639,833	707,593	707,593	707,593	746,436
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	19,172,065	19,254,940	19,279,940	19,846,446	21,600,863
Personnel (Full-time Equivalents)	90.06	91.06	91.06	91.06	89.33

Special Projects Bureau Summary

Services Provided:

The Special Projects Bureau monitors and responds to all Sales Tax and Public Employees Retirement System (PERS) related legislation issues, State Board of Equalization (SBE) and State of California PERS (CalPERS) Board meetings and supports the Budget, Treasury and Commercial Services bureaus. The bureau works to maximize sales tax revenue and protect existing revenue that is threatened by State legislation and SBE actions.

Service Improvement Objectives:

Monitor and recommend City positions on State legislation and CalPERS Board actions regarding pension issues.
Monitor and recommend City positions on State legislation and State Board of Equalization (SBE) actions concerning sales and property tax issues.
Support Director of Financial Management on special projects as assigned.
Work with local business to encourage self-accrual of sales/use tax.
Oversee planning and coordination of the 2004 California Society of Municipal Finance Officers State Conference to be held in Long Beach.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of pension legislation monitored	100%	100%	100%	100%	100%
% of sales tax legislation monitored	80%	100%	100%	90%	100%
# PERS related meetings coordinated and attended	6	6	6	4	2
# SBE issues monitored and testified to and board meetings attended	4	3	3	2	1
Expenditures:					
Salaries, Wages and Benefits	156,838	172,086	172,086	121,059	69,512
Materials, Supplies and Services	32,298	88,300	88,300	61,897	67,132
Internal Support	(107,320)	(165,088)	(165,088)	(79,839)	(21,625)
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	50	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	81,867	95,298	95,298	103,117	115,019
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	1,924	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,924	-	-	-	-
Personnel (Full-time Equivalents)	1.60	1.75	1.75	1.75	0.49

Treasury Bureau Summary

Services Provided:

To structure debt financing and manage outstanding debt obligations; to invest, manage and perform diagnostics on the City's and related agencies' operating and long-term portfolios; review and recommend enhanced cash policies; administer and monitor the City's assessment districts for collections/delinquencies; administer City's defined contribution plans; manage asset/debt management fee allocation structure, monitor major revenue sources, ensure compliance with City tax revenues, research and develop new revenue programs, and project revenue estimates.

Service Improvement Objectives:

Manage outstanding City debt obligations to ensure compliance and determine potential refunding opportunities.
Maintain or improve the City's debt rating of AA-.
Evaluate cash management techniques and systems that will enhance and improve cash management functions.
Ensure the credit rating of the City's Investment Pool at AAA+ and optimize returns on City's investment portfolio.
Compare investment returns to appropriate benchmarks while maintaining adequate liquidity.
Provide revenue estimates to the Budget Bureau for Citywide activities and research and develop new revenue ideas.
Improve the City's 457 Deferred Compensation program to lower costs and provide options to employees.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Performance of short-term portfolio return to 91-day T-Bill benchmark	106.0%	100.0%	100.0%	105.0%	100.0%
Performance of long-term portfolio return to 1-3 year Treasury benchmark	86.1%	100.0%	100.0%	125.0%	100.0%
% of City funds invested	100.0%	100.0%	100.0%	100.0%	100.0%
Ratio of short-term/long-term funds	25/75	30/70	25/75	20/80	20/80
Expenditures:					
Salaries, Wages and Benefits	661,912	693,145	693,145	736,985	764,609
Materials, Supplies and Services	628,586	659,044	662,007	599,631	429,161
Internal Support	235,051	171,250	171,250	204,538	136,827
Capital Purchases	36	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(134,023)	(125,176)	(125,176)	(125,176)	(164,369)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,391,562	1,398,263	1,401,226	1,415,978	1,166,228
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	56,869	-	-	-	-
Charges for Services	1,339,500	1,493,372	1,493,372	1,493,372	1,493,372
Other Revenues	10,576	50,000	50,000	95,000	50,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,406,945	1,543,372	1,543,372	1,588,372	1,543,372
Personnel (Full-time Equivalents)	8.00	8.80	8.80	8.80	8.80

Budget Commentary

SPECIAL ADVERTISING AND PROMOTIONS FUND
Fund SR 133

CITYWIDE PROMOTION	FY 03 ADOPTED	FY 04 PROPOSED
Long Beach Convention and Visitors Bureau	* $3,729,000	* $3,729,000
July 4th Fireworks	30,000	0
Public Corporation for the Arts Support	500,000	150,000
Long Beach Junior Concert Band	137,500	137,500
General City Promotion and Special Projects	502,427	300,000
Special Events and Filming	**485,807	**612,310
Public Corporation for the Arts Newsletter	13,500	0
TOTAL	$5,398,234	$4,928,810

The activities noted above are highlights of the Special Advertising and Promotions Fund and do not reflect all fund activities.

*Includes	$3,579,000	Long Beach Convention and Visitors Bureau Activities
	115,000	Rose Parade Float
	35,000	Mayor and City Council Grand Prix Events
	$3,729,000	

* *Includes the following City-sponsored events: Daisy Avenue Parade; Martin Luther King, Jr. Parade; and Veterans Day Parade, in addition to other General City Promotion and Special events activities.

OTHER CITYWIDE ACTIVITIES

Many citywide activities are budgeted in the XC, XE, XI, XJ and CM14/CM16 organizations; some examples include the following:

Police & Fire Pension	$ 5,898,000
General Fund Transfer to Capital Projects	3,607,000
Prop. A Transfer to Bus Company	4,577,843
City Arts Support - PCA	650,000
Business License Surcharge for CIPs	1,195,000
Debt Service-Tax Revenue Notes	1,000,000
Health and Human Services Support	297,334

Financial Management Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director of Financial Management	1.00	1.00	1.00	151,516	151,516
Accountant II	1.00	1.00	1.00	49,204	50,729
Accountant III	11.00	11.00	11.00	652,639	693,284
Accounting Clerk II	6.00	6.00	4.00	187,673	132,070
Accounting Clerk III	8.00	8.00	8.00	300,098	315,572
Accounting Operations Officer	2.00	4.00	3.00	319,060	237,321
Accounting Technician	3.00	3.00	3.00	126,771	130,573
Administrative Analyst II	1.00	1.00	1.00	63,262	65,160
Administrative Analyst III	4.00	4.00	4.00	263,626	277,276
Administrative Analyst III - Confidential	5.00	4.00	4.00	273,294	281,496
Administrative Intern - NC/H39	-	0.80	0.80	23,954	25,151
Budget Division Officer	-	1.00	1.00	86,909	86,909
Business Services Officer	1.00	1.00	1.00	75,348	75,348
Buyer I	3.00	3.00	3.00	150,658	154,936
Buyer II	2.00	2.00	2.00	120,716	124,339
City Controller/Special Projects Manager	1.00	1.00	0.49	110,165	53,981
City Treasurer	1.00	1.00	1.00	106,475	111,221
Clerk II	1.00	1.00	-	23,743	-
Clerk III	1.00	1.00	1.00	28,627	30,971
Clerk Typist II	1.00	1.00	1.00	33,613	34,621
Clerk Typist III	4.00	3.00	2.00	104,845	75,176
Clerk Typist IV	1.00	1.00	1.00	33,620	35,435
Customer Service Representative II	21.00	21.00	17.00	696,128	580,635
Customer Service Representative II-NC	4.06	4.06	4.33	119,231	135,324
Customer Service Representative III	45.00	45.00	46.00	1,713,797	1,801,393
Customer Services Officer	1.00	1.00	1.00	75,348	75,348
Customer Services Supervisor I	7.00	7.00	7.00	333,725	343,547
Customer Services Supervisor II	2.00	3.00	3.00	144,283	141,313
Diversity Outreach Officer	1.00	1.00	1.00	81,363	81,363
Executive Secretary	1.00	1.00	1.00	49,108	49,108
Financial Services Officer	1.00	1.00	1.00	77,281	77,281
License Inspector I	3.00	3.00	3.00	124,051	133,547
License Inspector II	1.00	1.00	1.00	45,604	46,972
Manager-Accounting Operations	1.00	1.00	-	100,314	-
Manager-Administrative Services	1.00	1.00	1.00	90,000	90,037
Manager-Budget/Assistant City Controller	1.00	1.00	1.00	104,189	110,345
Manager-Commercial Services	1.00	1.00	1.00	104,761	104,761
Payroll/Personnel Assistant II	2.00	2.00	2.00	71,639	75,176
Payroll Specialist I	3.00	3.00	3.00	133,455	137,457
Purchasing Agent	1.00	1.00	1.00	81,394	77,970
Revenue Officer	1.00	1.00	1.00	75,100	75,155
Secretary	4.00	4.00	4.00	151,817	158,738
Secretary - Confidential	1.00	1.00	1.00	34,855	34,621
Senior Accountant	5.00	3.00	3.00	185,202	190,610
Senior Accountant - Confidential	1.00	1.00	1.00	68,324	70,374
Systems Analyst I	1.00	2.00	2.00	90,836	101,360
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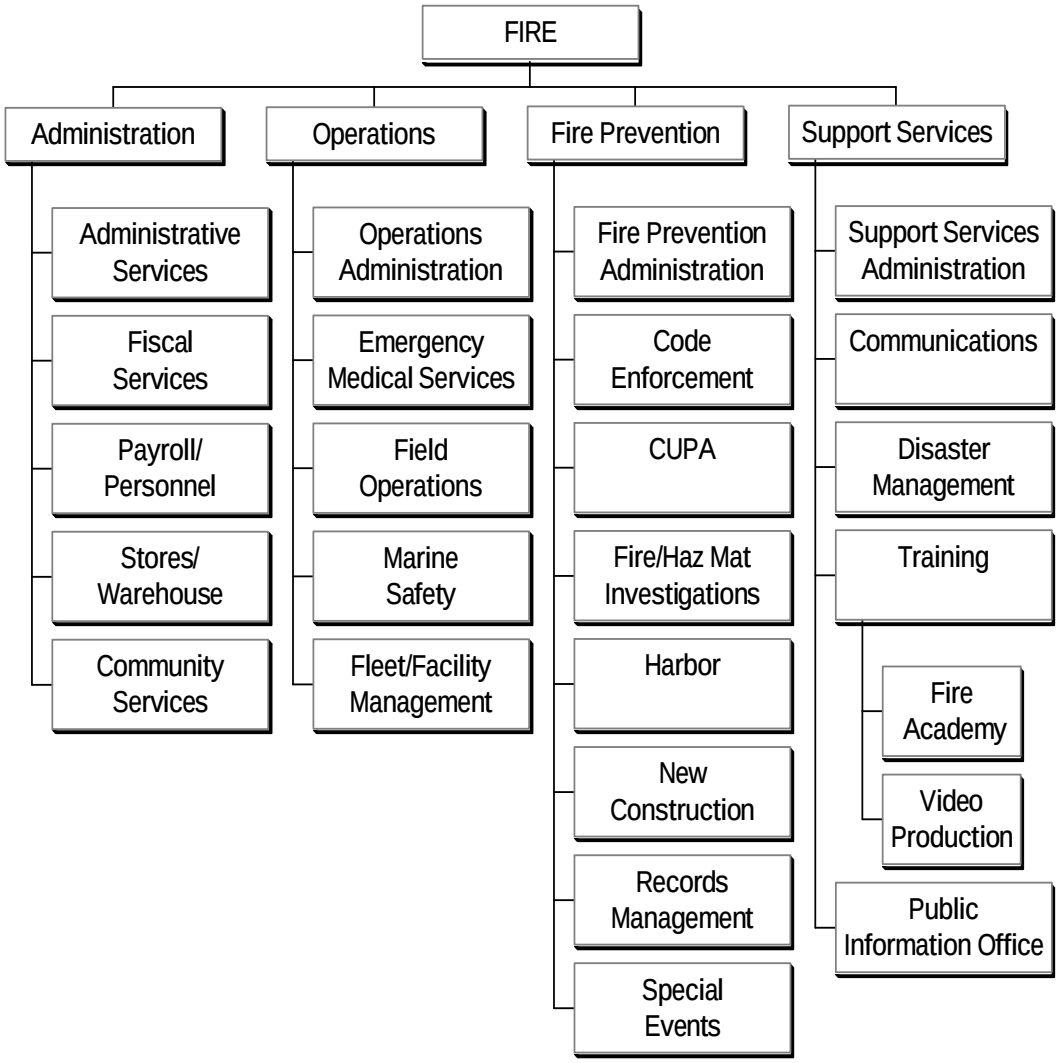
Subtotal Page 1	168.06	169.86	160.62	8,037,621	7,835,519

Financial Management Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	168.06	169.86	160.62	8,037,621	7,835,519
Technical Systems Officer	1.00	1.00	1.00	83,597	83,597
Treasury Operations Officer	2.00	2.00	2.00	170,414	170,448
	---	---	---	---	---
Subtotal Salaries	171.06	172.86	163.62	8,291,633	8,089,564
Overtime	---	---	---	123,334	92,251
Fringe Benefits	---	---	---	2,188,135	2,418,974
Administrative Overhead	---	---	---	335,571	342,018
Salary Savings	---	---	---	(592,363)	---
	---	---	---	---	---
Total	171.06	172.86	163.62	10,346,309	10,942,807



FIRE

We protect lives, property and provide for a safer community.

Key Contacts

Terry L. Harbour, Fire Chief

Daniel P. Gooch, Manager – Administration

Scott Giles, Deputy Chief (Fire Marshal), Fire Prevention Bureau

Alan Patalano, Deputy Chief, Operations Bureau

Brad Wilson, Deputy Chief, Support Services Bureau

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www.longbeach.gov

Department Goals and Related Services

		Strategic Plan Goal
Goal 1	Save lives and property by responding effectively to emergencies	S3

Service/Program

Beach Safety
Communications/Dispatch
Emergency Assistance/Technical Rescue
Fire Suppression
Fire Training
Harbor Services
Hazardous Materials Response
Medical Quality Improvement/Education
"Mutual Aid" Services to Other Jurisdictions
Pre-Hospital Medical Care
Services to Airport
Waterway Safety

		Strategic Plan Goal
Goal 2	Save lives and property by providing effective prevention, education and preparedness services	S2, S3, S4

Service/Program

Criminal Investigations
Disaster Preparedness
Fire Code Enforcement
Junior Lifeguard Program
Public Education
Special Events/Fire Prevention

		Strategic Plan Goal
Goal 3	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	S3

Service/Program

Department Administration

Community Safety

- The Long Beach Fire Department trained 215 new Community Emergency Response Team (CERT) members in FY 03. CERT members are citizens trained to mitigate and prepare for major emergencies by offering immediate help to victims until professional services arrive.

- In conjunction with the American Red Cross, the Long Beach Fire Department conducted a CPR Training Day and certified 2,167 individuals. The all-day event was held at the Long Beach Community College, Liberal Arts Campus. Adult CPR and Infant/Child CPR classes were offered in English and Spanish.

- The Long Beach Junior Lifeguard Program completed another successful year with approximately 400 participants. The Program provides ocean safety instruction and skills to youth ages 9-17. Youth participation in ocean-related games, sports, competition, and physical conditioning reinforces ocean and water safety skills.

- Due to the City's budget crisis, it becomes more difficult for the Long Beach Fire Department to provide community services programs. However, we are still dedicated to providing the youth of our community with important safety information and will continue sending the Fire Safety House to every third grade class in the Long Beach Unified School District.

- Opened a new fire station by the Queen Mary. This will provide the Department with a strategic location to respond to calls originating in the Port of Long Beach and at the new Carnival Cruise Lines.

- Moved the Support Services Administration and Emergency Preparedness staff into the Emergency Communications and Operations Center (ECOC), a new state-of-the-art facility designed to mitigate and provide better response to disaster situations. The Communications Division is scheduled to move in by fall 2003.

- As the liaison for Homeland Security Grant applications, the Department secured $1.7 million in grant funding for various City departments. These funds will be used to better prepare the City for a potential act of terrorism.

- Secured a $75,000 Department of Boating and Waterways (DBAW) grant to re-power rescue boats, which are used to provide emergency response services throughout the Tidelands and harbor areas.

Opportunities

- A Fire Service Level Review study is being conducted to evaluate our service delivery methodology and could potentially result in significant service improvements and/or cost savings.

- After an extensive development process, the Department will be using a new testing method to select fire recruits. The video-based process will test applicant's knowledge in various areas including, but not limited to, technical, mechanical and interpersonal skills. This approach will greatly reduce the cost associated with testing applicants and will allow the City to conduct exams more frequently.

- By conducting the first ever Long Beach Lateral Fire Academy of journey-level firefighters, the Department will be able to significantly reduce training time and expenses.

- Fire Prevention staff have been actively participating in the South Bay and Southern California Fire Prevention Officers' Association, which provides education and networking opportunities for staff and places Long Beach in the forefront of fire prevention and code enforcement.

- The Department is actively pursuing various information technologies to automate and distribute pertinent information to our personnel and the community.

Challenges

- The Long Beach Fire Department's greatest challenge will be to continue providing the citizens with a high level of fire protection and emergency medical services with diminishing support resources. Also, staff reductions in other areas, such as Fire Prevention, Community Services, and Public Information may require that certain services be delayed or reevaluated for necessity.

- Designing and implementing an Emergency Disaster Preparedness Program that takes into consideration potential terrorist threats. Historically, disaster plans primarily focused on natural disasters, such as earthquakes or floods. As "first responders," the Department's responsibilities have greatly expanded to address potential acts of terrorism. Federal grant funds have supplied resources but, as of this time, have not increased staffing.

- With the completion of the new ECOC, the Support Services Bureau will be relocating its staff to the new facility. Ensuring uninterrupted emergency functions during the relocation will present a major challenge for the Department.

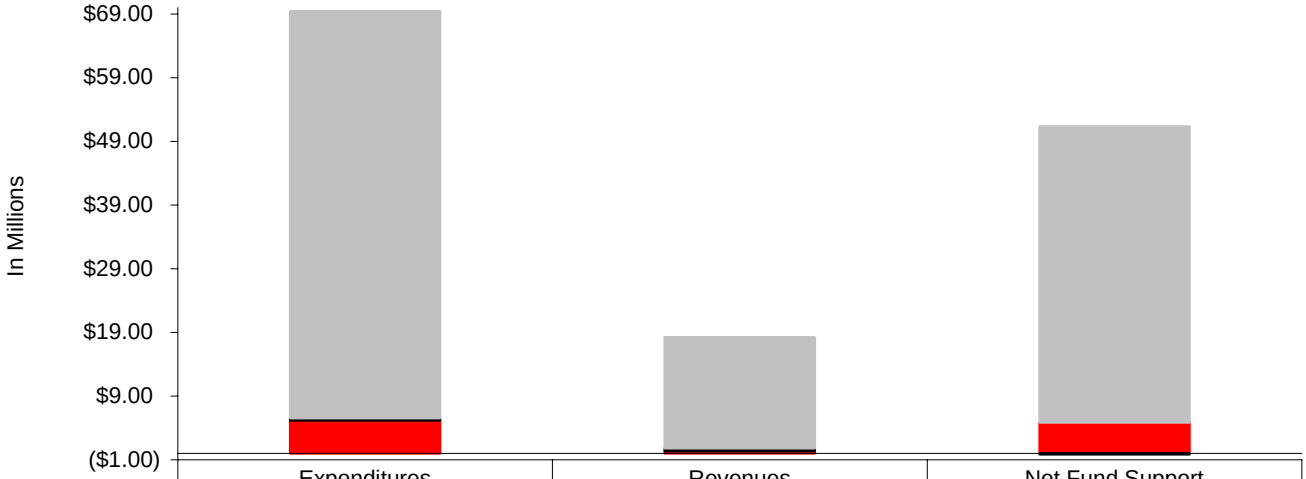
Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Reorganize the Records Management System Function ($192,000 and 0.89 position)	The responsibilities of this function were reassigned to other personnel to coordinate the Department's efforts. This has not created an adverse effect on the workflow.
Reorganize the Fire Prevention Bureau's Plan Check Section and Consolidate the Code Enforcement Section ($251,000 and 3.0 positions)	In FY 03, the Fire Prevention Bureau was reorganized to improve efficiencies. A Battalion Chief is now providing supervision for approximately 50% of the Bureau and serves as the Assistant Fire Marshall. Remaining personnel will assume the responsibilities of these positions reduced without an immediate degradation of services.
Reorganize and Consolidate Community Services Functions ($218,000 and 2.0 positions)	The duties of an Assistant Chief will be shifted to the remaining Firefighter/PIO and CERT Captain. This will decrease the Department's ability to provide timely public information, coordinate community events, participate in Safety Fairs and could potentially affect the CERT Program.
Consolidate Duties in Fire Operations (Suppression) Bureau ($138,000 and 1.0 position)	The duties of an Operations Assistant Chief will be shifted to the remaining two Operations Assistant Chiefs. Non-critical projects may be delayed or reevaluated for necessity.
Reorganize and Consolidate Paramedic Coordination/Emergency Medical Services Division, Communications Division and Training Division ($230,000 and 2.0 positions)	Reduction of the Alarm Office supervisor from a Battalion Chief to a Captain. Reduction of a Training Fire Captain with duties shifted to remaining staff. Reduction of a Paramedic Coordinator with duties shifted to remaining staff. Field performance review ride-alongs, representation on local and State committees, review and updates of field policies and procedures, education and training for EMT's and paramedics, and management of controlled drug inventories would be reduced.

DESCRIPTION	SERVICE IMPACT
Terminate Signal Hill Fire Services Contract ($363,000 and 12.0 positions). Savings represent the net difference between expense and revenue associated with Signal Hill Fire Station.	Long Beach fire personnel assigned to the Signal Hill fire station will be transferred to existing vacancies at other Long Beach stations, thereby reducing call-back staffing expenses, as well as the number of personnel that will need to be hired and future recruit training expenses.

Fire Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
General Fund	63.93	17.44	46.49
CUPA	0.32	0.46	(0.14)
Tidelands	5.19	0.35	4.84

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	56,726,147	57,767,914	57,717,914	55,863,879	58,679,392
Materials, Supplies and Services	3,302,560	2,818,297	3,518,179	3,649,162	2,700,640
Internal Support	6,147,932	6,241,588	6,259,273	6,046,650	5,843,822
Capital Purchases	193,425	63,488	90,256	134,708	63,488
Debt Service	-	1,975,522	1,975,522	1,895,287	2,144,775
Transfers from Other Funds	9,277	10,526	10,526	10,526	9,526
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	66,379,341	68,877,336	69,571,670	67,600,212	69,441,643
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	5,933,534	6,410,648	6,410,648	5,692,900	6,278,000
Fines and Forfeitures	3,500	500	500	-	1,000
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	525,132	285,000	928,045	1,119,902	380,000
Charges for Services	1,514,038	1,442,040	1,442,040	1,854,860	545,200
Other Revenues	73,350	61,200	61,200	61,064	61,200
Interfund Services - Charges	9,438,459	9,707,494	9,707,494	9,707,494	10,977,691
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	17,488,014	17,906,882	18,549,927	18,436,220	18,243,091
Personnel (Full-time Equivalents)	582.25	556.25	556.25	556.25	554.36

Administration Bureau Summary

Services Provided:

Provide general administrative support including budget preparation and management, payroll, personnel, purchasing, and warehousing/inventory and serves as the Department's liaison with the community, City staff, City Manager and City Council.

Service Improvement Objectives:

Ensure the Department's operating expenditures/revenues are within authorized levels.
Reduce sick leave hours by increasing employees' awareness of the financial benefits.
Increase the number of participants/donations in the Annual Charity Drive.

Note:

Due to budget reductions in FY 03, the Community Services Division previously in the Executive Office was consolidated into two other bureaus (Administration and Support Services).

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures/revenues to authorized amount	N/A	100%/100%	100%/100%	96%/97%	100%/100%
# of presentations to staff	3	5	5	5	5
% increase in participants/donations	N/A	25%/25%	25%/25%	N/A	25%/25%
Expenditures:					
Salaries, Wages and Benefits	985,456	449,127	331,463	605,360	781,739
Materials, Supplies and Services	191,724	20,053	21,053	64,496	11,023
Internal Support	138,491	90,860	90,860	99,626	111,347
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,315,671	560,040	443,376	769,482	904,109
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	2,826	1,500	1,500	2,500	2,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	4,346	4,000	-	-	-
Other Revenues	4,694	2,700	2,700	-	2,700
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	11,867	8,200	4,200	2,500	5,200
Personnel (Full-time Equivalents)	13.39	10.50	10.50	10.50	10.50

Executive Office Bureau Summary

Services Provided:

To provide direction to the Department's four bureaus: Fire Prevention, Operations, Support Services and Administration. At the Fire Chief's direction, the Community Services Division serves as his liaison by providing the community, City staff, City Manager and City Council with vital information; provides public education; coordinates special events and volunteers; and provides Community Emergency Response Team (CERT) coordination and training.

Service Improvement Objectives:

Participate in Fire Service Level Review Study and work to evaluate and implement recommendations.

Note:

Due to budget reductions in FY 03, the Community Services Division previously in the Executive Office was consolidated into two other bureaus (Administration and Support Services).

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of stories carried by the media	185	200	200	250	N/A
# of new CERT individual members	55	60	60	400	*
* Measure being transferred to the Support Services Bureau.					
Expenditures:					
Salaries, Wages and Benefits	779,916	724,372	724,372	632,184	538,326
Materials, Supplies and Services	114,662	32,135	32,245	23,488	31,185
Internal Support	108,404	97,832	97,832	94,747	69,854
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,002,982	854,339	854,449	750,419	639,365
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	5,000	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	5,000	-	-	-	-
Personnel (Full-time Equivalents)	8.00	8.00	8.00	8.00	6.00

Fire Operations Bureau Summary

Services Provided:

To protect lives, the environment and property by providing effective fire suppression and paramedic services; to provide marine safety services on the beaches and in the waterways; and to provide quality emergency medical services training to the Firefighters and Paramedics.

Service Improvement Objectives:

Respond to 90% of emergency calls within five minutes, per National Fire Protection Association (NFPA) standards.
Respond to 90% of Advanced Life Support (ALS) calls by Paramedics within eight minutes, per NFPA standards.
Respond to 90% of structural fires by truck and/or engine within ten minutes, per Department's strategic goal.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of calls for emergency service	54,436	N/A	N/A	N/A	N/A
% of emergency calls within five minutes	N/A	90%	90%	65%	90%
% of ALS calls within eight minutes	N/A	90%	90%	93%	90%
% of responses within ten minutes	N/A	90%	90%	90%	90%
Expenditures:					
Salaries, Wages and Benefits	48,382,968	50,384,220	50,451,884	48,851,982	51,334,470
Materials, Supplies and Services	2,129,328	2,185,381	2,239,107	2,117,086	2,006,037
Internal Support	4,610,365	4,319,224	4,334,909	4,295,489	4,441,388
Capital Purchases	112,127	63,488	90,034	94,870	63,488
Debt Service	-	80,235	80,235	-	249,488
Transfers From Other Funds	9,277	10,526	10,526	10,526	10,526
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	55,244,064	57,043,074	57,206,696	55,369,953	58,105,397
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	4,288,261	4,805,936	4,805,936	4,000,000	4,350,000
Fines and Forfeitures	3,500	500	500	-	1,000
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	285,234	185,000	185,000	296,857	200,000
Charges for Services	1,282,837	1,204,700	1,208,700	1,602,710	311,200
Other Revenues	53,657	48,000	48,000	53,639	48,000
Interfund Services - Charges	9,438,459	9,707,494	9,707,494	9,707,494	10,897,157
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	15,351,949	15,951,630	15,955,630	15,660,700	15,807,357
Personnel (Full-time Equivalents)	490.40	465.40	465.40	465.40	470.40

Fire Prevention Bureau Summary

Services Provided:

To prevent fires from starting; to provide for life safety in case of fire; and to investigate and identify suspicious fires and environmental crimes through proactive enforcement of Fire, Life Safety and Environmental Code requirements in Long Beach.

Service Improvement Objectives:

Review 100% of submitted building plans and return to applicant within one week.
Inspect 100% of all occupancies requiring an annual code enforcement inspection.
Enter Records Management System (RMS) reports within two days of incident.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of plans rec'd & reviewed within two weeks	1,958	N/A	N/A	N/A	N/A
% of plans returned within one week	N/A	100%	100%	99%	100%
% of occupancies inspected	73%	100%	100%	25%	100%
% of entered RMS reports within two days	N/A	100%	100%	50%	75%
Expenditures:					
Salaries, Wages and Benefits	2,661,516	3,003,290	3,003,290	2,659,842	2,836,636
Materials, Supplies and Services	152,001	59,754	62,566	176,474	60,289
Internal Support	380,248	522,894	657,894	526,561	508,689
Capital Purchases	4,968	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	(1,000)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,198,733	3,585,938	3,723,750	3,362,876	3,404,614
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,642,447	1,603,212	1,603,212	1,690,400	1,925,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	226,855	233,340	233,340	252,150	234,000
Other Revenues	10,000	10,500	10,500	7,425	10,500
Interfund Services - Charges	-	-	-	-	80,534
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,879,302	1,847,052	1,847,052	1,949,975	2,250,534
Personnel (Full-time Equivalents)	30.00	32.89	32.89	32.89	29.00

Fire Support Services Bureau Summary

Services Provided:

To direct and provide support services to the Department's training, communications/dispatch and disaster management activities.

Service Improvement Objectives:

Graduate 12 candidates from the Fire Academy.
Conduct at least one Citywide/School disaster exercise for relevant staff members.
Track the number of incidents dispatched.
Track the number of units dispatched.
Increase the number of Community Emergency Response Team (CERT) members.

Note:

Due to budget reductions in FY 03, the Community Services Division previously in the Executive Office was consolidated into two other bureaus (Administration and Support Services).

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of recruits graduated	19	24	24	19	12
# of Citywide exercises conducted	2	2	2	2	2
# of incidents dispatched	N/A	N/A	N/A	55,000	55,000
# of units dispatched	N/A	N/A	N/A	89,000	89,000
# of new CERT members	N/A	N/A	N/A	N/A	425
Expenditures:					
Salaries, Wages and Benefits	3,916,292	3,206,904	3,206,904	3,114,511	3,188,221
Materials, Supplies and Services	714,844	520,974	1,163,207	1,267,619	592,106
Internal Support	910,424	1,210,778	1,077,778	1,030,227	712,544
Capital Purchases	76,330	-	222	39,838	-
Debt Service	-	1,895,287	1,895,287	1,895,287	1,895,287
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	5,617,891	6,833,944	7,343,399	7,347,482	6,388,158
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	239,897	100,000	743,045	823,045	180,000
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	239,897	100,000	743,045	823,045	180,000
Personnel (Full-time Equivalents)	40.46	39.46	39.46	39.46	38.46

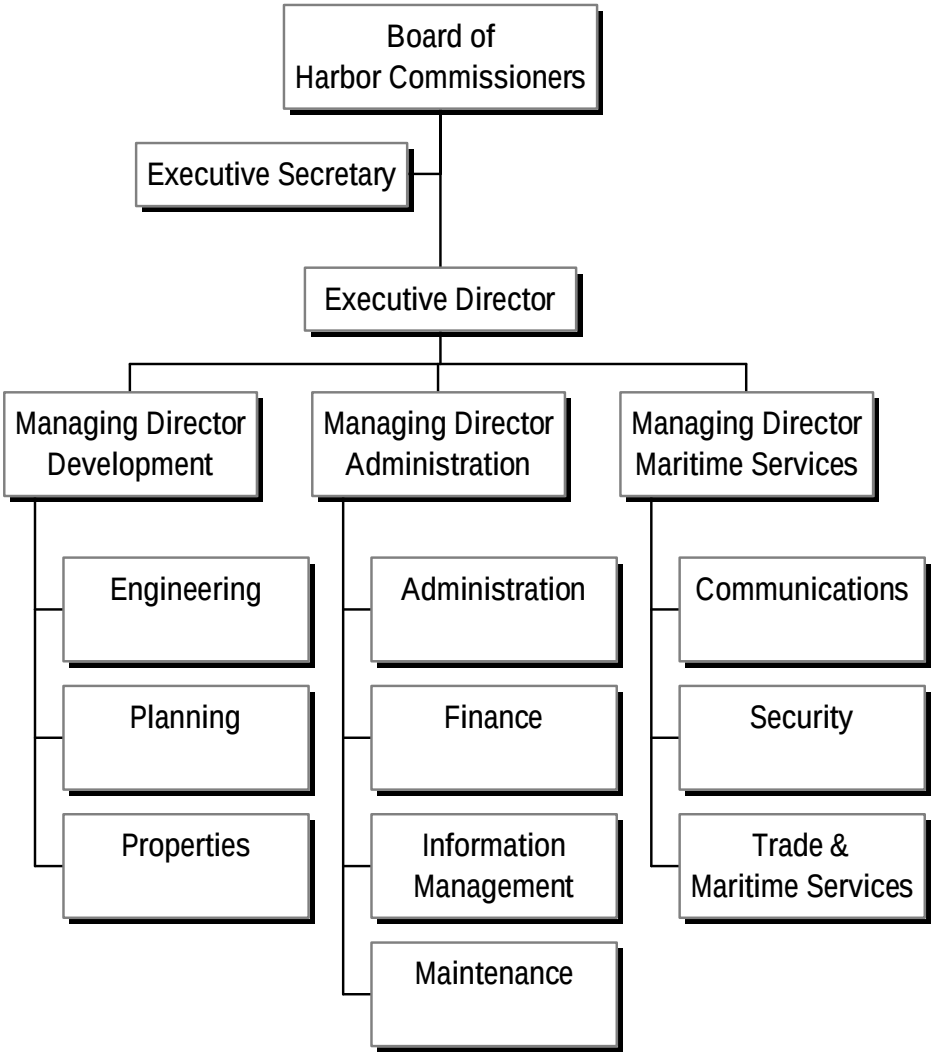
Fire Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Fire Chief	1.00	1.00	1.00	147,060	147,060
Accounting Clerk III	1.00	1.00	1.00	38,298	39,447
Administrative Aide I	1.00	-	-	-	-
Administrative Officer-Fire	1.00	1.00	1.00	75,030	75,030
Assistant Fire Chief	3.00	4.00	2.00	468,971	234,558
Assistant Administrative Analyst I	1.00	1.00	1.00	45,604	40,430
Assistant Administrative Analyst II	1.00	1.00	1.00	53,004	54,595
Battalion Chief	13.00	12.00	12.00	1,231,367	1,233,208
Clerk Typist II	6.00	6.00	6.00	199,930	206,739
Clerk Typist II - NC	0.89	0.89	-	28,193	-
Clerk Typist III	3.00	3.00	4.00	109,482	144,855
Communication Specialist III	1.00	1.00	1.00	56,793	61,499
Communications Center Supervisor	1.00	1.00	1.00	60,132	61,936
Communications Dispatcher I	3.00	-	-	-	-
Communications Dispatcher II	10.00	10.00	10.00	474,272	481,022
Communications Dispatcher III	4.00	5.00	5.00	258,578	263,298
Communications Dispatcher IV	4.00	5.00	5.00	278,978	287,351
Community Relations Assistant II	1.00	1.00	1.00	45,946	47,281
Deputy Fire Chief	3.00	3.00	3.00	383,459	384,772
Emergency Medical Education Coordinator	1.00	-	-	-	-
Emergency Medical Educator	2.00	2.00	2.00	141,372	145,613
Emergency Medical Services Officer	-	1.00	1.00	92,000	92,037
Emergency Services Coordinator	1.00	1.00	1.00	76,070	79,872
Executive Secretary	1.00	1.00	1.00	49,041	49,041
Fireboat Operator	6.00	6.00	6.00	458,195	458,195
Fire Captain	103.00	100.00	94.00	8,874,942	8,352,019
Fire Engineer	93.00	90.00	87.00	6,610,782	6,369,917
Fire Recruit	6.46	6.46	6.46	268,016	268,016
Firefighter	250.00	231.00	241.00	14,474,816	15,028,493
Hazardous Materials Specialist II	1.00	1.00	1.00	51,716	53,353
Lifeguard - Hourly - NC	18.90	18.90	18.90	700,652	700,652
Maintenance Assistant II	1.00	1.00	1.00	31,917	32,876
Manager-Administration	1.00	1.00	1.00	98,086	98,086
Marine Safety Captain	3.00	3.00	3.00	245,779	251,701
Marine Safety Officer	12.00	10.00	10.00	568,503	563,810
Marine Safety Sergeant	-	2.00	2.00	143,026	143,026
Marine Safety Sergeant-Boat Operator	11.00	11.00	11.00	773,116	774,182
Payroll/Personnel Assistant II	1.00	1.00	1.00	34,700	37,588
Payroll/Personnel Assistant III	1.00	1.00	1.00	41,670	42,877
Plan Checker-Fire Prevention	3.00	3.00	3.00	198,525	208,229
Secretary	3.00	4.00	4.00	152,812	159,407
Stock & Receiving Clerk	1.00	1.00	1.00	27,430	29,696
Storekeeper II	1.00	1.00	1.00	41,251	42,489
	---	---	---	---	---
Subtotal Page 1	580.25	554.25	553.36	38,109,514	37,744,255

Fire Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	580.25	554.25	553.36	38,109,514	37,744,255
Superintendent - Marine Safety	1.00	1.00	1.00	105,834	105,834
Systems Analyst I	1.00	1.00	-	49,204	-
	---	---	---	---	---
Subtotal Salaries	582.25	556.25	554.36	38,264,552	37,850,089
Overtime/Callback Staffing	---	---	---	10,601,256	8,442,950
Fringe Benefits	---	---	---	6,904,197	10,001,404
Administrative Overhead	---	---	---	2,208,928	2,384,949
Salary Savings	---	---	---	(211,019)	---
	---	---	---	---	---
Total	582.25	556.25	554.36	57,767,914	58,679,392

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 budget for vacant Firefighter FTE's were utilized for this purpose. Beginning with Fiscal Year 2002, positions that were previously budgeted but vacant have been eliminated and those funds have been converted to Callback staffing.



HARBOR DEPARTMENT

To promote and develop a leading self-supporting seaport, providing the maximum benefit to the City of Long Beach and to the regional, state, national and international economies through commercial facilities and services, which promote trade, employment, and recreational opportunities.

Key Contacts

Richard D. Steinke, Executive Director

Steven Rubin, Managing Director, Administration

Geraldine Knatz, Ph.D., Managing Director, Development

Don Wylie, Managing Director, Maritime Services

Toni Whitesell, Director, Administration

Yvonne Smith, Director, Communications

Douglas Thiessen, Chief Harbor Engineer

Michael J. Slavin, Director, Finance

Douglas L. Albrecht, Director, Information Management

Keith D. Allen, Director, Maintenance

Robert G. Kanter, Ph.D., Director, Planning

Kathryn McDermott, Director, Properties

William C. Ellis, Director, Security

Wilma Powell, Director, Trade & Maritime Services

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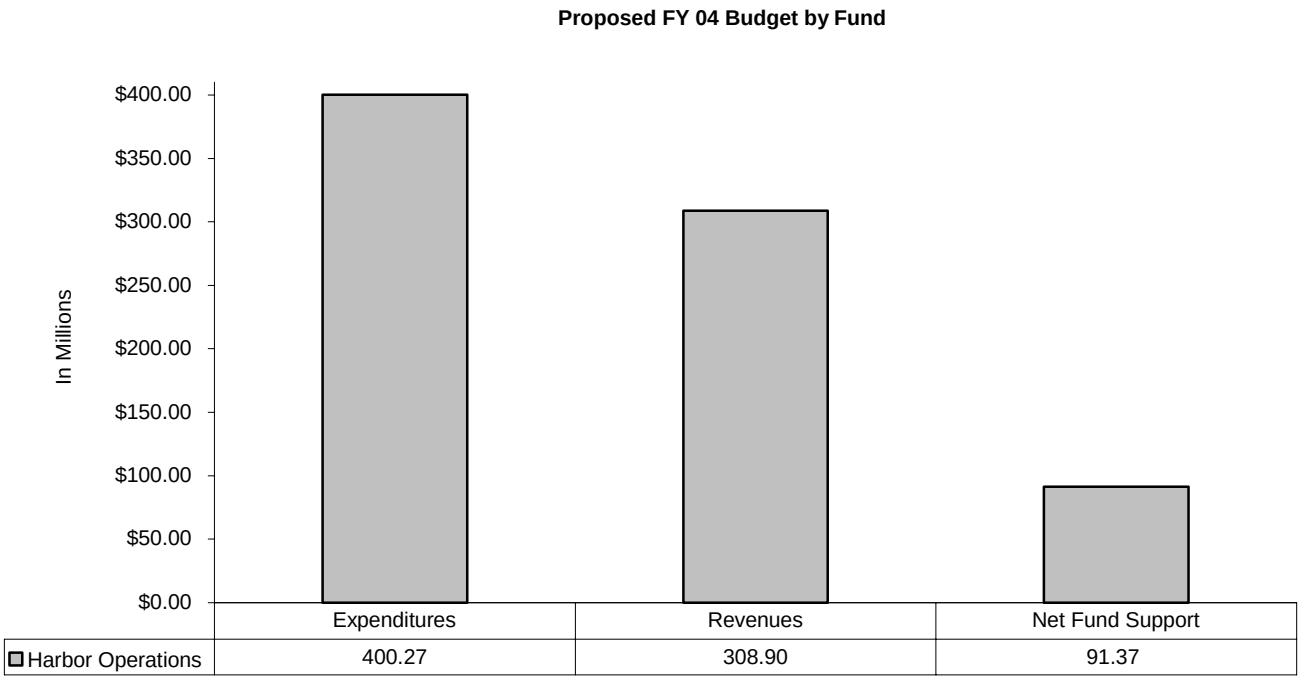
Harbor Department Summary



	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	23,374,548	27,010,086	27,010,086	27,186,584	29,425,064
Materials, Supplies and Services	310,760,154	37,681,350	37,681,350	36,563,394	38,396,263
Internal Support	21,717,423	10,292,991	10,292,991	10,052,010	10,831,744
Capital Purchases	606,042	257,709,000	257,709,000	201,859,699	216,754,000
Debt Service	61,597,107	95,398,442	95,398,442	95,069,497	95,804,212
Transfers from Other Funds	8,679,878	8,677,000	8,677,000	8,677,000	9,057,000
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	426,735,151	436,768,869	436,768,869	379,408,184	400,268,283
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	37,173	-	-	-	-
Fines and Forfeitures	6,675	-	-	-	-
Use of Money & Property	28,786,009	20,785,000	20,785,000	37,716,000	32,913,000
Revenue from Other Agencies	-	-	-	25,907,000	26,874,000
Charges for Services	224,684,445	230,196,000	230,196,000	238,721,000	241,500,000
Other Revenues	5,344,490	66,903,000	66,903,000	34,454,000	7,613,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	14,137,054	-	-	-	-
Other Financing Sources	308,778,000	244,369,000	244,369,000	244,369,000	-
Operating Transfers	-	-	-	-	-
Total Revenues	581,773,846	562,253,000	562,253,000	581,167,000	308,900,000
Personnel (Full-time Equivalents)	362.37	376.30	376.30	376.30	380.90

Harbor Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop. FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Executive Director	1.00	1.00	1.00	194,257	194,257
Accountant I	1.00	1.00	-	47,940	-
Accountant II	1.00	-	2.00	-	106,069
Accountant III	1.00	1.00	1.00	53,015	54,606
Accounting Clerk II	1.00	1.00	1.00	35,602	34,934
Accounting Clerk III	1.00	1.00	2.00	38,298	78,893
Accounting Technician	1.00	1.00	-	42,257	-
Administrative Aide I	-	1.00	1.00	41,251	42,489
Administrative Aide III	1.00	1.00	1.00	46,219	50,077
Administrative Analyst I	-	2.00	1.00	100,923	58,847
Administrative Analyst II	1.00	1.00	-	63,262	-
Administrative Analyst III	-	-	1.00	-	60,416
Administrative Intern-NC/H28	1.00	1.60	1.80	29,469	34,810
Administrative Intern-NC/H30	1.00	-	1.00	-	20,867
Administrative Intern-NC/H32	9.00	4.80	4.80	96,886	107,741
Assistant Administrative Analyst I	3.00	2.00	2.00	84,100	87,409
Assistant Administrative Analyst II	1.00	3.00	2.00	155,566	101,870
Assistant Chief Harbor Engineer	1.00	1.00	1.00	105,163	113,710
Assistant Chief Wharfinger	1.00	1.00	1.00	56,302	53,277
Assistant Director of Finance	1.00	1.00	1.00	77,567	79,893
Assistant Director of Maintenance	1.00	1.00	1.00	75,596	77,864
Assistant Executive Director-Harbor	1.00	1.00	-	155,564	-
Assistant Marketing Manager II	-	1.00	1.00	57,207	58,923
Assistant Marketing Manager III	1.00	-	-	-	-
Assistant To Executive Director	1.00	1.00	1.00	42,019	44,537
Building Maintenance Engineer	2.00	2.00	2.00	108,722	111,984
Capital Projects Coordinator	1.00	1.00	1.00	70,071	72,174
Cargo Audit Clerk III	2.00	2.00	2.00	76,596	78,893
Cargo Audit Clerk IV	1.00	1.00	-	42,257	-
Carpenter	1.00	1.00	-	46,771	-
Carpenter – NC	1.00	0.80	1.00	30,320	48,174
Chief Construction Inspector	1.00	1.00	1.00	68,045	80,351
Chief Harbor Engineer	1.00	1.00	1.00	123,050	123,050
Chief Port Security Officer	1.00	1.00	1.00	64,910	66,858
Chief Surveyor	1.00	1.00	1.00	80,029	81,933
Chief Wharfinger	1.00	1.00	1.00	75,596	77,864
Civil Engineer	11.00	11.00	12.00	829,001	961,409
Civil Engineering Assistant	1.00	1.00	2.00	51,597	112,270
Civil Engineering Assistant- NC	-	1.00	-	36,808	-
Civil Engineering Associate	7.00	7.00	6.00	461,130	412,697
Clerk Supervisor	1.00	1.00	1.00	36,494	37,595
Clerk Typist I	6.00	6.00	6.00	169,770	178,217
Clerk Typist II	7.00	9.00	10.00	298,969	326,999
Clerk Typist III	15.00	11.00	11.00	396,141	407,978
Clerk Typist IV	2.98	2.50	2.50	95,976	101,060
Clerk Typist V	1.00	1.00	1.00	42,257	43,106
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Subtotal Page 1	95.98	92.70	91.10	4,802,973	4,784,103

Harbor Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop. FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	95.98	92.70	91.10	4,802,973	4,784,103
Combination Building Inspector	1.00	1.00	-	46,617	-
Communications Specialist II	0.40	0.40	1.40	9,897	57,290
Communications Specialist III	2.00	2.00	2.00	114,414	117,847
Communications Specialist IV	1.00	1.00	1.00	37,321	57,335
Communications Specialist V	2.00	2.00	2.00	133,160	137,157
Construction Inspector I	1.00	1.00	1.00	46,617	47,382
Construction Inspector II	14.00	14.00	14.00	847,042	882,589
Construction Supervisor	1.00	1.00	1.00	54,361	55,992
Contract Administrator I	1.00	1.00	2.00	42,402	85,273
Contract Administrator II	1.00	-	-	-	-
Deputy Chief Harbor Engineer I	1.00	1.00	1.00	93,013	100,575
Deputy Chief Harbor Engineer II	4.00	4.00	4.40	394,532	450,647
Director of Administration	1.00	1.00	1.00	102,043	102,043
Director of Communications	1.00	1.00	1.00	85,042	85,042
Director of Finance	1.00	1.00	1.00	103,843	103,843
Director of Information Management	1.00	1.00	1.00	95,039	95,039
Director of Maintenance	1.00	1.00	1.00	100,992	100,992
Director of Planning/Environmental Affairs	1.00	1.00	1.00	108,545	108,545
Director of Properties	1.00	1.00	1.00	104,542	100,500
Director of Security	1.00	1.00	1.00	84,535	87,000
Director of Trade/Maritime Services	1.00	1.00	1.00	90,600	90,600
Electrical Engineer	1.00	1.00	1.00	68,540	82,073
Electrical Supervisor	1.00	1.00	1.00	26,894	57,470
Electrician	4.00	4.00	4.00	189,877	191,126
Engineering Technician I	-	-	1.00	-	47,254
Engineering Technician II	3.00	3.00	2.00	138,013	102,306
Environmental Remediation Specialist I	1.00	1.00	1.00	68,540	77,110
Environmental Remediation Specialist II	1.00	1.00	1.00	85,567	90,851
Environmental Specialist Assistant	1.00	1.00	1.00	53,393	48,405
Environmental Specialist Associate	1.00	1.00	2.00	65,334	120,990
Environmental Specialist I	1.00	1.00	-	75,903	-
Environmental Specialist II	-	-	1.00	-	89,828
Equipment Mechanic I	-	2.00	2.00	86,980	89,791
Equipment Mechanic II	2.00	1.00	1.00	51,292	52,768
Equipment Operator II	4.00	4.00	4.00	157,009	161,720
Executive Secretary of The Board	1.00	1.00	1.00	93,039	93,039
Executive Secretary-Harbor	1.00	1.00	1.00	51,597	44,370
Garage Service Attendant I	-	1.00	1.00	32,859	35,756
Garage Service Attendant II	3.00	2.00	2.00	85,842	88,080
Garage Supervisor	1.00	1.00	1.00	57,884	59,558
Gardener I	5.00	5.00	5.00	158,139	165,394
Gardener II	2.00	2.00	2.00	89,193	91,431
General Maintenance Assistant	6.00	6.00	6.00	228,833	239,321
Geographic Information Systems Analyst I	1.00	1.00	1.00	54,564	56,201
Geographic Information Systems Analyst II	1.00	1.00	1.00	58,894	60,661
Geographic Information Systems Analyst III	1.00	1.00	1.00	65,123	67,077
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Subtotal Page 2	176.38	173.10	173.90	9,540,839	9,862,372

Harbor Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop. FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 2	176.38	173.10	173.90	9,540,839	9,862,372
Geographic Information Systems Technician I	2.00	1.00	-	38,215	-
Geographic Information Systems Technician II	2.00	3.00	4.00	136,623	195,573
Harbor Maintenance Mechanic I	-	-	1.00	-	37,595
Harbor Maintenance Mechanic II	6.00	6.00	6.00	265,828	275,296
Harbor Maintenance Superintendent II	4.00	4.00	4.00	280,285	278,864
Maintenance Aide I-NC	1.00	0.80	-	16,321	-
Maintenance Assistant I	7.00	7.00	7.00	198,176	201,660
Maintenance Assistant I-NC	1.00	0.80	-	18,866	-
Maintenance Assistant II	1.00	5.00	4.00	151,942	123,927
Maintenance Assistant II-NC	2.00	1.60	-	41,528	-
Maintenance Assistant III	12.00	7.00	11.00	243,801	382,151
Maintenance Supervisor	2.00	2.00	2.00	103,431	99,095
Manager of Environmental Planning	1.00	1.00	1.00	95,630	103,402
Manager of Leasing Sales	1.00	1.00	1.00	90,419	82,137
Manager of Master Planning	1.00	1.00	1.00	92,878	95,664
Manager of Railroad Facilities	1.00	1.00	1.00	85,117	95,206
Manager of Transportation Planning	1.00	1.00	1.00	92,878	95,664
Managing Director	2.00	2.00	3.00	276,113	416,170
Market Research Economist	1.00	-	-	-	-
Marketing Manager	1.00	1.00	1.00	77,567	79,893
Mechanical Supervisor II	1.00	1.00	1.00	64,216	65,933
Member-Boards and Commissions	5.00	5.00	5.00	26,000	26,000
Motor Sweeper Operator	2.00	2.00	2.00	78,751	77,523
Office Automation Analyst II	2.00	2.00	2.00	113,607	117,847
Office Automation Analyst III	2.00	2.00	2.00	107,258	127,009
Office Automation Analyst IV	-	-	1.00	-	57,481
Painter I	1.00	1.00	1.00	42,257	43,524
Painter II	1.00	1.00	1.00	44,485	45,819
Painter Supervisor	1.00	1.00	1.00	51,620	53,096
Park Maintenance Supervisor	1.00	1.00	1.00	49,204	50,680
Planner II	1.00	1.00	-	50,466	-
Planner III	1.00	-	-	-	-
Plumber	4.00	4.00	5.00	186,848	238,370
Plumber Supervisor	1.00	1.00	1.00	55,796	57,470
Port Leasing Sales Officer IV	4.00	4.00	4.00	263,626	275,266
Port Planner II	-	1.00	1.00	66,593	68,374
Port Planner III	-	1.00	1.00	74,869	79,893
Port Risk Assistant II	-	-	1.00	-	45,828
Port Risk Manager	1.00	1.00	-	73,713	-
Port Risk Manager II	-	-	1.00	-	75,924
Principal Construction Inspector	3.00	4.00	4.00	273,785	284,414
Recreation Center Supervisor II	-	-	1.00	-	43,533
Secretary	9.00	9.00	2.00	347,639	80,860
Secretary - Confidential	1.00	1.00	8.00	39,252	316,887
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Subtotal Page 3	266.38	262.30	267.90	13,856,442	14,656,400

Harbor Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop. FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 3	266.38	262.30	267.90	13,856,442	14,656,400
Security Officer I – NC	6.00	8.00	8.00	229,226	233,601
Security Officer III	30.00	42.00	42.00	1,622,902	1,596,164
Security Officer IV	6.00	7.00	7.00	319,662	329,519
Security Officer V	-	3.00	3.00	130,085	148,137
Senior Accountant	1.00	1.00	1.00	68,324	70,374
Senior Civil Engineer	7.00	7.00	7.00	571,920	597,944
Senior Engineering Technician I	1.00	1.00	1.00	59,023	53,200
Senior Engineering Technician II	1.00	1.00	1.00	63,145	64,953
Senior Equipment Operator	4.00	4.00	4.00	197,523	203,277
Senior Port Leasing Officer	1.00	1.00	1.00	73,713	75,924
Senior Program Manager	2.00	3.00	3.00	267,654	275,383
Senior Secretary	0.99	1.00	1.00	42,257	39,411
Senior Structural Engineer	1.00	1.00	1.00	92,488	95,263
Senior Survey Technician	6.00	6.00	5.00	331,269	293,729
Senior Surveyor	2.00	2.00	2.00	140,936	145,162
Senior Traffic Engineer	2.00	1.00	2.00	84,023	179,061
Stock & Receiving Clerk	1.00	1.00	-	28,912	-
Storekeeper II	2.00	2.00	2.00	76,860	81,339
Structural Engineer	2.00	2.00	1.00	166,144	86,170
Supervisor Stores & Property	1.00	1.00	1.00	41,259	48,166
Survey Technician	4.00	4.00	5.00	189,385	250,564
Surveyor	5.00	5.00	5.00	323,442	323,741
Traffic Engineer	3.00	3.00	3.00	225,798	244,250
Traffic Engineer Associate	1.00	1.00	-	57,434	-
Transportation Planner II	-	-	1.00	-	69,649
Wharfinger I	3.00	6.00	6.00	253,542	255,217
Wharfinger II	3.00	-	-	-	-
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Subtotal Salaries	362.37	376.30	380.90	19,513,364	20,416,598
Overtime	---	---	---	1,090,854	950,095
Fringe Benefits	---	---	---	5,675,067	7,231,819
Administrative Overhead	---	---	---	730,800	826,552
Expense Transfer	---	---	---	---	---
Salary Savings	---	---	---	---	---
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	362.37	376.30	380.90	27,010,086	29,425,064

CITY OF
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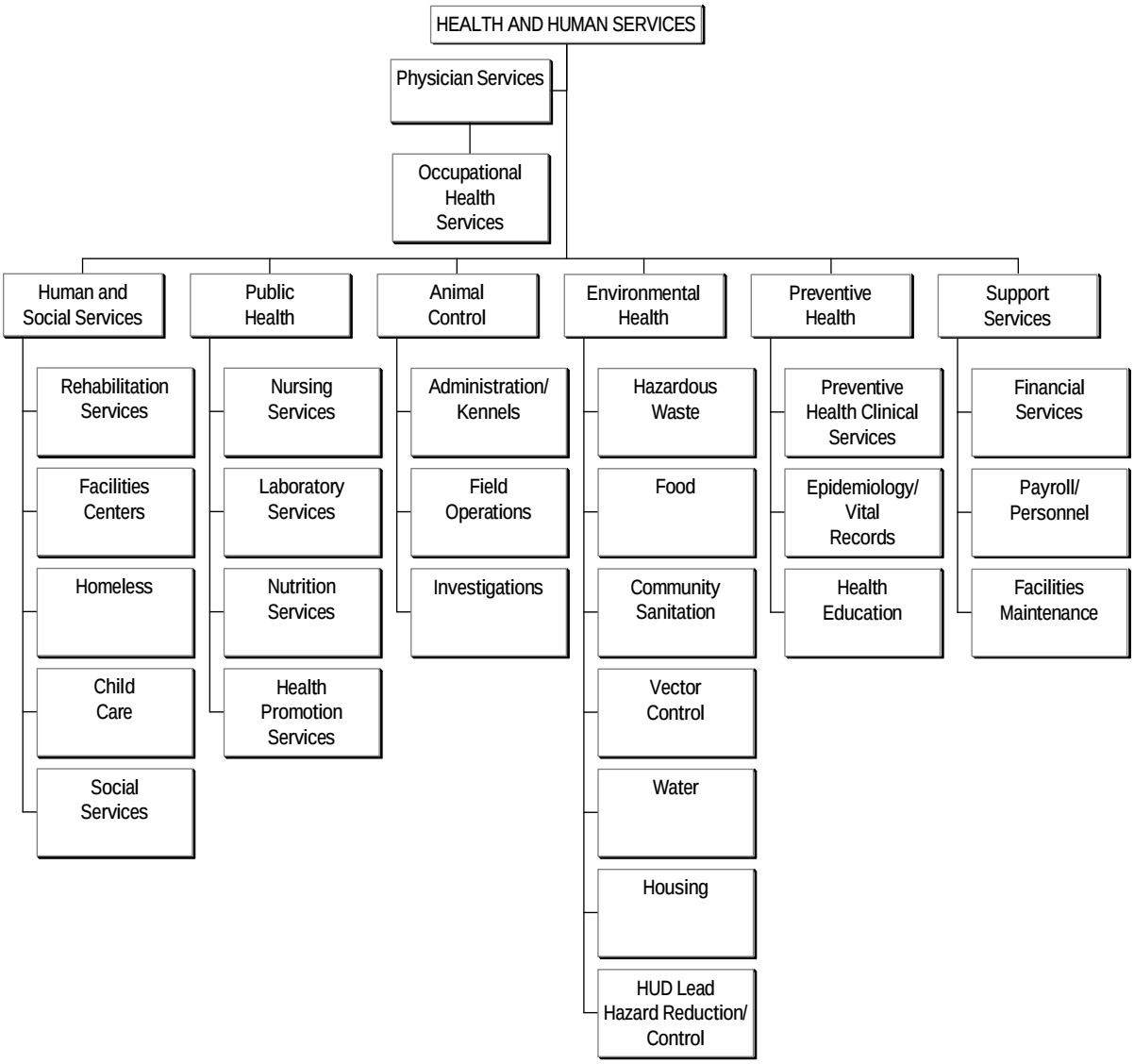

HEALTH & HUMAN SERVICES

The mission of the City of Long Beach Department of Health and Human Services is to improve the quality of life of the residents of Long Beach by addressing the public health and human service needs to ensure that the conditions affecting the public's health afford a healthy environment in which to live, work and play.

Key Contacts

Ronald R. Arias, Director

Darryl M. Sexton, M.D., City Health Officer

S. Michael Johnson, Manager, Support Services

Roger Hatakeyama, Manager, Animal Control

Donald Cillay, Manager, Environmental Health

Corinne Schneider, Manager, Human & Social Services

Nettie DeAugustine, Manager, Preventive Health

Theresa Marino, Manager, Public Health

Irene Grace, M.D., Occupational Health Services

Clarissa Manuel, Rehabilitation Services Officer

Judy Ogunji, R.D., Nutrition Services Officer

Pamela Shaw, R.N., Nursing Services Officer

Jeff Benedict, Hazardous Waste Operations Officer

Cheryl Barrit, Acting Prevention Services Officer

David Honey, Financial Services Officer

2525 Grand Avenue
Long Beach, CA 90815
Phone: (562) 570-4000
Fax: (562) 436-4049
www.longbeach.gov/health

		Strategic Plan Goal
Goal 1	Promote healthy behaviors to prevent the spread of communicable disease and improve the health of the community	N3, S3, Y1, Y2

Service/Program

Adult Health Services

Children's Health Services

Communicable and Chronic Disease Prevention

Communicable Disease Testing, Counseling, and Treatment

Epidemiology and Disease Intervention

Health Promotion Services

Occupational Health and Counseling Services

Pregnancy Prevention and Family Planning

Prenatal Health Services

Public Health Laboratory Services

Senior Health Services

Sexually Transmitted Disease (STD)/Human Immunodeficiency Virus (HIV) Testing, Counseling, and Treatment

STD/HIV Prevention

Vital Records

Women's' Health Services

		Strategic Plan Goal
Goal 2	Identify and improve environmental conditions impacting the public's health.	E1, E5, N1, S5

Service/Program

Community Health Assessment and Regulatory Services

Food Facility Inspection Services

Hazardous Materials Services

Recreational Water Quality Protection/Testing Services

Residential Inspection and Environmental Intervention

Vector Control Services

		Strategic Plan Goal
Goal 3	Promote social well-being and improve the general conditions of the community	S5, Y1, Y2

Service/Program

Family Services

Homeless Services

Substance Abuse Prevention and Treatment

		Strategic Plan Goal
Goal 4	Protect the community from injury, disease, and nuisances caused by animals	N4
	Service/Program	
	Animal Sheltering and Field Services	
	Animal Investigation Services	

		Strategic Plan Goal
Goal 5	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A
	Service/Program	
	Department Administration	

Community Safety

- Began implementation of the City's Bioterrorism Preparedness Program to strengthen Long Beach's ability to respond to a bioterrorist act through improvements to the public health laboratory, disease control programs, and information and technology.

- Completed and implemented a family and domestic violence strategic plan which lists initiatives for multi-lingual public service announcements, a Family Violence Prevention forum and development of a website.

- Conducted a citywide count and demographic survey of homeless persons which provides information critical to the development of a strategic plan to reduce homelessness.

Neighborhood Development

- Began renovation of the Miller Family Health Education Center (FHEC), which will be used to deliver education and preventive health services.

- Completed the Senior Strategic Plan which outlines priorities and needs for senior services in Long Beach such as housing, transportation, safety, health and quality of life.

- The Long Beach Partnership for the Public's Health continues to serve as a state-wide model for developing the capacity of residents to solve public health issues in their communities. Many graduates of the program now serve in leadership roles in their respective neighborhood associations.

Education and Youth

- To improve the health of youth, the City continues to collaborate with other agencies on a number of programs, including: Teen Pregnancy Prevention, Healthy Families, and the Los Angeles County Service Planning Area 8 Collaborative.

- Completed the Community Plan for Shaping the Early Care and Education System, which is specifically designed to enhance the quality and accessibility of child care.

Environmental

- Established 24-hour Water Quality Information/Beach Advisory hotline--(562) 570-4199--and a website--http://www.longbeach.gov/health/enviro_health.html—to provide weekly water quality test results and beach closure information to the public.

- Developed environmental outreach and education activities, including a community-based pollution reduction program, multi-lingual environmental educational materials, and a school-based environmental health curriculum for children.

Opportunities

- The Department of Health and Human Services (DHHS) will continue to provide a wide variety of effective public health and social services to a diverse community in working towards its mission of making Long Beach a healthy place to live, work, and play.

- DHHS actively seeks funding from public and private sources to support the maintenance and growth of its public health programs. Two recent opportunities include federal funding for the Bioterrorism Preparedness Program (BPP) and private funding for the Miller Family Health Education Center. With $1.15 million in BPP annual funding, the City is developing a plan to insure local preparedness for a bioterrorist event through technological upgrades and improvements to the public health laboratory and disease control programs.

- The City is in the process of renovating the Miller Family Health Education Center, which is scheduled to open in Fall 2003. The Miller Family Health Education Center will house a variety of public health and preventive health programs, and will promote a healthy city through health education, leadership development, and collaboration with our diverse community.

Challenges

- The DHHS faces many challenges in FY 04, including reduced funding for grants and core public health services due to budgetary challenges at federal, state and county levels; threats to national security which place great demands on the public health system; emerging infectious diseases; and increased service demands due to a growing unemployed and uninsured population.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Increase Health Fund Support for Public Health Programs ($246,146) ▪ Reduces General Fund support to public health grants	General Fund support to public health grants serves as local matching funds for five DHHS programs. Services can be provided using Health Fund Revenue, but loss of this General Fund support may impact the Department's ability to demonstrate a local commitment to programs.
Reduce Staffing in Animal Control ($104,722 and 3.5 positions)	May limit timely response to all animal-related complaints.
Eliminate Employee Flu Clinic and Reduce Administrative Support for Social Service and Occupational Health Programs ($147,440 and 2.0 positions) ▪ Eliminates part-time consultant contract monitor for Social Services Grant Program and funding for printing and mailing of the Non-Profit Partnership's Quarterly Report	Potential for increased number of sick days Citywide during the flu season. Potential delays in contract processing and reimbursement process. Diminished support to the non-profit community. Reduced clerical support to assist clinic staff and clients and increased time taken to transcribe medical examinations.
Establish Vicious Animal Permit Fees and Increase Miscellaneous Fees ($35,000) ▪ Miscellaneous Fees include: Transporting Animals, Impounds and Daily Board, License Late Fees, Trap Rentals, Euthanasia and Owner Relinquished Animals	Increased impound and owner relinquishment fees may result in increased abandoned animals and shelter space, adoption and euthanasia challenges. Vicious animal inspection fee may result in increased control and reduction of vicious animals in the city.
Establish Hazardous Materials Education Program Fee ($55,440) ▪ New annual $5/year fee imposed on various facilities for hazardous materials education program	Reduction in incidents of illegal and unhealthy disposal of hazardous materials.

CITY OF
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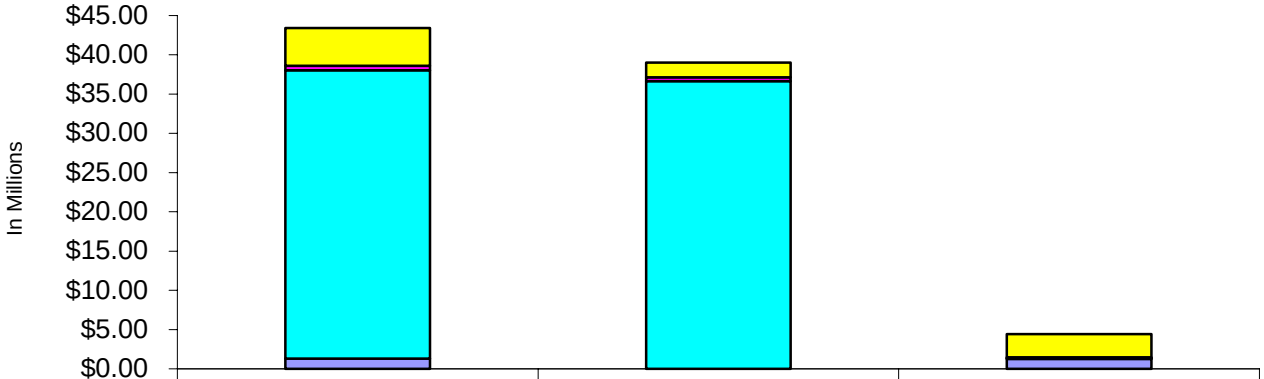
BEACH

Health and Human Services Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
General Fund	4.83	1.88	2.95
CUPA	0.55	0.46	0.09
Health Fund	36.74	36.66	0.08
Housing Authority	0.02	-	0.02
Insurance	1.28	0.01	1.27

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Adopted FY 04
Expenditures:					
Salaries, Wages and Benefits	24,910,562	27,593,042	28,133,576	25,243,887	30,367,648
Materials, Supplies and Services	11,801,263	6,179,480	9,260,558	9,974,199	11,015,212
Internal Support	2,633,016	2,402,441	2,405,322	2,512,551	2,515,225
Capital Purchases	8,344	-	-	36,770	-
Debt Service	-	35,000	35,000	15,000	35,000
Transfers from Other Funds	(76,669)	(509,513)	(509,513)	666,944	(512,218)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	39,276,515	35,700,450	39,324,942	38,449,351	43,420,868
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	2,818,106	2,643,038	2,643,038	2,474,335	2,474,335
Licenses and Permits	3,515,473	3,755,398	3,755,398	3,563,349	3,909,770
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	17,967	27,620	27,620	16,857	29,029
Revenue from Other Agencies	17,792,654	14,401,500	18,056,955	17,800,106	28,758,060
Charges for Services	1,534,175	1,541,731	1,541,731	1,555,581	1,753,214
Other Revenues	363,171	155,760	155,760	189,804	196,485
Interfund Services - Charges	556,921	595,245	595,245	555,075	692,761
Intrafund Services - GP Charges	888,751	828,218	828,218	823,145	890,788
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	8,052,296	6,596,221	6,596,221	7,100,832	306,964
Total Revenues	35,539,513	30,544,731	34,200,186	34,079,083	39,011,406
Personnel (Full-time Equivalents)	451.07	489.33	489.33	489.33	486.08

Animal Control Bureau Summary

Services Provided:
Protect the community from vicious animals and the spread of rabies. License dogs, impound unattended dogs, dispose of deceased animals and quarantine biting animals. Investigate cruelty complaints and prosecute violators.

Service Improvement Objectives:
To issue 21,134 dog licenses.
To issue 500 citations.
To investigate 200 barking dog complaints.
To investigate 175 vicious dog complaints.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of dog licenses issued	18,080	21,134	21,134	17,100	21,134
# of citations issued	260	380	380	450	500
# of barking dog complaints investigated	201	200	200	184	200
# of vicious dog complaints investigated	158	170	170	160	175
Expenditures:					
Salaries, Wages and Benefits	1,593,365	1,781,473	1,781,473	1,649,467	2,018,923
Materials, Supplies and Services	399,131	268,227	268,228	386,577	244,721
Internal Support	390,620	430,116	430,116	434,531	441,226
Capital Purchases	-	-	-	23,023	-
Debt Service	-	35,000	35,000	15,000	35,000
Transfers From Other Funds	16,126	16,126	16,126	16,126	16,126
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,399,242	2,530,942	2,530,943	2,524,724	2,755,996
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	764,894	741,995	741,995	677,151	731,830
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	141,618	152,519	152,519	163,527	187,519
Other Revenues	58,964	13,500	13,500	33,128	13,500
Interfund Services - Charges	5,880	4,848	4,848	4,848	4,848
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	971,356	912,862	912,862	878,654	937,697
Personnel (Full-time Equivalents)	36.36	36.36	36.36	36.36	32.86

Environmental Health Bureau Summary

Services Provided:
Inspections related to housing, food, hazardous waste, recreational and potable water, abatement and control of disease vectors.

Service Improvement Objectives:
To provide 6,500 inspections of licensed multiple dwellings.
To provide 6,700 inspections of licensed food facilities.
To provide 857 inspections of licensed hazardous waste generators.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of inspections of multiple dwellings	2,589	6,500	6,500	3,800	6,500
# of inspections of food facilities	4,010	6,700	6,700	4,500	6,700
# of inspections of hazardous waste generators	742	857	857	857	857
Expenditures:					
Salaries, Wages and Benefits	3,646,772	3,814,132	3,824,774	3,777,249	3,966,468
Materials, Supplies and Services	869,803	184,586	199,097	1,458,317	197,152
Internal Support	443,390	391,414	394,295	352,331	376,813
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	(1,000)	(1,000)	96,250	(13,705)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,959,964	4,389,132	4,417,166	5,684,147	4,526,729
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	2,743,254	3,013,403	3,013,403	2,877,855	3,168,940
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	17,014	26,320	26,320	15,752	27,729
Revenue from Other Agencies	499,997	104,052	132,086	1,547,707	56,800
Charges for Services	2,646	7,295	7,295	5,796	7,295
Other Revenues	34,739	53,250	53,250	33,226	53,250
Interfund Services - Charges	480,486	539,197	539,197	498,609	635,197
Intrafund Services - GP Charges	18,598	23,515	23,515	12,000	23,515
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	301,506	297,711	297,711	287,335	287,335
Total Revenues	4,098,240	4,064,743	4,092,777	5,278,279	4,260,061
Personnel (Full-time Equivalents)	52.60	59.87	59.87	59.87	58.77

Human and Social Services Bureau Summary

Services Provided:

Counseling, community education, and family preservation. Health and wellness program for City employees. Drug and alcohol counseling, group facilitation and case management. Coordination of homeless programs and services to homeless clients at the Multi-Service Center (MSC).

Service Improvement Objectives:

To provide 5,745 contacts for services to City employees (including health and safety fair participants).
To provide 135 presentations, workshops and training sessions of preventive health services to City employees.
To provide Family Preservation services to 175 families.
To provide 7,644 hours of alcohol rehabilitation services to clients and their families.
To provide 5,183 units of drug rehabilitation services to clients and their families.
To provide 7,550 units of Proposition 36 rehabilitation services to clients.
To provides services to 20,000 duplicate and non-duplicate homeless clients.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of EAP contacts for City employees	5,741	5,745	5,745	5,741	5,745
# of EAP presentations to City employees	135	135	135	135	135
# of Family Preservation families served	New	New	New	145	175
# of Alcohol Rehabilitation units provided	New	New	New	7,800	7,644
# of Drug Rehabilitation units provided	New	New	New	5,185	5,183
# of Proposition 36 units provided	New	New	New	5,000	7,550
# of homeless clients served	New	New	New	18,000	20,000
Expenditures:					
Salaries, Wages and Benefits	3,545,078	3,791,668	3,791,668	3,024,014	3,800,836
Materials, Supplies and Services	3,531,574	1,093,593	1,147,593	1,626,235	3,669,612
Internal Support	339,864	232,014	232,014	281,276	311,232
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(348,370)	(567,706)	(567,706)	(515,020)	(567,706)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	7,068,146	4,549,568	4,603,568	4,416,504	7,213,973
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	4,672,338	2,590,521	2,640,521	2,608,101	5,272,532
Charges for Services	389,178	406,346	406,346	365,015	452,254
Other Revenues	152,059	2,950	2,950	45,236	2,950
Interfund Services - Charges	400	6,700	6,700	6,700	6,700
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	370,493	135,159	135,159	130,293	19,629
Total Revenues	5,584,467	3,141,676	3,191,676	3,155,345	5,754,065
Personnel (Full-time Equivalents)	69.62	80.46	80.46	80.46	74.31

Preventive Health Bureau Summary

Services Provided:
Communicable disease and Sexually Transmitted Disease (STD) control, HIV related services, epidemiology and vital statistics services.

Service Improvement Objectives:
To provide services to 16,400 patients in the Preventive Health Clinic.
To provide 11,000 automated birth records through the Automated Vital Statistics System (AVSS).
To provide 2,600 communicable disease investigations.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of Preventive Health Clinic clients	New	New	New	16,378	16,400
# of automated birth records	11,300	11,000	11,000	9,253	11,000
# of communicable disease investigations	2,200	2,400	1,745	2,617	2,600
Expenditures:					
Salaries, Wages and Benefits	3,127,278	3,304,557	3,304,557	3,397,684	3,577,563
Materials, Supplies and Services	1,668,344	1,123,715	1,498,469	1,480,997	1,827,142
Internal Support	243,912	226,429	226,429	272,280	205,294
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	(80,807)	(80,807)	(80,807)	(80,807)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	5,039,533	4,573,894	4,948,648	5,070,155	5,529,192
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	3,328,836	3,029,927	3,404,455	3,897,184	4,031,100
Charges for Services	457,692	408,500	408,500	492,710	497,546
Other Revenues	4,742	500	500	738	2,785
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	315,577	191,836	189,756	22,299	40,511
Total Revenues	4,106,847	3,630,763	4,003,211	4,412,932	4,571,942
Personnel (Full-time Equivalents)	56.54	58.59	58.59	58.59	59.84

Public Health Bureau Summary

Services Provided:

Provide health examinations, tobacco education, immunizations, nutrition counseling, treatment of communicable diseases, case management, laboratory testing, occupational injury and pre-employment services.

Service Improvement Objectives:

To distribute 409,782 Women, Infants and Children (WIC) Nutrition Vouchers.
To facilitate the immunization of two-year olds.
To generate 800,000 units of laboratory tests impacted by infectious diseases and environmental contamination.
To support compliance/enforcement of Long Beach Smoking Ordinance and California No-smoking law by distributing 15,500 brochures, signs, education pieces and compliance fact sheets.
To conduct 108 Nutrition Class Sessions to increase awareness of the importance of fruit and vegetable consumption.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of WIC Nutrition Vouchers	360,901	405,725	405,725	403,351	409,782
% of 2-year olds fully immunized	70%	87%	87%	80%	82%
# of units of public health lab testing	773,359	800,000	800,000	770,000	800,000
# of tobacco information pieces distributed	12,600	8,000	8,000	10,500	15,500
# of nutrition class sessions conducted	New	New	New	New	108
Expenditures:					
Salaries, Wages and Benefits	11,042,878	11,970,687	12,500,579	10,593,946	12,760,403
Materials, Supplies and Services	4,402,267	3,395,357	4,918,075	3,780,472	4,167,732
Internal Support	1,040,701	944,103	944,103	977,353	1,291,413
Capital Purchases	8,344	-	-	13,747	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(327,210)	84,900	84,900	90,255	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	16,166,980	16,395,047	18,447,657	15,455,773	18,219,548
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	7,325	-	-	7,838	9,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	877	-
Revenue from Other Agencies	9,188,229	8,638,843	10,724,749	8,555,314	12,590,123
Charges for Services	543,021	567,071	567,071	528,532	608,600
Other Revenues	109,873	85,560	85,560	74,704	124,000
Interfund Services - Charges	70,155	44,500	44,500	44,918	46,016
Intrafund Services - GP Charges	870,153	804,703	804,703	811,145	867,273
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	961,580	765,444	765,444	982,406	-
Total Revenues	11,750,336	10,906,121	12,992,027	11,005,735	14,245,012
Personnel (Full-time Equivalents)	205.06	223.31	223.31	223.31	219.46

Support Services Bureau Summary

Services Provided:

General administrative support to all Departmental programs assuring efficient operations and effective services to the community.

Service Improvement Objectives:

To meet demands for public health services by providing 425,000 public health visits.

To manage 70 grants from both public and private funding sources.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of public health visits	410,768	406,000	406,000	421,400	425,000
# of grants managed	70	64	64	70	70
Expenditures:					
Salaries, Wages and Benefits	1,955,192	2,930,525	2,930,525	2,801,527	4,243,456
Materials, Supplies and Services	930,145	114,002	1,229,096	1,241,602	908,852
Internal Support	174,529	178,365	178,365	194,779	(110,753)
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	582,785	38,974	38,974	1,060,140	133,874
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,642,650	3,261,867	4,376,961	5,298,048	5,175,429
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	2,818,106	2,643,038	2,643,038	2,474,335	2,474,335
Licenses and Permits	-	-	-	505	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	952	1,300	1,300	228	1,300
Revenue from Other Agencies	103,254	38,157	1,155,144	1,191,800	6,807,506
Charges for Services	21	-	-	-	-
Other Revenues	2,794	-	-	2,771	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	6,103,140	5,206,071	5,208,151	5,678,498	(40,511)
Total Revenues	9,028,267	7,888,566	9,007,633	9,348,137	9,242,630
Personnel (Full-time Equivalents)	30.89	30.74	30.74	30.74	40.84

Health and Human Services Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director of Health and Human Services	1.00	1.00	1.00	143,784	143,784
Accountant I	1.00	1.00	-	44,289	-
Accountant II	1.00	1.00	2.00	54,361	107,738
Accounting Clerk I	1.00	1.00	1.00	34,185	33,705
Accounting Clerk III	4.00	4.00	4.00	151,990	152,044
Administrative Analyst II	5.00	3.00	3.00	173,853	183,984
Administrative Analyst III	1.00	3.00	3.00	203,283	211,122
Animal Control Officer I	3.00	3.00	3.00	105,399	105,194
Animal Control Officer II	12.00	12.00	12.00	485,553	494,443
Animal Control Officer I - NC	1.78	1.78	0.28	53,928	8,908
Animal Health Technician	1.00	1.00	1.00	40,209	41,415
Animal License Inspector-NC	3.78	3.78	2.78	77,940	60,188
Assistant Administrative Analyst I	1.00	1.00	1.00	44,195	46,972
Building Services Supervisor	1.00	1.00	1.00	40,225	42,489
Case Manager I	7.83	7.82	5.87	202,848	158,665
Case Manager II	6.00	6.00	5.00	181,029	162,623
Case Manager III	12.00	22.00	20.00	738,297	712,728
City Health Officer	1.00	1.00	1.00	134,152	134,152
Clerical Aide I - NC	0.29	0.29	0.29	5,763	6,052
Clerk I - NC	0.80	0.80	1.60	17,519	53,927
Clerk II	1.00	1.00	-	28,944	-
Clerk II - NC	3.00	3.02	3.02	71,205	78,707
Clerk III	6.00	6.00	5.00	185,666	164,844
Clerk III - NC	0.80	0.80	0.80	23,489	24,663
Clerk Supervisor	1.00	1.00	-	36,494	-
Clerk Typist I	3.00	3.00	3.00	89,199	91,876
Clerk Typist II	14.00	13.00	10.00	423,596	323,527
Clerk Typist II – NC	0.46	0.45	1.00	12,548	28,641
Clerk Typist III	11.00	12.00	10.00	431,069	364,027
Clerk Typist IV	2.00	2.00	2.00	79,966	82,321
Clerk Typist V	1.00	1.00	1.00	42,257	43,524
Community Services Supervisor	1.00	1.00	1.00	54,361	55,992
Community Services Supervisor II	1.00	1.00	1.00	54,361	55,992
Community Worker	16.00	15.00	12.00	460,062	388,427
Counselor II	8.00	8.00	8.00	323,943	322,394
Customer Service Representative II	2.00	2.00	2.00	64,900	68,420
Environmental Health Specialist II	17.00	16.00	16.00	789,817	800,622
Environmental Health Specialist III	8.00	9.00	9.00	511,603	522,067
Environmental Health Specialist IV	4.00	5.00	5.00	299,622	308,624
Epidemiologist	1.00	1.00	2.00	51,716	99,095
Epidemiologist-Supervisor	1.00	1.00	1.00	61,654	63,504
Executive Secretary	1.00	1.00	1.00	46,458	46,458
Financial Services Officer	1.00	1.00	1.00	74,606	74,606
Hazardous Materials Specialist I	5.00	5.00	6.00	286,035	345,307
Hazardous Materials Specialist II	1.00	1.00	1.00	60,132	63,504
Hazardous Waste Operations Officer	1.00	1.00	1.00	82,891	82,891
Health Educator I	19.01	18.99	19.24	542,729	573,719
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Subtotal Page 1	195.75	205.73	190.88	8,122,125	7,933,885

Health and Human Services Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	195.75	205.73	190.88	8,122,125	7,933,885
Health Educator II	21.00	24.50	27.00	970,225	1,107,433
Laboratory Assistant	4.53	2.00	3.00	67,078	96,814
Laboratory Assistant II	-	2.00	2.00	72,988	75,176
Laboratory Services Officer	1.00	1.00	1.00	84,708	84,708
Maintenance Assistant I	9.62	9.62	9.62	258,097	267,476
Maintenance Assistant I-NC	3.91	3.91	3.91	92,189	96,802
Maintenance Assistant III	1.00	1.00	1.00	34,680	35,719
Maintenance Assistant III-NC	-	0.87	0.87	23,148	25,535
Manager-Animal Control	1.00	1.00	1.00	95,580	95,580
Manager-Environmental Health	1.00	1.00	1.00	97,136	97,136
Manager-Human/Social Services	1.00	1.00	1.00	95,977	96,040
Manager-Preventive Health	1.00	1.00	1.00	89,170	89,170
Manager-Public Health	1.00	1.00	1.00	88,865	88,865
Manager-Support Services-Health	1.00	1.00	1.00	90,559	90,559
Medical Assistant I	5.50	6.50	6.00	160,901	155,846
Medical Assistant II	3.50	3.50	3.00	109,999	101,365
Medical Social Worker I	1.00	1.00	1.00	49,402	50,841
Medical Social Worker II	1.00	1.00	1.00	53,004	54,595
Microbiologist	5.60	-	-	-	-
Microbiologist II	-	7.00	8.00	407,176	474,293
Microbiologist III	-	2.00	2.00	129,819	133,716
Microbiologist Supervisor	2.00	-	-	-	-
Nurse I	8.00	8.00	8.00	438,854	463,726
Nurse I-NC	0.45	0.45	0.45	22,479	23,603
Nurse II	4.00	4.00	4.00	231,471	234,503
Nurse Practitioner	3.40	3.40	3.40	222,620	249,984
Nursing Services Officer	1.00	1.00	1.00	78,313	78,313
Nutrition Aide I	9.00	9.00	9.00	283,730	280,425
Nutrition Aide II	2.00	2.00	2.00	73,464	75,544
Nutrition Services Officer	1.00	1.00	1.00	84,305	84,305
Occupational Health Services Officer	1.00	1.00	1.00	125,000	128,053
Outreach Worker I	27.00	29.00	20.50	709,934	522,859
Outreach Worker II	13.00	14.00	22.50	443,416	759,618
Payroll/Personnel Assistant II	1.00	1.00	1.00	40,209	41,415
Prevention Services Officer	1.00	1.00	1.00	76,686	76,646
Public Health Associate I	3.00	3.75	3.75	94,156	102,179
Public Health Associate II	11.00	11.00	10.75	365,533	370,779
Public Health Associate III	20.71	31.50	36.00	1,580,953	1,872,068
Public Health Nurse	21.45	27.95	29.95	1,499,734	1,712,227
Public Health Nurse Supervisor	4.00	4.00	4.00	253,049	267,431
Public Health Nutritionist I	12.00	12.00	12.00	562,542	563,553
Public Health Nutritionist II	4.00	4.00	4.00	215,327	213,698
Public Health Nutritionist III	1.00	1.00	1.00	54,361	55,992
Public Health Physician	4.15	4.15	5.00	464,270	585,449
Public Health Professional I	6.00	6.00	6.00	311,783	319,650
Public Health Professional II	10.00	10.00	11.00	591,353	663,099
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Subtotal Page 2	430.57	467.83	464.58	20,016,368	20,996,670

Health and Human Services Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 2	430.57	467.83	464.58	20,016,368	20,996,670
Public Health Professional III	2.00	3.00	3.00	202,699	211,999
Public Health Registrar	2.00	2.00	2.00	74,450	76,638
Rehabilitation Services Officer	1.00	1.00	1.00	95,422	95,422
Secretary	5.00	5.00	5.00	197,723	203,611
Security Officer II – NC	1.50	1.50	1.50	48,145	50,554
Senior Accountant	1.00	1.00	1.00	61,916	67,140
Senior Animal Control Officer	3.00	3.00	3.00	137,131	143,910
Storekeeper II	1.00	1.00	1.00	39,260	38,448
Vector Control Specialist I	2.00	2.00	2.00	74,626	80,697
Vector Control Specialist II	1.00	1.00	1.00	43,375	45,819
X-Ray Technician	1.00	1.00	1.00	43,362	44,662
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Subtotal Salaries	451.07	489.33	486.08	21,034,478	22,055,569
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	5,871,513	7,331,122
Administrative Overhead	---	---	---	868,690	980,957
Salary Savings	---	---	---	(181,639)	---
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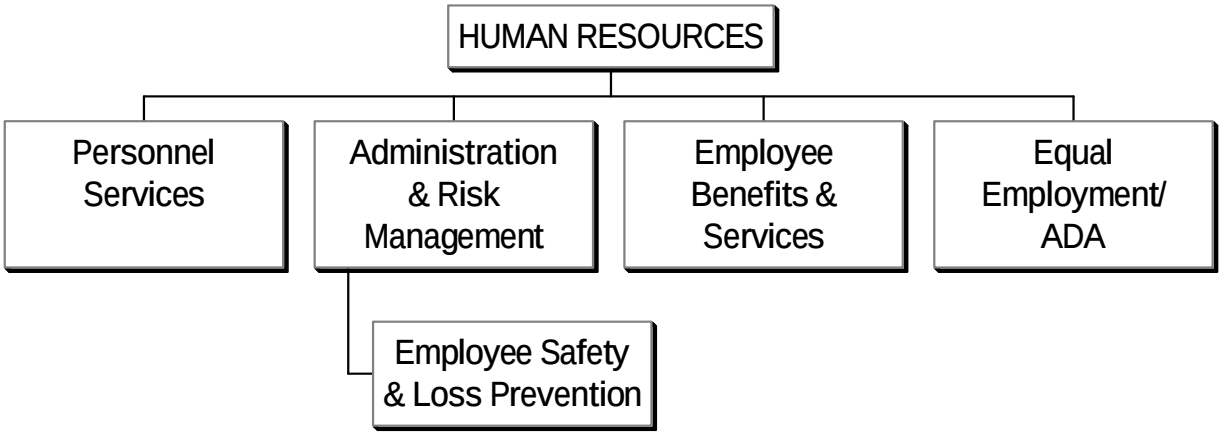
Total	451.07	489.33	486.08	27,593,042	30,367,648



HUMAN RESOURCES

The mission of the Department of Human Resources is to provide leadership in the management of the City's human resources and risk management; to support and assist departments with legal mandates; and to maintain a work environment that enhances development, satisfaction, and commitment to City goals and objectives.

Key Contacts

Kevin Boylan, Director

Margaret Shobert, Manager, Risk Management & Administration

Dora Jones, Officer, Equal Employment Opportunity/ADA Division

Debbie Mills, Officer, Employee Benefits & Services

Michael Alio, City Safety Officer

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		Strategic Plan Goal
Goal 1	To support a stable, diverse and productive work force for the City's operations	B5, N6

Service/Program

CalPERS Retirement Counseling

City Department Liaison/Support

Employee Health Benefits

Equal Employment Opportunities

General Employee Training

Human Resources Management System for Payroll/Personnel

Job Classification/Compensation System

Labor Negotiations

Other Non-Health Related Employee Services

Unlawful Discrimination and Harassment

		Strategic Plan Goal
Goal 2	To protect City assets and ensure a safe and accessible environment for the work force and the public	N3, S2

Service/Program

Americans with Disabilities Act (ADA) Compliance

City General Liability Insurance Program

Employee Safety Program

Injured Worker Modified Duty Program

Insure City Property/Assets

Workers' Compensation Coordination

		Strategic Plan Goal
Goal 3	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A

Service/Program

Department Administration

Business Growth and Workforce Development

- Sponsored Sixth Annual Supervisors Leadership Institute: with a total of 35 participants.
- Sponsored four employees for Leadership Long Beach-Class of 2004, and one employee to attend an Executive Management Training Program.
- Conducted four Customer Service Training Workshops with 200 participants.
- Coordinated the City Mentor Program, which included over 30 participants during the year.
- Trained over 3,900 employees in a variety of safety training classes, including over 300 firefighters in body mechanics and back safety.
- Co-hosted Annual Wellness and Safety Affair.
- Implemented Citywide Respiratory Protection Program and Hazardous Materials Communication Program.
- Implemented Occupational Health and Safety System to track workplace injuries and safety training needs.
- Conducted Unlawful Harassment Training for a more than 100 employees.
- Published and distributed employee health insurance newsletter to educate employees on the rising cost of benefits.
- Educated employees on changes to deferred compensation plan resulting from the implementation of the Federal Economic Growth and Tax Relief Reconciliation Act.

Neighborhood Development

- Inspected over 40 buildings and areas for ADA safety violations and fire hazards.
- Recognized October 2002 as "Disability Awareness Month" for the City of Long Beach.
- Trained department counselors on latest EEO/ADA policies, procedures and legislative updates.
- Coordinated efforts through Citizens Advisory Commission on Disabilities (CACOD) to have the Mayor and City Council withdraw the City of Long Beach from the Sacramento Amicus Petition regarding the ADA and accessible sidewalks.
- CACOD participated in the Strategic Planning Committee for the development of an Assistive Technology Program for the Department of Library Services.
- Conducted successful citywide charity campaign, which resulted in increasing employee donations by 31 percent.

Opportunities

- Completion of a Worker's Compensation Study that will evaluate opportunities to reduce workers' compensation costs and to improve the effectiveness of the City's workers' compensation and safety programs.
- Union negotiations with all bargaining units will provide an opportunity to develop options for cost reductions to address some of the City's structural budgetary issues.
- An Employee Transition Plan will provide an opportunity to retrain and place employees impacted by staffing reductions identified in the Three-Year Financial Strategic Plan.
- The Department will coordinate the efforts of City staff and the disabled community in finalizing changes articulated in the ADA Transition Plan.
- Musculoskeletal training will be provided to high-risk field employees and is designed to reduce back injuries and lost work hours while increasing productivity. It should also lower workers' compensation claims costs.

Challenges

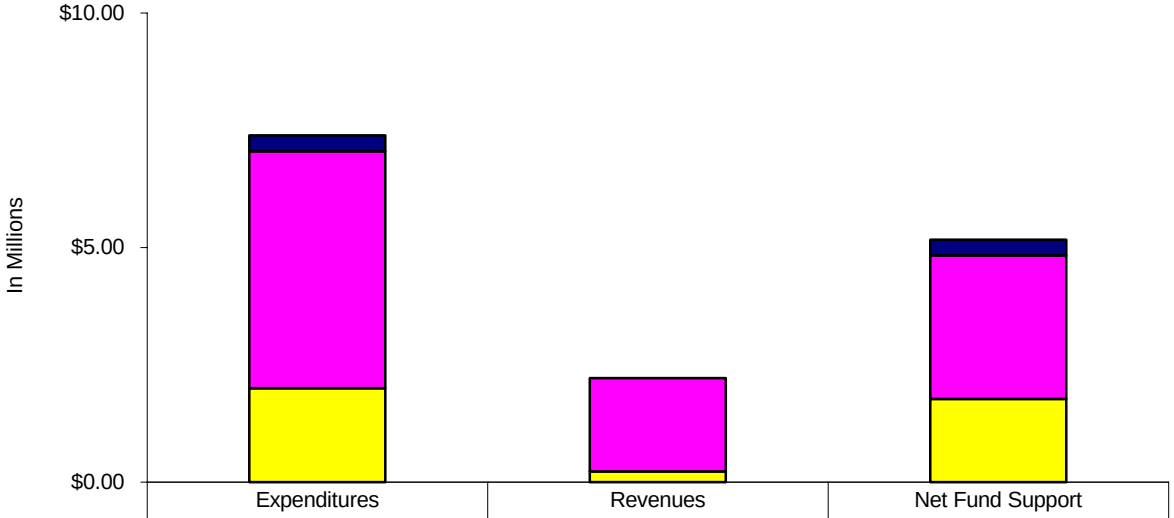
- Negotiation of labor settlement agreements with nine bargaining units, to reduce costs of benefits and/or compensation to address budget deficit as required by the Three-Year Financial Strategic Plan.
- Implementation of Employee Transition Plan as part of Three-Year Strategic Plan.
- Restructuring of Citywide customer service, executive, and safety training programs to enhance overall effectiveness while exacting cost savings.
- Reduce costs of non-health services programs, such as blood drives, charity drives and service awards for employees.
- Maintaining high levels of service to departments with reduced staffing, by finding creative ways to increase productivity and improve efficiency.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Reduce Administrative Support and Consolidate Department Functions ($105,329) ▪ Reduce support staffing by 2.3 positions ▪ Consolidate and reorganize department functions ▪ Reduce overtime usage	Staff has been realigned to support priority activities, however, lost positions will impact overall responsiveness of the Department at a time when labor-relations and employee service issues are increasing.
Reduce Equipment and Support Costs for Department Functions ($65,600) ▪ Reduce equipment and reprographic expenses ▪ Reduce Technical Services Department programming and other support ▪ Limit outside consulting expenses	Reduction in funding for consulting services will strain ability to support other departments and employees; especially those related to investigation of discrimination complaints and risk management services. Direct costs may be transferred to department requiring service.
Reduce Administrative Support for Non-Health Employee Benefit Programs ($115,429) ▪ Reduce non-health employee benefit support programs/services, including 1.5 positions	Reduction of programs and staff that support Charity Drives, Blood Drives, Service Awards, and provide information on Deferred Compensation.
Restructure Citywide Professional Development/Training and Reallocate Safety Program Costs ($118,195) ▪ Restructure citywide training programs ▪ Reduce travel expenses for conferences and other meetings ▪ Reduce and/or reallocate non-mandated Safety program costs	Restructuring the City's training programs will focus more on specific department training needs. Citywide training will be provided on a more targeted basis. Reduction in non-mandated Safety programs could affect employee morale towards Safety; however, reallocation of funds to address targeted injury areas may lower workers' compensation costs.
Reduce City's Excess Insurance Coverage ($114,000) ▪ Reduce insurance coverage for property and/or general liability	Self-insured retentions may be increased and coverage reduced in order to obtain lower premiums due to the continued hardening of the insurance market.

Human Resources Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
General Fund	0.34	-	0.34
Insurance Fund	5.05	1.99	3.06
Employee Benefits Fund	2.00	0.23	1.77

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	2,010,646	2,058,187	2,058,187	1,770,752	2,027,449
Materials, Supplies and Services	3,713,456	4,792,713	4,844,777	4,326,149	4,584,731
Internal Support	932,895	879,777	879,777	796,729	767,602
Capital Purchases	72,893	160,000	213,657	60,000	10,000
Debt Service	-	-	-	-	-
Transfers from Other Funds	50	-	-	1	122
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	6,729,940	7,890,677	7,996,398	6,953,632	7,389,904
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	47,801	50,000	50,000	38,000	35,000
Revenue from Other Agencies	(23)	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	380,632	268,780	268,780	424,528	386,823
Interfund Services - Charges	1,477,698	1,473,026	1,473,026	1,665,000	1,797,565
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,906,109	1,791,806	1,791,806	2,127,528	2,219,388
Personnel (Full-time Equivalents)	28.51	28.51	28.51	28.51	24.71

Administration and Risk Management Bureau Summary

Services Provided:

Loss prevention and insurance coverage; safety awareness and incentive programs; employee safety training; status reports and technical assistance to departments; and retirement counseling.

Service Improvement Objectives:

To expand the safety training opportunities in all departments and ensure that all at-risk employees are trained.
To enhance the assessment of departments' safety performance.
To provide timely assistance to departments on insurance requirements and case review.
To provide timely assistance to employees for retirement planning.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of departments using safety training	22	22	22	22	22
# of employees attending safety training	3,916	3,700	3,700	3,900	3,900
# of types of safety training provided	50	52	52	56	56
# of quarterly dept safety performance reports	0	4	4	2	4
# of retirement counseling sessions	682	550	550	650	550
Expenditures:					
Salaries, Wages and Benefits	537,155	583,268	583,268	602,806	622,008
Materials, Supplies and Services	3,159,616	4,145,535	4,157,747	3,756,846	4,088,823
Internal Support	76,561	127,240	127,240	129,550	135,876
Capital Purchases	53,657	160,000	213,657	60,000	10,000
Debt Service	-	-	-	-	-
Transfers From Other Funds	158,100	84,058	84,058	42,703	94,414
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,985,090	5,100,101	5,165,971	4,591,905	4,951,121
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	7,447	5,000	5,000	8,000	5,000
Revenue from Other Agencies	(23)	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	157,458	168,780	168,780	182,340	186,823
Interfund Services - Charges	1,477,698	1,473,026	1,473,026	1,665,000	1,797,565
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,642,580	1,646,806	1,646,806	1,855,340	1,989,388
Personnel (Full-time Equivalents)	8.41	8.41	8.41	8.41	8.16

Executive Office Bureau Summary

Services Provided:

To provide direction and administration for the Department; to administer the City's health benefits/insurance programs; to administer the City's Equal Employment Opportunity Program (EEOP); to ensure compliance with the Americans with Disabilities Act (ADA); to facilitate resolution of discrimination complaints; to provide staff support to the Citizens Advisory Commission on Disabilities (CACOD).

Service Improvement Objectives:

To provide City Council with an annual status report on the Equal Employment Opportunity Program Plan (EEOP) by April 2004.
To monitor the implementation of the ADA Transition Plan.
To provide ADA & Unlawful Harassment training classes for City employees.
To limit the increase of the City's medical indemnity plans to less than 15% from 12/1/02 to 11/30/03.
To increase the participation/donations of employees in the charitable drive by 5% during the 2003/2004 campaign.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of status reports on ADA projects	12	12	12	12	12
# of ADA/Unlawful Harassment classes/year	19	25	25	15	15
% rate increase in indemnity health	15%	<15%	<15%	18%	18%
% increase in participants/donations in charity drive	18%/31%	5%/5%	5%/5%	5%/5%	5%/5%
Expenditures:					
Salaries, Wages and Benefits	885,826	859,509	859,509	615,848	765,083
Materials, Supplies and Services	378,540	389,804	392,224	375,709	305,034
Internal Support	328,164	176,492	176,492	119,985	126,956
Capital Purchases	9,618	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(310,411)	(165,039)	(165,039)	(83,842)	(185,042)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,291,737	1,260,766	1,263,187	1,027,700	1,012,031
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	40,355	45,000	45,000	30,000	30,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	222,712	100,000	100,000	242,028	200,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	263,067	145,000	145,000	272,028	230,000
Personnel (Full-time Equivalents)	12.00	12.00	12.00	12.00	8.73

Personnel Services Bureau Summary

Services Provided:

Provide human resources and employee relations support to departments in a variety of areas including classification and compensation; contract administration; conflict resolution; payroll/personnel systems; and policy and procedure interpretation.

Service Improvement Objectives:

To meet the human resources and labor relations needs of line departments.
To resolve employee relations disputes in a timely and productive manner.
To assist departments by addressing changing service requirements by developing more responsive Human Resources (HR) systems and procedures.
To coordinate and present training programs that address legislative changes and legal mandates.
To enhance the effectiveness of the City's human resources program.
To assist in placement of employees through the Injured Worker/Modified Duty Program.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of managers/supervisors trained	550	700	700	675	700
# of HR documents processed	6,725	6,500	6,500	6,767	6,500
# of working days for position audit	31	30	30	35	30
# of people in customer service training	500	200	200	230	400
# of new labor MOUs negotiated	5	3	3	4	9
# of employees in Injured Worker/ Modified Duty Program	146	150	150	126	150
Expenditures:					
Salaries, Wages and Benefits	587,665	615,410	615,410	552,099	640,358
Materials, Supplies and Services	175,299	257,374	294,805	193,594	190,874
Internal Support	528,170	576,044	576,044	547,195	504,770
Capital Purchases	9,618	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	152,361	80,981	80,981	41,140	90,750
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,453,113	1,529,809	1,567,240	1,334,027	1,426,752
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	462	-	-	160	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	462	-	-	160	-
Personnel (Full-time Equivalents)	8.10	8.10	8.10	8.10	7.82

Human Resources Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director of Human Resources	1.00	1.00	1.00	133,974	133,974
Administrative Aide II-Confidential	1.00	1.00	1.00	44,485	45,819
Administrative Analyst III-Confidential	1.00	1.00	1.00	68,324	67,502
Administrative Intern-NC/H42	0.91	0.91	0.91	32,845	34,486
City Safety Officer	1.00	1.00	1.00	78,310	78,310
Clerk Typist II-Confidential	2.00	2.00	-	60,163	-
Clerk Typist II-NC	0.50	0.50	0.50	13,639	15,792
Clerk Typist III-Confidential	2.00	2.00	1.00	69,914	37,588
Clerk Typist III-NC	0.10	0.10	0.30	3,084	9,251
Employee Benefits/Service Officer	1.00	1.00	1.00	78,405	82,324
Equal Employment/ADA Officer	1.00	1.00	1.00	79,137	79,137
Executive Secretary	1.00	1.00	1.00	50,889	50,889
Manager-Personnel Operations	1.00	1.00	1.00	101,481	101,481
Manager-Risk Management	1.00	1.00	1.00	92,511	92,511
Personnel Analyst I-Confidential	1.00	1.00	2.00	58,644	114,207
Personnel Analyst II-Confidential	4.00	4.00	3.00	249,931	195,210
Personnel Analyst III-Confidential	1.00	1.00	1.00	68,324	70,374
Personnel Assistant II-Confidential	5.00	5.00	4.00	224,512	178,999
Secretary-Confidential	2.00	2.00	2.00	78,505	80,860
Systems Analyst II-Confidential	1.00	1.00	1.00	51,726	57,470
	---	---	---	---	---
Subtotal Salaries	28.51	28.51	24.71	1,638,802	1,526,184
Overtime	---	---	---	20,117	12,156
Fringe Benefits	---	---	---	402,111	406,105
Administrative Overhead	---	---	---	89,395	83,004
Salary Savings	---	---	---	(92,238)	---
	---	---	---	---	---
Total	28.51	28.51	24.71	2,058,187	2,027,449

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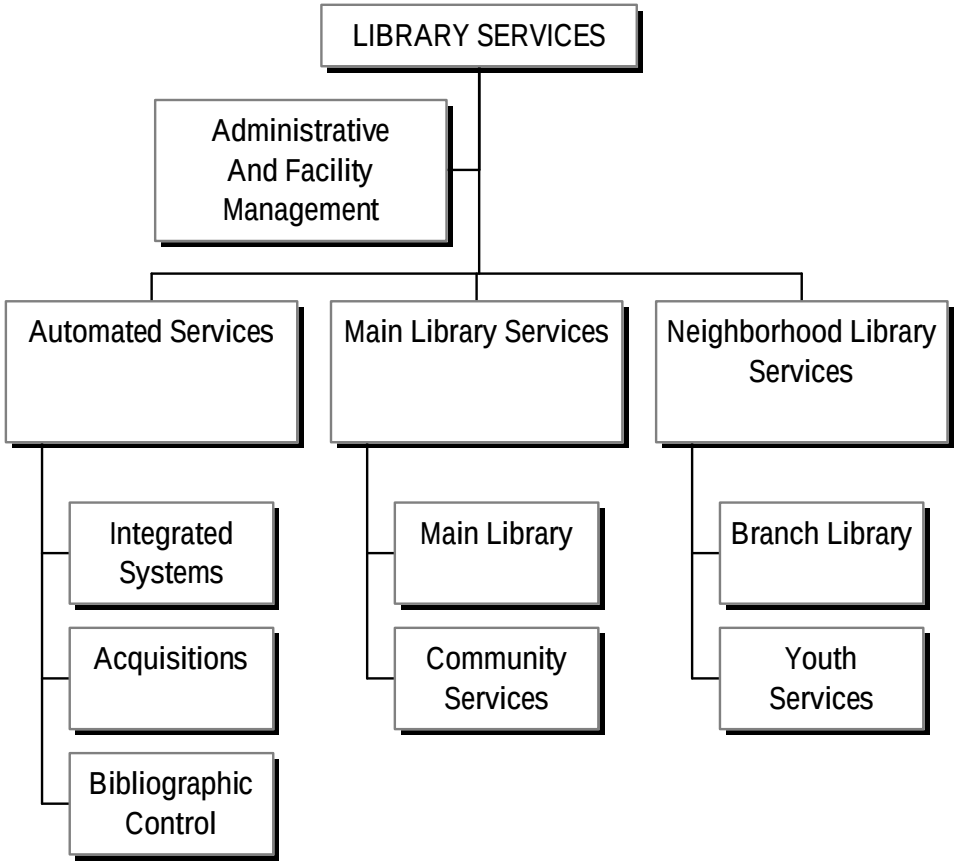

LIBRARY SERVICES

The Department of Library Services is committed to meeting the information needs of our culturally diverse and dynamic population. We provide quality library service through a staff that is responsive, expert, and takes pride in service. We offer a wide selection of resources and materials representing all points of view. We support life-long learning, intellectual curiosity, and free access to information.

Key Contacts

Eleanore Schmidt, Director

Laurel Prysiazny, Manager, Automated Services

Nancy Messineo, Manager, Neighborhood Library Services and Acting Manager, Main Library Services

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www.lbpl.org

Department Goals and Related Services

		Strategic Plan Goal
Goal 1	Increase youth and adult literacy	N3, Y4, Y5

Service/Program

Lend Materials for Home Use

Provide Educational Programs

Provide Homework Assistance and Resources through Family Learning Centers

		Strategic Plan Goal
Goal 2	Enhance the community's ability to access information to meet educational, recreational and cultural needs	N1, N3, Y4

Service/Program

Deliver Books and Other Resource Materials to Library Sites

Market the Library's Services to the Community, Including Schools

Provide Assistance on the Library's Computer System and Website

Provide Government Information at the City Hall Information Desk (City Source)

Provide Homework Assistance and Other Resources to Foster Lifelong Learning

Provide Library Services to the Disabled

Provide Library Services to the Homebound

Provide Web-based Services for Remote Users

Provide/Maintain State of the Art Computers & Networks for Access to Electronic Resources & Internet

Respond to Requests for Information Assistance (in-person, via telephone and 24/7 via website)

		Strategic Plan Goal
Goal 3	Ensure that the level of resource materials meets the needs of a highly diverse public	N3

Service/Program

Develop and Maintain Library Collections in Various Formats

		Strategic Plan Goal
Goal 4	Provide library facilities that are safe, accessible and responsive to the community's changing needs	N1

Service/Program

Operate and Maintain Library Facilities for the Public's Use

		Strategic Plan Goal
Goal 5	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	S3

Service/Program

Department Administration

Neighborhood Development

- Two new neighborhood libraries (replacing Mark Twain and North) are under development, the first 21st century libraries in Long Beach and the first new libraries to be built since 1970. They will replace inadequate facilities built in the 1950s.

- Applied for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds for a new MacArthur Park Branch Library (replacing Mark Twain Neighborhood Library).

- Operated 12 Family Learning Centers, one at each library. 40,000 students received help in the Family Learning Centers.

- Created a new two-item library card with reduced identification requirements for application. This card will allow more people to have borrowing privileges.

- Held Second Annual Book Week (the "Readers' Grand Prix"), a citywide festival of reading, featuring a broad array of programs related to Harper Lee's classic "To Kill a Mockingbird" at libraries, high schools, Long Beach City College (LBCC), Center Theater and other venues throughout the city.

Education and Youth

- Services to teens
  - Circulation of teen materials continues to significantly increase, with first quarter of the year showing a 30 percent increase.
  - Expanded programs at four neighborhood libraries (Main, North, Burnett, and El Dorado).

- Services to youth, grades K - 8
  - Family Learning Centers maintained at all 12 libraries (Long Beach Public Library (LBPL) Foundation). Centers provide special service to youth and their parents (reading/homework assistance and computer training).
  - Continued the CORAL after-school learning program with a $70,000 James Irvine Foundation grant, to provide out-of-school enrichment to six neighborhoods.

- Services to preschoolers, ages 0 - 5
  - Received Boeing California's $50,000 Crystal Vision Award planning grant to develop an outreach program for preschool children, parents, and day care providers.

- Services to families
  - Introduced new technologies at nine libraries to help preschool children, their parents and English-language learners hear books 'read out loud' through specially developed books and computerized wands (funded by the LBPL Foundation).

- Planned parent workshops at neighborhood police stations, and implemented a pilot series at the Willmore Police Center, in conjunction with the LBPL Foundation and the Long Beach Unified School District (LBUSD) School for Adults.

- Strengthened partnership with LBUSD
  - Developed an agreement to expand the Family Learning Center at the proposed MacArthur Park Library.
  - Implemented the Dictionary Days project for third grade teachers and school librarians.
  - Conducted a Library Card Campaign outreach to 10,000 first graders, working with first grade teachers and school librarians with a $20,000 Verizon SuperPages grant.

Bridging the "Digital Divide," the "Info-Haves and Info Have-Nots"

- Implemented year three of the Library's five-year Technology Plan, which ensures the efficient and cost effective delivery of services that support patron and staff activities.
  - Migrated to new *Sunrise Horizon* automated library system. The online catalog now functions like the Internet. Patron empowerment features allow users to do more activities with less staff intervention. Book reviews, cover art, and chapter previews make the catalog an exciting interface to the many resources available at the Library.

- Over 43,000 hits per month on Library's web page (137 percent increase over three years and the City's most active web page).

Strong Collaboration with the Private Sector, Non-Profit Agencies and Public Sector Entities

- Leveraged General Fund dollars to provide needed services
- Created new and strengthened existing community partnerships

Opportunities

- The Library will apply for various grants and seek partnerships to provide reading readiness skills to youth ages 3-5.
- The Library can work with early care and health care providers to promote Library preschool services.
- Strengthening and expanding educational partnerships with LBUSD, LBCC, and California State University, Long Beach, would improve students' skills.
- Access to the library is difficult for some individuals. A partnership could be developed with Long Beach Transit to transport children and adults to the library.
- There are community groups that the Library could establish a partnership with to augment the Library's outreach efforts.
- The library facility assessment will serve to guide and prioritize future improvements.
- The Library will continue to utilize state-of the-art technology to enhance patrons' ability to access information.
- The Library will work with the LBPL Foundation on grant opportunities for funding programs that enhance "core" services.

Challenges

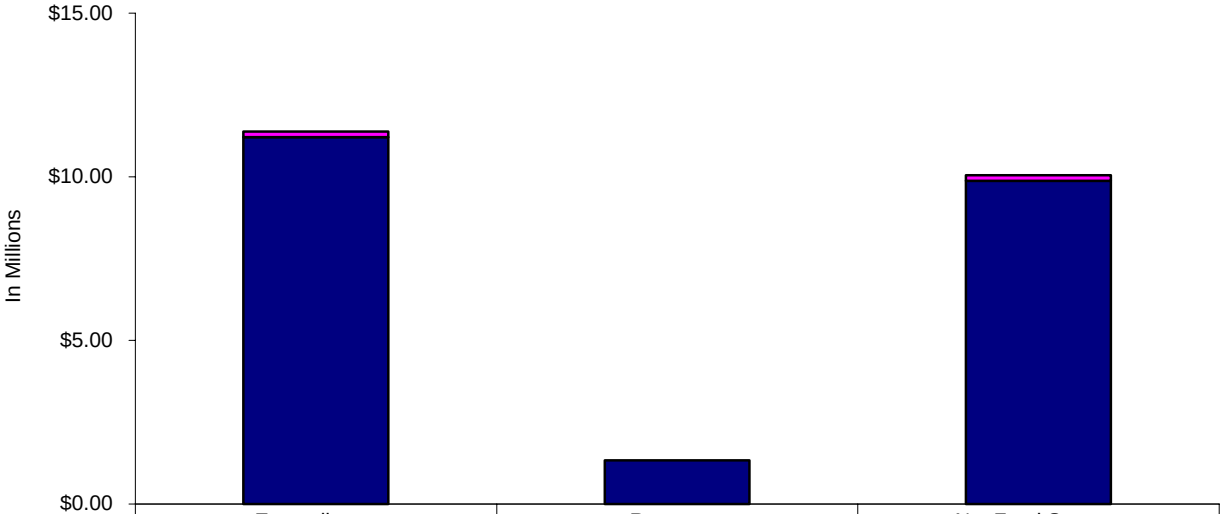
- Three-Year Plan reductions will result in a 20 percent reduction in hours of service and a 14 percent reduction in the book budget.
- The Library must strengthen and expand early learning opportunities through programs and services to ensure that every child enters school ready to learn.
- Increasing the participation of parents in their children's educational development.
- Limited English skills make reaching and serving non-English residents difficult.
- Resources to fund programs are limited, particularly for technology, which is not supported by grant funding.
- Meeting the growing demand for public access computers to use electronic resources.
- Long Beach libraries, as compared to benchmark libraries (Anaheim, Oakland, San Jose and Pasadena) will be open 38 percent below the average number of hours per week in FY 04.
- There is limited Capital Improvement Program funding for renovating existing library facilities. Numerous projects have been carried over a number of fiscal years. Current funding for those projects is inadequate to complete construction.
- Under tight budget constraints, providing an adequate level of staff and resources to serve a diverse and multi-lingual community is made more difficult.
- The Library's resource materials collection is limited and outdated. The system has not recovered from severe cutbacks in the materials budget in the early 1990s.
- The majority of Long Beach neighborhood libraries were built in the 1950s or before. Adding new programs, services, new material formats, and new technologies is difficult and costly.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Install Energy Improvements That Will Reduce the Use of Electricity, Reduce Office Supplies Department-Wide, and Equipment, Software, and Supplies at City Information Desk at City Hall	Reduction in supplies and equipment will require maximization of available supplies.
Reduce Funding for Technology Upgrades and Extend Public Personal Computer Replacement Cycle to Four Years from Three Years ▪ Reduces by 30 percent the number of up-to-date PCs	Results in slower access and more downtime, with particular impact on students preparing reports.
Rolling Closures of Branch Libraries ▪ 10 of 11 branch libraries would be open four days per week instead of five ▪ Eliminates two branch library staffs and rotates remaining staff from library to library ▪ One library would continue to be open 6 days a week	This reduction diminishes access to neighborhood library services throughout the City, a priority of the City's Strategic Plan 2010. Rolling closures reduce by 20 percent the capacity to provide many programs. Potential confusing/non-consistent open hours and days.
Close The Main Library and Bay Shore Library on Sundays and Reorganize Use of Substitute Librarian Hours ▪ Eliminate Sunday library service to entire city (average of 1,000 patrons during five hours open) ▪ Eliminate Sunday service at only neighborhood library location ▪ Substitute librarian hours will be reduced by 60 percent	Restricts access to library and computer resources to students and access to the Family Learning Center (homework assistance). Elimination of substitute hours reduces capacity to assist patrons.

DESCRIPTION	SERVICE IMPACT
Reduce Evening Hours at Los Altos and El Dorado Neighborhood Libraries to be Consistent with Other Branch Libraries ▪ Reduce service hours after 6:00 p.m. at Los Altos Neighborhood Library reduced to one evening per week and two evenings per week at El Dorado.	This reduction impacts patrons of the two busiest libraries after 6:00 p.m.
Reduce Book Budget and Materials Purchases ▪ Reduces by 14 percent the number of new materials and books (approximately 8,586 items)	Further reduces a book collection that has yet to recover from reductions in the 1990s. Reduces book budget to FY 02 level of funding.

Library Services Department Summary



	Expenditures	Revenues	Net Fund Support
Civic Center Fund	0.17	-	0.17
General Fund	11.21	1.33	9.88

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	8,025,917	7,885,608	7,885,608	7,945,803	8,201,100
Materials, Supplies and Services	1,429,855	1,292,174	1,516,701	1,466,915	1,124,514
Internal Support	2,482,905	627,325	627,325	645,371	633,457
Capital Purchases	1,667,750	1,742,106	1,898,525	1,623,525	1,416,930
Debt Service	131,616	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	13,738,043	11,547,213	11,928,159	11,681,613	11,376,001
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	13,892	8,700	8,700	9,252	8,700
Revenue from Other Agencies	741,916	788,166	800,228	505,354	426,042
Charges for Services	382,537	346,738	346,738	386,608	346,738
Other Revenues	369,682	406,407	406,407	406,407	545,642
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	1,412	-	-	-	-
Total Revenues	1,509,439	1,550,011	1,562,073	1,307,621	1,327,122
Personnel (Full-time Equivalents)	167.37	165.16	165.16	165.16	158.44

Automated Services Bureau Summary

Services Provided:

Oversee collection, acquisition, and cataloging functions, and maintain electronic resources available to patrons and staff, including the Library's online integrated library system, website, and leased databases. Maintain all computer hardware, including servers, printers, and personal computers.

Service Improvement Objectives:

Achieve a two-week turnaround time from receipt of new materials to having materials available to the public.
Respond to customer service calls within 24 hours.
Expand electronic access to additional library databases and collections and alternative methods of providing library services through advanced technology.
Increase the number of website visits by 5% above the Estimated FY 03 level.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of new materials turnaround in two weeks	85%	85%	85%	85%	85%
% of 24-hour responses to service calls	85%	85%	85%	85%	85%
# of items added to the collection	57,734	66,000	66,000	71,366	60,000
# of website visits	302,687	244,200	244,200	426,503	447,828
Expenditures:					
Salaries, Wages and Benefits	582,020	663,066	663,066	663,066	698,503
Materials, Supplies and Services	446,942	529,950	637,668	569,944	479,100
Internal Support	147,417	391,930	391,930	391,930	362,240
Capital Purchases	132,913	133,053	251,207	251,207	61,053
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,309,291	1,717,999	1,943,871	1,876,147	1,600,896
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	57,674	-	-	-	-
Charges for Services	-	300	300	300	300
Other Revenues	750	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	58,424	300	300	300	300
Personnel (Full-time Equivalents)	11.97	12.87	12.87	12.87	12.87

Neighborhood Libraries Bureau Summary

Services Provided:

Access to library materials, professional assistance and programs to meet informational, educational, recreational, cultural and business needs.

Service Improvement Objectives:

Maintain the level of library materials circulated in FY 03 less 20% to reflect reduced open hours.
Maintain the level of usage of the Family Learning Centers in FY 03 less 20% to reflect reduced open hours.
Maintain the level of new youth library cardholders (ages 5-17) issued in FY 03 less 20% to reflect reduced hours.
Increase self-service placement of holds on materials by 5% above the Estimated FY 03 level.
Increase Telecirc usage by 5% above the Estimated FY 03 level.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Materials circulated	1,251,671	1,238,462	1,238,462	1,294,793	1,035,834
Family Learning Centers usage	26,470	30,310	30,310	34,373	27,498
# of new youth cardholders	9,321	9,487	9,487	9,582	7,665
# of self-service placement holds	65,295	54,844	54,844	70,953	74,500
# of phone notifications and renewals	157,407	143,715	143,715	186,732	196,069
Expenditures:					
Salaries, Wages and Benefits	3,333,237	3,500,650	3,500,650	3,494,804	3,333,739
Materials, Supplies and Services	355,086	310,346	330,507	360,507	281,346
Internal Support	190,317	123,149	123,149	133,298	149,025
Capital Purchases	837,876	963,131	1,001,268	1,001,268	815,865
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,716,515	4,897,276	4,955,574	4,989,877	4,579,975
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	7,035	4,700	4,700	4,700	4,700
Revenue from Other Agencies	356,038	371,625	371,625	251,725	251,725
Charges for Services	228,832	193,047	193,047	232,917	193,047
Other Revenues	318,267	363,360	363,360	363,360	482,161
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	1,412	-	-	-	-
Total Revenues	911,584	932,732	932,732	852,702	931,633
Personnel (Full-time Equivalents)	80.82	78.01	78.01	78.01	75.92

Executive Office Bureau Summary

Services Provided:

Oversight for all Department functions including general personnel, financial management, administrative support and facility maintenance.

Service Improvement Objectives:

Ensure that the Department's appropriation is used in the most efficient and effective way to meet the needs of library users.
Continue to seek funding for enhancements/innovative services from outside sources.
Continue to seek partnerships and co-sponsorships for Department programs and activities.
Implement planning process for two new (replacement) neighborhood libraries for Mark Twain and North.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Ensure compliance with spending directive	100%	100%	100%	100%	100%
Donations and contributions	$935,120	$300,000	$300,000	$395,000	$560,374
Grant awards (Adopted FY 02 did not include Public Library Foundation grant funds)	$823,402	$25,000	$25,000	$493,292	$426,042
# of partnerships/co-sponsorships	19	30	30	55	55
# of ongoing replacement library projects	new	new	new	2	2
Expenditures:					
Salaries, Wages and Benefits	805,234	358,477	358,477	761,827	796,334
Materials, Supplies and Services	501,821	397,583	475,845	475,845	311,973
Internal Support	155,478	75,202	75,202	82,629	80,356
Capital Purchases	159,264	6,000	6,128	6,128	-
Debt Service	131,616	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,753,413	837,262	915,652	1,326,429	1,188,663
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	1,000	1,000	1,000	1,000
Revenue from Other Agencies	11,000	128,106	128,106	128,106	60,856
Charges for Services	-	-	-	-	-
Other Revenues	1,977	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	12,977	129,106	129,106	129,106	61,856
Personnel (Full-time Equivalents)	11.70	11.70	11.70	11.70	11.70

Main Library Bureau Summary

Services Provided:

Access to library materials, professional assistance and programs to meet informational, educational, recreational, cultural and business needs.

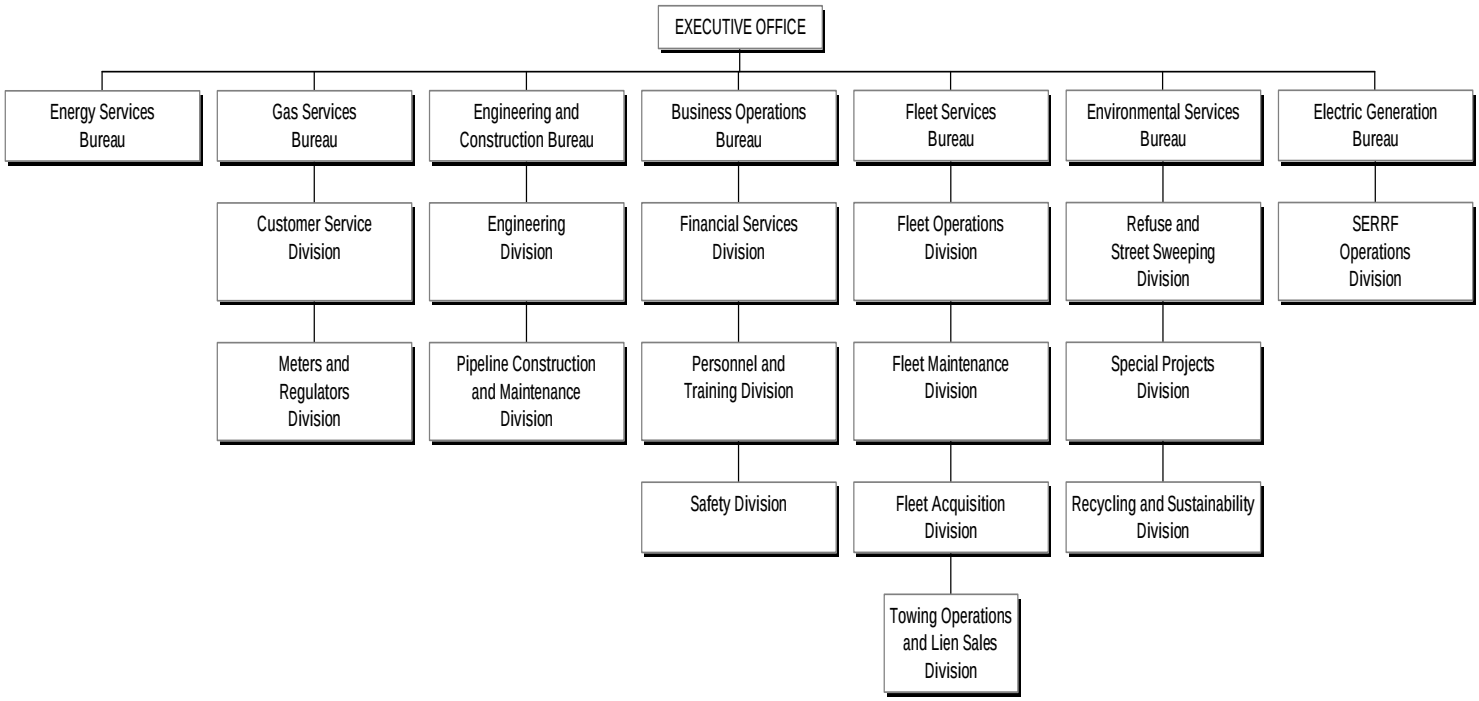
Service Improvement Objectives:

Maintain the level of library materials circulated in FY 03 less 9% to reflect Sunday closure.
Maintain the level of usage of the Family Learning Centers in FY 03 less 9% to reflect Sunday closure.
Maintain the level of new youth library cardholders (ages 5 - 17) issued in FY 03 less 9% to reflect Sunday closure.
Increase self-service placement of holds on materials by 5% above the Estimated FY 03 level.
Increase Telecirc usage by 5% above the Estimated FY 03 level.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Materials circulated	476,146	480,193	480,193	482,594	439,161
Family Learning Centers usage	4,299	3,591	3,591	6,242	5,680
# of new youth cardholders	2,526	2,648	2,648	2,674	2,433
# of self-service placement holds	20,792	12,820	12,820	47,302	49,667
# of phone notifications and renewals	104,938	77,384	77,384	124,488	130,712
Expenditures:					
Salaries, Wages and Benefits	3,305,427	3,363,416	3,363,416	3,026,106	3,372,525
Materials, Supplies and Services	126,007	54,295	72,680	60,618	52,095
Internal Support	1,989,693	37,044	37,044	37,514	41,836
Capital Purchases	537,697	639,922	639,922	364,922	540,012
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	5,958,824	4,094,677	4,113,062	3,489,160	4,006,468
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	6,858	3,000	3,000	3,552	3,000
Revenue from Other Agencies	317,204	288,435	300,497	125,523	113,461
Charges for Services	153,704	153,391	153,391	153,391	153,391
Other Revenues	48,688	43,047	43,047	43,047	63,481
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	526,454	487,873	499,935	325,513	333,333
Personnel (Full-time Equivalents)	62.88	62.58	62.58	62.58	57.95

Library Services Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Adopted Budget
Director-Library Services	1.00	1.00	1.00	120,375	126,393
Accounting Clerk III	1.00	1.00	1.00	38,298	39,447
Administrative Analyst III	1.00	1.00	1.00	68,324	70,374
Administrative Intern-NC/H25	15.01	-	-	-	-
Administrative Intern-NC/H33	-	10.90	16.01	243,592	375,439
Administrative Officer-Library	1.00	1.00	1.00	76,905	76,905
Building Services Supervisor	-	1.00	1.00	38,365	37,716
Carpenter	1.00	1.00	1.00	46,771	48,174
Clerk Supervisor	1.00	-	-	-	-
Community Information Specialist II	1.00	1.00	1.00	37,321	38,440
Computer Operator I	1.00	-	-	-	-
Computer Operator I – NC	0.70	0.70	0.70	24,427	25,456
Department Librarian I	14.00	13.00	11.00	781,720	672,641
Department Librarian II	4.00	5.00	5.00	324,548	334,289
Executive Secretary	1.00	1.00	1.00	49,970	49,970
General Librarian I	7.24	7.84	5.67	350,651	256,915
General Librarian I-NC	1.10	1.10	0.30	47,133	12,909
General Librarian II	25.00	26.00	25.00	1,413,486	1,396,626
Library Aide	1.00	1.00	1.00	27,537	28,363
Library Aide – NC	0.50	0.50	0.50	7,970	8,369
Library Circulation Supervisor	1.00	1.00	1.00	44,485	45,819
Library Clerk I	26.57	26.07	23.33	778,224	717,008
Library Clerk II	17.50	19.30	19.30	669,636	694,531
Library Clerk III	4.00	4.00	4.00	153,192	157,786
Library Clerk IV	2.00	2.00	2.00	82,501	84,977
Library Youth Services Officer	1.00	1.00	1.00	77,615	77,615
Maintenance Assistant II-NC	0.70	0.70	0.70	20,156	21,910
Manager-Automated Services-Library	1.00	1.00	1.00	80,250	80,250
Manager-Neighborhood Library Services	1.00	1.00	1.00	93,553	93,553
Manager-Main Library Services	1.00	1.00	1.00	87,888	87,888
Messenger/Mail Clerk II	1.00	1.00	1.00	35,602	36,672
Page	-	0.50	0.50	7,284	7,502
Page-NC	28.05	27.55	24.43	405,048	321,579
Payroll/Personnel Assistant II	1.00	1.00	1.00	36,494	37,588
Secretary	2.00	2.00	2.00	78,505	80,860
Supervising Custodian	1.00	-	-	-	-
Systems Analyst II	1.00	1.00	1.00	57,207	58,923
Systems Technician I	-	1.00	1.00	42,257	43,524
	---	---	---	---	---
Subtotal Salaries	167.37	165.16	158.44	6,447,290	6,246,413
Overtime	---	---	---	63,849	4,728
Fringe Benefits	---	---	---	1,416,462	1,568,114
Administrative Overhead	---	---	---	362,794	381,845
Salary Savings	---	---	---	(404,787)	---
	---	---	---	---	---
Total	167.37	165.16	158.44	7,885,608	8,201,100



LONG BEACH ENERGY

To provide the residents of Long Beach and Signal Hill with safe, efficient, and cost-effective natural gas utility service and maintain a clean environment so as to positively contribute to the quality of life in city neighborhoods.

Key Contacts

Christopher J. Garner, Director

Megan A. Blesener, Acting Manager, Business Operations Bureau

Charles R. Tripp, Manager, Electric Generation Bureau (S.E.R.R.F.)

Alyce McCall, Manager, Energy Services Bureau

Alan Winter, Manager, Engineering and Construction Bureau

James R. Kuhl, Manager, Environmental Services Bureau

Dennis E. Hill, Manager, Fleet Services Bureau

Daniel Howard, Manager, Gas Services Bureau

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Long Beach, CA 90806
Phone: (562) 570-2000
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		Strategic Plan Goal
Goal 1	Provide safe, reliable, and cost effective energy to the citizens and businesses of Long Beach	N/A

Service/Program

Communication Center Operation

Compressed Natural Gas Program

Customer Service Support

Gas Distribution System-Operations and Maintenance

Load Growth/Load Retention and Energy Efficiency

Low Income Discount Program

Natural Gas Supply, Capacity, Storage, Billing and Tariff Administration

Operate and Maintain the Natural Gas Infrastructure in Compliance With Department of Transportation Regulations

Regulatory Compliance

South East Resource Recovery Facility - Electricity Production

		Strategic Plan Goal
Goal 2	Insure that Long Beach is a clean, healthy, and attractive place in which to live, visit and work by maintaining the City free of refuse and debris in an environmentally friendly manner	E1, N4, S5

Service/Program

Abandoned Shopping Cart Retrieval

Auction of Abandoned And Towed Vehicles (Lien Sales)

Auction of Non-Salvageable Scrap (Lien Sales)

Commercial Refuse Collection

Dumped Item Collection

Litter Abatement

Organic Resource Management

Recycling Public Education (Source Reduction and Recycling Element Plan)

Recycled Manufacturing Distribution Zone

Recycled Motor Oil Program

Refuse Collection for Special Events (Grand Prix, Parades)

Residential Recycling Collection Oversight

Residential Refuse Collection

South East Resource Recovery Facility - Ash Reuse

South East Resource Recovery Facility - Refuse Disposal

Special Refuse Collections

Street Sweeping

Street Sweeping Parking Control and Enforcement

Towing Vehicles due to Code Enforcement Violations

Towing of Vehicles Involved in Accidents or Illegal Activity

Towing of City Vehicles

		Strategic Plan Goal
Goal 3	Provide safe, reliable, and cost effective equipment so that City departments can accomplish their goals	N/A

Service/Program

Alternative Fuel Program

Disposal and/or Retirement of Vehicles and Equipment

Fueling of City Vehicles and Non-City Vehicles

Maintenance/Monitoring of Underground Petroleum Storage Tanks

Remediation/Replacement of Underground Petroleum Storage Tanks

Vehicle and Equipment Acquisition

Vehicle and Equipment Maintenance

		Strategic Plan Goal
Goal 4	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A

Service/Program

Commercial Services Billing Services

Customer Relations

Department Accounting and Financial Management

Department Management and Administration

Facility Maintenance

Payroll/Personnel Transactions

Purchasing, Inventory, and Warehousing Functions

Safety Awareness and OSHA Compliance

Business Growth and Workforce Development

- Conducted regular performance reviews of natural gas, fuel, fleet body shop and outside towing contract services.

Environmental

- Evaluated City purchasing policies to ensure environmental responsibility and helped support markets for renewable material.

Neighborhood Development

- Established an “Adopt-A-Street” program where corporate sponsors remove litter from “adopted” ½ mile segments of Long Beach streets once a month.

Community Safety

- Worked to keep alleys clean and safe, assisting a citywide program of weekly alley cleaning by working with property owners to maintain the area of alley adjacent to their buildings.

- Reduced illegal dumping of trash and debris by providing more opportunities for large item trash pickup and additional locations for drop-off of household hazardous materials.

Opportunities

- Liquefied Natural Gas Terminal – In tandem with the Port of Long Beach, Long Beach Energy (LBE) is working with Mitsubishi on the development of a $400 million liquefied natural gas (LNG) terminal in the harbor area that would provide a substantial new source of LNG for the region.

  This project, if successfully completed by 2007, would: (a) benefit the customers of LBE with the less expensive overall gas supply; (b) provide revenues to LBE through pipeline transmission fees; and (c) provide a local LNG fueling source for City-owned vehicles and trucks doing business in the Port.

- LBE, with assistance from the City Auditor's Office, is conducting an extensive review of the City's fleet of vehicles with the intent of reducing the number of vehicles and associated costs and improving efficiency of overall operations.

- As a result of the Fleet Services bureau optimization study, new operational efficiencies will be implemented to reduce costs of service.

Challenges

- LBE is responsible for maintaining the financial integrity for a number of significant enterprise funds, including the Gas Fund, the Refuse Fund, the SERRF Fund, the Towing Fund and the Fleet Fund. This responsibility includes ensuring that adequate fund balances are available to address ongoing operations and maintenance, potential operational emergencies, changing market conditions, future asset replacement obligations and outstanding debt service.

- Gas Pipeline Integrity – LBE's gas pipeline system consists of over 1,800 miles of underground pipelines. The pipeline system must be safely maintained in compliance with the U.S. Department of Transportation (DOT) guidelines and standards. While the pipeline system is deemed to be in relatively good condition based on leakage records and pipeline inspections, 60% of the pipeline was installed before 1960, with 20% installed before 1940, which means that a portion of the pipeline system is nearing the end of its useful life and may experience increased leakage and need replacement within the next 10 to 20 years.

- Gas Customer Services - Included in the Three-Year Plan for FY 04 is a reduction in staffing levels which will impact the existing level of service to our gas customers by eliminating the guaranteed next day service commitment, which exceeded service provided by other California gas utilities.

- Gas Supply – LBE has two sources for natural gas: local gas primarily consisting of State of California gas and out-of-state gas purchased from Coral Energy. Both of these supplies are purchased through long-term contracts that will extend beyond FY 04.

- Gas Rates - Since January 2002, the “average” residential customer of LBE has had lower gas bills than other customers in Southern California, including those customers of SoCalGas, San Diego Gas and Electric, and Southwest Gas. Gas bills are comprised of three primary components: 1) the daily service charge; 2) the volumetric transmission charge; and 3) the cost of gas. The City Council sets Long Beach Energy’s daily service and transmission charges while the cost of gas is simply a pass-through of the actual cost of gas.

- Bolsa Chica Pipeline - In June 2002, the State Lands Commission advised LBE to remove a City-owned pipeline that crosses the Bolsa Chica wetlands in Huntington Beach. This must be completed by October 2004. The estimated cost could be as high as $6 million dependent on site remediation requirements.

- Costs associated with the proper disposal of refuse and debris are rising due to new legislation.

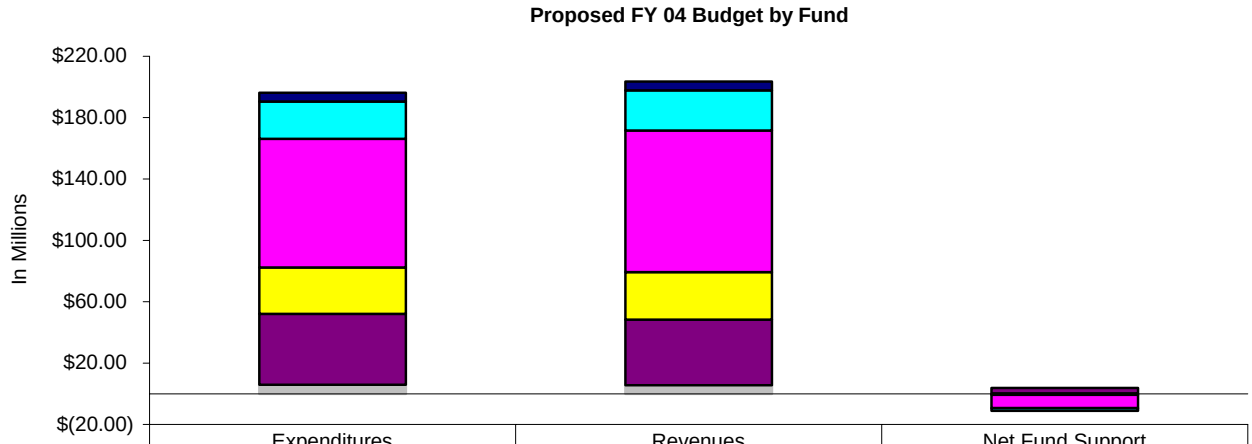
- Monitoring City-owned/operated fueling sites to ensure they meet all applicable environmental rules and regulations.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Reorganize Financial Services and Customer Relations Divisions ($417,953) ▪ Reduce staffing by 5.0 positions ▪ Reduces outreach to public on business and services provided to citizens	Analytical support functions and budget preparation support will be limited. Processing orders and administering supplies from warehouse may be delayed. Customer outreach on Department Services, and the promotion and marketing of programs will be diminished.
Restructure Training and Reduce Travel, Equipment, Purchases and WAVE Newsletter ($386,895) ▪ Reduce staffing by 2.0 positions ▪ Reduce software and hardware upgrades and system technology in Communication Center ▪ Reduce WAVE from 4 to 2 pages	Software and hardware upgrades will be limited to maintaining existing software license.
Reorganize Towing, Scrap and Lien Sales Management and Staffing ($270,324) ▪ Reduce staffing by 2.5 positions ▪ Reduce contractual tows	The reduction in staffing could reduce response times to requests for vehicles to be removed.
Restructure Facility Maintenance Staffing and Inventory & Storage Operations ($590,615) ▪ Reduce staffing by 4.0 positions ▪ Study of inventory methods and reorganization to streamline operations	The reduction in staffing could result in contracting for facility maintenance service on an as-needed basis.
Reduce Number of Various Fueling Stations Used to Service City Vehicles and Private Customers ($41,300) ▪ Eliminate five satellite fueling stations ▪ Eliminate contract services for repair of Compressed Natural Gas stations, pumps, and automotive repairs	No significant impact is expected.
Increase Parking Citation Rate for Street Sweeping Parking Violations ($620,000)	Increase citation rate from $30 to $35, to the average rate of comparable beach cities.
Transfer from Towing Fund to the General Fund ($100,000)	Continue to monitor fiscal health of the Towing Fund.

DESCRIPTION	SERVICE IMPACT
Restructure Street Sweeping Parking Enforcement Staffing and Procedures ($213,868) ▪ Reduce staffing by 1.0 positions ▪ Eliminate one Parking Control Vehicle ▪ Reduce budget for disposal costs	Reduced staffing could result in slower response time for towing requests. Rainy weather could increase debris disposal costs.
Contract-in Various Vehicle Inspections and Maintenance ($35,378)	Explore contract-in opportunities for brake, smog, and smoke inspections with other government entities.
Reduction of Non-Emergency Gas Service and Gas Construction Staffing, Service and Maintenance ($727,857) ▪ Reduce staffing by 8.0 positions ▪ Gas Call Services Center consolidated with Commercial Service Bureau ▪ Cross-train field personnel	Customers requesting non-emergency gas service will be scheduled, as staff is available instead of guaranteed next business day.
Defer Acquisition of, and Reduce Vehicles, Equipment and Services, and Contract Services for Fleet Operations Bureau ($1,671,928) ▪ Reduce staffing by 5.0 positions ▪ Eliminate 200 non safety and 30 heavy-duty vehicles	Reduction of vehicles is based upon a Fleet Consultant Study currently under way. The impact of the reduction will not be known until vehicles are turned in.
Increase Service Establishment and Reconnection Fee for Gas Service similar to other Southern California utilities ($860,000)	Service establishment fee will cover the costs associated with establishing connection and customer service. Reconnection fee would only impact customers who have had their services terminated.
Establish Towing Collections Contract and New Fees ($400,000) ▪ Implement “After Hours Release Fee” for impounded cars that are picked up after normal business hours ▪ Increase Daily Towing Impound Storage Fees in line with fees charged at similar facilities	After hours fee will assist with full-cost recovery for service provided. Contract to recover difference between storage/towing fee for vehicles and revenue from sale of vehicle.

Long Beach Energy Department Summary



	Expenditures	Revenues	Net Fund Support
General Fund	5.72	5.72	0
Fleet Fund	24.37	26.12	-1.75
Gas Fund	83.75	92.4	-8.65
Refuse Fund	30.23	30.92	-0.69
SERRF Fund	46.28	42.76	3.52
Towing Fund	5.86	5.58	0.28

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	32,031,814	32,813,376	32,813,376	29,306,792	34,784,866
Materials, Supplies and Services	87,052,243	114,674,565	114,861,833	104,808,427	106,113,954
Internal Support	25,530,928	26,317,699	26,233,175	25,645,403	27,033,451
Capital Purchases	8,634,768	10,887,713	14,034,021	12,092,870	9,625,693
Debt Service	3,530,267	3,538,844	3,538,844	3,587,685	3,535,295
Transfers from Other Funds	8,493,560	25,327,015	25,327,015	26,515,618	15,109,789
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	165,273,580	213,559,212	216,808,264	201,956,795	196,203,048
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,207,077	1,051,750	1,051,750	1,250,525	1,051,750
Fines and Forfeitures	4,759,272	4,700,000	4,700,000	4,800,000	5,455,400
Use of Money & Property	5,385,640	3,957,195	3,957,195	3,904,526	3,667,557
Revenue from Other Agencies	1,172,548	456,831	456,831	628,191	456,831
Charges for Services	134,365,310	152,947,189	152,947,189	146,231,450	165,287,328
Other Revenues	4,454,772	3,088,548	3,088,548	4,594,672	3,333,537
Interfund Services - Charges	24,620,161	25,933,669	25,933,669	25,287,371	24,209,170
Intrafund Services - GP Charges	30,998	30,998	30,998	30,998	30,998
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	175,995,779	192,166,180	192,166,180	186,727,732	203,492,571
Personnel (Full-time Equivalents)	536.26	546.26	546.26	546.26	519.76

Business Operations Bureau Summary

Services Provided:

The Bureau provides administrative support functions; including payroll, personnel, accounting, budget preparation and management, revenue development, warehousing/inventory, purchasing, customer relations, and safety.

Service Improvement Objectives:

Ensure that the Department's expenditures stay within budget appropriation limits and revenues meet projections.
Decrease the number of lost time injuries for the Department by 5%.
Enhance employee performance through continued development, training, and communication of City and Department policies.
Promote Department services and ensure customer satisfaction.
Ensure the safe delivery of services through employee training.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Percent of expenditures to operating bud	89%	98%	93%	95%	98%
Percent of actual revenues to budget	92%	100%	97%	97%	100%
Number of lost time injuries per fiscal yea	n/a	n/a	n/a	n/a	31
Number of training sessions conducted	n/a	15	100	50	50
Number of random drug tests performed	48	48	54	80	80
Expenditures:					
Salaries, Wages and Benefits	2,141,627	2,090,755	2,090,755	1,935,666	3,302,200
Materials, Supplies and Services	363,551	186,530	197,744	189,137	139,859
Internal Support	562,555	528,369	528,369	636,374	807,779
Capital Purchases	16,260	14,000	14,681	9,646	-
Debt Service	1,043,057	1,041,640	1,041,640	1,085,981	1,037,636
Transfers From Other Funds	7,851,412	15,350,000	15,350,000	15,350,000	11,578,634
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	11,978,462	19,211,294	19,223,189	19,206,803	16,866,108
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,024,640	315,025	315,025	641,530	300,630
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	1,001,083	1,040,640	1,040,640	1,040,559	984,236
Other Revenues	1,818	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	2,027,541	1,355,665	1,355,665	1,682,089	1,284,866
Personnel (Full-time Equivalents)	27.00	27.00	27.00	27.00	24.00

Electric Generation Bureau Summary

Services Provided:

Disposal of residential and commercial refuse for transformation into saleable electricity.

Service Improvement Objectives:

Receive and process 479,000 tons of municipal solid waste.
Generate 217,000,000 kilowatt-hours of electricity.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Refuse tons received	494,464	470,000	485,000	485,000	479,000
Kilowatt-hours generated	230,712,107	221,000,000	228,000,000	228,000,000	217,000,000
Expenditures:					
Salaries, Wages and Benefits	311,430	300,545	300,545	300,741	306,831
Materials, Supplies and Services	34,891,161	48,299,219	48,299,219	42,567,129	41,753,359
Internal Support	933,448	855,013	855,013	673,672	769,367
Capital Purchases	(201,122)	750,000	750,000	721,000	750,000
Debt Service	750	-	-	900	-
Transfers From Other Funds	60,752	9,109,812	9,109,812	10,097,631	2,563,952
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	35,996,419	59,314,588	59,314,588	54,361,073	46,143,509
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,031,339	1,474,000	1,474,000	1,100,000	1,280,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	40,800,714	38,511,000	38,511,000	38,758,000	40,313,671
Other Revenues	1,213,392	1,156,036	1,156,036	1,787,436	1,162,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	44,045,445	41,141,036	41,141,036	41,645,436	42,755,671
Personnel (Full-time Equivalents)	3.00	3.00	3.00	3.00	3.00

Energy Services Bureau Summary

Services Provided:

Purchase and transport natural gas to meet the requirements of all customers at the lowest available cost.
To promote efficient energy usage at all City facilities.

Service Improvement Objectives:

To procure at least 90%, but no more than 110%, of the monthly natural gas requirements of all customers so as to not incur gas balancing penalties from Southern California Gas Company (SoCalGas).
To procure gas at a price equal to or less than the published border price index.
To procure gas at a price equal to or less than the published Southern California Gas Company core procurement price.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of gas requirements procured	100%	100%	100%	100%	100%
% of gas purchase price to border price index	99%	99%	96%	92%	99%
% of gas purchase price to SoCalGas core procurement price	New	New	100%	99%	100%
Expenditures:					
Salaries, Wages and Benefits	375,994	490,884	490,884	448,926	442,876
Materials, Supplies and Services	30,466,675	47,489,490	47,490,608	44,032,612	47,427,140
Internal Support	128,644	152,255	152,255	95,253	102,198
Capital Purchases	47,077	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	74,202	84,199	84,199	84,199	84,199
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	31,092,593	48,216,828	48,217,946	44,660,990	48,056,413
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,564	6,225	6,225	2,258	2,256
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	59,968,581	80,286,767	80,286,767	72,347,033	82,486,767
Other Revenues	32,688	-	-	(432)	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	60,005,833	80,292,992	80,292,992	72,348,858	82,489,023
Personnel (Full-time Equivalents)	7.00	7.00	7.00	7.00	6.00

Engineering and Construction Bureau Summary

Services Provided:

Engineering design, operation, and maintenance of the gas distribution system.
Provide inspection services for gas pipeline construction.
Maintain records and reports in compliance with regulatory requirements.
Construct improvements to the current natural gas distribution system; replace and extend pipeline; and inspect City and private gas-related construction.

Service Improvement Objectives:

Maintain an average engineering cost of 4.5% of construction costs.
Perform an effective leak survey program on one-third of the gas distribution system annually.
Replace 10 miles of gas main and service pipelines annually.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of engineering costs to total project costs	4.5%	4.5%	4.5%	4.5%	4.5%
% of system surveyed	33%	33%	33%	33%	33%
Miles of gas service pipeline installed*	7	7	7	8	7
Miles of gas main pipeline installed*	8	8	18	12	3
* (contract and in-house)					
Expenditures:					
Salaries, Wages and Benefits	6,192,452	6,153,587	6,153,587	4,445,770	6,161,887
Materials, Supplies and Services	3,813,503	2,421,547	2,522,425	1,972,992	1,991,676
Internal Support	1,224,128	1,187,241	1,187,241	1,115,905	1,057,088
Capital Purchases	232,620	86,400	88,105	81,605	43,200
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	11,462,704	9,848,775	9,951,358	7,616,271	9,253,850
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	618,154	210,700	210,700	582,353	6,210,700
Other Revenues	328	-	-	13,800	-
Interfund Services - Charges	20,000	20,000	20,000	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	638,482	230,700	230,700	596,153	6,210,700
Personnel (Full-time Equivalents)	106.50	99.00	99.00	99.00	95.00

Environmental Services Bureau Summary

Services Provided:

Refuse collection, recycling, street sweeping, parking enforcement and Recycling Market Development Zone services.

Service Improvement Objectives:

Improve the appearance and quality of life in neighborhoods and business districts by collecting illegally-dumped items.
Continue to provide two free special collections to City-serviced accounts to help residents dispose of bulky items.
Continue the public education efforts at schools regarding recycling through the Traveling Recycling Education Center (TREC).
Continue to implement automated refuse collection to City-serviced accounts.
Increase the number of tons of materials recycled through promotion of the City's recycling program.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of dumped items collected	5,502	6,000	6,000	5,600	6,000
# of special items collected	13,729	14,500	14,500	13,643	14,500
# of school visits by TREC	38	25	25	32	35
Additional automated refuse accounts	2,500	9,000	9,000	6,000	9,000
Tons of materials recycled	16,188	16,500	16,500	17,451	17,500
Expenditures:					
Salaries, Wages and Benefits	10,409,549	10,831,081	10,831,081	10,580,264	11,505,789
Materials, Supplies and Services	6,605,980	5,774,894	5,782,983	5,927,515	5,881,642
Internal Support	16,712,256	17,417,305	17,417,305	17,155,073	18,212,885
Capital Purchases	224,070	193,200	193,200	193,200	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	7,194	8,163	8,163	8,163	8,163
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	33,959,049	34,224,643	34,232,732	33,864,215	35,608,479
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,207,077	1,051,750	1,051,750	1,250,525	1,051,750
Fines and Forfeitures	4,759,272	4,700,000	4,700,000	4,800,000	5,455,400
Use of Money & Property	321,170	228,284	228,284	263,284	228,284
Revenue from Other Agencies	1,172,548	456,831	456,831	628,191	456,831
Charges for Services	25,427,318	26,563,977	26,563,977	27,019,308	27,604,524
Other Revenues	1,623,898	1,020,000	1,020,000	1,462,640	1,678,405
Interfund Services - Charges	132,007	130,987	130,987	143,736	130,987
Intrafund Services - GP Charges	30,998	30,998	30,998	30,998	30,998
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	34,674,289	34,182,827	34,182,827	35,598,682	36,637,179
Personnel (Full-time Equivalents)	179.26	185.26	185.26	185.26	184.26

Fleet Services Bureau Summary

Services Provided:
- Fleet acquisition and maintenance.
- Regional Underground Petroleum Storage Tank Program (UPST).
- Towing services and vehicle lien sales.

Service Improvement Objectives:
- Maintain City vehicle availability levels.
- Maintain active site UPST permits for all 34 City-owned petroleum storage tanks.
- Reach goal of 20,325 billable tows.
- Maximize return on lien sales.
- Maintain the annual towing and impound damage claims paid under $20,000.
- Maintain overall customer satisfaction rating of 4 or better (1-5 scale)

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Fleet billable hours	100,068	New	New	96,929	100,000
Total # of UPST site permits	34	34	34	34	34
Total billable vehicles towed	19,182	20,235	20,325	20,000	20,325
Avg. price per vehicle sold at lien sales	$399	$400	$400	$390	$400
Total paid/loss towing damage claims	$17,192	$20,000	$20,000	$18,000	$20,000
Overall customer satisfaction rating	New	4	4	4	4
Expenditures:					
Salaries, Wages and Benefits	8,144,515	8,048,502	8,048,502	7,481,886	8,428,104
Materials, Supplies and Services	10,336,832	9,534,985	9,586,810	9,722,374	8,219,204
Internal Support	1,038,701	1,036,905	1,036,905	980,820	1,029,024
Capital Purchases	7,845,497	9,826,113	12,967,634	11,070,018	8,815,993
Debt Service	2,486,460	2,497,204	2,497,204	2,500,804	2,497,659
Transfers From Other Funds	500,000	774,841	774,841	975,625	874,841
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	30,352,006	31,718,550	34,911,896	32,731,527	29,864,825
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,003,927	1,933,661	1,933,661	1,897,454	1,856,387
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	5,427,021	5,127,483	5,127,483	5,266,850	5,613,483
Other Revenues	1,580,195	912,512	912,512	1,331,228	493,132
Interfund Services - Charges	24,184,260	25,436,860	25,436,860	24,797,813	23,732,361
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	33,195,404	33,410,516	33,410,516	33,293,345	31,695,363
Personnel (Full-time Equivalents)	134.00	138.00	138.00	138.00	130.50

Gas Services Bureau Summary

Services Provided:

Process and respond to gas calls for customer service, including emergency response, gas and water turn on/off and safety appliance service; and install, replace and repair gas meters and regulators.

Service Improvement Objectives:

Respond to 95% of emergency gas calls for service within 30 minutes (during normal business hours).
Perform 80% of gas customer service appointments within a scheduled 4-hour appointment window.
Maintain the gas pressure in the gas distribution system between 7 and 40 psi at all times.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of emergency gas calls for service responded to within 30 minutes	New	New	New	New	95%
% of appointments completed within 4-hour window.	New	New	New	New	80%
% of time gas pressure is between 7 and 40 psi.	New	New	New	New	100%
Expenditures:					
Salaries, Wages and Benefits	4,456,247	4,898,022	4,898,022	4,113,539	4,637,180
Materials, Supplies and Services	574,540	967,900	982,043	396,668	701,074
Internal Support	4,931,195	5,140,611	5,056,087	4,988,307	5,055,110
Capital Purchases	470,366	18,000	20,402	17,402	16,500
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	10,432,348	11,024,533	10,956,554	9,515,916	10,409,864
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	1,122,439	1,206,622	1,206,622	1,217,347	2,073,947
Other Revenues	2,453	-	-	-	-
Interfund Services - Charges	283,893	345,822	345,822	345,822	345,822
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,408,785	1,552,444	1,552,444	1,563,169	2,419,769
Personnel (Full-time Equivalents)	79.50	87.00	87.00	87.00	77.00

Long Beach Energy Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director - Long Beach Energy	1.00	1.00	1.00	156,291	156,291
Accountant III	1.00	1.00	-	61,654	-
Accounting Clerk II	1.00	1.00	1.00	35,602	36,672
Accounting Clerk III	1.00	1.00	2.00	38,298	73,159
Accounting Technician	2.00	2.00	2.00	80,555	87,049
Administrative Aide II	2.00	2.00	2.00	88,970	87,742
Administrative Analyst I	1.00	1.00	1.00	50,457	52,010
Administrative Analyst II	2.00	2.00	1.00	111,893	62,281
Administrative Analyst III	6.00	5.00	5.00	340,519	341,911
Assistant Administrative Analyst I	1.00	1.00	1.00	45,604	48,433
Carpenter	1.00	1.00	-	46,771	-
Clerk Typist I	1.00	1.00	1.00	26,894	27,701
Clerk Typist II	4.00	4.00	3.00	129,782	99,060
Clerk Typist III	10.00	11.00	11.00	397,557	411,281
Clerk Typist IV	1.00	1.00	1.00	39,252	40,430
Community Information Specialist I	0.63	0.63	0.63	19,145	18,241
Community Information Specialist II	0.75	0.75	0.75	23,938	23,947
Construction Inspector I	2.00	2.00	2.00	108,346	96,575
Construction Inspector II	4.00	4.00	4.00	242,588	246,481
Corrosion Control Supervisor	1.00	1.00	1.00	62,032	63,893
Customer Relations Officer	1.00	1.00	-	88,400	-
Customer Service Representative I	-	5.00	5.00	151,944	138,520
Customer Service Representative II	1.00	4.00	4.00	132,849	132,540
Customer Service Representative III	3.00	3.00	2.00	114,894	78,893
Department Safety Officer	1.00	1.00	1.00	75,030	75,030
Electrician	1.00	1.00	1.00	49,204	50,680
Engineering Aide III	1.00	1.00	1.00	39,175	40,351
Engineering Technician I	2.00	2.00	2.00	88,101	92,973
Engineering Technician II	4.00	4.00	4.00	203,020	201,770
Equipment Mechanic I	25.00	25.00	21.00	1,127,366	985,083
Equipment Mechanic II	29.00	28.00	27.00	1,363,764	1,363,456
Executive Secretary	1.00	1.00	1.00	45,698	45,698
Financial Services Officer	1.00	1.00	1.00	85,779	75,030
Fleet Services Supervisor	10.00	9.00	9.00	476,832	478,205
Garage Service Attendant I	20.00	20.00	20.00	680,474	714,272
Garage Service Attendant I-NC	7.00	7.00	6.50	200,473	195,501
Garage Service Attendant II	9.00	9.00	9.00	324,277	332,572
Garage Service Attendant III	1.00	3.00	3.00	126,372	127,772
Gardener II	1.00	1.00	-	37,321	-
Gas Crew Utility Assistant I	4.00	3.00	3.00	108,574	103,944
Gas Crew Utility Assistant II	27.00	27.00	27.00	1,038,399	1,062,556
Gas Crew Utility Assistant III	10.00	10.00	10.00	433,615	427,979
Gas Distribution Supervisor I	6.00	6.00	6.00	321,461	333,715
Gas Distribution Supervisor II	2.00	1.00	2.00	61,654	118,110
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Subtotal Page 1	210.38	216.38	205.88	9,480,827	9,147,807

Long Beach Energy Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Proposed FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	210.38	216.38	205.88	9,480,827	9,147,807
Gas Field Service Representative I	2.00	2.00	-	66,995	-
Gas Field Service Representative II	51.00	51.00	46.00	2,014,133	1,881,620
Gas Field Service Representative III	12.00	17.00	15.00	731,871	678,324
Gas Instrument Technician	4.00	4.00	4.00	191,762	197,516
Gas Maintenance Supervisor I	12.00	12.00	12.00	640,144	648,709
Gas Maintenance Supervisor II	1.00	1.00	1.00	61,654	63,504
Gas Measurement Assistant	5.00	-	-	-	-
General Maintenance Supervisor	-	1.00	1.00	45,604	48,809
Helicopter Mechanic	1.00	1.00	1.00	53,004	48,653
Maintenance Assistant I	3.00	3.00	2.00	86,691	55,581
Maintenance Assistant II	1.00	1.00	-	31,917	-
Maintenance Assistant III	1.00	1.00	1.00	34,680	35,719
Manager-Business Operations	1.00	1.00	1.00	108,545	108,545
Manager-Electric Generation	-	1.00	1.00	114,130	114,130
Manager-Energy Recovery	1.00	-	-	-	-
Manager-Energy Services	1.00	1.00	1.00	110,244	92,037
Manager-Engineering & Construction	1.00	1.00	1.00	115,047	115,047
Manager-Environmental Services	1.00	1.00	1.00	111,608	111,608
Manager-Fleet Services	1.00	1.00	1.00	112,004	112,004
Manager-Gas Services	1.00	1.00	1.00	83,597	83,597
Mechanical Engineer	3.00	3.00	3.00	220,332	234,742
Mechanical Equipment Stock Clerk I	6.00	5.00	5.00	163,204	179,682
Mechanical Equipment Stock Clerk II	1.00	2.00	2.00	82,501	79,167
Motor Sweeper Operator	18.00	18.00	18.00	759,580	756,456
Parking Control Checker I	19.00	19.00	18.00	620,731	612,667
Parking Control Checker I-NC	2.90	2.90	4.90	80,631	149,682
Parking Control Checker II	5.00	5.00	3.00	186,605	115,321
Parking Control Supervisor	1.00	1.00	1.00	46,671	49,379
Payroll/Personnel Assistant II	2.00	2.00	2.00	62,310	68,026
Payroll/Personnel Assistant III	1.00	1.00	1.00	34,680	41,415
Personnel And Training Officer	1.00	1.00	1.00	81,650	81,683
Pipeline Welder	8.00	8.00	8.00	398,019	417,224
Recycling And Sustainability Officer	1.00	1.00	1.00	78,379	78,380
Recycling Specialist I	1.00	1.00	1.00	38,697	40,878
Recycling Specialist II	1.00	1.00	1.00	53,004	54,595
Refuse Field Investigator	3.00	3.00	3.00	126,771	124,638
Refuse Operator I	14.14	14.14	12.84	437,811	401,908
Refuse Operator I-NC	12.84	12.84	14.14	363,891	462,613
Refuse Operator II	4.00	4.00	4.00	153,192	157,788
Refuse Operator III	72.00	72.00	72.00	2,942,193	2,989,457
Refuse Supervisor	7.00	7.00	7.00	341,994	351,718
Secretary	7.00	7.00	7.00	271,623	281,605.00
Security Officer I	3.00	3.00	3.00	95,009	99,452
	---	---	---	---	---
Subtotal Page 2	504.26	511.26	488.76	21,833,935	21,371,689

Long Beach Energy Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Proposed FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 2	504.26	511.26	488.76	21,833,935	21,371,689
Security Officer II	2.00	2.00	2.00	73,942	76,167
Senior Accountant	-	1.00	1.00	68,324	70,374
Senior Civil Engineer	1.00	1.00	1.00	86,629	82,073
Senior Engineering Technician I	1.00	1.00	1.00	60,003	61,803
Senior Equipment Operator	5.00	5.00	5.00	229,733	242,329
Senior Mechanical Engineer	1.00	1.00	1.00	84,023	78,165
SERRF Operations Officer	1.00	1.00	1.00	80,808	80,808
Special Projects Officer	1.00	1.00	1.00	90,419	90,419
Stock & Receiving Clerk	2.00	3.00	3.00	90,519	93,327
Storekeeper I	2.00	2.00	1.00	70,184	37,588
Storekeeper II	1.00	1.00	1.00	41,251	42,489
Superintendent-Engineering Services	1.00	1.00	1.00	98,000	95,039
Superintendent-Fleet Maintenance	-	1.00	1.00	88,834	88,834
Superintendent-Fleet Operations	-	1.00	1.00	87,297	87,297
Superintendent-Fleet Services	3.00	1.00	1.00	64,327	64,327
Superintendent-Gas Field & Technical Ops	1.00	1.00	1.00	67,820	83,879
Superintendent-Lien Sales	1.00	-	-	-	-
Superintendent-Meters & Regulators	-	1.00	-	70,067	-
Superintendent-Pipeline Construction	1.00	1.00	1.00	77,281	77,281
Superintendent-Ref Collection/St Sweeping	1.00	1.00	1.00	83,069	87,222
Superintendent-Towing	1.00	2.00	1.00	155,389	75,531
Supervisor Stores & Property	2.00	2.00	1.00	89,199	42,489
Supervisor-Waste Operations	2.00	2.00	2.00	111,591	114,940
Welder	2.00	2.00	2.00	95,881	98,758
	---	---	---	---	---
Subtotal Salaries	536.26	546.26	519.76	23,898,524	23,242,828
Overtime	---	---	---	1,500,826	1,363,356
Fringe Benefits	---	---	---	7,447,530	9,246,308
Administrative Overhead	---	---	---	903,623	932,374
Salary Savings	---	---	---	(937,127)	---
	---	---	---	---	---
Total	536.26	546.26	519.76	32,813,376	34,784,866

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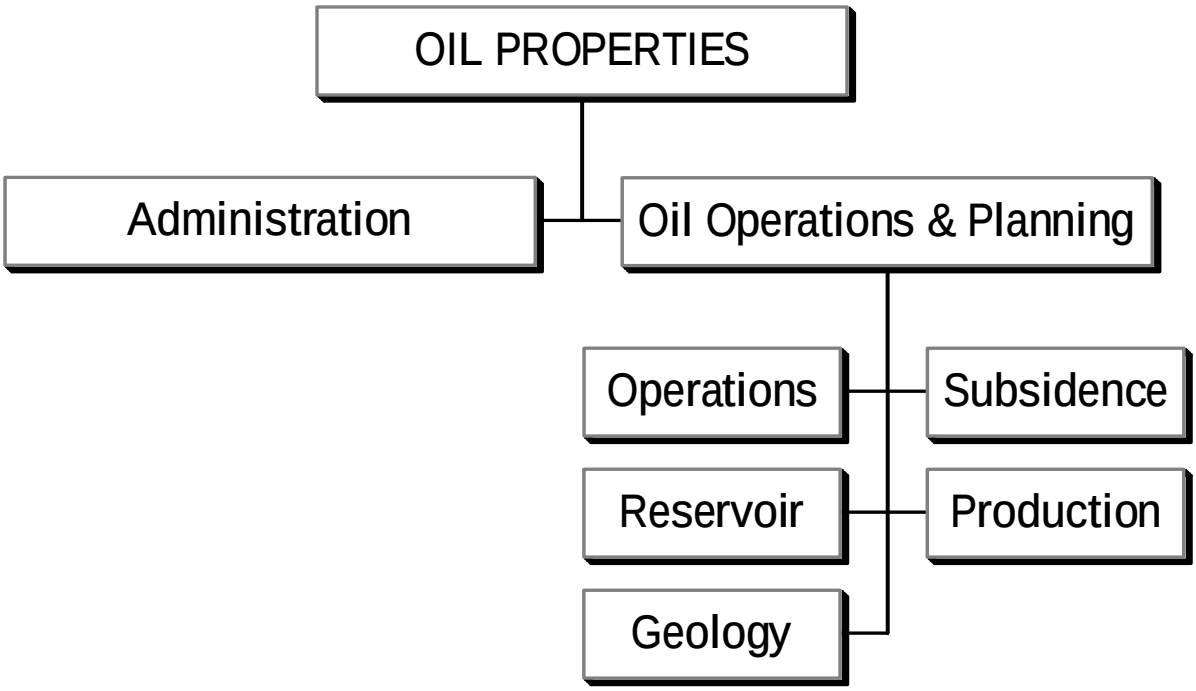

OIL PROPERTIES

The Department of Oil Properties is a team committed to creativity, innovation and quality. We manage the City's oil and gas assets – protecting the environment, optimizing mineral resource production, and balancing oil field interests.

Key Contacts

Dennis M. Sullivan, Director

Lennie Arazo, Administrative Officer

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		Strategic Plan Goal
Goal 1	Protect the environment and ensure safe working conditions by proactive management of the oil operations	E5
	Service/Program	
	Environmental Protection	
	Environmental Practices	
	Land Use for Oil Operations	
	Subsidence Management	

		Strategic Plan Goal
Goal 2	Ensure that the City's assets are profitable and properly maintained	E3, E5
	Service/Program	
	Economic Life of Operations	
	Engineering Evaluations - Outside Service	
	Engineering Practices	
	Maintain Oil Facilities	
	Oil Field Liabilities	

		Strategic Plan Goal
Goal 3	Ensure oil operations adhere to all agreements, processes and public policy	N/A
	Service/Program	
	Crude Oil Sell-Offs	
	Department of Energy Grant Management	
	Oil Operations Supervision	
	Sale of Mineral Resources	
	Unit Operations	
	Working Interest Owners	

		Strategic Plan Goal
Goal 4	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	S3
	Service/Program	
	Department Administration	

Business Growth and Workforce Development

- The Department in conjunction with its contract operator, Oxy/THUMS, built and currently operates a 47-megawatt power plant.

- TOPKO increased production from 6,000 barrels per day to 7,300 barrels per day.

- The Department implemented the keep-whole procedure for the Long Beach Unit Power Plant for the City's Utility Users Tax and Franchise Fee.

- The Department is implementing new technologies to acquire land elevation detail, which allows for more timely information at lower costs. The new technology utilizes satellites that will continue to monitor oil field elevations after production has ceased.

Environment

- Ensuring oil assets are well managed requires sound engineering practices be followed, that facilities are appropriately maintained and operated, that operations are consistent with public policy, and that oil sales maximize the public benefit and access to the local market.

Opportunities

- Continue working as part of a team evaluating the viability of utilizing Satellite Radar (InSAR) for elevation monitoring in an urban environment. This technology, used in conjunction with the fixed Global Positioning System stations, may have the potential of providing Citywide elevation data quicker and more cost effectively.
- Continue to ensure that oil sales maximize the public benefit and access to the local market.
- The Department will seek opportunities to broker cost-sharing arrangement between oil field operators and other participants to provide incentives to engage in environmentally conscious, revenue-generating production processes.
- The Department will support application of three-dimensional seismic surveying, use of advanced modeling software and other cutting-edge technologies available to assist in the exploration and development of remaining and undiscovered oil and gas reserves.

Challenges

- The oil operations in Long Beach are unique in several ways. In addition to being one of the largest oil fields in North America, it is one of the few in production that is so close to major business, residential, and recreational setting. This creates challenges, adds costs, and communications not present in most oil operations.
- If not properly managed, oil operations could adversely impact the environment and quality of life in three ways – loss of surface elevation (subsidence), environmental contamination ranging from small leaks to major spills, and loss of community aesthetics (visual, noise, and odor).
- The oil facilities continue to age, the risk of environmental exposure increases. To address this the Department will develop an oil facility inspection program to identify environmental risks and initiate appropriate action. It will also identify areas that have been environmentally impacted and initiate remediation efforts and evaluate waste handling and disposal methods to ensure they pose the least environmental and financial risk.
- As the oil field ages, it requires a more intensive review of operations to maintain an excellence in field engineering and maintenance practices. In order to meet this challenge, the Department continues to aggressively manage the oil field for economic life and efficient operations while reducing facility, pipeline, and well liabilities. In the later years of oil field life, the integration of oil operations with post-production injection requirements will become paramount.
- As competition for land surface increases, the potential for loss of land needed to conduct production and post-production subsidence control operations increases. To address this, the Department will identify minimum land requirements for subsidence control and develop a plan to ensure the availability of adequate land to conduct oil production and post-production subsidence control operations.

CITY OF
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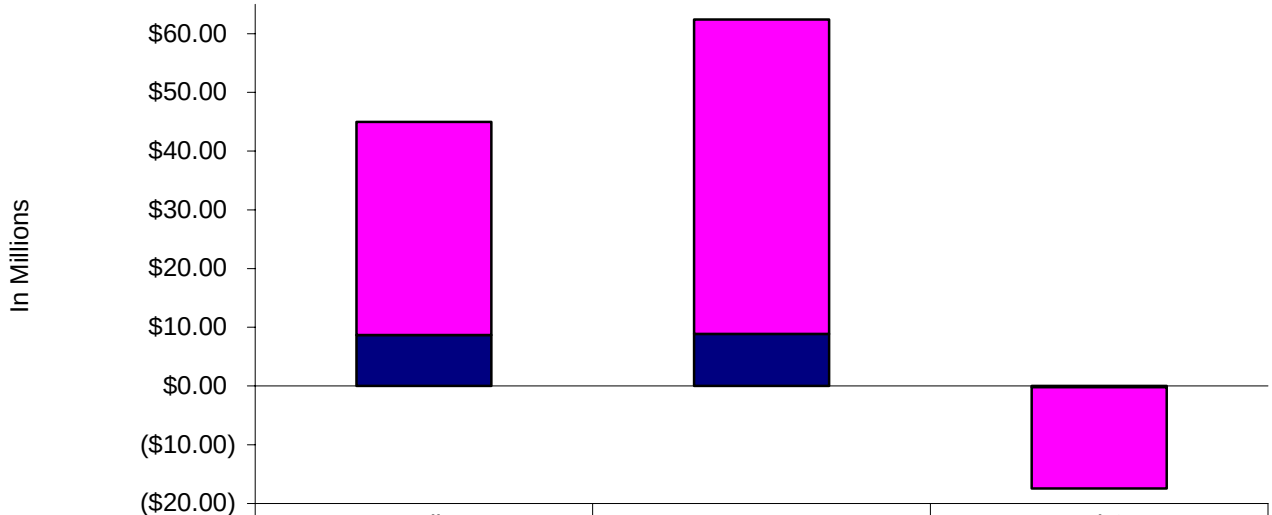
Oil Properties Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
Tidelands Oil Revenue	36.27	53.54	(17.27)
Upland Oil	8.68	8.87	(0.19)

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	3,937,222	4,145,953	4,145,953	3,943,134	4,384,315
Materials, Supplies and Services	21,060,611	13,661,885	45,221,127	45,443,740	32,598,737
Internal Support	603,209	595,964	595,964	609,576	620,830
Capital Purchases	-	-	-	-	-
Debt Service	53,929	-	-	-	-
Transfers from Other Funds	6,846,304	9,212,754	12,100,318	14,083,171	7,348,364
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	32,501,274	27,616,556	62,063,362	64,079,620	44,952,246
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	52,558,705	49,723,428	83,462,218	83,467,367	62,402,346
Revenue from Other Agencies	368,189	50,000	50,000	50,000	-
Charges for Services	96	-	-	-	-
Other Revenues	151,398	500	500	500	-
Interfund Services - Charges	88,132	164,000	164,000	164,000	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	53,166,519	49,937,928	83,676,718	83,681,867	62,402,346
Personnel (Full-time Equivalents)	40.25	41.25	41.25	41.25	41.25

Oil Properties Operations Summary

Services Provided:

Administer City oil operations, contracts, leases and agreements.
Direct all subsidence management operations.
Provide petroleum engineering, geological, and other oil field expertise to other City departments.

Service Improvement Objectives:

To maintain surface elevations within the Wilmington oil field to within +/-0.3 feet per year.
To maximize transfers to the Tidelands Operations Fund and General Fund within constraints of oil price volatility.
To abandon 30 unneeded wells by September 30, 2003.
To maximize revenues through competitive bid of required crude oil sell-offs.
To conduct 12 environmental inspections of tidelands oil operations.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Surface elevation change	+/-0.3 ft.	+/-0.3 ft.	+/-0.3 ft.	+/-0.3 ft.	+/-0.3 ft.
Transfer to Tidelands Operations Fund	3,493,342	4,883,000	6,493,664	7,459,273	3,219,780
Transfer to General Fund	3,321,100	4,193,600	5,470,500	6,487,744	3,992,430
# of wells abandoned	41	50	45	30	30
# of environmental inspections	12	12	12	12	12
$/barrel bonus for oil sell-offs	$0.89	$0.75	$1.17	$1.17	$1.41
Expenditures:					
Salaries, Wages and Benefits	3,937,222	4,145,953	4,145,953	3,943,134	4,384,315
Materials, Supplies and Services	21,060,611	13,661,885	45,221,127	45,443,740	32,598,737
Internal Support	603,209	595,964	595,964	609,576	620,830
Capital Purchases	-	-	-	-	-
Debt Service	53,929	-	-	-	-
Transfers From Other Funds	6,846,304	9,212,754	12,100,318	14,083,171	7,348,364
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	32,501,274	27,616,556	62,063,362	64,079,620	44,952,246
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	52,558,705	49,723,428	83,462,218	83,467,367	62,402,346
Charges for Services	368,189	50,000	50,000	50,000	-
Other Revenues	96	-	-	-	-
Interfund Services - Charges	151,398	500	500	500	-
Intrafund Services - GP Charges	88,132	164,000	164,000	164,000	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	53,166,519	49,937,928	83,676,718	83,681,867	62,402,346
Personnel (Full-time Equivalents)	40.25	41.25	41.25	41.25	41.25

Oil Properties Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director-Oil Properties	1.00	1.00	1.00	158,074	158,074
Accountant II	1.00	1.00	1.00	48,486	52,507
Accountant III	2.00	2.00	2.00	123,309	127,009
Accounting Clerk III	1.00	1.00	1.00	38,298	39,447
Administrative Analyst II	1.00	1.00	1.00	56,367	61,051
Administrative Officer-Oil Properties	1.00	1.00	1.00	89,360	85,779
Clerk III	-	1.00	1.00	26,889	27,695
Clerk Supervisor	1.00	1.00	1.00	42,257	43,524
Clerk Typist II	3.00	3.00	3.00	94,889	101,655
Clerk Typist II - NC	0.25	0.25	0.25	6,819	7,162
Clerk Typist III	1.00	1.00	1.00	34,763	36,133
Divison Engineer-Oil Properties	6.00	6.00	6.00	684,361	684,361
Executive Secretary	1.00	1.00	1.00	51,377	51,377
Geologist	1.00	1.00	1.00	88,265	82,490
Geologist II	1.00	1.00	1.00	103,258	106,356
Oil Field Gauger II	2.00	2.00	2.00	108,630	117,545
Petroleum Engineer I	2.00	2.00	2.00	160,145	175,822
Petroleum Engineer II	5.00	5.00	5.00	515,839	531,782
Petroleum Engineer Associate II	4.00	4.00	4.00	300,116	320,389
Petroleum Operations Coordinator I	4.00	4.00	5.00	355,322	454,735
Senior Accountant	1.00	1.00	-	68,324	-
Senior Petroleum Engineer Associate	1.00	1.00	1.00	93,275	96,073
	---	---	---	---	---
Subtotal Salaries	40.25	41.25	41.25	3,248,425	3,360,966
Overtime	---	---	---	45,000	45,000
Fringe Benefits	---	---	---	725,977	838,294
Administrative Overhead	---	---	---	126,552	140,055
Salary Savings	---	---	---	---	---
	---	---	---	---	---
Total	40.25	41.25	41.25	4,145,953	4,384,315

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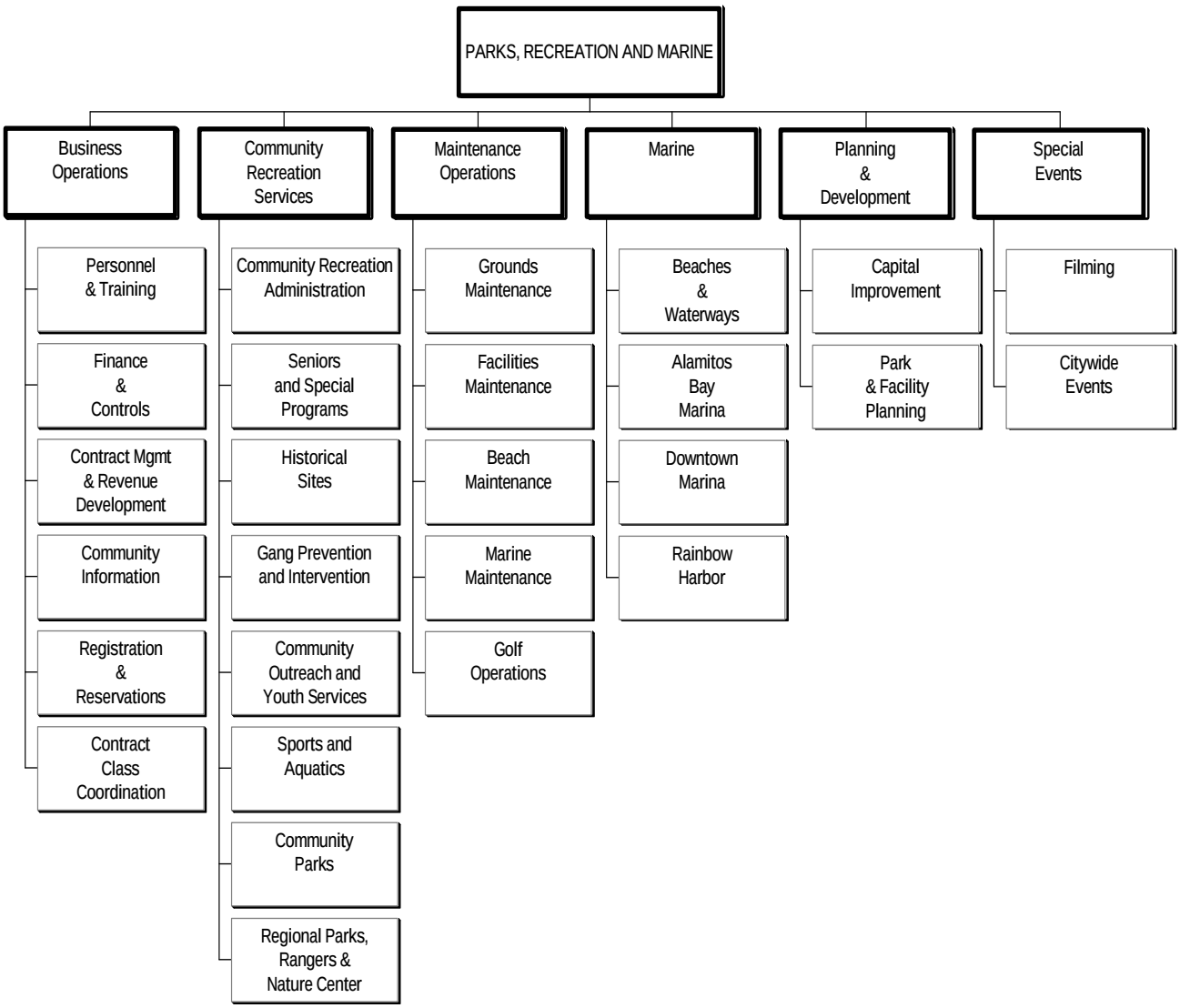

PARKS, RECREATION AND MARINE

We create community and enhance the quality of life in Long Beach through people, places, programs and partnerships.

Key Contacts

Phil T. Hester, Director

Kevin Prelgovisk, Manager, Business Operations

David Ashman, Manager, Special Events

Dennis Eschen, Manager, Planning & Development

Thomas Shippey, Manager Maintenance Operations

Jana M. Ransom, Manager, Community Recreation Services

Mark Sandoval, Manager, Marine Bureau

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		Strategic Plan Goal
Goal 1	Ensure open space, parks, and recreational facilities meet community needs	E2, N4

Service/Program

Grant Development & Administration

Mini-Park Development

Project Planning & Administration

		Strategic Plan Goal
Goal 2	Ensure City parks and recreational facilities provide a positive experience and image	N4, S1

Service/Program

Custodial Maintenance/Parks

Grounds Maintenance -- Parks and Athletic Fields

Park Rangers – Citywide and El Dorado

Structural Maintenance/Parks

		Strategic Plan Goal
Goal 3	Ensure recreational programming, leisure opportunities, and community services meet the diverse needs and interests of residents	N1, N3, N4, N6, Y1, Y5, Y8, Y9

Service/Program

Adaptive Programs

Aquatics – Pools, Sailing & Boating

Classes & Registration

Community Outreach Recreation

Cultural Programs

Day Camps – Aquatics & Parks

El Dorado Regional Park Operations

Environmental Programs

Extended Day Care

Facility Operations - Teen Centers

Facility Reservations

Gang Prevention & Intervention

Historic Sites - Rancho Los Alamitos and Rancho Los Cerritos

Leases & Concessions

Senior Programs

Special Events

Sports - Adult Leagues, Blair Field, Permitting and Youth Sports

Summer Food

Volunteer Program Coordination

		Strategic Plan Goal
Goal 4	Ensure beaches, waterways, and marine amenities are accessible and provide a positive experience and image	N4

Service/Program

Beach Maintenance and Operations

Dredge Maintenance

Grounds Maintenance (Beaches)

Leases and Concessions (Beaches & Waterways)

Maintenance Operations Bureau Administration/Beaches

Rainbow Harbor Maintenance and Operations

Structural Maintenance (Beaches)

		Strategic Plan Goal
Goal 5	Ensure marinas are fiscally sound and meet boat owner and community needs	N4

Service/Program

Marina Maintenance and Operations

Leases and Concessions

Structural Maintenance (Marinas)

		Strategic Plan Goal
Goal 6	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	S2

Service/Program

Community Information Division

Department Administration

Department Employee Safety Program

Film Permitting

Finance and Controls

Human Resources and Payroll/Personnel

Community Safety

- To encourage youth away from gang involvement, Gang Intervention and Park Ranger staff have increased their presence at pools, youth sports games and teen dances. Gang Intervention and Prevention staff is actively involved in coordinating intercultural meetings at high schools and middle schools. Increased youth activities, such as a new Sunday basketball league for transitional 9th graders, permanent and mobile skateparks, new programs at six middle schools, and programs in cooperation with the Boys and Girls Club of Long Beach are also in place.

Neighborhood Development

- On-line registration is now available for over 500 sessions of more than 200 different contract classes per quarter, and public use computers have been installed at eight sites.

- The Long Beach Unified School District (LBUSD) and the City are in the process of joint facility planning for the new school development at Broadway/Golden.

- Cesar E. Chavez Park, the El Dorado Skatepark, and a prototype pocket park have been opened; upgrades to the Ranchos are underway; class offerings have increased 9 percent over the previous year; and a new senior program at Recreation Park called "Club on the Green" has been implemented to increase the quantity and quality of recreational and other opportunities.

- To increase understanding and appreciation for all people, a wide variety of citywide, regional, and neighborhood culturally oriented special events are provided.

Education and Youth

- Key members of the community are working on the formation of a Youth Commission.

- The Department actively seeks additional resources through grants and partnerships, some of which fund additional youth programs.

- The longbeachyouth.org website provides youth and their families with comprehensive information on available services and programs.

- The Gang Intervention and Prevention Program and Future Generations Youth Center provide employment training and referral to youth who must complete an educational component.

Environmental

- To promote environmental education and involvement, a “Sharing Nature in the City” program was initiated. The International City Theater performed a play about ocean pollution at 24 park sites.

Environmental

- To increase open space in high-density neighborhoods, a Mini-Park Development Program was initiated. The Miracle on 4th Street Park was the first to be completed. Thirteen more sites are underway.

- Acquisition of 40 acres of underdeveloped land in the Wrigley Area will be utilized for park space.

- Long Beach Unified School District and the City are enhancing the aesthetic and environmental value of school sites by developing greening projects at schools, coordinating park naturalist visits to classrooms, and expanding the Discover Long Beach Parks program from five schools to ten.

- The “Protect our Watery World” volunteer program has visited 200 classrooms educating youth on non-point source pollution.

Opportunities

- There are a few remnant parcels of undeveloped land in the City, some of which contain natural habitat. It may be possible to protect and restore these areas.
- There are a few City-owned parcels of land in high-density areas that may be converted into mini-parks for neighborhood recreation.
- There is a renewed public interest to return to the strong city/school partnership that once existed. A focus should be put on expanding reciprocal use of park and school facilities.
- There is increased interest in environmental stewardship and preserving native habitat. This may result in new program opportunities and increased volunteer participation.
- There is significant interest in developing offshore moorings in the vicinity of the Belmont Veterans Memorial Pier. This will serve to increase recreational opportunities in the area.

Challenges

- Rising land costs and tight budgets make acquisition of park space difficult.
- The population density in the central, western, and northern sections of the City makes it difficult to develop needed park space.
- Funding is not adequate to maintain parks and recreational infrastructure, nor to maintain new parks or to expand programs.
- The population continues to grow and is becoming younger.
- Parks and recreational facilities are not equitably distributed across the City.
- The Department must continue to rely on assistance from the Police Department and community to eliminate the conditions that make parks and recreational facilities unsafe.
- Recreational facilities such as community centers and swimming pools have antiquated amenities and cannot support the programs and activities that are of interest to local residents.
- Grants are available to fund programs, but sustainability is an issue.
- The Department offers “sliding” fees and a limited number of “scholarships” for recreational programs to youth and citizens who cannot afford the fees. In certain areas of the City, the majority of residents cannot pay for such programs. Consequently, the Department is frequently confronted with issues of equity and subsidization.
- The benefits of recreational programs and services tend to be inferential (increased self-esteem, reduced crime rates, knowledge of community resources) as opposed to being directly quantifiable (e.g., response time, price per unit). This has always been problematic for recreation agencies, particularly when they must vie for resources with other agencies or departments.
- Limited budgets do not adequately cover beach facility maintenance costs.
- There is a shortage of beach parking during periods of peak usage creating competition between beachgoers and residents for on-street parking in adjacent residential neighborhoods.
- A marine environment is by nature corrosive to infrastructure. Maintenance and capital replacement are of paramount importance. However, funding for these functions has not kept pace with the need.

Challenges

- The Alamitos Bay Marina is 40 years old, and has exceeded its designed “life span.” For the most part, maintenance expenditures have been limited to urgent repairs.
- There is an ever-increasing number of new environmental regulations/mandates (NPDES) that must be met without increased budget resources.
- The Los Angeles River and Los Cerritos Channel wash huge amounts of mud and silt down to their estuaries in Long Beach. This mud and silt threatens to bury (fill-in) Queensway Bay, Rainbow Harbor, and Alamitos Bay recreational facilities unless it is removed through dredging on a consistent basis. This is a costly endeavor for which there are no budgeted resources.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Reduce Support to Outside Recreation Service Providers ($207,000) ▪ Eliminates support for the Pools of Hope for therapeutic aquatic facilities, the Long Beach Unified School District for the Summer Playground Program, International City Theater for the Summer Youth Theater Conservancy Program, and the Ballet Folklorico Program	These programs will no longer be supported by the City's General Fund; therefore, alternative funding sources will need to be identified for program continuation.
Reduce Free Sports Field Lighting and Fee Waivers ($75,000) ▪ Reduces the sports field lighting waiver and reduces field lighting during the winter months	The sports field lighting fee waiver for youth groups will be reduced from 100% to 60%, and the number of sports field hours available for use during the winter will be limited.
Reduce Environmental Stewardship Programs at the El Dorado Nature Center ($256,000) ▪ Recent enhancements to Environmental Stewardship Programs will not be fully implemented and 3.0 positions will be eliminated	Enhancement of the Department's environmental education programs will not be implemented.
Restructure the City Volunteer Banquet and Teen Volunteer Program ($57,000) ▪ Reduces the dedicated budgets for these two programs, including 0.50 positions	These programs will be provided at a scaled back level utilizing remaining staff and resources.
Eliminate Funding for OlympiKids and Senior Olympics ($77,000) ▪ Funding for these two programs will be eliminated, including 1.55 positions	Recreational opportunities for youth and seniors will be reduced; however, core services will remain in tact.
Postpone Deferred Maintenance Reimbursement to Rancho Los Alamitos ($187,000)	May result in a delayed response to non-critical maintenance issues.
Provide In-Kind Services in Lieu of a General Fund Payment to the Airport for the Airport-owned Skylinks Golf Course Land ($139,000) ▪ In-kind services will be provided, such as advertising and other media coverage, instead of a General Fund payment	No service impact is anticipated.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Utilize Alternate Funding for the Senior Transportation Program ($50,000) ▪ Shifts funding from the General Fund to eligible Prop A transportation funding	There are no foreseeable impacts to the delivery of this program.
Convert Club on the Green Senior Center from Free to Fee-based Programming ($26,000)	Participants in programs at the Club on the Green will be required to pay a fee for classes.
Reduce the Size of the Quarterly Class Schedules ($26,000)	The number of pages and information provided in the class schedules will be reduced.
Reduce the number of Municipal Band Concerts and a Portion of the Funding for the Long Beach Museum of Art ($196,000) ▪ Reduces the number of concerts from 32 to 24 and eliminates 0.42 positions ▪ Reduces the management fee for the Long Beach Museum of Art by $100,000	There will be fewer Municipal Band concerts for the public to enjoy and reduced funding in support of the arts until alternative funding is identified.
Contract Park Refuse Collection, Weed Abatement Services, Custodial Services for Smaller Community Centers and Ballfield Maintenance ($295,000) ▪ Services currently being performed by City staff would now be performed by a contractor; includes the elimination of 11.04 positions	There should be little or no reduction in service levels because the contract specifications would be modeled after services currently being performed by City staff.
Consolidate Staff and Reduce Expenses for Contractual Services, Materials, Supplies and Equipment ($907,000) ▪ Includes the elimination of 9.43 positions ▪ Budgets for contractual services, supplies, materials, and equipment will be reduced throughout the Department	Reorganization of staff responsibilities may be required. There will be less funding available to purchase supplies and equipment, requiring longer life spans for existing resources.
Utilize County Bond Funds to Offset Eligible Maintenance Costs for the Cesar Chavez Park Community Center ($92,000)	There will be no service impact resulting from this change.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Increase Adult Sports League Fees and Number of Adult Volleyball and Basketball Teams ($30,000) ▪ The average rate increase for an adult sports team will be approximately $30 to $40, depending on the sport, with a modest discount for residents; these fees are competitive with similar service fees in other jurisdictions	Adult sports league participants will incur increased costs. The fee changes have been approved by the Parks and Recreation Commission.
Reinstate the $1 Recreational Swim Fee at Silverado, Millikan, Martin Luther King, Jr. and Jordan Pools, and Increase Swim Class Fees by $5 ($30,000)	Reinstates the $1 Recreational Swim Fee that was discontinued in summer 2000. The fee changes have been approved by the Parks and Recreation Commission.

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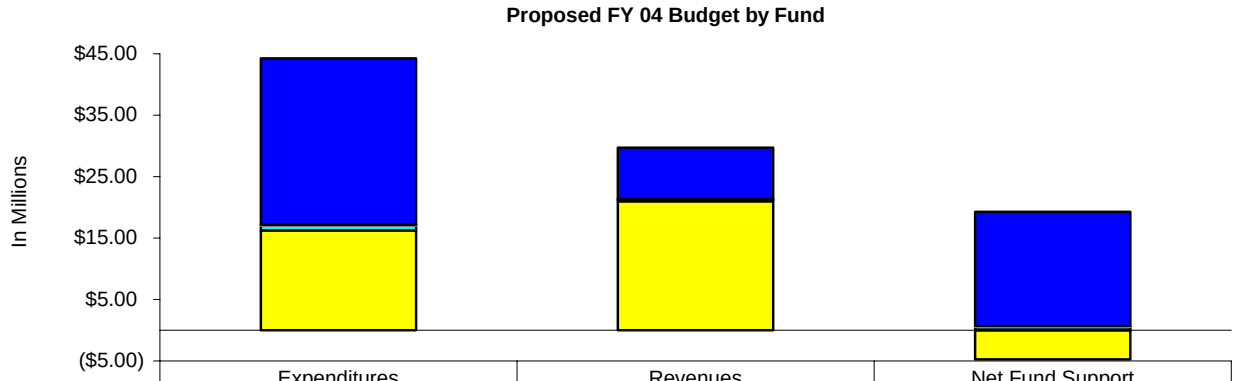
Parks, Recreation and Marine Department Summary



	Expenditures	Revenues	Net Fund Support
General Fund	27.00	8.39	18.61
Capital Projects	0.07	0.07	-
Insurance	0.14	-	0.14
Park Development	0.05	-	0.05
Spcl Adv & Promo	0.75	0.26	0.49
Tidelands	16.24	20.99	(4.75)

It should be noted that $686,777 in costs for recreation programming provided by this Department are transferred to the Community Development Department and supported by Community Development Block Grant funds.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	23,537,974	23,861,229	23,861,229	23,189,747	25,694,699
Materials, Supplies and Services	15,398,176	14,389,315	14,966,470	15,307,127	13,964,787
Internal Support	5,636,829	5,698,615	5,763,615	5,351,632	5,240,158
Capital Purchases	-	275,000	275,000	-	-
Debt Service	25,341	22,222	23,226	23,226	22,222
Transfers from Other Funds	(582,713)	(615,233)	(615,233)	(673,682)	(671,328)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	44,015,606	43,631,148	44,274,306	43,198,049	44,250,538
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	162,169	137,800	137,800	171,670	137,800
Fines and Forfeitures	135,630	180,000	180,000	164,197	180,000
Use of Money & Property	24,285,192	24,486,804	24,497,334	24,591,246	24,543,283
Revenue from Other Agencies	1,238,860	1,376,032	1,464,032	1,313,111	1,685,028
Charges for Services	2,621,666	2,600,523	2,600,523	2,532,464	2,745,954
Other Revenues	143,898	203,899	203,899	170,317	193,899
Interfund Services - Charges	118,712	89,069	89,069	117,105	89,069
Intrafund Services - GP Charges	73,105	66,902	66,902	66,902	66,902
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	350,000	400,000	400,000	400,000	70,000
Total Revenues	29,129,231	29,541,029	29,639,559	29,527,012	29,711,935
Personnel (Full-time Equivalents)	547.46	564.87	564.87	564.87	544.52

Business Operations Bureau Summary

Services Provided:

General administrative support including payroll/personnel, training, accounting, cash handling, budget management, revenue development, contract management, reservation and class registration services, community information and marketing of Department services and facilities.

Service Improvement Objectives:

To reduce the cost of services, programs and operation of the Department through expanding contracting, leasing, and alternative funding sources.

To enhance employees' performance through continued development and communication of policies and increased training opportunities.

To increase the number of facility reservations by offering clean facilities based upon customers' interest, as identified through Customer Satisfaction surveys and customer feedback.

NOTE: The Department's Executive Office budget information is included in this summary.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of new agreements	40	45	45	45	50
# of renegotiated agreements	20	10	25	25	25
# of training sessions	18	24	28	28	24
# of media coverage items	11,287	4,500	6,000	6,000	6,000
Expenditures:					
Salaries, Wages and Benefits	4,397,700	2,399,958	2,399,958	2,393,766	2,346,616
Materials, Supplies and Services	1,094,893	803,999	815,905	860,471	603,386
Internal Support	907,184	737,916	734,556	679,363	865,381
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(11,074)	11,945	11,945	11,945	11,945
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	6,388,702	3,953,818	3,962,363	3,945,544	3,827,328
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	149,412	-	-	150	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,778,472	2,579,400	2,589,930	2,989,800	3,004,900
Revenue from Other Agencies	-	-	-	-	100,000
Charges for Services	385,006	281,828	281,828	241,207	258,127
Other Revenues	38,266	83,000	83,000	72,620	83,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	3,351,156	2,944,228	2,954,758	3,303,777	3,446,027
Personnel (Full-time Equivalents)	42.74	39.25	39.25	39.25	35.41

Community Parks Programs Bureau Summary

Services Provided:

Community center programs, facility reservations, nature center and environmental education, senior centers, playground supervision, youth sports, summer and holiday camps, recreation classes, picnic and open space areas, outdoor recreation, teen centers, and programs for at-risk youth.

Service Improvement Objectives:

To increase the number of paid vehicle entries into El Dorado Park East.
To increase the number of youth participants in Supplemental Recreation (community-based recreation programs held at various school sites and satellite locations) by 5%, while continuing to improve the quality of service.
To maintain 90% attendance at day camps.
To maintain a minimum of 34 Summer Food Service Program meal service sites.
To maintain the number and diversity of environmental outreach programs offered to the public.

NOTE: In FY 04, the Community Parks Programs (CPP) Bureau is being consolidated with the Senior Services and Special Programs (SSSP) Bureau into a new Community Recreation Services Bureau.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of paid vehicle entries into El Dorado Park East	121,804	121,000	121,000	130,000	N/A
# of participants in supplemental recreation programs	171,420	165,000	165,000	173,000	N/A
% attendance at day camps	90%	90%	90%	90%	N/A
# of Summer Food Service Program Sites	31	34	34	33	N/A
# of environmental outreach programs	20	16	16	20	N/A
Expenditures:					
Salaries, Wages and Benefits	6,310,252	7,510,620	7,510,620	7,156,869	-
Materials, Supplies and Services	2,670,101	2,559,462	2,844,346	2,679,897	-
Internal Support	573,696	539,498	542,858	532,036	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(423,266)	(450,089)	(450,089)	(450,089)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	9,130,783	10,159,492	10,447,735	9,918,713	-
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	3,937	-	-	15,820	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,248,819	1,098,664	1,098,664	1,051,217	-
Revenue from Other Agencies	237,354	435,683	523,683	394,983	-
Charges for Services	1,027,133	1,250,373	1,250,373	1,184,406	-
Other Revenues	2,501	28,000	28,000	2,107	-
Interfund Services - Charges	29,643	-	-	28,036	-
Intrafund Services - GP Charges	30,274	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	2,579,659	2,812,720	2,900,720	2,676,569	-
Personnel (Full-time Equivalents)	217.45	225.43	225.43	225.43	-

Community Recreation Services Bureau Summary

Services Provided:

Community center programs, facility reservations, nature center and environmental education, senior centers, playground supervision, youth sports, summer and holiday camps, recreation classes, picnic and open space areas, outdoor recreation, teen centers, programs for at-risk youth, adult sports and aquatics programs, senior programs and services, citywide volunteer program, gang intervention/prevention programs, cultural and performing arts programs, and historic sites.

Service Improvement Objectives:

To increase the number of paid vehicle entries into El Dorado Park East over the FY 03 adopted figure.
To increase the number of youth participants in Community Outreach (community-based recreation programs held at various school sites and satellite locations) by 5%, while continuing to improve the quality of service.
To maintain the number of volunteer hours provided in support of City departments.
To maintain the number of hours of permitted field time.
To maintain the number of anti-gang presentations offered through the Gang Intervention/Prevention Program.
To maintain the number of participants in specialty recreation classes.

NOTE: This is a new bureau for FY 04, which combines the CPP and SSSP Bureaus.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of paid vehicle entries into El Dorado Park East	N/A	N/A	N/A	N/A	122,000
# of participants in supplemental recreation programs	N/A	N/A	N/A	N/A	173,000
# of volunteer hours	N/A	N/A	N/A	N/A	231,000
# of hours of permitted field time	N/A	N/A	N/A	N/A	114,000
# of anti-gang presentations	N/A	N/A	N/A	N/A	115
# of participants in recreation classes	N/A	N/A	N/A	N/A	43,000
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	12,542,081
Materials, Supplies and Services	-	-	-	-	4,696,976
Internal Support	-	-	-	-	1,021,661
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	22,222
Transfers From Other Funds	-	-	-	-	(685,627)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	-	-	-	-	17,597,314
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	1,597,068
Revenue from Other Agencies	-	-	-	-	650,126
Charges for Services	-	-	-	-	2,305,973
Other Revenues	-	-	-	-	63,500
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	4,616,667
Personnel (Full-time Equivalents)	-	-	-	-	319.66

Maintenance Operations Bureau Summary

Services Provided:

Maintenance of all City parks, recreation, beach, and marina facilities, including grounds maintenance.
Manage City golf course leases.

Service Improvement Objectives:

To maintain or improve frequency standards of mowing turf throughout the park system.
To maintain frequency standards of servicing restrooms and emptying trash tubs at parks, beaches, and marinas.

NOTE: Street Landscaping will be moved from Public Works to Parks, Recreation and Marine beginning in FY 04. This change is not reflected in the numbers below, but will be included as part of the FY 04 Adopted Budget.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Avg. days between mowings at park areas	8.0	8.0	8.0	8.0	8.0
Avg. daily restroom services	1.6	1.6	1.6	1.6	1.6
Avg. times trash containers emptied per week	2.0	2.0	2.0	2.0	2.0
Expenditures:					
Salaries, Wages and Benefits	7,804,090	8,185,297	8,185,297	8,057,387	8,494,280
Materials, Supplies and Services	5,996,110	5,150,335	5,317,853	5,682,444	5,702,123
Internal Support	2,676,024	2,839,101	2,839,101	2,413,753	2,186,301
Capital Purchases	-	275,000	275,000	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	16,476,224	16,449,732	16,617,251	16,153,583	16,382,703
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,189,896	4,251,174	4,251,174	4,123,299	3,399,174
Revenue from Other Agencies	795,613	839,819	839,819	814,696	931,474
Charges for Services	2,939	49,186	49,186	-	-
Other Revenues	31,124	1,200	1,200	1,200	1,200
Interfund Services - Charges	89,069	89,069	89,069	89,069	89,069
Intrafund Services - GP Charges	4,860	4,659	4,659	4,659	4,659
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	5,113,500	5,235,107	5,235,107	5,032,923	4,425,576
Personnel (Full-time Equivalents)	166.50	168.66	168.66	168.66	153.00

Marine Bureau Summary

Services Provided:

Vessel mooring, seawall construction permits and dock inspections, coordination of special events, and boat launches.

Service Improvement Objectives:

To maintain boat slip occupancy of 90% or better.
To increase the number of beach parking hours by 5% over the Estimated FY 03 level.
To increase the number of boat launches by 5% over the Estimated FY 03 level.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Boat slip occupancy rate	94%	95%	95%	93%	90%
# of beach parking hours	597,642	572,263	572,263	563,364	591,532
# of boat launches	57,005	51,493	48,602	42,473	44,597
Expenditures:					
Salaries, Wages and Benefits	1,362,103	1,527,904	1,527,904	1,394,094	1,699,409
Materials, Supplies and Services	2,448,044	1,932,744	1,980,803	2,187,794	2,154,956
Internal Support	1,014,072	1,154,304	1,154,304	1,190,609	1,052,616
Capital Purchases	-	-	-	-	-
Debt Service	256	-	-	-	-
Transfers From Other Funds	-	58,449	58,449	-	2,354
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,824,475	4,673,402	4,721,460	4,772,497	4,909,335
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	8,320	-	-	12,000	-
Fines and Forfeitures	135,630	180,000	180,000	164,197	180,000
Use of Money & Property	15,567,879	16,097,227	16,097,227	15,978,395	16,542,141
Revenue from Other Agencies	23,379	3,428	3,428	3,428	3,428
Charges for Services	110,191	79,317	79,317	70,828	86,517
Other Revenues	49,873	46,199	46,199	50,649	46,199
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	15,895,271	16,406,171	16,406,171	16,279,497	16,858,285
Personnel (Full-time Equivalents)	29.45	29.45	29.45	29.45	29.45

Planning and Development Bureau Summary

Services Provided:

Manage Department Capital Improvement Program.
Identify and evaluate resources, trends, and opportunities to meet the recreational facility needs of residents.

Service Improvement Objectives:

To improve tracking of Capital Improvement Project status.
To develop a Capital Improvement Program reflecting citywide recreation and open space needs.
To identify opportunities for future open space and park development.

NOTE: The Department's Capital Projects budget information is included in this summary.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of CIP status reports prepared	N/A	4	4	4	4
# of needs assessment meetings conducted	N/A	6	6	6	6
# of coordinating meetings with Public Works	N/A	12	12	12	12
Expenditures:					
Salaries, Wages and Benefits	265,804	323,545	323,545	273,533	365,072
Materials, Supplies and Services	533,059	736,458	753,388	749,032	406,458
Internal Support	146,565	75,322	140,322	194,174	64,634
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	945,428	1,135,326	1,217,255	1,216,739	836,164
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	62,243	62,243	62,243	62,243
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	400,000	400,000	400,000	70,000
Total Revenues	-	462,243	462,243	462,243	132,243
Personnel (Full-time Equivalents)	4.00	4.00	4.00	4.00	4.00

Senior Services and Special Programs Bureau Summary

Services Provided:

Adult sports and aquatics programs, senior programs and services, citywide volunteer program, gang intervention/ prevention programs, cultural and performing arts programs, and historic sites.

Service Improvement Objectives:

To maintain the number of volunteer hours provided in support of City departments.
To maintain the number of adult sports teams.
To maintain the number of hours of permitted field time.
To maintain the number of anti-gang presentations offered through the Gang Intervention/Prevention Program.

NOTE: In FY 04, the Senior Services and Special Programs Bureau is being consolidated with the Community Parks Programs Bureau into a new Community Recreation Services Bureau.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of volunteer hours	235,894	231,000	231,000	231,000	N/A
# of adult sports teams	1,118	1,200	1,200	1,212	N/A
# of hours of permitted field time	110,000	114,000	114,000	110,000	N/A
# of anti-gang presentations	84	100	100	120	N/A
Expenditures:					
Salaries, Wages and Benefits	3,395,886	3,700,805	3,700,805	3,680,102	-
Materials, Supplies and Services	2,655,969	3,063,829	3,111,687	2,987,851	-
Internal Support	319,288	273,409	273,409	291,405	-
Capital Purchases	-	-	-	-	-
Debt Service	25,085	22,222	23,226	23,226	-
Transfers From Other Funds	(148,373)	(235,538)	(235,538)	(235,538)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	6,247,855	6,824,726	6,873,589	6,747,045	-
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	500	-	-	3,700	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	500,126	460,339	460,339	448,535	-
Revenue from Other Agencies	182,515	97,102	97,102	100,004	-
Charges for Services	1,096,397	897,118	897,118	993,322	-
Other Revenues	22,135	45,500	45,500	42,741	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	37,971	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	350,000	-	-	-	-
Total Revenues	2,189,644	1,500,059	1,500,059	1,588,302	-
Personnel (Full-time Equivalents)	87.32	95.08	95.08	95.08	-

Special Events Bureau Summary

Services Provided:

One stop permit services for motion picture and commercial photography, as well as special events. Coordinates all departmental services for Citywide filming and special events.

Service Improvement Objectives:

To increase special events and filming revenue by 5%.

To continue to provide permitting and coordination services for film companies and special event organizations.

NOTE: Prior to FY 03, the Department's Special Events budget information was included in the Business Operations Bureau.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of film permits issued	274	302	293	301	300
# of special events permits issued	334	334	334	334	334
Expenditures:					
Salaries, Wages and Benefits	2,139	213,099	213,099	233,998	247,242
Materials, Supplies and Services	-	142,488	142,488	159,638	400,888
Internal Support	-	79,065	79,065	50,293	49,565
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,139	434,652	434,652	443,928	697,694
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	137,800	137,800	140,000	137,800
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	42,701	42,701	42,701	95,337
Other Revenues	-	-	-	1,000	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	180,501	180,501	183,701	233,137
Personnel (Full-time Equivalents)	-	3.00	3.00	3.00	3.00

Parks, Recreation and Marine Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director-Parks, Recreation & Marine	1.00	1.00	1.00	150,284	150,284
Accountant I	1.00	1.00	1.00	44,453	48,139
Accounting Clerk II	-	1.00	1.00	30,389	36,672
Accounting Clerk III	5.00	5.00	4.00	190,342	157,786
Administrative Aide I	1.00	1.00	1.00	35,602	36,672
Administrative Analyst I	2.00	2.00	1.00	104,027	51,238
Administrative Analyst II	4.00	4.00	4.00	238,317	253,073
Administrative Analyst III	2.00	2.00	2.00	133,233	129,524
Administrative Intern-NC/H28	0.62	0.62	0.62	11,419	11,990
Administrative Intern-NC/H34	0.76	0.76	0.76	17,735	18,622
Administrative Intern-NC/H36	0.62	0.62	0.62	15,977	16,776
Administrative Intern-NC/H44	0.76	0.76	0.76	30,267	31,780
Administrative Intern-NC/H45	0.50	0.50	0.50	20,960	22,009
Aquatics Supervisor I	4.00	4.00	4.00	171,760	176,904
Aquatics Supervisor II	1.00	1.00	1.00	49,204	50,680
Aquatics Supervisor IV	1.00	1.00	1.00	54,361	55,992
Assistant Administrative Analyst I	0.90	1.00	1.00	40,385	43,600
Assistant Administrative Analyst II	3.00	2.00	2.00	98,608	101,567
Automatic Sprinkler Control Tech	2.00	2.00	2.00	84,514	87,049
Building Services Supervisor	4.00	4.00	3.00	159,463	127,395
Capital Projects Coordinator	-	1.00	1.00	60,132	61,936
Carpenter	2.00	2.00	2.00	86,797	91,497
Clerk I	1.76	1.76	1.76	40,898	42,125
Clerk III	4.61	4.61	4.61	131,941	138,998
Clerk III – NC	0.43	0.73	-	18,498	-
Clerk Typist I	3.00	3.00	3.00	93,465	90,380
Clerk Typist II	14.37	14.37	12.55	462,399	407,668
Clerk Typist III	9.00	9.00	9.00	320,252	335,270
Clerk Typist III-NC	0.50	0.50	0.50	14,681	15,415
Community Information Specialist I	2.31	2.31	2.31	73,541	78,222
Community Information Specialist II	2.00	2.00	2.00	74,642	76,880
Community Services Supervisor	18.00	20.00	20.00	1,033,884	1,078,791
Community Services Supervisor II	3.00	3.00	3.00	163,083	160,158
Cultural Program Supervisor	1.00	2.00	2.00	93,818	96,633
Department Safety Officer	1.00	1.00	1.00	67,027	67,027
Director-Special Events	1.00	-	-	-	-
Electrician	2.00	3.00	3.00	140,664	137,729
Equipment Operator I	4.00	4.00	3.00	137,196	110,015
Equipment Operator II	7.00	7.00	5.00	264,862	190,532
Equipment Operator III	9.00	9.00	7.00	370,223	292,826
Executive Secretary	2.00	2.00	2.00	92,686	92,686
Gardener II	12.00	12.00	12.00	437,043	444,847
General Maintenance Assistant	11.00	11.00	11.00	427,828	438,162
General Maintenance Supervisor II	3.00	3.00	3.00	151,740	151,345
General Superintendent-Parks/Marine Maint	2.00	2.00	-	171,613	-
General Superintendent-Recreation	2.00	2.00	2.00	171,819	171,819
Historic Sites Officer	1.00	1.00	1.00	76,655	76,655
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Subtotal Page 1	154.14	158.54	145.99	6,858,687	6,455,368

Parks, Recreation and Marine Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	154.14	158.54	145.99	6,858,687	6,455,368
Historical Curator	1.00	1.00	1.00	53,004	54,595
Maintenance Assistant I	24.00	24.00	24.00	667,051	701,324
Maintenance Assistant I – NC	6.82	6.82	3.02	170,522	74,767
Maintenance Assistant II	14.00	14.00	14.00	433,698	451,233
Maintenance Assistant II – NC	9.97	10.03	7.17	287,249	195,356
Maintenance Assistant III	17.00	17.00	17.00	564,445	595,548
Maintenance Assistant III – NC	4.00	4.00	4.00	111,792	117,379
Manager-Business Operations	1.00	1.00	1.00	104,239	104,239
Manager-Community Parks Programs	1.00	-	-	-	-
Manager-Maintenance Operations	1.00	1.00	1.00	100,850	100,013
Manager-Marinas And Beaches	1.00	1.00	1.00	99,531	99,531
Manager-Planning and Development	1.00	1.00	1.00	92,503	92,503
Manager-Recreation Services	-	1.00	1.00	96,973	101,821
Manager-Special Events	-	1.00	1.00	80,357	100,892
Marina Agent I	3.00	3.00	3.00	89,199	91,876
Marina Agent II	8.00	8.00	8.00	260,477	269,753
Marina Agent III	5.00	5.00	5.00	192,284	199,870
Marina Supervisor	3.00	3.00	3.00	140,314	144,523
Marine Aide-NC	0.34	0.34	0.34	8,616	9,047
Musician – NC	2.59	2.59	2.17	181,328	159,522
Natural Resources Officer	1.00	-	-	-	-
Offset Press Operator I	0.88	0.88	0.88	32,842	33,827
Painter I	2.00	2.00	2.00	78,751	81,304
Painter II	1.00	1.00	1.00	44,485	45,819
Park Development Officer	-	1.00	1.00	77,281	77,281
Park Maintenance Supervisor	7.00	7.00	7.00	337,191	348,761
Park Naturalist	8.40	8.40	6.40	342,423	265,293
Park Ranger I	7.00	7.00	7.00	259,893	268,335
Park Ranger I-NC	6.73	6.73	6.72	225,805	236,737
Park Ranger II	3.00	3.00	3.00	137,131	141,247
Payroll/Personnel Assistant I	0.74	0.74	0.74	24,873	25,620
Payroll/Personnel Assistant II	2.00	2.00	2.00	73,761	76,638
Payroll/Personnel Assistant III	1.00	1.00	1.00	40,209	41,415
Plumber	2.00	2.00	2.00	96,721	101,360
Power Equipment Repair Mechanic II	1.00	1.00	1.00	44,485	45,819
Recreation Assistant	18.62	19.57	20.00	671,317	696,409
Recreation Leader/Specialist IX	0.12	0.12	0.12	3,813	3,927
Recreation Leader/Specialist I – NC	1.54	1.54	1.54	21,705	21,705
Recreation Leader/Specialist II – NC	1.87	1.87	1.87	27,070	28,425
Recreation Leader/Specialist III – NC	82.04	83.03	85.67	1,365,781	1,479,687
Recreation Leader/Specialist IV – NC	10.37	10.37	10.19	190,997	197,065
Recreation Leader/Specialist V – NC	34.01	35.96	38.20	768,714	857,437
Recreation Leader/Specialist VI – NC	34.41	38.60	38.60	900,283	945,803
Recreation Leader/Specialist VII – NC	21.20	24.07	23.16	620,028	626,943
Recreation Leader/Specialist VIII – NC	5.88	5.88	5.45	168,877	164,355
Recreation Leader/Specialist IX – NC	0.68	0.68	0.68	20,360	21,379
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Subtotal Page 2	512.35	528.76	510.91	17,167,914	16,951,749

Parks, Recreation and Marine Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 2	512.35	528.76	510.91	17,167,914	16,951,749
Recreation Leader/Specialist X – NC	3.11	3.11	3.61	96,957	118,176
Secretary	5.00	5.00	5.00	196,263	202,150
Senior Equipment Operator	3.00	3.00	3.00	137,131	148,137
Special Projects Officer	-	1.00	1.00	71,729	71,729
Storekeeper II	2.00	2.00	2.00	78,608	82,958
Superintendent-Community Information	-	1.00	1.00	78,461	78,461
Superintendent-Contract Mgmt/Revenue Dev	1.00	1.00	1.00	86,335	86,335
Superintendent-Environmental Programs	-	1.00	-	74,287	-
Superintendent-Finance and Controls	1.00	1.00	1.00	77,609	77,609
Superintendent-Gang Intervention	1.00	1.00	1.00	80,526	80,526
Superintendent-Operations	1.00	1.00	1.00	85,779	85,779
Superintendent-Park Maintenance	6.00	5.00	5.00	354,430	363,611
Superintendent-Personnel & Training	1.00	1.00	1.00	77,615	77,615
Superintendent-Recreation	6.00	5.00	4.00	376,800	297,060
Supervising Park Ranger	1.00	1.00	1.00	54,361	55,992
Systems Analyst II	1.00	1.00	1.00	57,207	58,923
Tree Trimmer I	1.00	1.00	1.00	38,298	39,447
Tree Trimmer II	1.00	1.00	-	41,981	-
Youth Services Coordinator	1.00	1.00	1.00	72,403	72,403
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Subtotal Salaries	547.46	564.87	544.52	19,304,694	18,948,659
Overtime	---	---	---	200,287	184,697
Fringe Benefits	---	---	---	4,711,248	5,616,356
Administrative Overhead	---	---	---	886,845	944,987
Salary Savings	---	---	---	(1,241,846)	---
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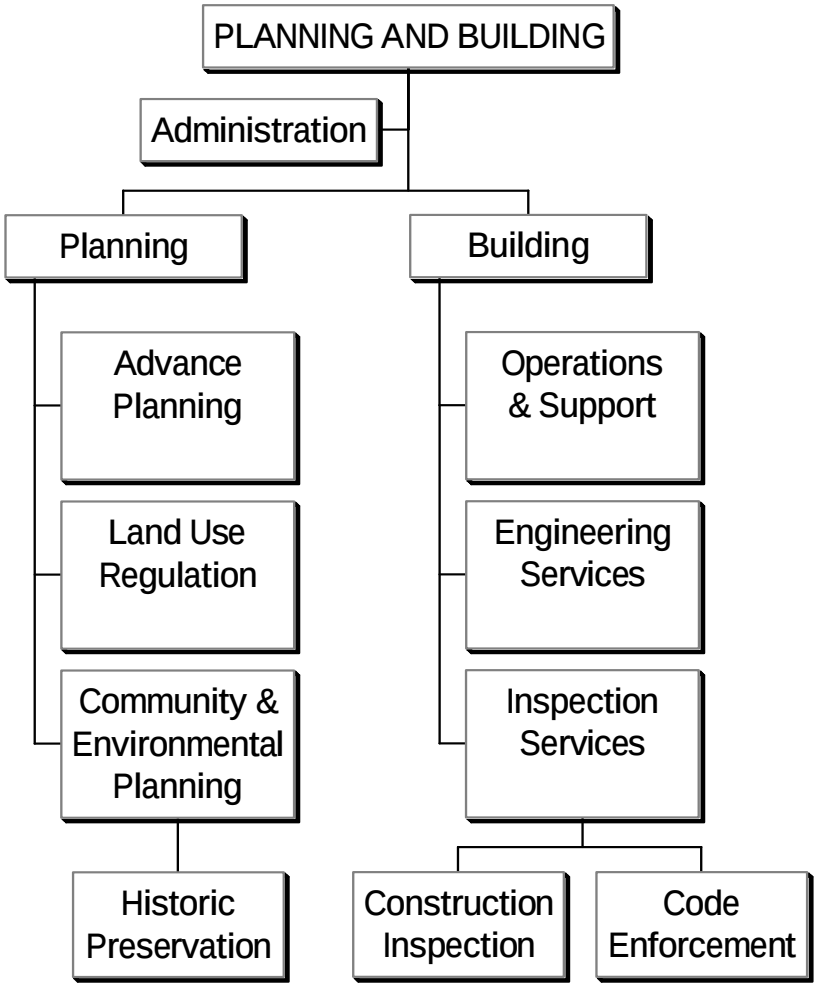
Total	547.46	564.87	544.52	23,861,228	25,694,699



PLANNING AND BUILDING

To promote a quality living environment by guiding development and maintenance of the City and its neighborhoods in a manner which reflects the aspirations of its residents; creates an orderly, attractive and functional City; ensures a safe building environment; maintains value over time; and is business friendly.

Key Contacts

Eugene J. Zeller, Director

Fady Mattar, Superintendent of Building & Safety

Willie Miranda, Administrative Officer

Mark Sutton, Building Inspection Officer

Larry Brugger, Engineering Plan Check Officer

Angela Reynolds, Advance Planning Officer and Acting Environmental Planning Officer

Greg Carpenter, Zoning Officer

Ruthann Lehrer, Neighborhood and Historic Preservation Officer

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Department Goals and Related Services

		Strategic Plan Goal
Goal 1	To ensure that buildings and properties in Long Beach are built and developed safely for residents, businesses and visitors	B3, B4
	Service/Program Construction Regulation and Development Services Inspection Program Plan Check Program	
		Strategic Plan Goal
Goal 2	To ensure that buildings and properties in Long Beach maintain their quality and value over time	N4, S5
	Service/Program Business License Inspection Program Code Compliance/Enforcement Program – Fresh Start, Intensified Code Enforcement Program, Substandard Buildings Code Enforcement, Weed & Vehicle Abatement, Community Code Enforcement, Code Compliance Program Garage Resale Program Historical Preservation Program Oil Well Inspections Property Maintenance Program Zoning/Pay Phone Program	
		Strategic Plan Goal
Goal 3	To ensure that development in Long Beach is planned and designed so that it does not negatively impact the natural and built environment	E1, N5
	Service/Program Census and Data Analysis Program City Projects Processing With Coastal Commission General Plan Update Land Use Regulation, Project Applications Processing Mapping and Analysis (GIS) Program NEPA/CEQA Processing Sustainable City Project	
		Strategic Plan Goal
Goal 4	To ensure that construction regulatory activities and operations in Long Beach create a friendly business environment	B4, B5, T1
	Service/Program Community Planning Services Construction Development Information and Assistance Services Department E-Government Initiative Large Project Applications Processing Public Education and Outreach Small Business Help Desk	
		Strategic Plan Goal
Goal 5	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A
	Service/Program Administrative Support Services Regulatory Support Services	

Community Safety

- City teams are addressing nuisance and code enforcement issues in the neighborhoods. "Fresh Start" is one of the programs that is a combined enforcement approach using multiple departments, which among other actions, addresses locations with trash dumping problems. A Code Compliance Program grant from the State of California aimed at improving housing conditions, retaining affordable housing, building healthy neighborhoods and cleaning blighted areas is in full operation for the second year of a three-year program.

Neighborhood Development

- To provide the community with a list of available neighborhood meeting places, the "Bluebook" is published.

- Planners meet with community organizations at least once a year and help form neighborhood associations where none exist.

- To promote historic preservation, a Historic Preservation Officer and a Cultural Heritage Commission are in place. Through their efforts, new historic areas are being designated.

- To address land use and mobility issues, the Land Use and Transportation Elements of the General Plan are being updated.

Environmental

- Funds were retained in the FY 03 budget for the Sustainable Development Consultant to continue the efforts to develop Environmentally Preferable Purchasing policies and Green Building policies for City Council consideration.

- Provide a level of diligence needed to reduce the number of incidents of non-compliance to code regulations. The Department reviews plans for compliance with various municipal, State and Federal codes and regulations. During construction, the department inspects and approves each phase of construction for compliance with codes and regulations. After construction is completed, the Department issues a certificate of occupancy and authorizes the connection of utilities.

Opportunities

- Participation in Citywide review of Code Enforcement functions and implementation of results to improve service to the community and to realize cost efficiencies.

- Continue participating in the targeted code compliance program that is going into its third and final year of State grant funding support.

- Implement Green Building and Environmentally Preferable Purchasing policies to assess both current and long-term social, economic and environmental impacts to ensure that the needs of the present generation are met without compromising the ability of future generations to meet their own needs.

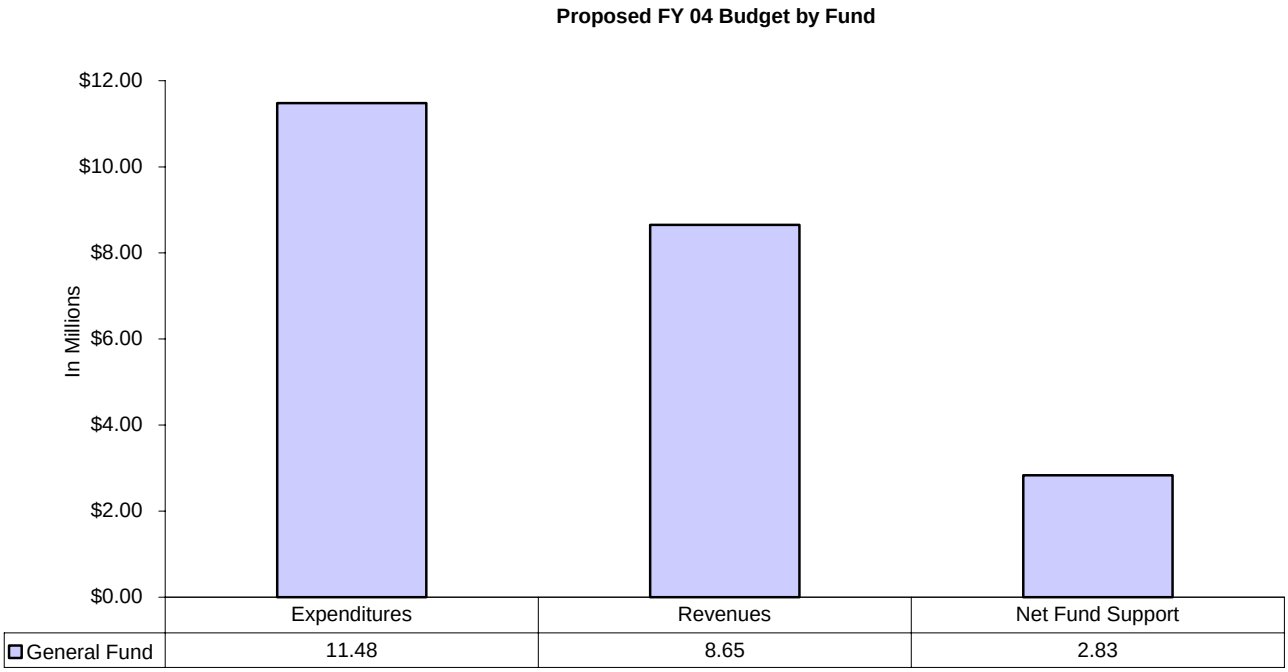
Challenges

- Increase code enforcement efforts, even in troubling financial times.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Reduce Staffing in Zoning Inspection and Weed Abatement Programs and in the Planning Bureau ($338,600, 5.02 positions and downgrade 1.0 position.)	The number of investigations may be reduced. Response to complaints such as fences are too high, illegal home occupation businesses or illegal signs will be delayed.
Reduce and Restructure Administrative Functions ($67,000, reduce 1.0 position to part-time and eliminate temporary clerical help)	Reducing support in Administrative Division may delay response to urgent information requests and special studies. Eliminating temporary clerical help will delay processing in the Historical Preservation function.

Planning and Building Department Summary



	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	9,010,898	8,793,719	8,793,719	8,590,361	9,622,040
Materials, Supplies and Services	1,443,949	1,696,958	1,936,771	1,942,949	1,481,987
Internal Support	2,158,193	1,703,426	1,703,426	1,632,006	1,742,681
Capital Purchases	16,703	12,095	12,095	16,000	12,095
Debt Service	-	-	-	-	-
Transfers from Other Funds	(1,323,351)	(1,381,686)	(1,381,686)	(1,252,788)	(1,381,686)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	11,306,393	10,824,513	11,064,326	10,928,527	11,477,117
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	8,963,623	7,001,125	7,001,125	8,804,803	7,339,487
Use of Money & Property	64,229	69,050	69,050	50,000	170,300
Revenue from Other Agencies	21	-	-	801	-
Charges for Services	209,404	134,542	134,542	193,889	50,371
Other Revenues	1,001,709	1,076,860	1,076,860	915,643	997,224
Interfund Services - Charges	124,902	91,500	91,500	238,100	91,500
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	10,363,888	8,373,077	8,373,077	10,203,236	8,648,882
Personnel (Full-time Equivalents)	117.17	118.17	118.17	118.17	117.75

Administration Division Summary

Services Provided:

Direct departmental operations; prepare and monitor budget; represent Department before major clients.

Service Improvement Objectives:

To continue to implement City and departmental policies in a manner which emphasizes customer service and a friendly business attitude.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
"Good/Very Good" ratings on all Customer Service Surveys	96%	96%	96%	96%	96%
Expenditures:					
Salaries, Wages and Benefits	832,106	786,374	786,374	807,160	874,954
Materials, Supplies and Services	93,050	148,490	164,398	86,319	59,140
Internal Support	142,626	204,232	204,232	155,077	216,006
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,067,781	1,139,096	1,155,005	1,048,556	1,150,100
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	5.50	7.50	7.50	7.50	7.10

Building Bureau Summary

Services Provided:

Review plans, issue permits, review for construction compliance with City Building Codes, inspect properties, cite violations, and initiate corrective proceedings to ensure that properties are safely and legally utilized.

Service Improvement Objectives:

To maintain Development Service Center (DSC) customer service ratings of "Good" and "Very Good" at 95% level.
To maintain average plan check turnaround of four days.
To maintain 24-hour inspection response rate of 99%.
To complete 1,700 housing and 2,650 weed abatement, property maintenance, and abandoned vehicle cases.
To complete 48,500 inspections of housing, property maintenance, weed abatement and abandoned vehicle cases.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
DSC surveys of "Good/Very Good"	95%	95%	95%	95%	95%
Average plan check turnaround (days)	3.5	4.0	4.0	4.0	4.0
% of inspections made in 24 hours	99%	99%	99%	99%	99%
# completed housing cases	2,434	1,700	1,700	1,524	1,700
# completed property, weed, vehicle cases	4,119	4,200	4,200	2,405	2,650
# of investigations performed	77,358	67,000	67,000	47,026	48,500
Expenditures:					
Salaries, Wages and Benefits	6,411,982	6,142,936	6,142,936	6,222,538	6,713,607
Materials, Supplies and Services	971,186	1,034,127	1,079,723	1,347,560	1,076,623
Internal Support	1,559,798	1,159,889	1,159,889	1,156,546	1,181,943
Capital Purchases	16,703	12,095	12,095	-	12,095
Debt Service	-	-	-	-	-
Transfers From Other Funds	(1,311,686)	(1,311,686)	(1,311,686)	(1,197,604)	(1,311,686)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	7,647,984	7,037,360	7,082,956	7,529,040	7,672,582
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	8,118,836	6,060,300	6,060,300	8,038,703	6,162,000
Fines and Forfeitures	64,229	69,050	69,050	50,000	170,300
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	209,404	134,542	134,542	127,720	50,371
Charges for Services	819,331	829,000	829,000	754,143	749,364
Other Revenues	115,077	91,500	91,500	225,100	91,500
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	9,326,877	7,184,392	7,184,392	9,195,666	7,223,535
Personnel (Full-time Equivalents)	87.35	86.36	86.36	86.36	85.86

Planning Bureau Summary

Services Provided:

Prepare long-range plans and strategies to guide development; evaluate environmental consequences of public and private projects to minimize negative impacts; assist neighborhoods to organize and undertake neighborhood improvement programs and historic preservation; implement land use policy through zoning and subdivision regulations.

Service Improvement Objectives:

To update the Land Use and Mobility Elements and other Elements of the General Plan.
To provide required environmental analysis in a timely manner so that project and funding applications proceed without legal challenge.
To improve outreach to neighborhood organizations interested in possible historic landmark or district designations.
To process Planning Commission (PC) cases within ten weeks of receiving completed application.
To process Zoning Administrator (ZA) cases within six weeks of receiving completed application.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Amendments of General Plan Elements	3	3	3	2	2
Environmental docs successfully challenged	0	0	0	0	0
New landmark designations/Certificates of Appropriateness	8/220	5/220	5/221	4/220	4/230
% of PC cases processed in ten weeks	95%	90%	90%	95%	95%
% of ZA cases processed in six weeks	98%	95%	95%	98%	98%
Expenditures:					
Salaries, Wages and Benefits	1,766,810	1,864,409	1,864,409	1,560,663	2,033,479
Materials, Supplies and Services	379,713	514,341	692,650	509,070	346,224
Internal Support	455,769	339,306	339,306	320,383	344,732
Capital Purchases	-	-	-	16,000	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(11,665)	(70,000)	(70,000)	(55,184)	(70,000)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,590,628	2,648,056	2,826,365	2,350,932	2,654,435
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	844,787	940,825	940,825	766,100	1,177,487
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	21	-	-	801	-
Revenue from Other Agencies	-	-	-	66,169	-
Charges for Services	182,378	247,860	247,860	161,500	247,860
Other Revenues	9,825	-	-	13,000	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,037,011	1,188,685	1,188,685	1,007,570	1,425,347
Personnel (Full-time Equivalents)	24.32	24.31	24.31	24.31	24.79

Planning and Building Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director-Planning and Building	1.00	1.00	1.00	156,635	156,635
Administrative Analyst III	-	1.00	0.60	68,324	42,224
Administrative Officer-Planning and Building	1.00	1.00	1.00	88,450	88,450
Advance Planning Officer	1.00	1.00	1.00	84,011	93,440
Assistant Planner II	3.00	-	-	-	-
Assistant Planner II - NC	0.77	-	-	-	-
Building Inspection Officer	1.00	1.00	1.00	97,591	102,471
Chief Building Inspector	3.00	3.00	3.00	238,039	252,038
Civil Engineer	3.00	2.00	2.00	151,806	152,670
Clerk Typist II	6.00	5.00	4.00	150,960	124,979
Clerk Typist III	6.00	7.00	8.00	250,420	292,358
Clerk Typist IV	1.00	1.00	1.00	39,252	40,430
Combination Building Inspector Aide II	5.00	5.00	5.00	192,239	188,947
Combination Building Inspector	28.00	28.00	28.00	1,482,638	1,546,514
Customer Service Representative II	1.00	1.00	1.00	29,292	31,490
Customer Service Representative III	1.00	1.00	1.00	38,298	38,829
Engineering Plan Check Officer	1.00	1.00	1.00	102,091	112,046
Environmental Planning Officer	1.00	1.00	-	89,112	-
Executive Secretary	1.00	1.00	1.00	49,932	50,020
Members-Boards and Commissions	-	-	-	24,000	24,000
Neighborhood Preservation Officer	1.00	1.00	1.00	62,394	65,513
Operations Officer-Building Safety	1.00	-	-	-	-
Plan Checker-Electrical	1.00	1.00	1.00	69,785	62,333
Plan Checker-Mechanical	1.00	1.00	1.00	71,351	74,164
Plan Checker-Plumbing	1.00	1.00	1.00	71,351	74,164
Planner I	3.00	1.00	2.00	46,123	95,905
Planner II	5.50	3.00	3.00	159,256	172,572
Planner II-NC	-	0.77	-	35,712	-
Planner III	6.00	3.00	2.25	199,740	154,301
Planner IV	-	6.50	5.00	444,646	338,590
Planner V	-	6.00	8.00	465,403	605,242
Planning Aide	2.00	1.00	1.00	42,257	43,524
Principal Building Inspector	6.00	6.00	8.00	418,105	577,150
Secretary	0.50	0.50	0.50	19,626	17,314
Senior Civil Engineer	2.00	2.00	2.00	168,045	168,965
Senior Combination Building Inspector	13.40	13.40	11.40	824,040	727,986
Senior Electrical Inspector	2.00	2.00	2.00	121,902	126,729
Senior Mechanical Inspector	2.00	2.00	2.00	124,512	127,773
Senior Plumbing Inspector	2.00	2.00	2.00	121,050	126,729
Senior Structural Engineer	1.00	1.00	1.00	88,101	95,263
Structural Engineer	-	1.00	1.00	75,740	75,102
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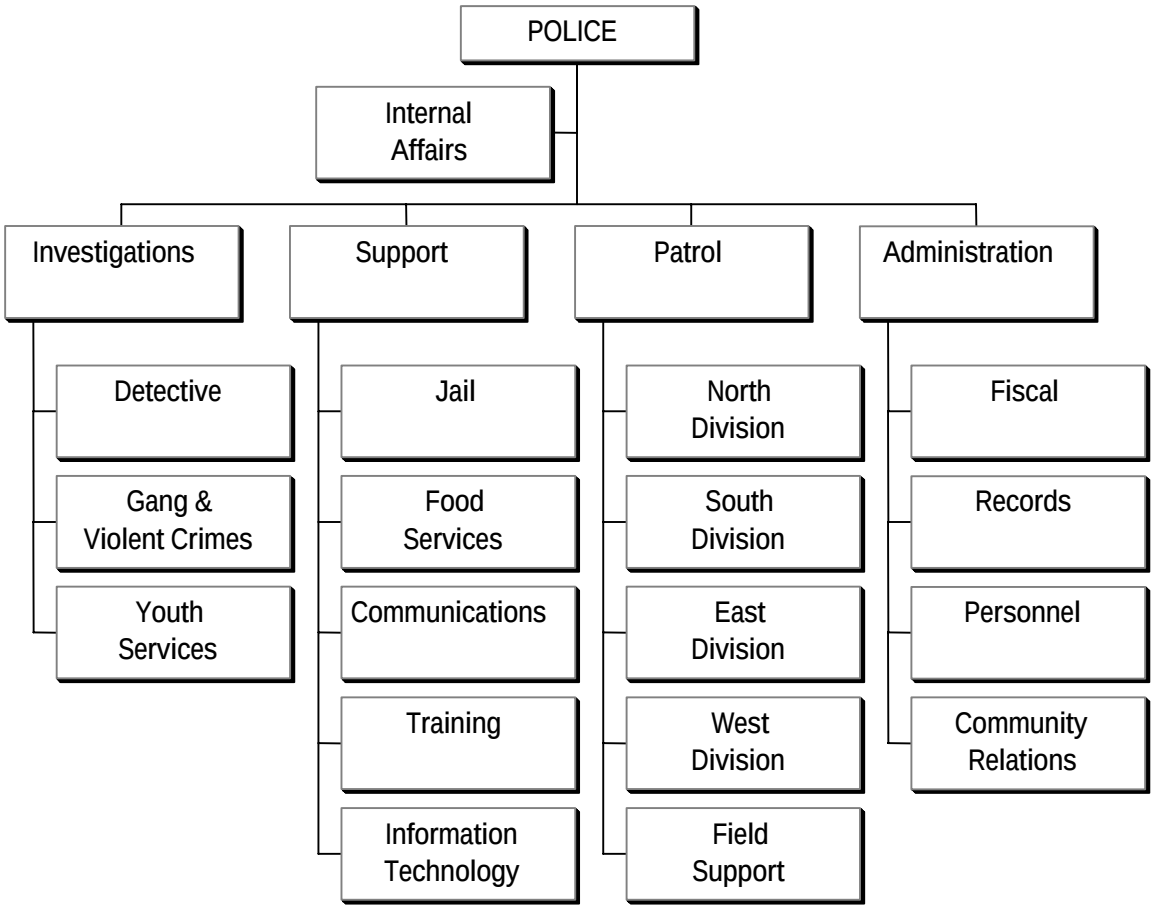
Subtotal Page 1	115.17	116.17	114.75	6,962,228	7,066,861

Planning and Building Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	115.17	116.17	114.75	6,962,228	7,066,861
Superintendent - Building and Safety	1.00	1.00	2.00	128,445	256,891
Zoning Officer	1.00	1.00	1.00	100,633	96,040
Subtotal Salaries	117.17	118.17	117.75	7,191,307	7,419,792
Overtime	---	---	---	50,615	50,615
Fringe Benefits	---	---	---	1,659,080	1,847,665
Administrative Overhead	---	---	---	273,610	303,968
Salary Savings	---	---	---	(380,893)	---
Total	117.17	118.17	117.75	8,793,719	9,622,040



POLICE

To ensure a safe, secure and orderly community by reducing criminal activity, enhancing public safety, and providing quality service while promoting the dignity and worth of all people.

Key Contacts

Anthony W. Batts, Chief of Police

John H. Bretza, Deputy Chief, Patrol Bureau

Ted R. Hulsey, Deputy Chief, Investigations Bureau

Timothy J. Jackman, Deputy Chief, Support Bureau

Braden Phillips, Manager, Administration Bureau

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Department Goals and Related Services

		Strategic Plan Goal
Goal 1	Reduce criminal activity in our city	S1

Service/Program

Academy Range
Adult Investigations
Crime Analysis
Crime Lab
Drug Investigations
DUI Citation and Booking
Patrol
Sex Crimes
Special Response

		Strategic Plan Goal
Goal 2	Improve the quality of life through proactive enforcement	S1, S4, S5

Service/Program

Administrative Security - Intelligence
Auto Theft Task Force
Community Code Enforcement
Criminal Suppression
Crossing Guards
Gang Enforcement
Parking Enforcement
Pay Beach Parking Enforcement
Property Detail
Traffic Control
Vice Investigations

		Strategic Plan Goal
Goal 3	Partner with the community to help provide a safe city	S1, S2, S3, S4

Service/Program

Campus Support
Communications Center
Community Relations
DARE
Family Services
Juvenile Car (J-CAR)
Police Athletic League (PAL)
Security Services
Youth Services

		Strategic Plan Goal
Goal 4	Provide timely and courteous customer service to all our clients	S1, S3, S4, S5

Service/Program

Adult Incarceration
Arrest and Booking
Contract Agreement Services
Court Affairs
Graffiti Abatement
Special Events

		Strategic Plan Goal
Goal 5	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	S1

Service/Program

Department Administration
Employee Services
Facility Operations - Support
Financial Services
Food Services
Information Management
Innovation and Technology
Internal Affairs
Management Services
Personnel Services
Records and Records Administration
Recruitment
Special Investigations Administration
Technical Services Support
Training
Vehicles and Equipment

Community Safety

- Worked with community members to better define Community Policing and standardize its implementation throughout the Department.
- Realigned 42 sworn officers to Patrol Calls for Service putting more officers “on the street”.
- Started construction on the North Police Substation and renewed the lease on the East Patrol Substation facility at 4800 Los Coyotes Diagonal.
- Started the seismic retrofit of the Public Safety Building.
- Hired 120 new Police Recruits and 17 lateral Police Officers.
- Conducted monthly community meetings on Crime Prevention.
- Facilitated interfaith ministers leadership on two marches and community assemblies against gang violence in North and Central Long Beach.
- Graduated 91 community members from two Community Police Academy courses.
- Redesigned the Police Department Internet Website, with numerous links to important public safety information.
- Refocused the 15 Chief’s Advisory Groups on crime-related problems and the development of collaborative solutions.
- Designed a community meeting room in both the North Police Substation and the Public Safety Building.
- Expanded Public Information outreach efforts to all local media outlets.
- Expanded the role of the Senior Police Partners to support community-policing efforts at Substations and extended outreach to seniors.
- Reinvigorated and expanded participation in Neighborhood, Apartment and Business Watch programs.
- Worked with the Ministers Alliance, the City’s Gang Intervention and Prevention Program staff, the Police Chaplains, and the African-American, Latino and Asian Advisory Groups to develop strategies to reduce gang violence.
- Worked with Long Beach Unified School District leadership to coordinate efforts to increase youth safety on and off campus using School Resource Officers, juvenile patrol cars and programs like Safe Passage.

- Opened a North Police Athletic League (PAL) site in collaboration with the Parks Recreation and Marine Department. Now operating three PAL sites in the City.

- Increased the dialogue between the Police Department and youth groups in the City, such as Coral.

- Expanded recruiting efforts for the Police Explorer program.

- Completed construction of the Emergency Communications and Operations Center (ECOC) at the corner of Spring and Redondo.

- Participated in Los Angeles County Terrorism Early Warning Group, a regional law enforcement collaboration of federal, state and local agencies, to optimize preparedness.

- Created the Airport and Port Security Units to deal with the threat of terrorism at the Long Beach Airport and on the water in the Long Beach Harbor.

- Prepared and implemented a comprehensive plan for heightened security during the war with Iraq.

- Worked with our legislators and lobbyists to apply for and receive Homeland Security grants to enhance our preparedness for this new set of missions.

- Introduced the “Take Back Our Streets” program to cleanup and enhance the quality of life in impacted neighborhoods.

- Participated in a collaborative effort with Nuisance Abatement and Code Enforcement staff to address problem locations in the City.

- Patrol Division personnel participated in numerous neighborhood/alley cleanup programs throughout the City.

- Implemented foot patrols in several high-crime neighborhoods and focused community policing team deployment in areas of reported drug sales.

- Implemented a new City program to help reduce prostitution on local streets.

- Worked with the Department of Health and Human Services to more accurately count the number of homeless in Long Beach and identify alternatives to help get them into programs to reduce homelessness.

Opportunities

- Service delivery improvement opportunities are expected to result from the increased dialogue established between the Police Department and the community. Working closely with the community helps the Department identify the critical issues impacting public safety and will assist with better focusing of resources.

- The reassignment of Police Officers to Patrol Bureau positions has put more officers on the street and increased the capacity to respond to calls for service.

- Reorganizations are allowing for more concentrated efforts of detectives to solve crimes and arrest perpetrators. Preliminary results of this effort bode well for FY 04.

- A unique opportunity exists for the Department to partner with the community to reduce gang-related violence and provide meaningful gang alternatives to the thousands of young people in our City's middle and high schools.

- Federal support for several Homeland Security programs will greatly assist the Department in putting equipment and programs in place to help minimize the threat to the City from terrorist action.

- A new contract with Long Beach City College to provide law enforcement and security services on the College's campuses offers an opportunity to expand the role of the Department, provide quality service to the College and add both sworn and civilian staff at no cost to the City. The presence of our officers on campus should also help recruiting efforts for new Police Officers.

Challenges

- The most significant challenges are crime-related. Violent and gang-related crimes continue to plague the City. Challenging economic times and the resultant unemployment, particularly among the youth population, worsen the problem. Police enforcement alone is not the answer. Bringing together neighborhoods, businesses, non-profits, churches, schools and government to address root causes of the problems is a major challenge.

- Department realignments, reorganizations, and the reduction of civilian staffing put more stress on all employees. The budget reductions in training and procurement will have a longer-term impact. The inability to keep pace with state-of-the-art programs in law enforcement equipment and facilities will likely erode Department capabilities. Developing cost-effective ways to overcome tactical and technical obsolescence will be an equally demanding challenge.

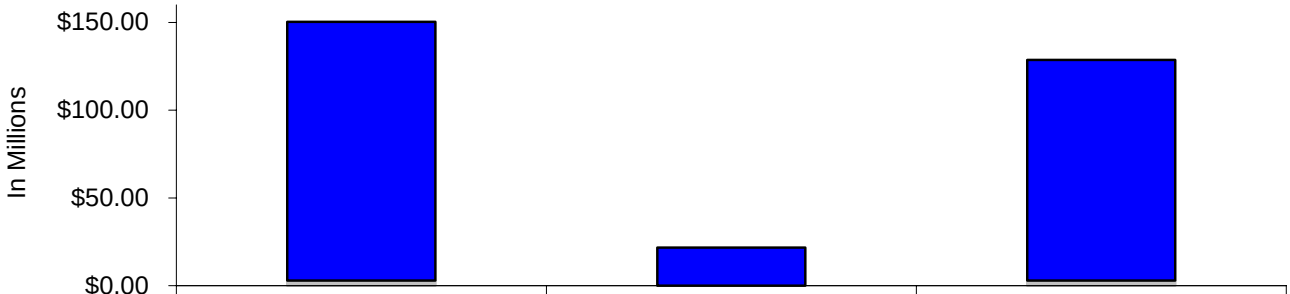
- To meet the varied safety needs of our diverse community, a standardized, yet more flexible and expansive Community-Oriented Public Safety (COPS) program must be developed. The program should be developed with community input and practiced by all employees, sworn and civilian. Accomplishing this objective, given limited resources is a necessary, but significant challenge.

Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Consolidate Department Administrative and Support Staff Positions ($603,000) ▪ Elimination of 12.0 staff positions: 9.0 clerical; 2.0 management; and 1.0 security position	Increased administrative processing times for all police reports and records, elimination of free employment record screening and greater workload on remaining staff.
Eliminate Offsite Council Meetings ($4,000)	The Council decided in FY 03 to eliminate offsite meetings, allowing the department to cut overtime. No adverse impact to the Department is expected.
Reduce Materials, Supplies, Equipment and Furniture Purchases ($1,295,000) ▪ 20% across the board reduction, plus specific reductions in training and travel, equipment and furniture, temporary staffing, office equipment, small tools and equipment, office supplies and the Sick Leave Incentive Program	Reduced training and travel will require more in-house programs, putting more reliance on Advanced Officer Training Courses. Temporary staffing cuts will slow the administrative processes. Equipment and furniture procurement will be deferred. Elimination of the Sick Leave Incentive Program may result in a higher use of sick leave.
Consolidate and Reduce Clerical, Security and Other Support Positions Throughout the Department ($1,372,000) ▪ Elimination of 26.0 staff positions, including 9.0 clerical, 13.0 security and 3.0 non-career police investigator positions	Reduced Live Scan fingerprint service, Civic Center security and front desk service at substations. Greater workload on remaining staff.
Reduce Patrol Bureau Overtime by Reassigning (redeploying) Police Officers to Patrol Calls for Service from the Community Relations Division, Court Affairs Unit, Communications Center, DUI Unit, Internal Affairs, Planning & Research and Youth Services ($1,908,610) ▪ Reassigns 14.0 Police Officers, 2.0 Police Corporals, and 6.0 Police Sergeants	Additional burden on remaining sworn and civilian staff. Reduced level of focused DUI enforcement. Fewer Planning and Research projects. Longer administrative processes for Internal Affairs investigations, various community outreach programs, investigations of youthful offenders.
Reduce Overtime by Reassigning Police Officers Working at Police Athletic League (PAL) Facilities Back to the Patrol Bureau and Utilize Parks and Recreation Employees to Staff PAL at Lower Rates ($399,390) ▪ Reassigns 5 Police Officers	Reduced sworn presence at the three PAL sites. Increase number of Police Officers on patrol.

Police Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
General Fund	147.44	21.69	125.75
Tidelands	2.91	-	2.91

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	114,284,351	118,033,259	118,594,601	117,057,478	124,558,688
Materials, Supplies and Services	9,494,974	6,417,841	7,128,651	6,745,761	4,508,377
Internal Support	18,796,377	16,930,021	16,930,021	17,640,749	18,509,090
Capital Purchases	397,841	927,612	6,646,331	6,145,933	96,370
Debt Service	-	2,435,052	2,766,052	2,199,914	2,728,208
Transfers from Other Funds	1,194,470	(73,713)	(73,713)	(158,489)	(47,931)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	144,168,013	144,670,072	151,991,943	149,631,346	150,352,801
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	133,485	113,000	113,000	134,040	113,000
Fines and Forfeitures	6,301,215	6,649,000	6,649,000	5,892,000	6,767,700
Use of Money & Property	298,066	43,200	43,200	93,110	43,416
Revenue from Other Agencies	11,033,750	9,989,649	10,577,180	10,713,147	6,315,994
Charges for Services	2,641,250	2,461,847	2,916,909	2,456,850	5,024,147
Other Revenues	612,402	183,600	183,600	215,407	183,600
Interfund Services - Charges	1,983,887	3,120,834	3,120,834	2,678,394	3,238,495
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	2,790,000	2,785,145	-
Operating Transfers	-	-	-	-	-
Total Revenues	23,004,056	22,561,130	26,393,723	24,968,093	21,686,352
Personnel (Full-time Equivalents)					
Civilian	546.48	548.08	548.08	548.08	532.08
Sworn	913.25	950.25	950.25	950.25	968.25
TOTAL BUDGETED PERSONNEL	1,459.73	1,498.33	1,498.33	1,498.33	1,500.33
Sworn Overtime (estimate)*	113.79	121.41	121.41	121.41	81.57
AUTHORIZED PERSONNEL	1,573.52	1,619.74	1,619.74	1,619.74	1,581.90

* Based on $70,000/year per sworn position

Administration Bureau Summary

Services Provided:

Community and media relations; crime prevention programs; crime, arrest and fingerprint records coordination; budget preparation and execution; securing and administering of funding grants; fiscal performance monitoring; human resources management, payroll processing and benefits coordination; and facility maintenance.

Service Improvement Objectives:

Develop and implement innovative crime prevention and public relations programs.
Improve effectiveness of the Automated Reporting System/Records Management System.
Optimize the use of fiscal resources and manpower.
Improve the cleanliness and conditions of Police facilities.
Oversee the seismic retrofit of the Public Safety Building.
Develop and monitor a Facilities Maintenance Plan.

	Actual FY 02	Adopted FY03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# Neighborhood Watch meetings/events	227	250	250	220	200
# Apartment Watch meetings/events	1	75	75	25	50
# Business Watch meetings/events	265	300	300	200	225
# community programs coordinated and/or participated in	501	525	525	575	500
Expenditures:					
Salaries, Wages and Benefits	15,317,710	15,361,361	15,480,041	16,266,698	19,136,904
Materials, Supplies and Services	2,242,982	2,030,794	2,554,848	2,434,480	1,101,253
Internal Support	1,783,149	1,875,600	1,875,600	2,486,977	3,394,962
Capital Purchases	178,406	927,612	1,037,982	567,892	96,370
Debt Service	-	-	-	-	-
Transfers From Other Funds	2,355,404	2,001,870	2,001,870	2,001,870	200,000
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	21,877,650	22,197,237	22,950,341	23,757,916	23,929,489
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	37,737	30,000	30,000	34,510	30,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	227,832	34,200	34,200	69,110	19,416
Revenue from Other Agencies	3,749,341	4,537,421	5,081,530	4,961,525	1,865,028
Charges for Services	591,452	505,944	505,944	470,000	505,944
Other Revenues	162,678	2,000	2,000	26,678	2,000
Interfund Services - Charges	1,848	3,696	3,696	3,696	3,696
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	4,770,888	5,113,261	5,657,370	5,565,519	2,426,084
Personnel (Full-time Equivalents)	165.50	164.50	164.50	164.50	157.50

Executive Office Bureau Summary

Services Provided:

Provide administrative direction to the Department and coordinate the activities of the Patrol, Investigations, Support and Administration Bureaus.

Service Improvement Objectives:

Investigate misconduct complaints.
Maintain Community Policing in each Patrol Division.

	Actual FY 02	Adopted FY03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of misconduct complaints	550	400	400	550	550
% of complaints completed within 90 days	75%	75%	75%	Discontinued Measure	
Average # of days to complete case	120	120	120	Discontinued Measure	
Expenditures:					
Salaries, Wages and Benefits	3,067,716	2,922,100	2,922,100	2,881,386	2,753,294
Materials, Supplies and Services	309,420	244,422	246,019	273,605	196,830
Internal Support	118,132	55,755	55,755	103,433	51,638
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,495,269	3,222,276	3,223,874	3,258,424	3,001,762
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	419,863	1,000	1,000	767	1,000
Charges for Services	-	-	-	-	-
Other Revenues	35	-	-	135	-
Interfund Services - Charges	4,250	2,500	2,500	3,659	2,500
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	424,148	3,500	3,500	4,561	3,500
Personnel (Full-time Equivalents)	31.00	32.00	32.00	32.00	28.00

Investigations Bureau Summary

Services Provided:

Adult and juvenile criminal investigations of homicide, robbery, domestic violence, violent crimes, child abuse, forgery, theft, graffiti, sex crimes, narcotics, vice, gangs, and computer crimes. The Investigations Bureau's duties also include the handling and storage of evidence, the Career Criminal Apprehension Team (CCAT), and juvenile support including D.A.R.E. and PAL.

Service Improvement Objectives:

To maintain case clearance rate of 35%.
To maintain the number of Investigation Bureau cases cleared at 9,000 per year.

	Actual FY 02	Adopted FY03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Case clearance rate	33%	35%	35%	35%	35%
# of arrests per Special Investigations detectives	32	32	32	Discontinued Measure	
# of cases cleared by Adult Investigations detectives	3,190	N/A	N/A	Discontinued Measure	
# of cases cleared by Investigations Bureau	8,400	9,000	9,000	9,000	9,000
Expenditures:					
Salaries, Wages and Benefits	24,353,636	25,856,189	25,856,189	24,053,337	23,938,235
Materials, Supplies and Services	1,841,726	1,328,621	1,390,135	1,104,430	1,011,903
Internal Support	778,229	665,079	665,079	821,618	722,861
Capital Purchases	30,100	-	5,671	7,006	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	1,302,964	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	28,306,655	27,849,889	27,917,073	25,986,391	25,672,999
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,329	3,000	3,000	4,500	3,000
Fines and Forfeitures	50,815	80,000	80,000	27,000	80,000
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	416,710	308,650	354,750	358,578	308,650
Charges for Services	418,046	426,141	426,141	427,800	426,141
Other Revenues	108,453	181,000	181,000	187,398	181,000
Interfund Services - Charges	4,347	50,000	50,000	30,000	50,000
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	999,699	1,048,791	1,094,891	1,035,276	1,048,791
Personnel (Full-time Equivalents)	307.50	310.50	310.50	310.50	281.50

Patrol Bureau Summary

Services Provided:

Response to calls for service (CFS), traffic enforcement, emergency preparedness and proactive law enforcement.

Service Improvement Objectives:

To respond to priority 1 calls for service (P1 CFS) within an average of five minutes.
To enforce the California Vehicle Code to enhance public safety.
To maintain the number of driver safety and public awareness programs at 30.

	Actual FY 02	Adopted FY03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of vehicle code citations	67,233	75,000	75,000	62,500	62,000
# of driver safety and public awareness programs	30	30	30	30	30
Average response time (minutes) for P1 CFS	4.7	5.0	5.0	5.0	5.0
Expenditures:					
Salaries, Wages and Benefits	53,552,997	56,756,808	57,199,470	53,609,581	61,957,183
Materials, Supplies and Services	1,598,408	1,143,850	1,214,523	1,531,521	979,172
Internal Support	919,503	608,731	608,731	908,981	739,532
Capital Purchases	49,692	-	5,581,113	5,571,035	-
Debt Service	-	-	331,000	304,628	440,257
Transfers From Other Funds	(2,632,913)	(2,075,583)	(2,075,583)	(2,160,359)	(247,931)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	53,487,687	56,433,805	62,859,254	59,765,387	63,868,213
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	6,250,401	6,569,000	6,569,000	5,865,000	6,687,700
Use of Money & Property	16,711	-	-	12,000	-
Revenue from Other Agencies	4,731,751	4,649,578	4,646,900	4,652,800	3,648,316
Charges for Services	1,557,939	1,454,762	1,909,824	1,499,050	4,032,062
Other Revenues	337,051	100	100	246	100
Interfund Services - Charges	1,528,938	2,623,934	2,623,934	2,202,335	2,691,114
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	2,790,000	2,785,145	-
Operating Transfers	-	-	-	-	-
Total Revenues	14,422,790	15,297,374	18,539,758	17,016,576	17,059,292
Personnel (Full-time Equivalents)	697.00	733.60	733.60	733.60	795.60

Support Bureau Summary

Services Provided:

To provide communications, prisoner custody, technology, planning and training for Department personnel to help meet the service needs of the community.

Service Improvement Objectives:

Provide dispatch response to 911 calls within ten seconds 93.5% of the time.
Provide temporary jail facilities for arrested law violators.
Provide training programs for Police personnel.
Provide food for in-custody suspects at a reasonable cost.

	Actual FY 02	Adopted FY03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of time 911 calls answered within ten seconds	93.0%	93.5%	93.5%	92.1%	93.5%
Average cost for each custody meal	$1.08	$1.15	$1.15	$1.15	$1.18
Number of sworn officers that attend non in-service training classes during the year	908	710	710	895	900
Expenditures:					
Salaries, Wages and Benefits	17,992,293	17,136,802	17,136,802	20,246,477	16,773,071
Materials, Supplies and Services	3,502,438	1,670,154	1,723,125	1,401,725	1,219,219
Internal Support	15,197,364	13,724,857	13,724,857	13,319,740	13,600,097
Capital Purchases	139,643	-	21,565	-	-
Debt Service	-	2,435,052	2,435,052	1,895,286	2,287,951
Transfers From Other Funds	169,015	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	37,000,752	34,966,865	35,041,401	36,863,228	33,880,338
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	94,419	80,000	80,000	95,030	80,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	53,523	9,000	9,000	12,000	24,000
Revenue from Other Agencies	1,716,085	493,000	493,000	739,477	493,000
Charges for Services	73,814	75,000	75,000	60,000	60,000
Other Revenues	4,185	500	500	949	500
Interfund Services - Charges	444,504	440,704	440,704	438,704	491,185
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	2,386,530	1,098,204	1,098,204	1,346,160	1,148,685
Personnel (Full-time Equivalents)	258.73	257.73	257.73	257.73	237.73

Police Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Chief of Police	1.00	1.00	1.00	162,020	161,565
Accounting Clerk II	1.00	1.00	1.00	30,272	29,818
Accounting Clerk III	1.00	1.00	1.00	35,118	38,035
Accounting Technician	1.00	1.00	1.00	36,494	41,424
Administrative Analyst I	1.00	2.00	2.00	108,300	114,167
Administrative Analyst II	5.00	4.00	3.00	243,373	190,854
Administrative Analyst III	1.00	2.00	3.00	133,966	211,122
Administrative Officer-Police	2.00	2.00	2.00	163,039	160,809
Assistant Administrative Analyst I	1.00	-	-	-	-
Assistant Administrative Analyst II	-	-	1.00	-	50,052
Clerk Supervisor	10.00	10.00	10.00	432,174	438,286
Clerk Typist I	3.00	-	-	-	-
Clerk Typist I - NC	1.50	1.50	1.50	38,950	46,244
Clerk Typist II	25.00	1.00	1.00	30,646	33,175
Clerk Typist III	113.00	141.00	124.00	5,055,185	4,616,225
Clerk Typist IV	4.00	4.00	4.00	158,471	163,181
Communications Center Coordinator	1.00	1.00	1.00	71,877	74,034
Communications Center Supervisor	5.00	5.00	5.00	300,662	309,682
Communications Dispatcher I	11.00	11.00	11.00	433,775	443,495
Communications Dispatcher II	31.00	30.00	30.00	1,415,952	1,466,037
Communications Dispatcher III	12.00	12.00	13.00	617,814	632,950
Communications Dispatcher IV	6.00	7.00	7.00	392,030	401,678
Criminalist I-Miscellaneous	1.00	1.00	1.00	54,106	58,623
Criminalist II-Miscellaneous	3.00	3.00	3.00	210,214	216,521
Criminalist III-Miscellaneous	1.00	1.00	1.00	77,567	79,893
Deputy Chief of Police	3.00	3.00	3.00	398,914	401,053
Employee Assistance Officer	1.00	1.00	1.00	101,343	101,343
Executive Secretary	1.00	1.00	1.00	49,099	50,571
Fingerprint Classifier	7.00	7.00	7.00	277,327	279,696
Food Services Administrator	1.00	1.00	1.00	62,437	62,437
Handwriting Examiner-Miscellaneous	1.00	1.00	-	70,071	-
Identification Technician II	11.00	11.00	11.00	604,876	625,698
Institutional Cook	2.00	2.00	2.00	76,103	78,342
Institutional Cook – NC	0.98	0.98	0.98	31,044	36,190
Intelligence Analyst	1.00	1.00	1.00	64,910	66,858
Maintenance Assistant I	3.00	3.00	3.00	86,832	83,094
Maintenance Assistant I – NC	6.00	6.00	6.00	141,466	171,847
Maintenance Assistant II	8.00	8.00	8.00	228,887	231,458
Maintenance Assistant III	1.00	1.00	1.00	34,680	36,763
Manager - Police Administration	1.00	1.00	1.00	106,001	106,001
Payroll/Personnel Assistant II	3.00	3.00	3.00	98,559	104,779
Payroll/Personnel Assistant III	2.00	2.00	2.00	82,225	87,997
Photographer	1.00	1.00	1.00	46,771	48,174
Police Commander	12.00	12.00	12.00	1,354,484	1,353,400
Police Community Relations Officer	1.00	1.00	1.00	72,055	75,657
Police Corporal	52.00	48.00	41.00	3,516,825	3,005,467
Police Information & Technology Officer	1.00	1.00	-	93,148	-
	---	---	---	---	---
Subtotal Page 1	361.48	358.48	334.48	17,800,063	16,984,696

Police Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	361.48	358.48	334.48	17,800,063	16,984,696
Police Investigator – NC	7.25	7.25	4.25	397,811	245,996
Police Lieutenant	28.00	28.00	32.00	2,707,280	3,091,557
Police Officer	669.00	707.00	731.00	45,010,521	46,663,415
Police Planning & Research Officer	1.00	1.00	-	84,044	-
Police Property & Supply Clerk	9.00	-	-	-	-
Police Property & Supply Clerk I	-	8.00	8.00	328,641	334,968
Police Property & Supply Clerk II	-	1.00	1.00	47,617	49,838
Police Records Administrator	1.00	1.00	1.00	78,064	78,064
Police Recruit	17.00	17.00	17.00	754,361	754,361
Police Sergeant	124.00	127.00	127.00	10,672,744	10,673,879
Police Services Assistant I – NC	3.00	3.00	3.00	88,084	108,342
Police Services Assistant II	30.00	30.00	30.00	1,231,718	1,249,679
Police Services Assistant III	7.00	7.00	7.00	314,283	330,263
School Guard/H26	25.00	25.00	25.00	455,967	469,644
School Guard/H28	27.20	27.80	27.80	543,314	559,625
Secretary – Confidential	4.00	4.00	4.00	157,009	161,720
Security Officer I	2.00	2.00	1.00	60,142	33,144
Security Officer I – NC	0.80	0.80	0.80	25,834	27,126
Security Officer II	39.00	38.00	33.00	1,485,718	1,348,967
Security Officer III	76.00	76.00	85.00	3,153,803	3,509,722
Security Officer IV	15.00	16.00	15.00	777,327	739,618
Senior Records Clerk	8.00	8.00	8.00	466,486	466,363
Storekeeper II	1.00	1.00	1.00	35,275	38,150
Systems Analyst I	4.00	3.00	3.00	130,856	146,899
Systems Support Specialist I	-	1.00	1.00	53,004	54,595
Miscellaneous Skill Pays	-	-	-	1,514,688	1,514,688
	---	---	---	---	---
Subtotal Salaries	1,459.73	1,498.33	1,500.33	88,374,655	89,635,320
Overtime	---	---	---	8,498,501	5,709,634
Fringe Benefits	---	---	---	17,938,852	23,857,920
Administrative Overhead	---	---	---	4,814,593	5,355,813
Salary Savings	---	---	---	(1,593,342)	---
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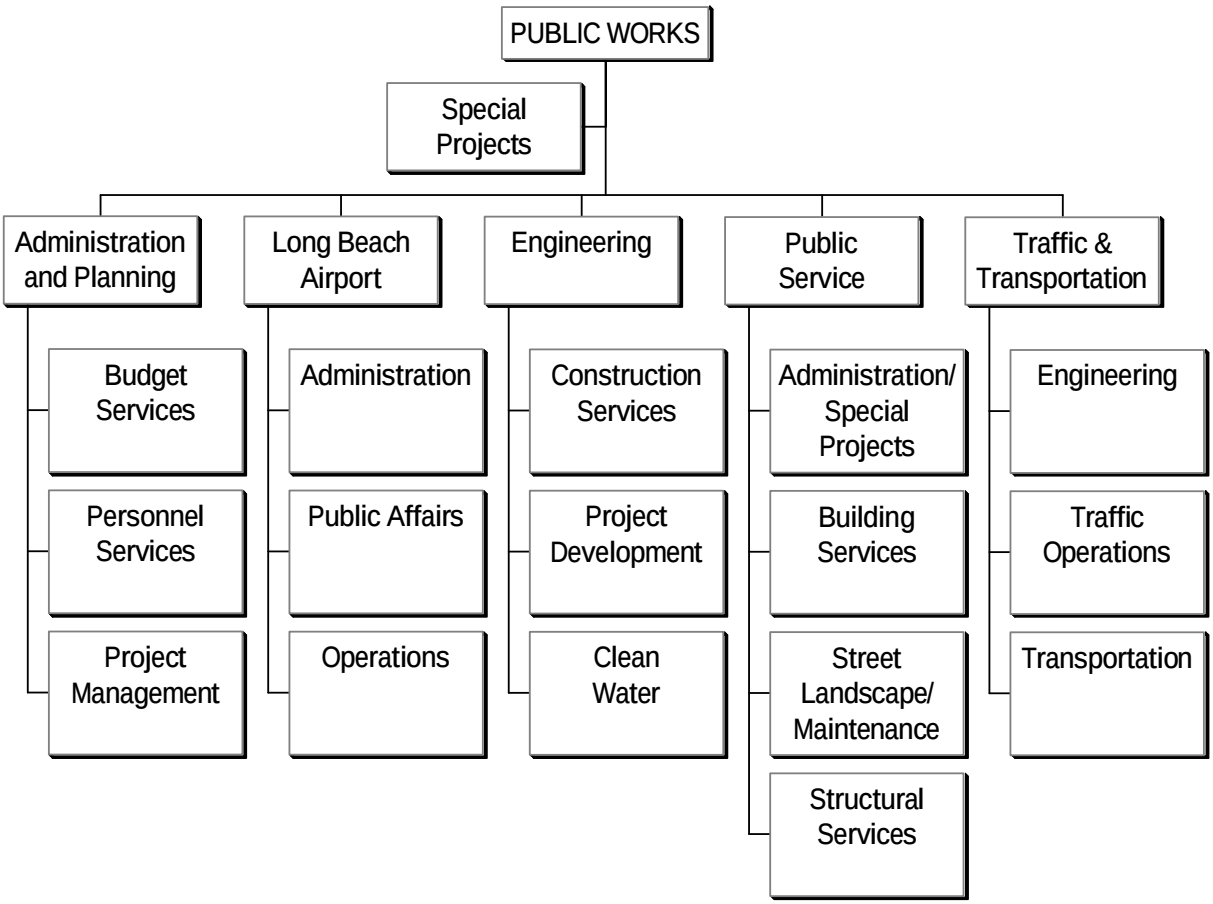
Total	1,459.73	1,498.33	1,500.33	118,033,259	124,558,688



PUBLIC WORKS

To plan, construct and preserve the general City infrastructure and transportation systems, and to provide emergency and disaster response.

Key Contacts

Christine F. Shippey, Deputy City Manager/Acting Director

Del Davis, Manager, Administration & Planning Bureau
Acting Manager, Public Service Bureau

Chris Kunze, Manager, Airport Bureau

Mark Christoffels, City Engineer, Engineering Bureau

Lon Maddox, Manager, Traffic & Transportation Bureau

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		Strategic Plan Goal
Goal 1	Provide safe, reliable and convenient transportation systems that contribute to both the economic vitality and livability of the City	B1, B5, N4, S1

Service/Program

Install and Maintain Traffic Signs and Markings

Maintain and Operate Traffic Signals

Maintain Safety and Security of the Airport

Operate and Maintain Parking Meters

Perform Street Maintenance Services

Provide Traffic Management

Transportation Programs

Transportation System Design and Safety

		Strategic Plan Goal
Goal 2	Preserve and enhance the value and environmental quality of vital City infrastructure through planning, design, construction and maintenance services	B1, B3, E5, N4, S5

Service/Program

Capital Improvement Program (CIP) Construction Inspection

Coordinate Approvals of Subdivision Maps, Lot Line Adjustments, and Certificates of Compliance

Coordinate Right-of-Way Dedications and Vacation Requests

Coordinate Graffiti Abatement

Issue and Inspect Public Works Permits

National Pollutant Discharge Elimination System (NPDES) Permit Compliance

Noise Compatibility Ordinance Compliance

Perform Landscaping and Tree Maintenance

Plan Check Offsite Improvements

Program and Design Approved City Capital Projects

Survey Services

		Strategic Plan Goal
Goal 3	Provide for the safe, sustainable and efficient operation of public facilities through planning, design, construction and maintenance services	N4, S3

Service/Program

Building Engineering Services

Carpentry Services

Custodial Services

Electrical Services

HVAC Services

Locksmith Services

Mall Maintenance Services

Painting Services

Perform Welding services

Plumbing Services

Provide Design and Construction Management Services

		Strategic Plan Goal
Goal 4	Provide timely and courteous customer service to all our clients	B1, B3

Service/Program

Customer & Tenant Services - Airport

Public Affairs - Airport

Respond to Citizen Inquiries

		Strategic Plan Goal
Goal 5	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A

Service/Program

Department Administration

Provide Internal Administrative Support Services

Community Safety

- Completed safety upgrades to 24 traffic signal intersections.
- Installed new emergency Fire Alerting System in all City Fire Stations.
- Completed construction of Emergency Communications and Operations Center project on schedule and under budget.
- Conducted groundbreaking and commenced construction on North Long Beach Police Substation.
- Replaced over 700 school/pedestrian warning signs with fluorescent yellow-green signs.

Neighborhood Development

- Repaired $4 million worth of sidewalks and curbs.
- Slurry-sealed or repaired 60 miles of streets.
- Completed citywide tree trimming projects in eight areas totaling 8,607 trees plus 17,748 block trees trimmed.
- Conducted over 1,400 engineering investigations in response to citizen requests for new traffic or parking controls.
- Repaired 41,061 potholes.
- Commenced renovation of facility to house the Miller Family Health Education Center.
- Implemented new international style crosswalks (“ladderwalks”) at six uncontrolled school crossings.

Business Growth and Development

- Implemented pre-paid debit card (Cash Key) parking meters program in Belmont Shore.

- A recent independent audit of the Long Beach Airport's Noise Office verified a 99 percent capture rate of all aircraft that violated the City's Noise Compatibility Ordinance.

Environmental

- Completed final 10 percent conversion of traffic signals to 100 percent Light-Emitting Diodes (LED) for energy efficiency.

- Clean Water Division has distributed educational information to over 500,000 people through community meetings, beach cleanup events and other outreach activities along with the City's interactive website http://www.lbstormwater.org.

- Coordinated various resources (i.e. support from various departments) for removal of graffiti from 15,365 sites.

Opportunities

- A pilot alley improvement program will be initiated in FY 04 reflecting the priorities of the community as communicated in the "Voice Your Choice" survey. A total of $500,000 will be invested: $250,000 in Community Development Block Grant (CDBG) funds and $250,000 in Gasoline Tax. The program will be supplemented whenever possible through the use of recycled materials from other street improvement projects.

- The addition of Job Order Contracting (JOC) to the Public Works toolbox for small project delivery will provide a means to efficiently procure routine construction services at a lower cost than the traditional contracting process. The JOC is a procurement system designed to help public agencies more quickly contract for competitively bid, firm-price construction tasks on an as-needed basis.

Challenges

- FY 2004 will challenge Public Works in its efforts to sustain core services while streamlining operations through reducing the number of staff. This will be accomplished through a reorganization of the Department, new methods of service delivery and management attrition.

- Lack of funding for aging public facilities and for local residential streets, which are in fair to poor condition, will hinder preventive maintenance and reconstruction efforts.

- Total passenger traffic at Long Beach Airport grew by 147% in FY 02. Balancing the need to accommodate the demand at the Airport with neighborhood needs will continue to be a challenge in the year ahead.

Structural Deficit Reductions

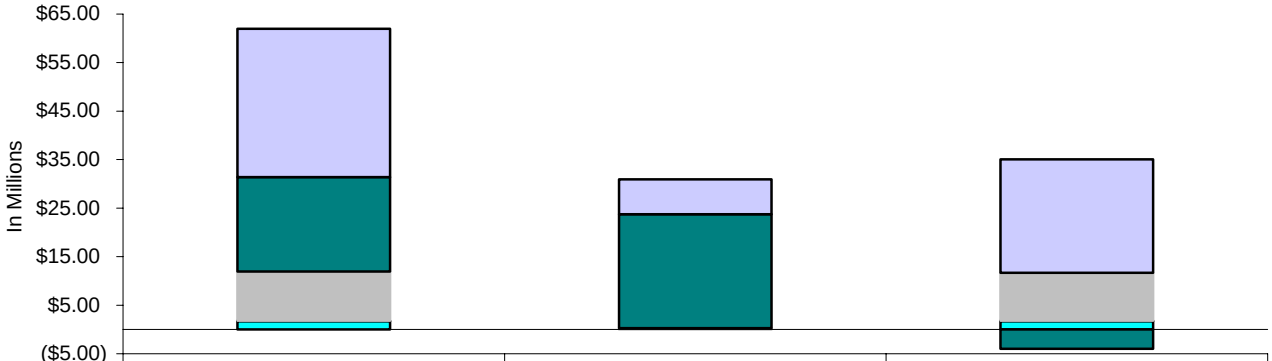
DESCRIPTION	SERVICE IMPACT
Reorganize and Consolidate Department Operations including Facility and Street Maintenance ($570,000) ▪ Elimination of 3.0 management positions ▪ Elimination of 2.0 administrative positions	The workload of remaining staff will be increased, thereby impacting administrative functions. The service impacts should be minimal, with possible increased turn-around time for service requests.
Contract out One-third of Street Landscape Maintenance - Phase 1 of 2 ($250,000) ▪ Reduction of 7.1 positions	There should be no negative impact. During the transition, services levels may drop due to vacant positions. However, once this service is contracted there should be no reduction in service.
Shift Eligible General Fund Costs to Alternate Funding Sources ($450,000) ▪ Shift General Fund support for Division Manager with eligible Prop C funding; reduce traffic studies ▪ Consolidate Traffic and Airport striping/signs operations ▪ Shift General Fund support for City Engineer with eligible Prop C funding and reduce street lighting costs	The shifting of General Funding costs to alternate funding sources will have no impact on service levels and will appropriately assess costs. Studies/counts related to traffic will only be conducted as required for public safety. Studies may be delayed until funding is available. The reduction of street lighting costs should have no impact if energy rates are cut.
Expand Energy Savings Measures in City Facilities and Expand the LED Traffic Light Replacement Program ($119,000) ▪ Reduce air conditioning and lighting energy consumption ▪ Minimize traffic light energy spending and reduce signals and signs maintenance and repair.	The reduction of energy consumption should have no impact on service levels. The minimization of traffic signal/sign maintenance may result in delayed replacement of damaged or faded traffic signs. Priority will still be maintained for traffic signals and missing signs.
Eliminate Offsite City Council Meetings ($18,000)	The Council decided in FY 03 to eliminate offsite meetings, allowing the department to cut overtime. No adverse impact to the Department is expected.

DESCRIPTION	SERVICE IMPACT
Reduce Support Costs for Engineering Project Design, and Subdivision Map and Developer Agreement Assistance ($108,000) ▪ Reduce training and support for Project Design and Management ▪ Reduce customer service for subdivision maps/development agreements	The reduction of training and support should have no impact on service levels. The reduction of customer service may result in a delay in process for developers.

CITY OF
LONG
BEACH

Public Works Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
General Fund	30.55	7.15	23.40
Airport	19.50	23.50	(4.00)
Civic Center	10.10	0.26	9.84
Tidelands	0.11	-	0.11
Transportation	1.70	-	1.70

*This chart includes only the operating budget for the department. The Capital Projects budget of $45,877,679 is not represented in the chart above.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	26,360,248	26,879,658	26,879,658	23,725,867	30,255,953
Materials, Supplies and Services	114,610,871	35,437,294	45,173,380	120,439,237	57,016,230
Internal Support	16,922,682	10,332,320	14,170,627	10,937,141	10,707,181
Capital Purchases	2,522,018	28,604	(607,200)	46,702	28,604
Debt Service	12,336,371	4,912,884	5,822,884	6,270,457	5,037,148
Transfers from Other Funds	1,065,057	(126,992)	(1,971,138)	(92,502)	4,800,408
Prior Year Encumbrance	-	-	(234,620)	-	-
Total Expenditures	173,817,247	77,463,768	89,233,591	161,326,903	107,845,524
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	3,567,809	115,000	115,000	173,930	2,242,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	16,938,623	22,103,010	23,592,350	22,424,003	24,310,361
Revenue from Other Agencies	26,994,304	8,401,169	13,101,118	12,946,129	3,462,598
Charges for Services	1,956,857	1,947,618	1,947,618	2,011,685	2,000,235
Other Revenues	216,971	479,697	479,697	104,348	56,700
Interfund Services - Charges	12,214,525	1,636,601	1,636,601	598,148	638,064
Intrafund Services - GP Charges	4,275,781	2,442,980	2,442,980	3,959,258	3,561,819
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	70,076,992	-	1,951,800	837,539	20,797,350
Operating Transfers	11,033,728	7,130,000	8,136,799	1,127,220	6,933,120
Total Revenues	147,275,589	44,256,075	53,403,963	44,182,260	64,002,247
Personnel (Full-time Equivalents)	418.46	438.16	438.16	438.16	450.16

Administration and Planning/Director Bureau Summary

Services Provided:

Development and administration of the Department's operating budget and the City's Capital Improvement Program (CIP) budget. General administrative support to the Department of Public Works' four Bureaus and management of Public Safety, Civic Center, Library Services, and Health Department CIP projects.

Service Improvement Objectives:

Manage departmental operations within authorized expenditure levels.
Limit the number of lost time injuries for the Department.
Construct Capital Improvement Program (CIP) projects within available resources.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures of operating budget	70.5%	100.0%	100.0%	64.9%	100.0%
Lost time injuries per calendar year	11	15	15	10	10
Total CIP expenditures (in millions)	$50.5	$79.3	$79.3	$67.9	$44.9
Expenditures:					
Salaries, Wages and Benefits	1,748,838	1,774,174	1,774,174	1,484,578	2,198,034
Materials, Supplies and Services	462,010	305,671	383,691	63,071	(30,599)
Internal Support	(449,756)	(166,663)	(166,663)	(188,802)	(683,180)
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	25,197	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,786,290	1,913,182	1,991,202	1,358,848	1,484,255
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,994	9,000	9,000	578	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	985	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	361,852	105,110	105,110	361,852	100,000
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	366,846	114,110	114,110	363,415	100,000
Personnel (Full-time Equivalents)	15.00	23.00	23.00	23.00	28.00

Airport Bureau Summary

Services Provided:

Operation and maintenance of a safe, efficient, and environmentally acceptable aviation business and industrial complex.

Service Improvement Objectives:

Fund 100% of Airport operations without General Fund support.

Achieve a combined rating of "good" or "excellent" for facilities and overall experience categories in the Airport "Quality Service" surveys.

Maintain identity of at least 98% of noise ordinance violators.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of operations funded by the Airport	100%	100%	100%	100%	100%
Combined facilites/overall experience rating of "good" or better	80%	90%	90%	82%	90%
% of noise ordinance violators identified	99%	98%	98%	99%	98%
Expenditures:					
Salaries, Wages and Benefits	4,075,187	4,520,965	4,520,965	4,712,437	5,974,932
Materials, Supplies and Services	4,310,324	3,536,201	4,518,309	5,532,457	4,832,182
Internal Support	6,017,765	5,439,894	5,442,949	5,542,851	7,302,110
Capital Purchases	13,160	28,604	28,604	46,680	28,604
Debt Service	2,261,491	1,299,995	2,209,995	2,517,315	1,367,060
Transfers From Other Funds	252,622	23,008	23,008	88,259	23,008
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	16,930,549	14,848,667	16,743,830	18,439,999	19,527,896
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	15,852	-	-	12,786	10,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	13,496,131	21,182,860	21,182,860	21,159,915	23,390,711
Revenue from Other Agencies	2,424,033	1,237,765	1,237,765	872,733	92,598
Charges for Services	-	-	-	-	-
Other Revenues	18,887	436,497	436,497	3,377	10,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	15,954,903	22,857,122	22,857,122	22,048,811	23,503,309
Personnel (Full-time Equivalents)	67.65	79.65	79.65	79.65	103.25

Engineering Bureau Summary

Services Provided:

Provide engineering and support for the Capital Improvement Program (CIP) and engineering services to the City including development and construction management services. Coordinate the Clean Water program.

Service Improvement Objectives:

Deliver planned and budgeted capital projects.
Provide plan check services in a prompt, courteous, and responsive fashion.
Promptly respond to assessment district inquiries by sending out information packets within two weeks.
Promptly respond to drainage complaints by field personnel reviewing the problem area and sending out determination letters to complainant.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of plan checks within three weeks	85%	80%	80%	80%	70%
% of asssessment district inquiries answered within two weeks	95%	100%	100%	100%	90%
% of drainage complaints answered within two weeks	85%	85%	85%	85%	70%
Expenditures:					
Salaries, Wages and Benefits	5,769,097	5,928,990	5,928,990	4,266,373	5,905,610
Materials, Supplies and Services	6,337,082	3,988,917	3,813,781	5,494,248	4,985,917
Internal Support	(1,762,302)	595,564	431,227	545,377	25,013
Capital Purchases	(355,358)	-	(464,042)	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	(12,500)	-	-	(19,759)	-
Prior Year Encumbrance	(3,578)	-	-	-	-
Total Expenditures	9,972,440	10,513,471	9,709,957	10,286,240	10,916,540
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,680,267	115,000	115,000	157,644	122,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,465,770	200,000	200,000	327,556	209,000
Revenue from Other Agencies	(77,756)	-	510,524	-	-
Charges for Services	1,837,296	1,842,518	1,842,518	1,916,782	1,900,135
Other Revenues	410	-	-	1,606	-
Interfund Services - Charges	253,413	659,128	659,128	439,763	414,316
Intrafund Services - GP Charges	3,244,934	2,215,549	2,215,549	2,396,709	2,347,179
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	826,588	-	-	-	-
Total Revenues	9,230,922	5,032,195	5,542,719	5,240,060	4,992,630
Personnel (Full-time Equivalents)	79.30	77.00	77.00	77.00	70.90

Fleet Services Bureau Summary

Budget information for this bureau is located in the Fleet Services Bureau Summary in the Long Beach Energy Department chapter.

Note: Budget in FY 02 and FY 03 reflects technical corrections in the Capital Projects Fund.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:	N/A	N/A	N/A	N/A	N/A
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	N/A
Materials, Supplies and Services	-	-	-	-	N/A
Internal Support	-	-	-	-	N/A
Capital Purchases	22	-	(18,391)	22	N/A
Debt Service	-	-	-	-	N/A
Transfers From Other Funds	-	-	-	-	N/A
Prior Year Encumbrance	-	-	(7,863)	-	N/A
Total Expenditures	22	-	(26,254)	22	-
Revenues:					
Property Taxes	-	N/A	N/A	N/A	N/A
Other Taxes	-	N/A	N/A	N/A	N/A
Licenses and Permits	-	N/A	N/A	N/A	N/A
Fines and Forfeitures	-	N/A	N/A	N/A	N/A
Use of Money & Property	-	N/A	N/A	N/A	N/A
Revenue from Other Agencies	-	N/A	N/A	N/A	N/A
Charges for Services	-	N/A	N/A	N/A	N/A
Other Revenues	-	N/A	N/A	N/A	N/A
Interfund Services - Charges	-	N/A	N/A	N/A	N/A
Intrafund Services - GP Charges	-	N/A	N/A	N/A	N/A
Harbor P/R Revenue Transfers	-	N/A	N/A	N/A	N/A
Other Financing Sources	-	N/A	N/A	N/A	N/A
Operating Transfers	-	N/A	N/A	N/A	N/A
Total Revenues	-	-	-	-	-
Personnel (Full-time Equivalents)	N/A	N/A	N/A	N/A	N/A

Public Service Bureau Summary

Services Provided:

Maintain the City's median landscaping, street trees, streets, curbs, gutters, sidewalks, the Civic Center Complex, and City-owned facilities.

Service Improvement Objectives:

Increase or maintain the number of trees trimmed in block tree trimming operations.
Remove 95% of reported graffiti within three days.
Limit the number of lost-time injuries to eight per year.
Respond to after-hours disaster-related events and/or provide support to Police and Fire Departments.

Note:

For FY 04, the Department is proposing a departmental reorganization which will result in the elimination of the Public Service Bureau. Street landscaping functions will be transferred to the Department of Parks, Recreation and Marine. These changes will be reflected in the FY 04 Adopted Budget.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of block trees trimmed	20,471	8,500	8,500	15,752	15,000
% of graffiti sites removed within three days	95.3%	100.0%	100.0%	95.5%	95.0%
Lost time injuries (calendar year)	9	8	8	5	8
Hours expended for emergency response	600	2,500	2,500	3,000	2,500
Hours expended for support to Police/Fire	3,748	5,000	5,000	24,000	5,000
Expenditures:					
Salaries, Wages and Benefits	11,368,356	11,155,305	11,155,305	10,432,100	12,238,430
Materials, Supplies and Services	5,487,652	5,680,399	5,752,502	5,626,083	5,617,300
Internal Support	3,993,664	3,959,971	3,959,971	3,781,394	3,792,658
Capital Purchases	13,754	-	-	-	-
Debt Service	3,581,073	3,612,889	3,612,889	3,753,142	3,670,088
Transfers From Other Funds	(150,000)	(150,000)	(150,000)	(150,000)	(222,600)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	24,294,500	24,258,564	24,330,667	23,442,719	25,095,876
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	3,000	-	-	3,500	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	243,964	126,150	126,150	159,289	125,650
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	110,256	78,000	78,000	74,803	73,000
Other Revenues	96,106	5,700	5,700	39,880	9,200
Interfund Services - Charges	11,862,234	811,176	811,176	78,385	129,176
Intrafund Services - GP Charges	308,572	65,474	65,474	775,197	783,640
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	12,624,133	1,086,500	1,086,500	1,131,054	1,120,666
Personnel (Full-time Equivalents)	201.51	201.71	201.71	201.71	193.01

Traffic and Transportation Bureau Summary

Services Provided:

Operate and improve the City's surface transportation system, including the roadway network, traffic controls, and parking regulations as well as facilities for pedestrians, transit riders, and cyclists.

Service Improvement Objectives:

Minimize the Citywide traffic accident rate.
Respond effectively to all constituent traffic concerns.
Limit after-hours traffic signal call-outs through preventive maintenance and improved equipment specifications.
Support the development of new Council-directed transportation programs.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of reported traffic accidents per 1,000,000 vehicle miles traveled	3.98	3.82	3.82	3.22	3.22
# of responses to Council- and constituent-referred requests	1,036	300	300	1,400	1,300
# of after-hours traffic signal service call-outs	200	750	750	160	175
% of incandescent lights converted to LEDs	90%	100%	100%	100%	N/A
Expenditures:					
Salaries, Wages and Benefits	3,214,455	3,500,224	3,500,224	2,830,378	3,915,881
Materials, Supplies and Services	1,321,918	923,039	943,538	679,583	777,907
Internal Support	258,268	503,554	503,554	475,249	249,491
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	(11,002)	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	4,794,641	4,926,817	4,947,317	3,974,209	4,943,279
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	717,814	585,000	585,000	585,000	585,000
Revenue from Other Agencies	132,077	130,000	130,000	95,000	130,000
Charges for Services	9,304	27,100	27,100	20,100	27,100
Other Revenues	100,179	37,500	37,500	58,500	37,500
Interfund Services - Charges	98,878	166,297	166,297	80,000	94,572
Intrafund Services - GP Charges	360,423	56,847	56,847	425,500	331,000
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,418,676	1,002,744	1,002,744	1,264,100	1,205,172
Personnel (Full-time Equivalents)	55.00	56.80	56.80	56.80	55.30

Capital Improvement Program Summary

Services Provided:

Strategic improvements to the City's existing infrastructure including major enhancements to parks, City buildings, storm drains, marinas, beaches, waterways, street lights, traffic signals, bus stops, bridges, and roadways. The Capital Improvement Program also provides for Americans with Disabilities Act upgrades and repairs to the airport, as well as one-time projects designed to address important community needs such as the construction of permanent police substations, the Emergency Communications and Operations Center/911 Facility, and a new library and community center along the Anaheim Corridor and skateboard parks.

Service Improvement Objectives:

Deliver planned and budgeted capital projects on time, within budget, and to the satisfaction of the facility users.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Formal construction contracts awarded	33	36	36	33	32
Formal construction contracts completed	43	30	30	27	24
Expenditures:					
Salaries, Wages and Benefits	184,314	-	-	-	23,066
Materials, Supplies and Services	96,691,885	21,003,067	29,761,558	103,043,795	40,833,523
Internal Support	8,865,041	-	3,999,588	781,071	21,089
Capital Purchases	2,850,441	-	(153,371)	-	-
Debt Service	6,493,807	-	-	-	-
Transfers From Other Funds	949,738	-	(1,844,146)	-	5,000,000
Prior Year Encumbrance	3,578	-	(226,757)	-	-
Total Expenditures	116,038,804	21,003,067	31,536,872	103,824,866	45,877,678
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,868,690	-	-	-	2,110,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,009,949	-	1,489,340	191,664	-
Revenue from Other Agencies	24,515,950	7,033,404	11,222,829	11,978,396	3,240,000
Charges for Services	-	-	-	-	-
Other Revenues	1,389	-	-	-	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	70,076,992	-	1,951,800	837,539	20,797,350
Operating Transfers	10,207,140	7,130,000	8,136,799	1,127,220	6,933,120
Total Revenues	107,680,109	14,163,404	22,800,768	14,134,820	33,080,470
Personnel (Full-time Equivalents)	N/A	N/A	N/A	N/A	N/A

Public Works Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director of Public Works	1.00	1.00	1.00	140,965	140,965
Accountant III	1.00	1.00	1.00	61,654	54,606
Accounting Clerk I	1.00	1.00	1.00	28,234	29,087
Accounting Clerk III	2.00	2.00	2.00	71,632	77,404
Administrative Aide II	3.00	3.00	3.00	127,268	138,919
Administrative Analyst I	-	1.00	1.00	50,457	51,970
Administrative Analyst II	5.00	5.00	6.00	280,545	350,087
Administrative Analyst IIII	7.00	8.00	8.00	513,062	532,879
Administrative Intern-NC/H38	0.30	-	-	-	-
Administrative Officer-Airport	1.00	1.00	1.00	90,037	90,037
Administrative Officer-Public Work	-	2.00	2.00	159,594	161,824
Airport Operations Assistant I	4.00	4.00	8.00	134,374	262,189
Airport Operations Assistant I-NC	1.00	1.00	1.00	27,278	28,647
Airport Operations Assistant II	2.00	2.00	2.00	66,732	72,756
Airport Operations Specialist I	2.00	1.00	1.00	50,457	51,970
Airport Operations Specialist II	-	1.00	1.00	48,989	53,040
Airport Public Affairs Officer	1.00	1.00	1.00	78,039	78,039
Assistant Traffic Signal Technician I	3.00	3.00	3.00	101,155	109,251
Assistant Traffic Signal Technician II	1.00	1.00	1.00	41,251	42,489
Automatic Sprinkler Control Technician	1.00	1.00	1.00	42,257	43,524
Budget Services Officer	1.00	-	-	-	-
Building Maintenance Engineer	9.00	10.00	10.00	512,096	528,645
Building Services Supervisor	1.00	2.00	2.00	80,511	84,977
Capital Projects Coordinator	4.00	9.00	9.00	568,359	602,917
Carpenter	8.00	8.00	8.00	371,892	384,469
Carpenter Supervisor	2.00	2.00	2.00	105,089	96,641
Cement Finisher I	3.00	3.00	3.00	118,104	121,656
Chief Construction Inspector	1.00	1.00	1.00	80,296	71,831
Chief Surveyor	1.00	1.00	1.00	80,029	82,430
City Engineer	1.00	1.00	1.00	120,050	120,050
Civil Engineer	8.65	8.65	8.65	647,291	669,679
Civil Engineering Associate	5.00	5.00	5.00	314,029	318,754
Clean Water Officer	1.00	1.00	1.00	75,030	75,030
Clerical Aide II-NC	0.50	0.50	0.50	10,688	11,223
Clerk Typist II	10.00	10.00	9.00	326,789	301,984
Clerk Typist III	14.00	15.00	15.00	528,005	554,859
Construction Inspector I	4.00	4.00	4.00	206,031	220,543
Construction Inspector II	9.00	9.00	9.00	530,760	545,592
Construction Service Officer	1.00	1.00	1.00	102,091	91,037
Division Engineer	2.00	2.00	2.00	184,398	193,762
Electrical Supervisor	1.00	1.00	1.00	55,796	57,470
Electrician	11.00	11.00	11.00	534,294	550,333
Engineering Aide III	4.00	4.00	4.00	152,872	161,833
Engineering Technician I	1.00	1.00	1.00	37,532	43,637
Engineering Technician II	8.00	8.00	8.00	392,925	392,934
Equipment Operator I	2.00	2.00	2.00	65,995	73,343
Equipment Operator II	16.00	16.00	16.00	606,683	633,678
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Subtotal Page 1	165.45	176.15	180.15	8,921,609	9,358,990

Public Works Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	165.45	176.15	180.15	8,921,609	9,358,990
Equipment Operator III	10.00	10.00	10.00	411,044	417,456
Executive Secretary	1.00	1.00	1.00	49,110	43,217
Gardener I	1.00	1.00	1.00	34,680	35,719
Gardener I-NC	0.90	0.90	-	29,413	-
Gardener II	6.00	6.00	6.00	228,552	236,424
General Maintenance Assistant	4.00	4.00	1.00	147,740	45,852
General Maintenance Supervisor I	1.00	1.00	1.00	42,334	54,058
General Maintenance Supervisor II	1.00	1.00	4.00	52,545	160,163
Geographic Information Systems Analyst II	1.00	1.00	1.00	58,894	60,661
Geographic Information Systems Technician II	1.00	1.00	1.00	44,494	43,761
Locksmith	2.00	2.00	2.00	89,754	94,758
Maintenance Assistant I	10.00	10.00	10.00	281,387	294,461
Maintenance Assistant I-NC	1.00	1.00	1.00	23,578	24,762
Maintenance Assistant II	19.00	19.00	24.00	583,176	760,261
Maintenance Assistant II-NC	17.11	17.11	15.31	514,664	358,429
Maintenance Assistant III	38.00	38.00	37.00	1,327,403	1,295,324
Manager-Administration & Planning	1.00	1.00	1.00	98,040	102,943
Manager-Airport	1.00	1.00	1.00	114,777	114,777
Manager-Public Service	1.00	1.00	-	126,048	-
Manager-Traffic & Transportation	1.00	1.00	1.00	106,043	113,046
Mechanical Supervisor II	3.00	3.00	3.00	171,621	176,770
Operations Officer-Airport	1.00	1.00	1.00	77,953	77,953
Painter I	3.00	3.00	3.00	117,313	122,825
Painter II	3.00	3.00	3.00	133,455	137,457
Painter Supervisor	1.00	1.00	1.00	49,204	50,680
Parking Meter Technician I	3.00	3.00	3.00	120,626	124,246
Parking Meter Technician II	1.00	1.00	1.00	45,604	46,972
Payroll/Personnel Assistant II	1.00	1.00	1.00	36,494	37,588
Payroll/Personnel Assistant III	1.00	1.00	1.00	40,726	42,877
Personnel Services Officer	1.00	-	-	-	-
Plumber	6.00	6.00	6.00	296,573	306,782
Plumber Supervisor	1.00	1.00	1.00	55,796	57,470
Power Equipment Repair Mechanic II	1.00	1.00	1.00	44,485	45,819
Principal Construction Inspector	2.00	2.00	2.00	138,672	144,155
Project Management Officer	1.00	1.00	1.00	96,040	96,040
Secretary	5.00	5.00	4.00	196,262	151,579
Security Officer II	-	-	5.00	-	175,426
Security Officer II-NC	2.00	9.00	9.00	314,419	303,380
Security Officer III	9.00	14.00	19.00	536,631	726,520
Security Officer IV	6.00	4.00	5.00	186,026	238,369
Security Officer V	1.00	1.00	1.00	55,796	57,470
Senior Civil Engineer	3.00	3.00	3.00	252,068	259,272
Senior Engineering Technician I	6.00	6.00	5.00	359,588	309,014
Senior Engineering Technician II	1.00	1.00	1.00	63,145	65,039
Senior Equipment Operator	2.00	2.00	2.00	91,226	91,876
Senior Survey Technician	4.00	4.00	4.00	220,938	225,252
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Subtotal Page 2	351.46	371.16	384.46	16,985,945	17,685,894

Public Works Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 2	351.46	371.16	384.46	16,985,945	17,685,894
Senior Surveyor	1.00	1.00	1.00	70,468	62,320
Senior Traffic Engineer	2.00	2.00	2.00	151,777	179,738
Special Projects Officer-Public Service	1.00	1.00	-	83,606	-
Special Projects Officer-Public Works	1.00	2.00	3.00	164,534	245,814
Stock and Receiving Clerk	1.00	1.00	1.00	27,542	28,369
Storekeeper II	1.00	1.00	1.00	41,251	42,489
Street Landscaping Supervisor I	5.00	5.00	5.00	244,598	247,380
Street Landscaping Supervisor II	2.00	2.00	2.00	107,165	102,733
Street Maintenance Supervisor	5.00	5.00	5.00	250,195	246,253
Street Maintenance Supervisor I	1.00	1.00	1.00	48,421	54,856
Superintendent-Airport Operations	2.00	3.00	3.00	192,104	190,087
Superintendent-Building Services	1.00	1.00	1.00	80,135	84,142
Superintendent-Street Landscaping/Maintenance	1.00	1.00	1.00	91,525	93,708
Superintendent-Structural/Street Lighting	1.00	1.00	-	83,716	-
Superintendent-Traffic Operations	1.00	1.00	1.00	82,219	86,330
Supervisor Custodian	2.00	1.00	1.00	35,602	36,672
Supervisor-Facility Maintenance	1.00	1.00	1.00	60,132	61,936
Survey Technician	1.00	1.00	1.00	43,561	47,121
Surveyor	4.00	4.00	4.00	258,753	266,512
Traffic Engineer	1.00	1.00	1.00	76,804	82,073
Traffic Engineering Associate	4.00	3.00	3.00	181,625	196,722
Traffic Painter I	5.00	5.00	5.00	180,290	188,488
Traffic Painter II	1.00	1.00	1.00	40,209	41,415
Traffic Signal Coordinator	1.00	1.00	1.00	63,262	65,160
Traffic Signal Technician I	6.00	6.00	6.00	310,632	304,727
Traffic Signal Technician II	1.00	1.00	1.00	58,644	60,404
Transportation Program Officer	1.00	1.00	1.00	80,526	80,526
Tree Trimmer I	5.00	5.00	5.00	182,666	192,940
Tree Trimmer II	7.00	7.00	7.00	294,183	303,894
Welder	1.00	1.00	1.00	47,940	49,379
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Subtotal Salaries	418.46	438.16	450.46	20,620,030	21,328,083
Overtime	---	---	---	978,885	1,020,305
Fringe Benefits	---	---	---	5,730,773	7,038,410
Administrative Overhead	---	---	---	778,108	869,155
Salary Savings	---	---	---	(1,228,137)	---
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Total	418.46	438.16	450.46	26,879,658	30,255,953

CITY OF
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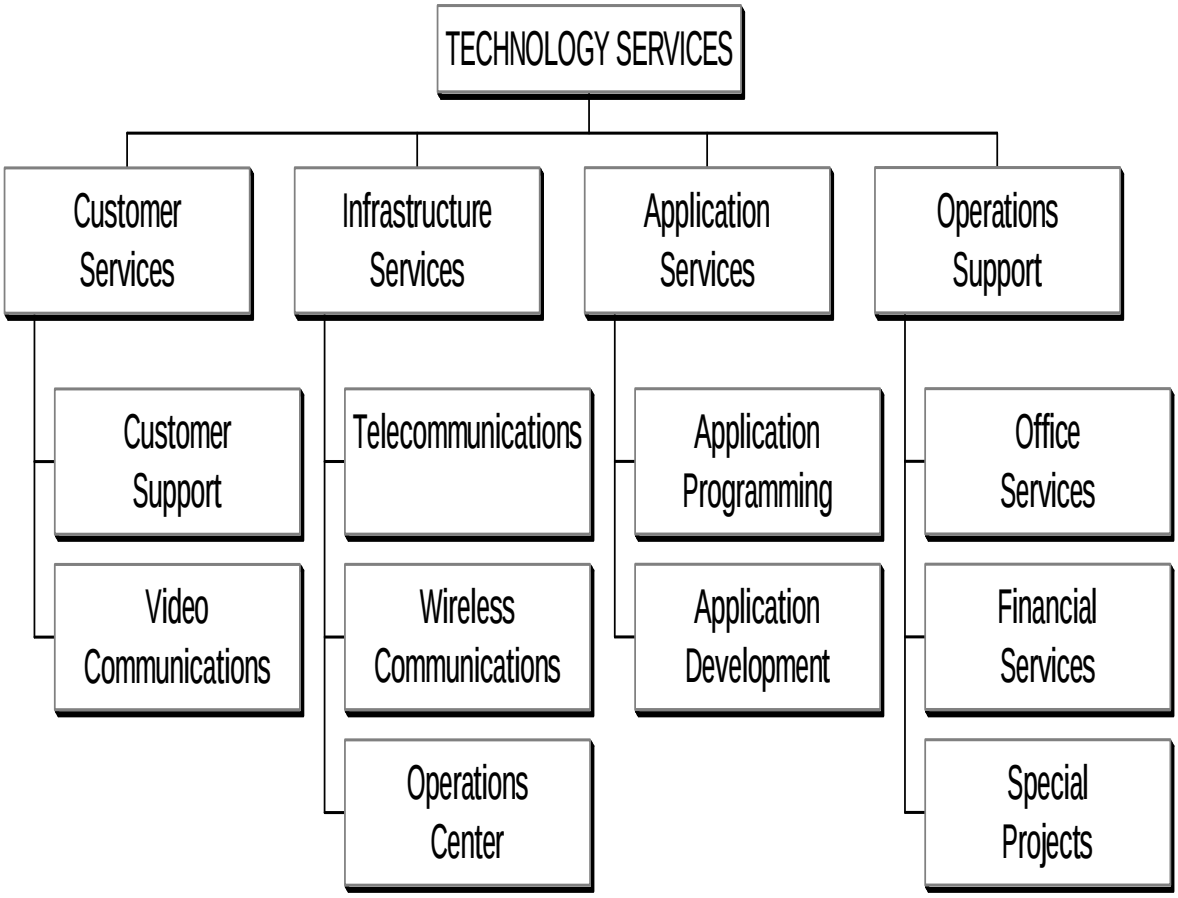

TECHNOLOGY SERVICES

The Department of Technology Services manages and delivers leading edge technology, innovative solutions and a wide range of services to facilitate and enhance our customers' ability to provide the highest level of service to the people, businesses and organizations of Long Beach.

Key Contacts

Curtis Tani, Acting Director

Bruce Allen, Manager, Applications Services Bureau

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		Strategic Plan Goal
Goal 1	Increase access to City information and services through technology	T1

Service/Program

Applications Development
Applications Support
Computer Operations Center
Data Communications Support
Data Security
E-mail Support
Imaging Services
Intranet/Internet management/support
Network Management
Reprographics
Video Production and Cable Channel Management
Voice Communications Support
Wireless Communications End User Devices and Support
Wireless Communications Infrastructure

		Strategic Plan Goal
Goal 2	Facilitate customers' effective use of technology	T1

Service/Program

Audio/Visual Support Services
Cable Franchise Regulation
Cell Phone & Pager Administration
Client Services Management
PC Equipment Acquisition & Replacement
PC Equipment Support
Server Support
Technology Help Desk
Technology Planning
Technology Project Management

		Strategic Plan Goal
Goal 3	Reduce vehicle emissions in accordance with AQMD regulations	E1, E4

Service/Program

AQMD Compliance

		Strategic Plan Goal
Goal 4	Ensure City-owned parking facilities are operated and maintained in a clean, safe, convenient and efficient manner	N/A
	Service/Program	
	Parking Facilities Management	
		Strategic Plan Goal
Goal 5	Dispose of City surplus assets in an efficient manner recovering maximum value	N/A
	Service/Program	
	Property Sales	
	City Store Management	
		Strategic Plan Goal
Goal 6	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A
	Service/Program	
	Customer Billing & MOU Preparation	
	Department Administration	
	Mail Messenger Services	

Neighborhood Development

- Web content management has been implemented to allow City departments to quickly and easily update the City's website and to provide the public with timely, user-friendly information.

- City Council meetings are now accessible from the City's website as well as on the City's cable television channel. This capability is being upgraded to allow Internet users to view replays of specific agenda items.

- The City's website was used for the "Voice Your Choice" survey to obtain the public's input on budget and service priorities.

- A new Interactive Voice Response system was implemented which allows customer access to utility bill information and utility bill payment 24/7 via the phone or Internet. This will be expanded to include building permits and parking citations.

Business Growth and Workforce Development

- Technology Services assisted the City Clerk in making Campaign Finance information available via the City's website. The system will be enhanced to allow candidates to file on-line.

Opportunities

- Effective January 2003, the Department was reorganized in order to improve customer service response time, enhance infrastructure reliability and increase synergy in applications support. This also resulted in the elimination of three management positions whose responsibilities were absorbed by the remaining managers.

- To reduce costs, the Personal Computer (PC) replacement plan has been modified so that PCs will be replaced every four to five years instead of every three years.

- To reduce costs, a Cell Phone stipend program was implemented this fiscal year with the intention of reducing the number of City issued cell phones.

- To reduce costs, the Vanpool program is proposed for elimination this fiscal year and Rideshare Program activities limited to providing match lists for carpooling and helping employees transition to private vanpools. This will allow state grant money to be spent on complying with AQMD regulations regarding the reduction of vehicle emissions.

- A reduction is proposed in the area of interdepartmental billing and that activity will be streamlined to reduce time spent preparing the monthly bills as well as time spent by all City departments in reviewing their bills.

Challenges

- Escalating costs related to software licenses and maintenance agreements.

- The Help Desk was reduced by two positions and will impact service response times for technology requests and trouble tickets.

- Application Services reduced staff by three positions in response to departments' requests to reduce the level of support provided for applications.

- Video Production staffing was reduced by two positions and will result in decreased programming offered on the City's cable channel.

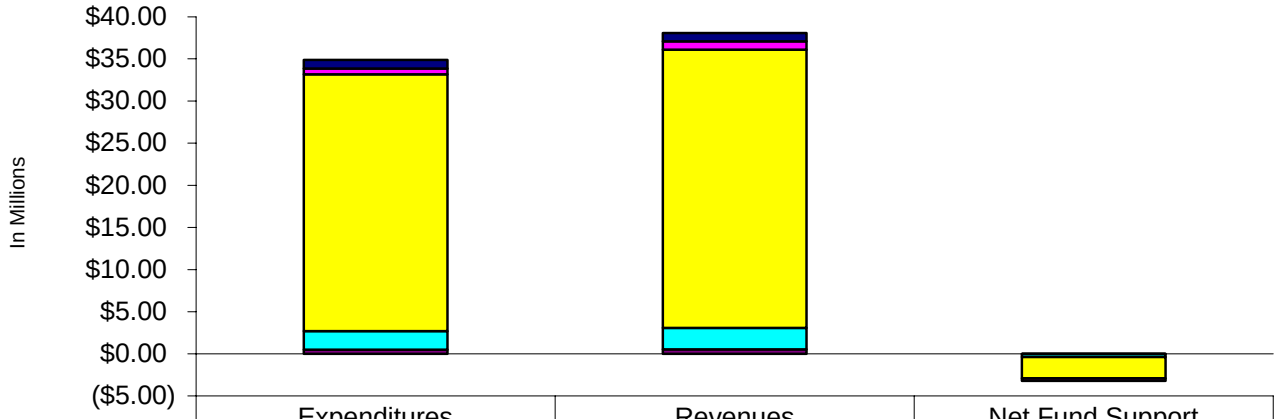
Structural Deficit Reductions

DESCRIPTION	SERVICE IMPACT
Reorganize Department to Improve Customer Service Response Time and Enhance Infrastructure Reliability, Reduce Staff & Overtime and Support Costs ($975,780) ▪ Twelve positions and associated operating costs eliminated, including three managers ▪ Travel and training expense reduced ▪ CityPlace parking garage contract reduced ▪ Reprographics service optimization	Reduced number of technology training opportunities available to employees. Increased synergy in applications support.
Extend Personal Computer (PC) Replacement Cycle and Reduce Equipment Purchases ($851,400) ▪ Extend replacement cycle for PCs from three to four or five years ▪ Voice communications, computer and network equipment not purchased	Improved technology and implementing industry trend to extend PC replacement cycle.
Eliminate Vanpool and Rideshare Program ($172,829) ▪ Eliminate City vans for vanpooling ▪ City staff will be referred to private firms offering rideshare services	The number of employees ridesharing may decline, resulting in increased vehicle emissions; however, costs of mitigation are less than cost to operate program.
Modify Cable TV Video Programming and Increase Transfer to the General Fund ($699,419)	Reduction in programming on the City's Cable Channel.

DESCRIPTION	SERVICE IMPACT
Civic Center Parking Rate Increase ($102,000)	Citizens would pay more to come to City Hall and the Main Library.
Reduce the Number of Cell Phones/Pagers Used by City Employees ($255,000)	Reduced capacity to communicate between employees and customers.

Technology Services Department Summary

Proposed FY 04 Budget by Fund



	Expenditures	Revenues	Net Fund Support
General Fund	1.00	1.00	-
Civic Center	0.70	0.99	(0.29)
General Services	30.47	33.01	(2.54)
Tidelands	2.20	2.55	(0.35)
Transportation	0.50	0.53	(0.03)

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Adopted FY 04
Expenditures:					
Salaries, Wages and Benefits	11,461,432	12,689,477	12,689,477	10,947,144	13,151,755
Materials, Supplies and Services	16,967,057	18,673,690	18,761,811	17,368,224	16,905,961
Internal Support	1,857,091	816,510	820,299	780,173	799,081
Capital Purchases	1,996,129	2,351,369	2,351,570	2,061,704	2,124,369
Debt Service	2,790,255	3,032,520	3,032,520	1,942,610	1,872,310
Transfers from Other Funds	85,805	116,755	116,755	116,755	13,105
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	35,157,770	37,680,321	37,772,433	33,216,611	34,866,581
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	2,542,225	2,500,000	2,500,000	2,473,088	2,499,750
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,195,095	3,529,465	3,529,465	2,722,774	4,091,630
Revenue from Other Agencies	1,263,566	1,222,381	1,222,381	1,363,375	1,188,461
Charges for Services	1,440	-	-	1,080	-
Other Revenues	691,787	510,000	510,000	480,770	445,000
Interfund Services - Charges	29,544,977	34,493,103	34,493,103	29,888,266	29,856,844
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	36,239,090	42,254,949	42,254,949	36,929,353	38,081,685
Personnel (Full-time Equivalents)	150.50	165.50	165.50	165.50	153.50

Application Services Bureau

Services Provided:

Application programming and development services.
E-mail, document imaging, Intranet and Internet services.

This bureau was created in FY 04 to consolidate all application-related activities. Prior to the FY 04 reorganization, these functions resided in the Computing Services and Network/Desktop bureaus. The reorganization also transferred management of the City's Internet and Intranet website as well as e-mail and document imaging services from the Customer Services bureau to the Application Services bureau.

Service Improvement Objectives:

Ensure that monthly expenditures are within 98% of budget and revenues are at least 98% of budget.
Ensure that the average resolution time for trouble calls related to E-mail, Intranet and Internet is 1 day or less.
Increase number of visitors to the City's website.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures to plan	-	-	-	-	98%
% of revenues to plan	-	-	-	-	100%
Average resolution time for trouble calls related to E-mail, Intranet and Internet	-	-	-	-	1 day
Annual number of City website visitors	-	-	-	-	3,000,000
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	4,060,788
Materials, Supplies and Services	-	-	-	-	2,033,337
Internal Support	-	-	-	-	540,443
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	-	-	-	-	6,634,568
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	5,778,235
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	5,778,235
Personnel (Full-time Equivalents)	-	-	-	-	43.50

Computing Services Bureau Summary

Services Provided:

Operation and support of data processing systems, programming and consulting services.

As part of the FY 04 reorganization, the functions of this bureau have been relocated to the Application Services and Infrastructure Services bureaus.

Service Improvement Objectives:

Ensure that monthly expenditures are within 98% of budget and revenues are at least 98% of budget.
Ensure that service requests are processed within service level agreement goals.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures to plan	96%	98%	100%	88%	-
% of revenues to plan	93%	100%	95%	78%	-
% of service requests processed within goals	85%	85%	85%	85%	-
Expenditures:					-
Salaries, Wages and Benefits	4,555,112	4,900,495	4,900,495	4,132,587	-
Materials, Supplies and Services	2,811,536	2,825,423	2,838,751	2,833,641	-
Internal Support	1,077,597	551,674	551,674	433,907	-
Capital Purchases	148,484	318,980	318,980	300,980	-
Debt Service	404,394	339,952	339,952	119,610	-
Transfers From Other Funds	105,590	99,000	99,000	99,000	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	9,102,713	9,035,524	9,048,852	7,919,725	-
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	59.92	-
Interfund Services - Charges	8,695,910	9,747,146	9,747,146	7,600,000	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	8,695,910	9,747,146	9,747,146	7,600,060	-
Personnel (Full-time Equivalents)	57.50	59.50	59.50	59.50	-

Customer Services Bureau Summary

Services Provided:

Install and maintain desktop hardware and software.
Procure, coordinate, and manage City-owned cellular telephones, pagers, and personal data assistants (PDAs).
Provide technology Help Desk services to all City Departments.
Video communications services, including video production and government access channel management.

As part of the FY 04 reorganization, customer service functions that had previously resided in the Network/Desktop bureau were assigned to this bureau.

Service Improvement Objectives:

Ensure that monthly expenditures are within 98% of budget and revenues are at least 98% of budget.
Increase number of visitors to the City's website.
Increase viewership of HTTV.
Ensure that service calls are resolved on the first request 90% of the time.
Ensure that the average resolution time for trouble calls related to PC Desktop Services is 1 day or less.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures to plan	134%	98%	98%	99%	98%
% of revenues to plan	98%	100%	100%	99%	100%
Annual number of City website visitors	New	New	1,680,000	2,400,000	N/A
% of cable subscribers watching HTTV	New	New	30%	30%	35%
% of service calls resolved on first request	-	-	-	-	92%
Average resolution time for trouble calls related to PC Desktop Services	-	-	-	-	1 day
Expenditures:					
Salaries, Wages and Benefits	591,993	863,436	863,436	464,242	2,463,105
Materials, Supplies and Services	619,959	1,001,473	1,001,473	1,264,661	2,139,377
Internal Support	(251,592)	(348,241)	(348,241)	(232,599)	429,680
Capital Purchases	27,110	37,389	37,389	40,000	637,389
Debt Service	-	-	-	-	1,747,680
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	987,470	1,554,057	1,554,057	1,536,304	7,417,231
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	2,542,225	2,500,000	2,500,000	2,473,088	2,499,750
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	603,599	552,381	552,381	573,000	535,661
Charges for Services	-	-	-	-	-
Other Revenues	8	-	-	-	-
Interfund Services - Charges	23,685	227,500	227,500	207,520	5,520,721
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	3,169,516	3,279,881	3,279,881	3,253,608	8,556,132
Personnel (Full-time Equivalents)	7.00	12.00	12.00	12.00	31.00

Infrastructure Services

Services Provided:

Support of file servers, network and voice communication systems.
Operation and support of data processing systems.
Wireless Communications services.

This bureau was created in FY 04 to consolidate all infrastructure-related activities. Prior to the FY 04 reorganization, these functions resided in the Network/Desktop and Computing Services bureaus.

Service Improvement Objectives:

Ensure that monthly expenditures are within 98% of budget and revenues are at least 98% of budget.
Ensure that service calls are resolved on the first request 90% of the time.
Ensure that the average resolution time for trouble calls related to the Network is 1.5 days or less.
Ensure that the average resolution time for trouble calls related to Voice Communications is 2 days or less.
Ensure that the average resolution time for trouble calls related to Wireless Communications is 2 hours or less.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures to plan	-	-	-	-	98%
% of revenues to plan	-	-	-	-	100%
% of service calls resolved on first request	-	-	-	-	92%
Average resolution time for trouble calls related to the Network	-	-	-	-	1.5 days
Average resolution time for trouble calls related to Voice Communications	-	-	-	-	2 days
Average resolution time for trouble calls related to Wireless Communications	-	-	-	-	2 hours
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	4,520,788
Materials, Supplies and Services	-	-	-	-	5,983,604
Internal Support	-	-	-	-	938,768
Capital Purchases	-	-	-	-	1,486,980
Debt Service	-	-	-	-	124,630
Transfers From Other Funds	-	-	-	-	(4,650)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	-	-	-	-	13,050,120
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	142,800
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services - Charges	-	-	-	-	14,936,996
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	-	-	-	-	15,079,796
Personnel (Full-time Equivalents)	-	-	-	-	56.50

Network/Desktop Services Bureau Summary

Services Provided:

Support of networks, voice, electronics and desktop hardware/software, training and consulting services.

As part of the FY 04 reorganization, the functions of this bureau have been relocated to the Infrastructure Services, Customer Services, and Application Services bureaus.

Service Improvement Objectives:

Ensure that monthly expenditures are within 98% of budget and revenues are at least 98% of budget.
Ensure that service calls are resolved on the first request 90% of the time.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures to plan	92%	98%	100%	100%	-
% of revenues to plan	98%	100%	91%	91%	-
% of service calls resolved on first request	92%	92%	92%	92%	-
# of end-user workstations	2,425	2,550	2,965	2,965	-
# of end-user workstations replaced	New	750	850	850	-
Expenditures:					
Salaries, Wages and Benefits	4,294,408	5,101,429	5,101,429	4,604,543	-
Materials, Supplies and Services	8,083,950	7,738,329	8,674,548	7,561,497	-
Internal Support	1,794,305	1,497,164	1,497,164	1,211,670	-
Capital Purchases	1,660,154	1,995,000	1,995,201	1,720,724	-
Debt Service	2,237,787	2,692,568	2,692,568	1,823,000	-
Transfers From Other Funds	(35,432)	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	18,035,172	19,024,490	19,960,910	16,921,434	-
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	107,668	120,000	120,000	120,375	-
Charges for Services	1,440	-	-	1,080	-
Other Revenues	6,994	-	-	2,280	-
Interfund Services - Charges	16,949,916	19,919,240	20,776,876	18,819,465	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	17,066,018	20,039,240	20,896,876	18,943,200	-
Personnel (Full-time Equivalents)	62.50	70.50	70.50	70.50	-

Operations Support Bureau Summary

Services Provided:

Department administrative support including budget preparation, personnel administration and Information Technology Advisory Committee (ITAC) process facilitation.
Office services including reprographics, mail and messenger services.
Financial services including purchasing, contract administration, accounts payable and internal customer billing.
Miscellaneous services including property sales, parking management and air quality administration programs.

Service Improvement Objectives:

Ensure that monthly expenditures are within 98% of budget and revenues are at least 98% of budget.
Ensure that Reprographics requests are completed in a timely manner.
Maintain 100% compliance with mobile source emission reduction objectives as defined by South Coast Air Quality Management District (SCAQMD).
Decrease the percentage of copier impressions requiring re-run each month.
Ensure that monthly internal customer billing is timely.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
% of expenditures to plan	117%	98%	98%	91%	98%
% of revenues to plan	108%	100%	100%	86%	100%
Avg. days to complete Reprographics requests	5	5	5	5	5
% of worksites in SCAQMD compliance	100%	100%	100%	100%	100%
% of impressions requiring re-run p/mo.	2%	1%	1%	1%	1%
% of monthly billings complete by deadline	New	85%	78%	92%	100%
Expenditures:					
Salaries, Wages and Benefits	2,019,919	1,824,117	1,824,117	1,745,772	2,107,074
Materials, Supplies and Services	5,451,613	7,108,465	6,247,040	5,708,426	6,749,643
Internal Support	(763,218)	(884,087)	(880,298)	(632,805)	(1,109,810)
Capital Purchases	160,380	-	-	-	-
Debt Service	148,075	-	-	-	-
Transfers From Other Funds	15,647	17,755	17,755	17,755	17,755
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	7,032,416	8,066,250	7,208,614	6,839,148	7,764,662
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,195,095	3,529,465	3,529,465	2,722,774	4,091,630
Revenue from Other Agencies	552,299	550,000	550,000	670,000	510,000
Charges for Services	-	-	-	-	-
Other Revenues	684,785	510,000	510,000	478,430	445,000
Interfund Services - Charges	3,875,466	4,599,217	3,741,581	3,261,281	3,620,892
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	7,307,646	9,188,682	8,331,046	7,132,485	8,667,522
Personnel (Full-time Equivalents)	23.50	23.50	23.50	23.50	22.50

Technology Services Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Director-Technology Services	1.00	1.00	1.00	146,193	146,193
Accounting Clerk III	1.00	1.00	1.00	38,298	39,447
Administrative Analyst II	1.00	1.00	1.00	54,361	55,524
Administrative Analyst III	2.00	2.00	2.00	136,647	140,748
Applications Development Officer	1.00	1.00	1.00	97,904	97,904
Applications Programming Officer	1.00	1.00	1.00	97,904	97,904
Business Systems Specialist I	4.00	4.00	4.00	204,357	215,705
Business Systems Specialist II	7.00	7.00	7.00	395,773	418,269
Business Systems Specialist III	11.00	13.00	12.00	777,009	778,655
Business Systems Specialist IV	12.00	12.00	11.00	851,186	805,958
Business Systems Specialist V	9.00	12.00	10.00	899,007	799,615
Business Systems Specialist V - Confidential	1.00	1.00	1.00	79,507	81,891
Business Systems Specialist VI	9.00	9.00	9.00	779,747	803,211
Business Systems Specialist VI - Confidential	1.00	1.00	1.00	88,030	90,671
Clerk Typist II	2.00	2.00	1.00	67,225	29,818
Clerk Typist III	7.50	7.50	7.50	263,587	275,276
Communication Specialist I	6.00	6.00	6.00	310,293	319,602
Communication Specialist II	8.00	8.00	8.00	445,216	466,485
Communication Specialist III	3.00	3.00	2.00	155,515	121,163
Communication Specialist IV	5.00	6.00	6.00	424,182	444,205
Communication Specialist V	1.00	-	-	-	-
Communication Specialist VI	-	1.00	1.00	70,206	78,212
Customer Services Officer	1.00	1.00	1.00	89,185	89,185
Executive Secretary	1.00	1.00	1.00	50,893	50,893
Groupware Applications Officer	1.00	1.00	-	85,635	-
Manager-Computing Services	1.00	1.00	1.00	109,000	105,043
Manager-Customer Service-Tech Services	1.00	1.00	1.00	101,370	120,047
Manager-Network/Desktop Services	1.00	1.00	1.00	109,000	109,000
Manager-Operations Support	1.00	1.00	1.00	83,597	83,597
Office Services Assistant I	3.00	3.00	3.00	86,994	90,312
Office Services Assistant II	2.00	2.00	2.00	65,446	67,409
Office Services Assistant III	1.00	1.00	1.00	35,602	36,672
Office Services Officer	1.00	1.00	1.00	62,387	68,085
Offset Press Operator I	1.00	1.00	1.00	37,321	38,440
Offset Press Operator II	1.00	1.00	1.00	40,209	41,415
Operations Center Officer	1.00	1.00	-	96,639	-
Secretary	2.00	2.00	2.00	78,505	80,860
Support Projects Officer	1.00	1.00	1.00	78,457	78,457
Systems Officer	1.00	1.00	-	94,634	-
Systems Support Specialist I	3.00	4.00	2.00	203,903	101,576
Systems Support Specialist II	2.00	5.00	6.00	260,967	329,180
Systems Support Specialist III	1.00	2.00	2.00	118,974	124,339
Systems Support Specialist IV	1.00	1.00	1.00	71,877	74,034
Systems Support Specialist V	1.00	1.00	1.00	79,507	70,307
Systems Support Specialist VI	2.00	3.00	3.00	251,616	258,836
Systems Technician I	9.00	9.00	9.00	348,600	376,251
Systems Technician II	8.00	10.00	7.00	446,637	327,307
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Subtotal Page 1	141.50	155.50	142.50	9,469,102	9,027,701

Technology Services Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	141.50	155.50	142.50	9,469,102	9,027,703
Systems Technician III	5.00	4.00	5.00	198,329	247,268
Systems Technician IV	-	1.00	1.00	58,644	60,404
Technical Assistant	-	1.00	1.00	31,155	33,712
Technical Support Officer	1.00	1.00	1.00	99,472	99,472
Telecommunications Officer	1.00	1.00	1.00	105,985	105,985
Video Communications Officer	1.00	1.00	1.00	89,195	89,195
Wireless Communications Officer	1.00	1.00	1.00	98,048	98,048
	---	---	---	---	---
Subtotal Salaries	150.50	165.50	153.50	10,149,930	9,761,788
Overtime	---	---	---	459,402	404,050
Fringe Benefits	---	---	---	2,350,263	2,586,011
Administrative Overhead	---	---	---	389,415	399,906
Salary Savings	---	---	---	(659,534)	---
	---	---	---	---	---
Total	150.50	165.50	153.50	12,689,477	13,151,755

CITY OF
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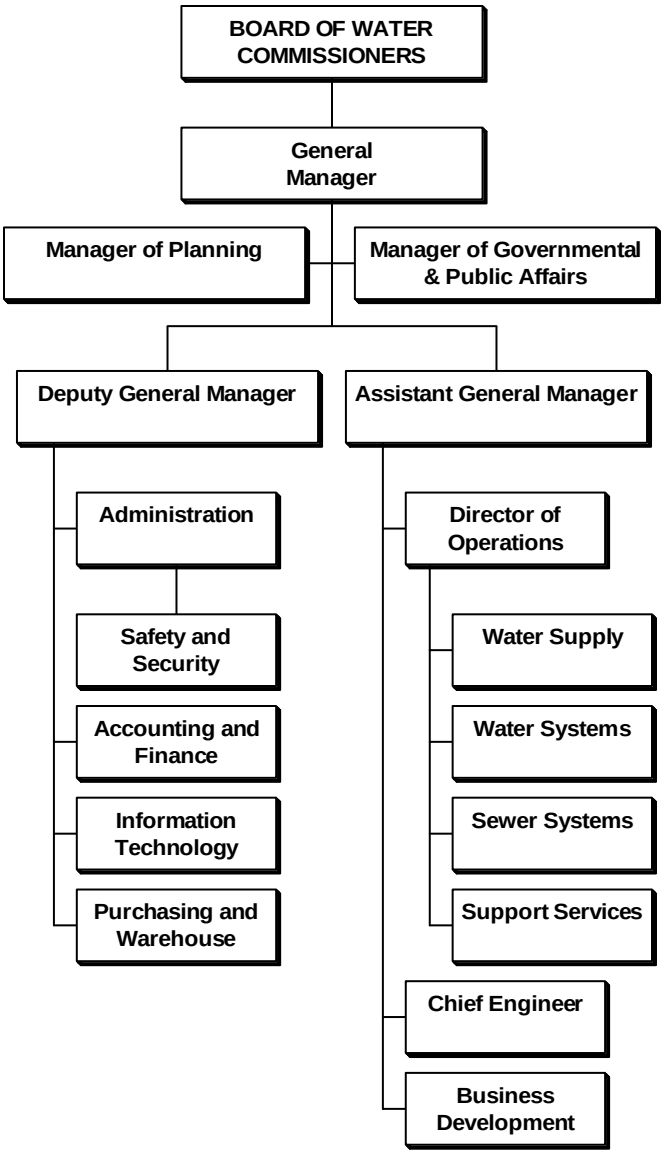

WATER

The mission of the Long Beach Water Department is to deliver an uninterrupted supply of quality water to our customers; to effectively dispose of, or reclaim, sewage and runoff waters; to operate in a manner that is economically efficient and environmentally responsible.

Key Contacts

Kevin L. Wattier, General Manager

Diem X. Vuong, Assistant General Manager

John R. Kruse, Deputy General Manager

Ryan J. Alsop, Manager, Government and Public Affairs

The Long Beach Water Department Board of Water Commissioners

Richard S. Williams, President of the Board of Water Commissioners

Bennett A. Long, Vice President of the Board of Water Commissioners

Helen Z. Hansen, Secretary of the Board of Water Commissioners

Stephen T. Conley, Member, Board of Water Commissioners

Frank Clarke, Member, Board of Water Commissioners

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Long Beach, CA 90815
Phone: (562) 570-2300
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www.lbwater.org

		Strategic Plan Goal
Goal 1	Water Reliability	E1

Service/Program

Continue with Aggressive Water Conservation Efforts

Effective Planning for and Addressing Issues and Opportunities Related to Water Resources Such as Groundwater, Recycled Water, Desalinated Seawater, and Imported Water

		Strategic Plan Goal
Goal 2	Water Quality	E5

Service/Program

Effective Water Treatment

Extensive Water Quality Testing Effort

		Strategic Plan Goal
Goal 3	Infrastructure	N4

Service/Program

Implement and Maintain Strategic Security Plan for Facilities and Systems

Replacement of Old Cast-Iron Water Mains at An Appropriate Rate

		Strategic Plan Goal
Goal 4	Effective Intergovernmental Relations	B5

Service/Program

Aggressive Pursuit of Grant Funding From State and Federal Sources

Keep Abreast of Current and Emerging Water and Sewer Issues

		Strategic Plan Goal
Goal 5	Sound Financial Management	B5

Service/Program

Pursue Contracting-In and Contracting-Out Opportunities

Review of Entire Organization to Reduce Costs and Ineffectiveness

		Strategic Plan Goal
Goal 6	Provide efficient and effective administrative support to Department operations to ensure optimal service delivery	N/A

Service/Program

Department Administration

Environmental

- Nearing completion of 100 percent grant funded conjunctive use project that will allow excess water to be stored for later use.

- Continued water conservation efforts by distributing and offering rebates for ultra-low-flush toilets and rebates for purchase of energy efficient washing machines.

Business Growth and Development

- Continued leading edge ocean desalination research and development by receiving a patent for this innovative process, received a Federal grant, and completed design of prototype plant.

- Received Federal and State grants totaling $5.6 million for expansion of reclaimed water system, ocean desalination research and development, and for conjunctive use water storage.

- Prepared to operate the Leo J. Vander Lans Water Treatment Facility for the Water Replenishment District of Southern California.

Neighborhood Development

- Aggressively replaced old cast-iron water mains.

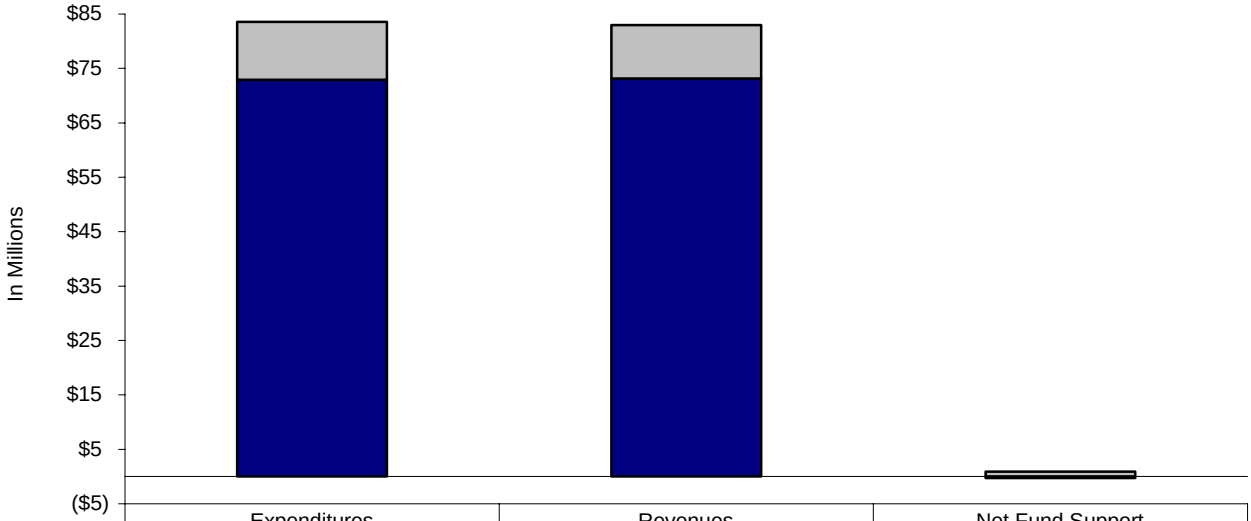
Opportunities

- The City's development of the Three-Year Financial Strategic Plan provided an excellent opportunity for the Department to closely review its staffing levels and expenditure trends. A reduction of almost 6.0 positions is planned for FY 04 with a goal of further reductions of 5.0 more positions each of the succeeding two years.
- The Department is committed to reducing its dependence on consultants, replacing infrastructure at appropriate levels, aggressively pursuing grant funds, reviewing of contracting-in opportunities, maintaining water reliability and quality while keeping water and sewer rates at competitive levels.

Challenges

- The challenge of more stringent water quality regulations and the possible reduction of water supplies have given the Department the opportunity to become a leader in researching and developing technologies to desalinate ocean water. A Federal grant has assisted the Department to design a prototype plant, which will test an innovative, patented process.

Water Department Summary



	Expenditures	Revenues	Net Fund Support
Sewer Fund	10.66	9.79	0.87
Water Fund	72.91	73.17	(0.26)

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Expenditures:					
Salaries, Wages and Benefits	17,164,656	17,856,448	17,856,448	17,491,141	18,595,401
Materials, Supplies and Services	58,132,860	35,238,248	35,238,248	35,109,341	39,571,401
Internal Support	5,474,380	5,963,796	5,963,796	5,865,474	6,107,427
Capital Purchases	890,939	25,046,490	25,046,490	20,158,000	15,596,500
Debt Service	3,739,990	4,106,198	4,106,198	4,001,198	3,704,894
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	85,402,825	88,211,180	88,211,180	82,625,154	83,575,623
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	688,249	507,500	507,500	1,107,500	607,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,957,778	1,500,000	1,500,000	1,535,000	1,300,000
Revenue from Other Agencies	275,520	6,660,000	6,660,000	5,620,000	5,600,000
Charges for Services	66,709,955	67,712,500	67,712,500	67,975,000	72,895,000
Other Revenues	764,839	1,270,000	1,270,000	945,000	2,476,000
Interfund Services - Charges	86,400	86,400	86,400	86,400	86,400
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	8,500,000	8,500,000	7,500,000	-
Operating Transfers	-	-	-	-	-
Total Revenues	70,482,742	86,236,400	86,236,400	84,768,900	82,964,900
Personnel (Full-time Equivalents)	229.19	232.31	232.31	232.31	226.48

Sewer Operations Summary

Services Provided:
Operation and maintenance of sewer systems (sanitary and storm drains).

Service Improvement Objectives:
Clean, repair and maintain sewer systems in a cost-effective manner.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
Miles of sewer pipelines cleaned	396	310	310	350	350
# of sewer laterals repaired or replaced	147	250	250	200	200
Sewer main pipeline televised (ft)	83,425	155,000	155,000	90,000	90,000
Expenditures:					
Salaries, Wages and Benefits	3,195,812	3,675,722	3,675,722	3,216,622	3,143,132
Materials, Supplies and Services	13,297,316	1,465,200	1,465,200	1,346,100	1,483,700
Internal Support	1,437,998	1,642,115	1,642,115	1,658,526	1,530,232
Capital Purchases	40,696	2,370,000	2,370,000	2,480,000	3,605,000
Debt Service	-	-	-	-	-
Transfers From Other Funds	463,542	450,000	450,000	900,000	900,000
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	18,435,365	9,603,037	9,603,037	9,601,247	10,662,064
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	688,249	507,500	507,500	1,107,500	607,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	547,354	300,000	300,000	275,000	200,000
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	7,275,000	7,887,500	7,887,500	7,800,000	8,825,000
Other Revenues	(237,082)	100,000	100,000	65,000	75,000
Interfund Services - Charges	86,400	86,400	86,400	86,400	86,400
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	8,359,921	8,881,400	8,881,400	9,333,900	9,793,900
Personnel (Full-time Equivalents)	50.67	47.00	47.00	47.00	38.00

Water Operations Summary

Services Provided:

To provide and deliver an uninterrupted supply of premium quality water, which surpasses all applicable standards.

Service Improvement Objectives:

Maintain water collection system, water distribution system and reclaimed water distribution system in working condition by repairing leaks, replacing old pipes, exercising valves to maintain their functionality, and repairing meters to maintain their accuracy.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Quantitative Measures of Service:					
# of feet of cast iron pipe replaced or relined	95,284	100,000	100,000	80,000	80,000
# of water meters replaced	2,960	3,000	3,000	3,000	3,000
# of valves operated	10,174	7,500	7,500	10,000	10,000
Expenditures:					
Salaries, Wages and Benefits	13,968,843	14,180,726	14,180,726	14,274,519	15,452,269
Materials, Supplies and Services	44,835,544	33,773,048	33,773,048	33,763,241	38,087,701
Internal Support	4,881,516	5,121,474	5,121,474	5,006,742	4,577,195
Capital Purchases	850,242	22,676,490	22,676,490	17,678,000	11,991,500
Debt Service	3,739,990	4,106,198	4,106,198	4,001,198	3,704,894
Transfers From Other Funds	(463,542)	(450,000)	(450,000)	(900,000)	(900,000)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	67,812,594	79,407,936	79,407,936	73,823,699	72,913,559
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,410,423	1,200,000	1,200,000	1,260,000	1,100,000
Revenue from Other Agencies	275,520	6,660,000	6,660,000	5,620,000	5,600,000
Charges for Services	59,434,955	59,825,000	59,825,000	60,175,000	64,070,000
Other Revenues	1,001,922	1,170,000	1,170,000	880,000	2,401,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	8,500,000	8,500,000	7,500,000	-
Operating Transfers	-	-	-	-	-
Total Revenues	62,122,821	77,355,000	77,355,000	75,435,000	73,171,000
Personnel (Full-time Equivalents)	178.52	185.31	185.31	185.31	188.48

Water Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
General Manager - Water	1.00	1.00	1.00	155,000	167,000
Accident Prevention Coordinator I	-	1.00	0.40	53,004	19,756
Accountant III	1.00	1.00	1.00	61,654	43,524
Accounting Clerk III	2.00	1.00	-	38,298	-
Accounting Officer	1.00	1.00	-	74,448	-
Accounting Technician	1.00	2.00	2.00	84,514	79,892
Administrative Aide I	3.00	1.00	1.00	41,251	42,489
Administrative Aide II	-	2.00	2.00	88,970	88,310
Administrative Analyst I	2.00	1.00	-	52,038	-
Administrative Analyst II	-	2.00	1.00	126,488	57,685
Administrative Analyst III	2.00	2.00	4.00	136,529	276,282
Administrative Intern-NC/H36	2.55	0.77	0.77	21,873	15,400
Administrative Intern-NC/H38	-	-	0.77	-	17,710
Administrative Officer - Water	-	1.00	1.00	99,658	99,658
Administrative Project Coordinator	1.00	1.00	1.00	51,716	53,267
Assistant Administrative Analyst I	-	1.00	1.00	45,604	42,182
Assistant to the General Manager	1.00	-	1.00	-	146,431
Body/Fender Mechanic-Painter II	1.00	1.00	1.00	49,935	51,411
Business Systems Specialist IV	2.00	1.00	1.00	71,877	74,034
Capital Projects Coordinator I	-	-	1.00	-	61,842
Civil Engineer	2.00	2.00	1.00	167,469	64,523
Civil Engineer Assistant	-	1.00	1.00	47,939	51,902
Civil Engineer Associate	-	1.00	1.00	58,553	63,440
Clerk Typist I	1.00	1.00	1.00	30,404	34,621
Clerk Typist II	-	-	1.00	-	34,621
Clerk Typist III	4.00	3.00	1.00	109,482	37,588
Construction Inspector II	4.00	4.00	2.00	241,193	125,059
Customer Service Representative III	3.00	3.00	3.00	113,453	118,778
Deputy General Manager	2.00	2.00	1.00	266,095	123,929
Division Engineer	2.00	2.00	2.00	178,073	194,050
Electrician	3.00	3.00	3.00	147,611	152,040
Electronic Communication Technician III	1.00	1.00	1.00	60,132	61,936
Engineering Technician I	2.00	1.00	-	41,493	-
Engineering Technician II	3.00	3.00	3.00	152,265	151,613
Equipment Mechanic I	-	1.00	1.00	39,366	42,760
Equipment Mechanic II	3.00	2.00	2.00	101,331	104,283
Equipment Operator I	1.00	1.00	1.00	35,450	36,672
Equipment Operator II	1.00	1.00	1.00	39,252	40,430
Executive Secretary	1.00	1.00	1.00	45,875	45,875
Fleet Services Supervisor	1.00	1.00	1.00	53,004	54,595
Garage Service Attendant II	1.00	1.00	1.00	37,321	38,440
Geographic Information Systems Analyst I	-	1.00	1.00	53,167	56,201
Geographic Information Systems Officer	1.00	1.00	1.00	79,016	79,016
Geographic Information Systems Technician I	1.00	1.00	-	44,494	-
Geographic Information Systems Technician II	-	1.00	1.00	46,614	37,588
Laboratory Analyst I	2.50	1.00	-	47,824	-
Laboratory Analyst II	-	-	2.00	-	109,190
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Subtotal Page 1	60.05	60.77	54.94	3,489,733	3,196,024

Water Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 1	60.05	60.77	54.94	3,489,733	3,196,024
Laboratory Analyst I-NC	-	0.77	0.77	29,935	48,898
Laboratory Analyst III	3.00	3.00	2.00	184,963	127,009
Laboratory Assistant	-	1.00	-	34,680	-
Laboratory Assistant II	-	-	1.00	-	37,588
Laboratory Services Supervisor	1.00	1.00	1.00	73,761	73,761
Machinist	1.00	1.00	1.00	42,399	45,914
Maintenance Assistant I-NC	1.54	0.77	0.77	17,235	26,435
Maintenance Assistant III	1.00	1.00	1.00	34,680	29,994
Management Information System Officer	1.00	1.00	1.00	90,304	90,304
Manager-Administration	1.00	-	-	-	-
Manager-Engineering Planning/Dev Service	3.00	2.00	2.00	219,582	221,800
Manager-Government-Public Affairs	-	1.00	1.00	80,532	85,524
Manager-Planning	-	1.00	1.00	89,494	89,494
Manager-Security/Safety	-	1.00	1.00	85,000	85,036
Manager-Water Quality & Process	1.00	1.00	1.00	107,559	107,559
Manager-Water Resources	-	-	1.00	-	90,000
Members-Boards/Commissions	-	-	-	29,600	29,600
Network Administrator	1.00	1.00	1.00	71,911	75,506
Office Administrator	1.00	1.00	1.00	51,716	53,267
Painter II	1.00	1.00	1.00	44,485	34,366
Park Maintenance Supervisor	1.00	1.00	1.00	50,360	51,837
Payroll/Personnel Assistant I	-	-	1.00	-	42,489
Payroll/Personnel Assistant III	1.00	-	-	-	-
Payroll Specialist I	-	1.00	-	44,485	-
Plumber	1.00	1.00	1.00	50,555	52,031
Procurement/Warehouse Supervisor	1.00	1.00	1.00	75,437	75,437
Programmer/Analyst III	-	-	1.00	-	74,034
Programmer/Analyst IV	1.00	1.00	-	71,877	-
Public Affairs & Water Conservation Officer	1.00	-	-	-	-
Secretary	1.00	-	1.00	-	37,588
Secretary-General Manager	0.60	-	-	-	-
Secretary to Board-Water	1.00	1.00	1.00	55,205	56,860
Senior Accountant	1.00	1.00	1.00	68,324	63,504
Senior Civil Engineer	2.00	2.00	3.00	172,228	257,835
Senior Engineering Technician I	3.00	2.00	1.00	119,444	61,803
Senior Equipment Operator	15.00	14.00	15.00	725,816	813,421
Senior Secretary	1.00	3.00	2.00	126,771	85,004
Senior Survey Technician	1.00	1.00	1.00	57,036	58,746
Senior Surveyor	1.00	1.00	1.00	70,468	72,581
Sewer Operations Superintendent	1.00	1.00	1.00	91,615	91,615
Storekeeper I	2.00	2.00	2.00	72,988	73,308
Storekeeper II	2.00	2.00	2.00	82,501	76,926
Support Services Superintendent	1.00	-	1.00	-	90,000
Telemetering Instrument Technician II	2.00	2.00	2.00	111,591	114,940
Telemetry Systems Superintendent	1.00	1.00	1.00	83,031	84,691
Water District System Superintendent	-	1.00	1.00	93,033	95,324
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Subtotal Page 2	118.19	118.31	114.48	7,000,334	6,978,054

Water Department Personal Services

Classification	FY 02 Adopt FTE	FY 03 Adopt FTE	FY 04 Prop FTE	FY 03 Adopted Budget	FY 04 Proposed Budget
Subtotal Page 2	118.19	118.31	114.48	7,000,334	6,978,054
Water Operations Superintendent	1.00	-	-	-	-
Water Treatment Operator I	2.00	-	-	-	-
Water Treatment Operator II	10.00	9.00	8.00	455,746	411,603
Water Treatment Operator III	9.00	9.00	9.00	504,638	518,784
Water Treatment Operator IV	-	3.00	4.00	180,631	253,892
Water Treatment Plant Supervisor	1.00	1.00	2.00	66,248	131,602
Water Treatment Supervisor	1.00	1.00	1.00	89,141	75,000
Water Utility Mechanic I	13.00	7.00	9.00	251,758	364,667
Water Utility Mechanic I - NC	-	2.00	2.00	61,694	48,079
Water Utility Mechanic II	26.00	33.00	27.00	1,418,609	1,225,371
Water Utility Mechanic III	22.00	22.00	26.00	1,076,310	1,216,806
Water Utility Supervisor I	18.00	18.00	17.00	1,039,542	998,092
Water Utility Supervisor II	7.00	8.00	6.00	525,808	401,076
Welder	1.00	1.00	1.00	47,939	49,379
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Subtotal Salaries	229.19	232.31	226.48	12,718,398	12,672,405
Overtime	---	---	---	900,000	790,393
Fringe Benefits	---	---	---	3,752,932	4,617,959
Administrative Overhead	---	---	---	485,118	514,644
Salary Savings	---	---	---	---	---
	---	---	---	---	---
Total	229.19	232.31	226.48	17,856,448	18,595,401

General

Funds

General Funds Summary

Purpose:

The General Funds are used to account for financial resources applicable to the general governmental operations of the City including Police, Fire, Library, Parks, Recreation, Planning and Building and general administrative support.

Assumptions for Major Resources:

The largest sources of revenue for the General Funds are Property Taxes, Sales and Use Taxes, Utility Users Taxes and Motor Vehicle License Fees. Note that the Utility Users Tax rate has been reduced to 6% for FY 04; the rate was 10% prior to October 2000. Motor Vehicle License Fee projections for FY 04 include a slight increase over FY 03; however, 67.5% of this revenue, formally a backfill from the State General Fund, is now the reinstated fee to vehicle owners. One-time funding sources of $17.5 million are included in the Operating Transfers line for the Proposed FY 04 budget, which results in a structural deficit of $59.7 million which will be addressed through further reductions in FY 05 and FY 06.

Revenue Trends and Forecast:

This fund retains the most diverse source of revenues, numbering over 200. Economic conditions affect many of the major revenues sources while others come from other County, State, and Federal agencies. Staff closely monitors all revenue sources and will continue to revise and update projections throughout the year.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	28,079,001	152,683	1,859,481	1,859,481	12,843,182
Unreserving/(Reserving) of Restricted Fund Balance	(21,636,446)	9,186,677	21,439,607	21,439,607	2,470,485
Adjusted Fund Balance	6,442,555	9,339,360	23,299,089	23,299,089	15,313,667
Revenues:					
Property Taxes	50,274,494	52,544,000	52,544,000	53,257,340	55,106,000
Other Taxes	122,252,075	117,040,000	117,040,000	125,629,096	119,721,024
Licenses and Permits	15,801,951	14,037,268	14,037,268	15,187,658	14,502,757
Fines and Forfeitures	11,448,301	11,490,050	11,490,050	10,874,000	12,503,050
Use of Money & Property	19,620,280	16,421,661	16,887,191	17,248,042	13,270,160
Revenue From Other Agencies	49,951,510	47,755,334	49,085,972	49,831,019	39,502,056
Charges for Services	10,761,160	10,950,109	11,430,171	11,250,055	12,710,985
Other Revenues	4,959,609	2,013,698	2,668,198	3,069,298	3,459,060
Interfund Services-Charges	22,033,489	24,299,120	24,299,120	22,973,459	24,960,578
Intrafund Services-Gen Fund Chgs	13,411,228	11,336,518	11,336,518	12,779,627	12,572,604
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	24,337,476	-	2,790,000	2,785,145	-
Operating Transfers	23,202,789	53,448,685	53,448,685	46,905,477	38,969,031
Total Revenues	368,054,363	361,336,443	367,057,173	371,790,216	347,277,305
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	374,496,917	370,675,803	390,356,262	395,089,304	362,590,972
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	251,483,879	259,157,785	259,644,971	252,280,116	265,510,861
Materials, Supplies and Services	55,692,927	47,750,697	51,900,339	53,778,407	44,479,847
Internal Support	37,492,792	38,337,017	38,354,741	38,520,880	36,551,393
Capital Purchases	10,104,905	3,010,408	18,546,590	17,567,919	1,642,990
Debt Service	3,489,351	8,896,749	9,228,752	8,648,369	9,918,458
Transfers From Other Funds	14,373,582	11,010,399	10,791,263	11,450,432	3,019,547
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	372,637,436	368,163,055	388,466,656	382,246,122	361,123,096
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	1,859,481	2,512,748	1,889,606	12,843,182	1,467,877

Special

Funds

Health Fund
Parking and Business Area Improvement Fund
Special Advertising and Promotion Fund
Upland Oil Fund
Housing Development Fund
Belmont Shore Parking Meter Fund
Business Assistance Fund
Community Development Grants Fund
Park Development Fund
Gasoline Tax Street Improvement Fund
Transportation Fund
Capital Projects Fund

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Health Fund Summary

Purpose:

The Health Fund is used to account for revenues and expenditures associated with grants, core public health activities and health permits, fees and services. Activities supported by the Health Fund are critical to the Department of Health and Human Services' mission of improving the quality of life of the residents of Long Beach by ensuring that the conditions affecting the public's health afford a healthy environment in which to live, work and play.

Assumptions for Major Resources:

The two largest revenue sources in the Health Fund are grant funds and revenue from the State for core public health services.

Revenue Trends and Forecast:

Over 85% of Health Fund revenue is derived from outside sources, including State Vehicle License Fees, and grants from private foundations and all levels of government. As these entities begin to restructure and limit the amount of resources to distribute, the Health Fund will likely experience a reduction in available funds for its programs. In spite of these challenges, the Department of Health and Human Services will continue to aggressively seek funds from all potential sources to fund much-needed public health and social services programs for the Long Beach community.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	1,309,379	1,595,178	1,608,478	1,608,478	1,387,177
Unreserving/(Reserving) of Restricted Fund Balance	11,118	-	-	-	-
Adjusted Fund Balance	1,320,497	1,595,178	1,608,478	1,608,478	1,387,177
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	2,818,106	2,643,038	2,643,038	2,474,335	2,474,335
Licenses and Permits	2,418,421	2,604,681	2,604,681	2,508,198	2,690,842
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	(729)	1,300	1,300	(643)	1,300
Revenue From Other Agencies	17,740,912	14,354,248	18,009,703	17,762,024	28,758,060
Charges for Services	1,392,306	1,389,212	1,389,212	1,391,777	1,565,695
Other Revenues	263,749	139,310	139,310	111,440	180,035
Interfund Services-Charges	545,491	573,497	573,497	533,327	671,013
Intrafund Services-Gen Fund Chgs	18,598	23,515	23,515	12,000	23,515
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	8,287,574	6,899,082	6,899,082	7,467,069	736,201
Total Revenues	33,484,427	28,627,883	32,283,338	32,259,526	37,100,996
Estimated All-years Carryover Revenue	-	25,306,983	25,306,983	-	22,906,236
Total Resources	34,804,924	55,530,044	59,198,799	33,868,004	61,394,409
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	20,683,036	22,918,629	23,459,163	21,144,313	25,369,138
Materials, Supplies and Services	9,749,529	4,524,524	7,601,601	7,914,266	9,454,965
Internal Support	1,960,033	1,735,124	1,738,005	1,813,070	2,171,068
Capital Purchases	8,344	-	-	13,747	-
Debt Service	251,632	328,000	328,000	381,000	504,000
Transfers From Other Funds	543,872	37,974	37,974	1,214,431	120,169
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	33,196,446	29,544,250	33,164,742	32,480,827	37,619,339
Estimated All-years Carryover Exp.	-	24,853,248	20,108,791	-	20,726,902
Ending Fund Balance	1,608,478	1,132,546	5,925,266	1,387,177	3,048,168

Parking and Business Area Improvement Fund Summary

Purpose:

The Parking and Business Area Improvement (PBAI) Fund is used to account for the assessments and charges collected along with business license taxes in the City's four PBIA areas -- Downtown, Belmont Shore, Magnolia Industrial and Bixby Knolls. The revenues are accounted for separately and used to promote retail trade activities in the areas.

Assumptions for Major Resources:

Revenue in this fund consists of assessments and charges collected in the four Parking and Business Improvement Areas in the City, as listed above.

Revenue Trends and Forecast:

The Parking and Business Improvement Area Fund will remain unchanged in FY 03. FY 04 and beyond will increase due to changes in assessment levels for several districts.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	266,098	306,900	306,899	306,899	368,170
Unreserving/(Reserving) of Restricted Fund Balance	-	-	-	-	-
Adjusted Fund Balance	266,098	306,900	306,899	306,899	368,170
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	1,776,060	1,917,691	1,917,691	1,888,000	2,474,691
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	11,273	7,826	7,826	7,826	7,826
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,787,333	1,925,517	1,925,517	1,895,826	2,482,517
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	2,053,431	2,232,417	2,232,416	2,202,725	2,850,687
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	1,746,531	1,834,555	1,834,555	1,834,555	2,445,000
Internal Support	-	-	-	-	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	1,746,531	1,834,555	1,834,555	1,834,555	2,445,000
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	306,899	397,862	397,861	368,170	405,687

Special Advertising and Promotion Fund Summary

Purpose:

The Special Advertising and Promotion fund is used to account for Transient Occupancy Tax (TOT) revenues. The revenues are used for advertising, promotional and public relations projects calling positive attention to the City.

Assumptions for Major Resources:

The single largest revenue for the Special Advertising and Promotion Fund is Transient Occupancy Tax (TOT) revenues. This fund receives 1/2 or 6% out of the 12% total tax imposed on all hotel rooms in the City, with the exception of the downtown redevelopment area hotels.

Revenue Trends and Forecast:

Due to the war with Iraq, and a slow economy, hotel room reservations booked through the Long Beach Convention and Visitors Bureau grew modestly for 2003. However, more rooms are expected to be booked as the year progresses. The City is projecting a recovery and up to a 4% growth in FY 04 over 2003 estimated revenues. Operating Transfers previously received from the Redevelopment Agency's TOT is now being used to fund a portion of the City's Aquarium of the Pacific Bond payments.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	1,560,335	877,608	979,124	979,124	244,274
Unreserving/(Reserving) of Restricted Fund Balance	101,516	-	-	-	-
Adjusted Fund Balance	1,661,852	877,608	979,124	979,124	244,274
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	3,619,532	3,645,000	3,645,000	4,080,000	4,247,000
Licenses and Permits	149,612	137,800	137,800	140,000	137,800
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	397,253	304,500	269,500	320,500	315,500
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	46,176	42,701	42,701	42,701	95,337
Other Revenues	46,375	25,000	25,000	22,023	25,000
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	730,000	1,035,000	1,035,000	-	-
Total Revenues	4,988,948	5,190,001	5,155,001	4,605,224	4,820,637
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	6,650,799	6,067,609	6,134,125	5,584,348	5,064,911
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	295,074	315,845	315,845	268,665	349,396
Materials, Supplies and Services	5,177,490	5,295,942	5,397,458	4,911,043	4,591,906
Internal Support	108,226	145,831	145,831	116,542	115,048
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	90,885	-	-	43,824	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	5,671,675	5,757,618	5,859,134	5,340,074	5,056,349
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	979,124	309,991	274,991	244,274	8,562

Upland Oil Fund Summary

Purpose:

The Upland 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 Upland Oil Fund are revenues for the City's participation in proprietary oil operations and overhead fees received by the City as unit operator for the Tidelands Oil Operations.

Revenue Trends and Forecast:

The projected revenues for the Upland Oil Fund are based on a $20 per barrel price for crude oil. The Department of Oil Properties feels that this is a prudent price to project based on the volatility of the oil market.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	2,013,016	2,271,913	2,356,831	2,356,831	300,769
Unreserving/(Reserving) of Restricted Fund Balance	(223,215)	-	-	-	-
Adjusted Fund Balance	1,789,800	2,271,913	2,356,831	2,356,831	300,769
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	8,639,540	8,970,000	8,970,000	8,970,000	8,866,921
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	5,031	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	8,644,570	8,970,000	8,970,000	8,970,000	8,866,921
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	10,434,371	11,241,913	11,326,831	11,326,831	9,167,690
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	4,756,439	4,453,400	4,538,318	4,538,318	4,689,097
Internal Support	-	-	-	-	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	3,321,100	4,193,600	5,470,500	6,487,744	3,992,430
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	8,077,539	8,647,000	10,008,818	11,026,062	8,681,527
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	2,356,831	2,594,913	1,318,013	300,769	486,163

Housing Development Fund Summary

Purpose:

The Housing Development Fund is used to account for tax increment set-aside funds received from the 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:

A major revenue source in FY 03 is tax increment set-aside funds. Other sources include loan repayments and proceeds from leases and sales of Long Beach Housing Development Company owned property.

Revenue Trends and Forecast:

If real estate market conditions continue near the current pace, it is expected that Redevelopment Tax Increment revenue will increase in FY 04 and FY 05, resulting in increases to set-aside for the Housing Development Fund.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	5,312,605	10,349,604	10,307,075	10,307,075	5,653,005
Unreserving/(Reserving) of Restricted Fund Balance	1,777,422	-	77,117	77,117	-
Adjusted Fund Balance	7,090,027	10,349,604	10,384,192	10,384,192	5,653,005
Revenues:					
Property Taxes	4,550,774	5,694,000	5,694,000	5,881,000	6,544,000
Other Taxes	-	-	-	-	-
Licenses and Permits	8,572	3,000	3,000	56,931	13,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	535,689	465,000	465,000	478,205	395,505
Revenue From Other Agencies	1,680,750	250,000	250,000	180,000	250,000
Charges for Services	1,000	-	-	-	-
Other Revenues	986,394	300,100	300,100	1,809,530	996,600
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	930,885	800,000	1,300,000	1,881,838	-
Operating Transfers	-	-	-	(758,000)	4,919,158
Total Revenues	8,694,063	7,512,100	8,012,100	9,529,504	13,118,763
Estimated All-years Carryover Revenue	-	3,489,490	3,489,490	-	3,349,173
Total Resources	15,784,090	21,351,194	21,885,782	19,913,696	22,120,941
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	599,692	828,525	828,525	771,198	1,063,377
Materials, Supplies and Services	4,345,293	9,917,540	4,658,558	7,204,522	6,946,567
Internal Support	263,988	300,143	300,143	452,270	445,407
Capital Purchases	-	1,504,000	2,004,000	5,780,992	3,051,000
Debt Service	39,009	-	-	8,709	470,000
Transfers From Other Funds	229,033	-	4,800,000	43,000	43,000
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	5,477,015	12,550,208	12,591,226	14,260,691	12,019,350
Estimated All-years Carryover Exp.	-	944,905	4,641,418	-	2,734,129
Ending Fund Balance	10,307,075	7,856,081	4,653,138	5,653,005	7,367,462

Belmont Shore Parking Meter Fund Summary

Purpose:

The Belmont Shore Parking Meter Revenue Fund was established by City Council Ordinance C-6219 to account for parking revenues in the Belmont Shore area of Long Beach. Revenues from this fund are used exclusively for the acquisition, construction, improvement and operation of parking facilities and equipment for the benefit of the Belmont Shore area.

Assumptions for Major Resources:

Revenue in this fund is from parking fees in the Belmont Shore area of the City.

Revenue Trends and Forecast:

The budgeted parking meter revenue in Belmont Shore for FY 04 is the same as FY 03. Additional revenue may be realized in FY 04 and FY 05 due to additional metered parking spaces and implementation of new electronic meters.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	277,415	201,119	201,119	201,119	155,372
Unreserving/(Reserving) of Restricted Fund Balance	(50,000)	-	-	-	-
Adjusted Fund Balance	227,415	201,119	201,119	201,119	155,372
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	448,629	430,500	430,500	430,500	430,500
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	448,629	430,500	430,500	430,500	430,500
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	676,045	631,619	631,619	631,619	585,872
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	212,907	215,000	215,000	214,910	315,000
Internal Support	50,419	46,337	46,337	46,337	46,337
Capital Purchases	-	-	-	-	-
Debt Service	211,600	215,000	215,000	215,000	212,800
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	474,926	476,337	476,337	476,247	574,137
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	201,119	155,282	155,282	155,372	11,735

Business Assistance Fund Summary

Purpose:

The Business Assistance Fund is used to account for Redevelopment Tax Increment monies used for economic development activities, including commercial rehabilitation loans, business outreach, commercial and retail services, and business retention and expansion.

Assumptions for Major Resources:

The primary source of revenue is Redevelopment Tax Increment funding. Additional revenue is received from business loan repayments.

Revenue Trends and Forecast:

Revenue in FY 03 and FY 04 will remain constant from transfers of approximately $2.6 million of Redevelopment funds. Some increase in loan revenue may be realized as new loan repayments are received.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	172,849	16,926	50,805	50,805	694,693
Unreserving/(Reserving) of Restricted Fund Balance	33,880	-	-	-	-
Adjusted Fund Balance	206,728	16,926	50,805	50,805	694,693
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	21,201	347,000	347,000	347,000	-
Revenue From Other Agencies	-	300,000	300,000	300,000	-
Charges for Services	-	-	-	-	-
Other Revenues	133,019	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	1,137,263	2,000,000	2,000,000	2,000,000	2,625,000
Total Revenues	1,291,484	2,647,000	2,647,000	2,647,000	2,625,000
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	1,498,213	2,663,926	2,697,805	2,697,805	3,319,693
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	358,864	792,665	792,665	517,234	875,200
Materials, Supplies and Services	834,476	1,423,210	1,456,912	1,262,728	1,634,479
Internal Support	212,454	181,609	181,787	206,150	229,752
Capital Purchases	6,376	-	-	17,000	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	35,237	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	1,447,408	2,397,484	2,431,364	2,003,112	2,739,431
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	50,805	266,441	266,441	694,693	580,262

Community Development Grants Fund Summary

Purpose:

The Community Development Grants Fund is used to account for funds received from the Federal Government Department of Housing and Urban Development (HUD) for community improvement programs targeting depressed and blighted areas of the City. This fund is also used to account for federal and state grants for job training and placement services.

Assumptions for Major Resources:

Each year the City actively pursues new funding opportunities to support various programs and services. State and federal grants comprise 85 percent of the FY 03 revenue in this fund. The balance of revenue is primarily from residential rehabilitation loan repayments.

Revenue Trends and Forecast:

The City will receive additional Community Development Block Grant (CDBG) funds in FY 04 resulting from demographic changes in the 2000 Census. However, this increase is offset by a 40 percent reduction in job training monies, resulting in the elimination of a number of programs. Future revenue trends depend solely on congressional allocations.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	8,856	372,121	10,852	10,852	452,674
Unreserving/(Reserving) of Restricted Fund Balance	50,601	-	612,041	612,041	-
Adjusted Fund Balance	59,458	372,121	622,893	622,893	452,674
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	10,377	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	881,621	631,315	631,315	464,678	528,814
Revenue From Other Agencies	33,799,116	20,030,804	22,279,808	21,000,372	21,708,764
Charges for Services	-	-	-	-	-
Other Revenues	4,090,797	4,623,649	4,623,649	3,298,488	2,647,192
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	44,088	-	-	1,101,645	-
Total Revenues	38,825,999	25,285,768	27,534,772	25,865,183	24,884,770
Estimated All-years Carryover Revenue	-	50,721,892	50,721,892	-	42,098,217
Total Resources	38,885,456	76,379,781	78,879,557	26,488,076	67,435,661
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	3,640,325	11,934,769	11,834,769	9,505,813	8,746,215
Materials, Supplies and Services	25,840,672	15,020,297	17,680,646	17,406,741	14,762,348
Internal Support	3,284,394	2,517,480	2,501,710	1,612,063	2,267,201
Capital Purchases	14,009	-	-	811	-
Debt Service	2,825,260	83,400	32,523	301,558	-
Transfers From Other Funds	3,269,944	(3,584,583)	(3,829,280)	(2,791,584)	(1,072,715)
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	38,874,604	25,971,363	28,220,367	26,035,402	24,703,049
Estimated All-years Carryover Exp.	-	38,875,020	39,923,300	-	42,315,974
Ending Fund Balance	10,852	11,533,398	10,735,890	452,674	416,638

Park Development Fund Summary

Purpose:

The Park Development Fund was established by City Ordinance C-6567 to account for development impact fees to be used solely and exclusively for the purpose of funding park land acquisition and recreation improvements.

Assumptions for Major Resources:

This fund is fully comprised of Park Impact Fees, which are derived from new residential construction and are collected with the occupancy of apartments or the first sale of condominiums.

Revenue Trends and Forecast:

Park Impact Fee receipts vary widely from year to year, as they are based on the amount of residential construction completed during the year. Major developments including the CityPlace residential component and the Park at Harbor View were completed in FY 03, while Ocean Villas will be complete in FY 04.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	467,038	415,891	415,892	415,892	1,387,086
Unreserving/(Reserving) of Restricted Fund Balance	-	-	-	-	-
Adjusted Fund Balance	467,038	415,891	415,892	415,892	1,387,086
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	835,778	500,000	500,000	1,500,000	750,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	15,838	15,000	15,000	15,000	15,000
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	851,616	515,000	515,000	1,515,000	765,000
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	1,318,654	930,891	930,892	1,930,892	2,152,086
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	29,986	33,802	33,802	32,737	34,594
Materials, Supplies and Services	10,150	5,921	5,921	5,921	5,921
Internal Support	2,094	5,095	5,095	5,148	5,392
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	860,532	500,000	500,000	500,000	1,200,000
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	902,763	544,818	544,818	543,806	1,245,907
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	415,892	386,073	386,073	1,387,086	906,179

Gasoline Tax Street Improvement Fund Summary

Purpose:

The Gasoline Tax Street Improvement Fund is used to account for receipt and expenditure of gasoline tax funds apportioned under the State Streets and Highway code, as well as other sources dedicated to transportation improvements. Expenditures may be made for any street-related purpose on the City's system of streets, including maintenance.

Assumptions for Major Resources:

In addition to gasoline tax revenue from the State of California, other transportation-related revenue sources include funding from the Federal Transportation Equity Act for the Twenty-First Century (TEA-21) and the State Traffic Congestion Relief Fund (AB2928).

Revenue Trends and Forecast:

Revenue from the gasoline tax has been increasing and will continue to do so if gasoline prices and sales continue to increase. Revenue from grant funds will fluctuate depending on legislative actions.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	5,325,724	5,748,705	6,268,664	6,268,664	5,909,243
Unreserving/(Reserving) of Restricted Fund Balance	519,959	-	-	-	-
Adjusted Fund Balance	5,845,683	5,748,705	6,268,664	6,268,664	5,909,243
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	475,302	260,886	260,886	258,385	267,644
Revenue From Other Agencies	18,843,531	10,605,086	11,838,240	10,787,437	10,481,328
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	19,318,833	10,865,972	12,099,126	11,045,822	10,748,972
Estimated All-years Carryover Revenue	-	9,935,491	9,935,491	-	10,988,795
Total Resources	25,164,516	26,550,168	28,303,281	17,314,486	27,647,010
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	9,859,772	4,557,000	6,347,188	5,056,458	4,440,000
Internal Support	8,411,656	6,308,973	6,188,589	6,348,786	6,308,973
Capital Purchases	624,425	-	(464,042)	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	10,306	-	-
Prior Year Encumbrance	-	-	17,086	-	-
Total Requirements	18,895,852	10,865,973	12,099,127	11,405,243	10,748,973
Estimated All-years Carryover Exp.	-	14,529,312	15,228,613	-	15,922,497
Ending Fund Balance	6,268,664	1,154,883	975,541	5,909,243	975,540

Transportation Fund Summary

Purpose:

The Transportation Fund is used to account for the City's share of an additional 1 percent sales tax which was approved by the electorate, and is collected by the County of Los Angeles to finance certain transportation projects (Proposition A and C).

Assumptions for Major Resources:

In addition to the Proposition A (approved in November 1980) and Proposition C (approved in November 1990) revenues described above, interest earned on unspent funds is accumulated in the fund and must be used for transportation purposes.

Revenue Trends and Forecast:

Recent trends indicate increases in revenues from Proposition A and Proposition C. Currently, the upward trend is continuing.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	19,346,254	19,193,091	20,239,458	20,239,458	16,104,651
Unreserving/(Reserving) of Restricted Fund Balance	1,126,367	-	80,000	80,000	-
Adjusted Fund Balance	20,472,622	19,193,091	20,319,458	20,319,458	16,104,651
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,089,439	579,850	579,850	937,277	718,000
Revenue From Other Agencies	11,582,246	11,849,176	11,849,176	7,568,406	12,654,612
Charges for Services	-	-	-	-	-
Other Revenues	915	-	-	3,000	1,000
Interfund Services-Charges	-	2,000	2,000	-	1,000
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	12,672,600	12,431,026	12,431,026	8,508,683	13,374,612
Estimated All-years Carryover Revenue	-	1,446,610	1,446,610	-	5,429,954
Total Resources	33,145,222	33,070,727	34,197,094	28,828,141	34,909,216
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	728,367	839,778	839,778	768,425	952,924
Materials, Supplies and Services	10,495,497	11,547,156	11,384,796	11,205,338	13,821,117
Internal Support	1,681,648	275,545	587,905	749,727	711,019
Capital Purchases	-	-	(150,000)	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	252	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	12,905,764	12,662,479	12,662,479	12,723,490	15,485,060
Estimated All-years Carryover Exp.	-	16,307,293	16,248,797	-	16,085,285
Ending Fund Balance	20,239,458	4,100,955	5,285,818	16,104,651	3,338,871

Capital Projects Fund Summary

Purpose:

The Capital Projects Fund was established to account for resources used for the acquisition or construction of major capital improvements, except those financed by Enterprise, Internal Service, Tidelands and Subsidiary Funds.

Assumptions for Major Resources:

Fund revenues consist of operating transfers from the General Fund (including $1 million from golf operations and $2.6 million for sidewalks), various grants, such as those from the Metropolitan Transportation Authority (MTA), transportation improvement fees, and bond sale proceeds.

Revenue Trends and Forecast:

Revenue predictions show that the downward trend of the State's economy could potentially result in reduced grant income available from the MTA, State, and County.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	14,758,874	41,170,200	14,664,839	14,664,839	29,823,850
Unreserving/(Reserving) of Restricted Fund Balance	4,278,709	-	52,069,667	52,069,667	-
Adjusted Fund Balance	19,037,583	41,170,200	66,734,506	66,734,506	29,823,850
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	3,422,290	-	-	-	2,110,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,433,289	75,000	398,400	75,000	75,000
Revenue From Other Agencies	6,076,669	247,058	3,713,853	5,164,497	1,800,000
Charges for Services	-	-	-	-	-
Other Revenues	12,500	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	37,150,413	-	-	-	5,000,000
Operating Transfers	10,923,196	7,730,000	8,736,799	1,831,220	6,213,120
Total Revenues	59,018,356	8,052,058	12,849,052	7,070,718	15,198,120
Estimated All-years Carryover Revenue	-	40,703,366	40,703,366	-	46,562,636
Total Resources	78,055,939	89,925,624	120,286,924	73,805,224	91,584,605
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	3,665,079	3,804,971	3,804,971	2,358,941	4,296,435
Materials, Supplies and Services	49,000,338	4,315,819	8,093,007	40,957,533	6,449,150
Internal Support	(400,973)	(343,731)	2,801,214	(166,101)	(822,464)
Capital Purchases	1,870,658	-	(21,784)	-	-
Debt Service	6,493,807	-	-	-	-
Transfers From Other Funds	2,762,192	778,000	(1,076,452)	831,000	5,894,000
Prior Year Encumbrance	-	-	(250,363)	-	-
Total Requirements	63,391,100	8,555,058	13,350,592	43,981,374	15,817,121
Estimated All-years Carryover Exp.	-	108,934,146	103,157,165	-	70,384,419
Ending Fund Balance	14,664,839	(27,563,580)	3,779,167	29,823,850	5,383,066

Internal Service

Funds

Civic Center Fund
General Services Fund
Fleet Services Fund
Insurance Fund
Employee Benefits Fund

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BEACH

Civic Center Fund Summary

Purpose:

The Civic Center Fund is used to maintain City Hall, the Main Library, Public Safety Buildings and related parking facilities (Civic Center facilities).

Assumptions for Major Resources:

The major ongoing revenue source to this fund is rental payments from the departments occupying the facilities. Minor sources of revenue include public parking charges and interest earnings.

Revenue Trends and Forecast:

Effective FY 03, rental payments from other departments are characterized as a negative expense in Internal Support character of expense shown below and as a positive expense in the funds utilizing the Civic Center facilities. In prior years, rental payments were characterized as revenue under Interfund Services.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	1,929,850	14,054,080	2,879,762	2,879,762	14,671,035
Unreserving/(Reserving) of Restricted Fund Balance	13,432,304	7,185,116	22,452,144	22,452,144	-
Adjusted Fund Balance	15,362,154	21,239,196	25,331,906	25,331,906	14,671,035
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,500	-	-	3,500	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,263,147	694,200	694,200	653,434	745,200
Revenue From Other Agencies	288	60,000	60,000	120,000	-
Charges for Services	-	300	300	300	300
Other Revenues	235,103	40,000	40,000	42,817	-
Interfund Services-Charges	11,422,590	435,300	435,300	460,000	514,970
Intrafund Services-Gen Fund Chgs	84,113	60,000	60,000	84,559	94,166
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	13,006,742	1,289,800	1,289,800	1,364,610	1,354,636
Estimated All-years Carryover Revenue	-	(116,048)	(116,048)	-	-
Total Resources	28,368,895	22,412,948	26,505,658	26,696,516	16,025,671
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	1,771,746	1,825,376	1,825,376	1,797,199	2,123,282
Materials, Supplies and Services	18,342,556	4,798,287	4,842,424	8,103,378	3,617,921
Internal Support	2,247,724	(9,209,342)	(9,212,261)	(9,327,354)	(9,065,009)
Capital Purchases	180	14,000	14,000	14,000	-
Debt Service	3,725,523	3,612,889	3,612,889	3,753,142	3,670,088
Transfers From Other Funds	(598,597)	7,685,116	7,685,116	7,685,116	500,000
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	25,489,133	8,726,326	8,767,544	12,025,481	846,282
Estimated All-years Carryover Exp.	-	13,123,890	15,633,305	-	12,406,624
Ending Fund Balance	2,879,762	562,732	2,104,809	14,671,035	2,772,765

General Services Fund Summary

Purpose:

The General Services Fund is used to account for the operation, maintenance and timely replacement of the City's data processing and telecommunications equipment and software as well as the cost of providing a variety of services to City departments including PC desktop support, application development and programming, internet services, central telephone and wireless communication, video communication, retired property, central mailing and reprographic services.

Assumptions for Major Resources:

The largest source of revenue for the General Services Fund is internal charges to City departments (89%). The remaining revenues are from cable franchise fees (8%) and miscellaneous external fees (3%).

Revenue Trends and Forecast:

Revenue is expected to decrease in FY 04 as a result of reduced charges to City departments.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	7,327,563	6,030,147	6,256,562	6,256,562	4,963,854
Unreserving/(Reserving) of Restricted Fund Balance	226,414	-	-	-	-
Adjusted Fund Balance	7,553,977	6,030,147	6,256,562	6,256,562	4,963,854
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	2,542,225	2,500,000	2,500,000	2,473,088	2,499,750
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	14,882	-	-	2	-
Revenue From Other Agencies	711,267	672,381	672,381	693,375	678,461
Charges for Services	1,440	-	-	1,080	-
Other Revenues	480,533	470,000	470,000	437,915	445,000
Interfund Services-Charges	30,354,127	35,407,798	35,407,798	30,758,261	30,691,869
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	34,104,473	39,050,179	39,050,179	34,363,721	34,315,080
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	41,658,451	45,080,326	45,306,741	40,620,282	39,278,934
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	11,503,421	12,779,117	12,779,117	10,978,722	13,166,894
Materials, Supplies and Services	15,087,255	15,542,259	15,768,472	14,768,168	13,201,683
Internal Support	1,588,827	1,469,710	1,469,710	1,438,042	1,616,827
Capital Purchases	1,995,949	2,351,369	2,351,570	2,061,704	2,124,369
Debt Service	3,340,633	3,672,768	3,672,768	2,582,858	1,872,310
Transfers From Other Funds	1,885,805	3,826,934	3,826,934	3,826,934	4,597,694
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	35,401,889	39,642,157	39,868,571	35,656,428	36,579,777
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	6,256,562	5,438,169	5,438,170	4,963,854	2,699,157

Fleet Services Fund Summary

Purpose:

The Fleet Services Fund is used to account for the City's purchase, maintenance and replacement of all fleet vehicles and equipment, except those owned by the Water and Harbor Departments.

Assumptions for Major Resources:

The two major sources of revenue for this fund include charges to user departments and land rental income, combined account for approximately 95% of revenues. Fleet charges are generated from City Departments that utilize vehicles and equipment acquired and maintained by the Long Beach Energy Department's Fleet Services Bureau. Vehicle and equipment charges include such items as lease payments, capital replacement, preventive maintenance and repair, and fueling charges. Land rental income is received from the Environmental Services Bureau and the Towing Operations for space they occupy at the Willow and Temple Facility.

Revenue Trends and Forecast:

The Three -Year Financial Strategic Plan includes a reduction in the size of the City's Fleet of almost 25%. This reduction will result in decreases in fuel, maintenance, and acquisition costs, along with a corresponding decrease in charges to users. Other significant savings in acquisition costs have occurred through careful analysis of vehicle requirements and prudent use of used and refurbished vehicles where appropriate. A comprehensive analysis of the City's Fleet is being conducted by an outside expert with assistance from the City Auditor's Office.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	2,899,173	8,622,889	8,771,426	8,771,426	7,998,630
Unreserving/(Reserving) of Restricted Fund Balance	10,060,336	-	5,067,154	5,067,154	-
Adjusted Fund Balance	12,959,508	8,622,889	13,838,580	13,838,580	7,998,630
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,108,089	1,815,000	2,810,739	1,856,548	1,815,000
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	13,050	-	-	1,850	86,000
Other Revenues	1,554,595	845,758	845,758	1,266,804	493,132
Interfund Services-Charges	24,175,360	25,404,730	25,404,730	24,788,813	23,723,361
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	27,851,093	28,065,488	29,061,227	27,914,015	26,117,493
Estimated All-years Carryover Revenue	-	(425,003)	(425,003)	-	995,739
Total Resources	40,810,602	36,263,374	42,474,804	41,752,595	35,111,862
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	6,048,393	5,835,424	5,835,424	5,506,566	6,249,602
Materials, Supplies and Services	15,054,140	7,561,158	8,608,585	13,713,189	6,234,377
Internal Support	433,274	301,698	301,697	289,613	350,601
Capital Purchases	7,842,470	9,826,113	12,967,657	11,070,040	8,815,993
Debt Service	2,486,460	2,497,204	2,497,204	2,500,804	2,497,659
Transfers From Other Funds	174,439	222,969	222,969	673,753	222,969
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	32,039,176	26,244,565	30,433,535	33,753,965	24,371,200
Estimated All-years Carryover Exp.	-	3,068,020	5,115,199	-	161,445
Ending Fund Balance	8,771,426	6,950,789	6,926,070	7,998,630	10,579,217

Insurance Fund Summary

Purpose:

The Insurance Fund was created to finance and account for all risk management-related activities Citywide. It consists of two subfunds (Workers' Compensation and General Liability) and provides funding for the majority of the City's insurance activities.

Assumptions for Major Resources:

The three major revenue sources in this fund are: annual interest earned on the fund balance; charges collected from departments based on allocation of risk management costs; and reimbursements received on claims expense or other expenditures.

Revenue Trends and Forecast:

Revenue will be higher as the result of increased allocations to departments for general liability and worker' compensation charges in order to cover annual costs. Interest earned on the fund balance is expected to decrease due to declining interest rates.

Expenditures will increase due to the projection of even higher insurance costs as the result of the continued hardening of the insurance market, rising hospital and medical costs related to workers' compensation claims and annual improvements to State workers' compensation benefits to injured employees.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	38,362,975	21,137,575	21,356,719	21,356,719	7,752,407
Unreserving/(Reserving) of Restricted Fund Balance	(3,784,781)	-	-	-	-
Adjusted Fund Balance	34,578,194	21,137,575	21,356,719	21,356,719	7,752,407
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,099,437	2,405,000	2,405,000	1,113,000	1,005,000
Revenue From Other Agencies	2,819	-	-	6,700	-
Charges for Services	251	-	-	251	-
Other Revenues	513,311	341,280	341,280	293,614	359,323
Interfund Services-Charges	18,505,285	18,490,055	18,490,055	23,053,203	32,882,007
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	21,121,104	21,236,335	21,236,335	24,466,769	34,246,330
Estimated All-years Carryover Revenue	-	145	145	-	-
Total Resources	55,699,297	42,374,055	42,593,199	45,823,488	41,998,737
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	10,247,063	10,919,647	10,919,647	10,304,614	11,368,751
Materials, Supplies and Services	22,057,145	22,806,685	22,962,932	25,574,357	23,841,650
Internal Support	1,718,111	2,011,025	2,011,025	1,901,288	1,989,531
Capital Purchases	82,843	190,000	252,972	99,314	40,000
Debt Service	-	-	-	-	-
Transfers From Other Funds	237,418	1,003,631	1,003,631	191,508	162,389
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	34,342,578	36,930,988	37,150,207	38,071,081	37,402,320
Estimated All-years Carryover Exp.	-	-	16,022	-	-
Ending Fund Balance	21,356,719	5,443,067	5,426,970	7,752,407	4,596,416

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, in-hospital indemnity, 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.

Revenue Trends and Forecast:

Charges to departments will be increased in FY 04 to cover increasing health care costs.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	5,313,745	15,991,012	13,877,832	13,877,832	16,403,876
Unreserving/(Reserving) of Restricted Fund Balance	1,490,721	2,498,615	2,656,971	2,656,971	-
Adjusted Fund Balance	6,804,466	18,489,627	16,534,803	16,534,803	16,403,876
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	562,141	610,000	610,000	467,000	400,000
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	236,444	109,000	109,000	249,943	206,000
Interfund Services-Charges	108,173,214	118,909,754	118,909,754	108,825,759	126,033,002
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	4,005,101	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	112,976,899	119,628,754	119,628,754	109,542,702	126,639,002
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	119,781,365	138,118,381	136,163,557	126,077,505	143,042,878
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	90,677,441	104,001,721	104,001,721	97,178,606	112,812,183
Materials, Supplies and Services	780,792	1,025,681	1,067,472	652,903	839,883
Internal Support	1,557,990	1,678,049	1,678,049	1,552,107	1,584,992
Capital Purchases	19,236	-	-	-	-
Debt Service	7,750,170	9,144,783	9,144,783	9,287,054	8,824,954
Transfers From Other Funds	5,117,904	9,636,611	9,636,611	1,002,958	9,636,135
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	105,903,533	125,486,845	125,528,637	109,673,629	133,698,147
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	13,877,832	12,631,536	10,634,920	16,403,876	9,344,732

CITY OF
LONG
BEACH

Tidelands

Funds

Tidelands Operating Funds
Tideland Oil Revenue Fund
Reserve for Subsidence Fund

ASSUMPTIONS FOR MAJOR RESOURCES

The Tidelands Funds are comprised of the following four funds: Tidelands Operations, Marina, Queen Mary Repair Reserve and Rainbow Harbor Area.

Sources of Tidelands Operations Fund revenue include permit fees and rents from various waterfront concessions; Convention Center and Hyatt leases; 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 Repair Reserve Fund revenue is limited to rents generated from the site currently occupied by the Catalina Express operation.

The Rainbow Harbor Area Fund revenue is comprised of 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 Funds Summary

Purpose:

The Tidelands Funds are used to account for operations, programming, maintenance and development of the Tidelands Trust area including beaches and waterways, the Convention Center and Hyatt Hotel leases, the Queen Mary and adjacent properties, the Aquarium of the Pacific, Rainbow Harbor area and Pike at Rainbow Harbor and the marinas. Operations include Police, Security, Fire, Lifeguards, Refuse, Park and Beach maintenance, lease management, parking structure operations and other support functions.

Revenue Trends and Forecast:

Tidelands Funds revenues are heavily dependent upon the economy and tourism. The Convention Center, Queen Mary and Aquarium of the Pacific were negatively impacted by the downturn in the economy. The Funds are dependent on significant support from the Harbor and Tideland Oil Revenue funds, with the City Charter allowing a 10% annual transfer of the Harbor Fund net income and State law directing a Tideland Oil Revenue Fund transfer based on a percentage of the Optimized Flood Program operating results.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	16,444,712	61,043,145	11,205,659	11,205,659	23,866,657
Unreserving/(Reserving) of Restricted Fund Balance	(28,868,951)	-	40,819,311	40,819,311	-
Adjusted Fund Balance	(12,424,239)	61,043,145	52,024,970	52,024,970	23,866,657
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	(39,232)	-	-	12,150	-
Fines and Forfeitures	139,131	180,500	180,500	164,197	181,000
Use of Money & Property	29,650,843	26,547,485	26,547,187	26,699,478	27,778,554
Revenue From Other Agencies	1,316,467	559,322	559,322	1,611,881	574,322
Charges for Services	21,703,977	25,757,535	25,757,535	23,655,707	25,032,895
Other Revenues	108,824	50,699	50,699	260,783	50,699
Interfund Services-Charges	71,899	80,047	80,047	80,047	81,539
Intrafund Services-Gen Fund Chgs	837	837	837	837	837
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	32,926,578	-	1,951,800	837,539	-
Operating Transfers	20,279,227	19,925,450	20,696,450	24,431,516	20,354,176
Total Revenues	106,158,552	73,101,875	75,824,377	77,754,136	74,054,022
Estimated All-years Carryover Revenue	-	22,212,253	22,212,253	-	21,815,206
Total Resources	93,734,313	156,357,273	150,061,599	129,779,106	119,735,885
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	14,320,683	14,298,354	14,298,354	13,503,473	15,576,259
Materials, Supplies and Services	43,281,047	36,732,905	37,779,476	68,994,573	38,048,353
Internal Support	5,650,923	5,576,319	5,642,501	5,164,574	5,614,141
Capital Purchases	-	-	-	-	-
Debt Service	13,661,306	13,678,196	13,678,196	13,771,660	13,827,761
Transfers From Other Funds	5,614,696	5,547,974	5,547,974	4,478,168	5,795,879
Prior Year Encumbrance	-	-	(1,344)	-	-
Total Requirements	82,528,655	75,833,748	76,945,157	105,912,448	78,862,393
Estimated All-years Carryover Exp.	-	61,511,361	61,332,931	-	30,197,311
Ending Fund Balance	11,205,659	19,012,164	11,783,511	23,866,657	10,676,182

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.

Revenue Trends and Forecast:

The projected revenues for the Tideland Oil Revenue Fund are based on a $20 per barrel price for crude oil. The Department of Oil Properties feels that this is a prudent price to project based on the volatility of the oil market.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	17,622,472	21,874,997	22,098,642	22,098,642	43,483,107
Unreserving/(Reserving) of Restricted Fund Balance	(15,287,761)	-	-	-	-
Adjusted Fund Balance	2,334,711	21,874,997	22,098,642	22,098,642	43,483,107
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	43,919,165	40,753,428	74,492,218	74,497,367	53,535,425
Revenue From Other Agencies	368,189	50,000	50,000	50,000	-
Charges for Services	96	-	-	-	-
Other Revenues	146,367	500	500	500	-
Interfund Services-Charges	88,132	164,000	164,000	164,000	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	44,521,949	40,967,928	74,706,718	74,711,867	53,535,425
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	46,856,660	62,842,925	96,805,359	96,810,508	97,018,532
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	4,016,387	4,145,953	4,145,953	3,943,134	4,384,315
Materials, Supplies and Services	16,304,172	9,383,485	40,857,808	41,080,421	28,084,640
Internal Support	858,327	694,808	694,808	708,420	921,214
Capital Purchases	-	-	-	-	-
Debt Service	53,929	-	-	-	-
Transfers From Other Funds	3,525,204	5,019,154	6,629,818	7,595,427	3,355,934
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	24,758,018	19,243,400	52,328,387	53,327,402	36,746,103
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	22,098,642	43,599,525	44,476,972	43,483,107	60,272,429

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.

Revenue Trends and Forecast:

It is estimated that the interest rate for FY 04 will be approximately 2.25%. One-half of the interest earned in Calendar Year 2003 be transferred to the State in January 2004.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	139,565,825	142,753,237	142,753,237	142,753,237	144,420,943
Unreserving/(Reserving) of Restricted Fund Balance	-	-	-	-	-
Adjusted Fund Balance	139,565,825	142,753,237	142,753,237	142,753,237	144,420,943
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	6,374,824	5,336,800	5,336,800	4,567,725	3,505,280
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	6,374,824	5,336,800	5,336,800	4,567,725	3,505,280
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	145,940,650	148,090,037	148,090,037	147,320,962	147,926,223
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	3,187,412	3,314,800	3,314,800	2,900,019	2,089,473
Internal Support	-	-	-	-	-
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	3,187,412	3,314,800	3,314,800	2,900,019	2,089,473
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	142,753,237	144,775,237	144,775,237	144,420,943	145,836,750

CITY OF
LONG
BEACH

Enterprise

Funds

Gas Fund
Energy Services Fund
Water Fund
Sewer Fund
Airport Fund
Refuse/Recycling Fund
SERRF Fund
SERRF JPA Fund
Towing Fund

CITY OF
LONG
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Gas Fund Summary

Purpose:

The Gas Fund is used to provide natural gas services and meet the energy needs of all customers in a safe and efficient manner at the lowest practical cost; and to ensure quality services and system reliability.

Assumptions for Major Resources:

The major source of revenue for the Gas Fund is gas metered sales, which accounts for approximately 95% of the fund's total revenues.

Revenue Trends and Forecast:

Revenues are expected to experience somewhat of a steady growth, coinciding with increased natural gas prices nationwide and higher demand due to population, commerce and industrial growth.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	7,249,505	13,880,184	6,658,046	6,658,046	9,880,362
Unreserving/(Reserving) of Restricted Fund Balance	185,006	-	8,000,000	8,000,000	-
Adjusted Fund Balance	7,434,511	13,880,184	14,658,046	14,658,046	9,880,362
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,024,825	315,025	315,025	641,532	300,630
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	62,710,257	82,744,729	82,744,729	75,187,292	91,755,650
Other Revenues	37,287	-	-	13,368	-
Interfund Services-Charges	303,893	365,822	365,822	345,822	345,822
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	64,076,262	83,425,576	83,425,576	76,188,013	92,402,102
Estimated All-years Carryover Revenue	-	(613,859)	(613,859)	-	(382,378)
Total Resources	71,510,773	96,691,901	97,469,763	90,846,059	101,900,086
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	13,136,912	13,633,248	13,633,248	10,943,901	14,544,142
Materials, Supplies and Services	35,162,295	51,065,467	51,192,820	46,591,409	50,259,749
Internal Support	7,606,622	7,813,643	7,729,119	7,641,005	8,023,145
Capital Purchases	760,297	118,400	123,187	108,652	59,700
Debt Service	1,043,057	1,041,640	1,041,640	1,085,981	1,037,636
Transfers From Other Funds	7,143,545	14,594,750	14,594,750	14,594,750	10,823,384
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	64,852,727	88,267,148	88,314,765	80,965,698	84,747,755
Estimated All-years Carryover Exp.	-	13,893,852	6,158,257	-	7,225,125
Ending Fund Balance	6,658,046	(5,469,099)	2,996,741	9,880,362	9,927,205

Energy Services Fund Summary

Purpose:

The Energy Services Fund is used to meet the aggregated electric commodity energy needs of all City departments at the lowest practical cost at or below the existing electric utility tariff prices.

Assumptions for Major Resources:

The only source of revenue at this time for the Energy Services Fund is interest income.

Revenue Trends and Forecast:

The Energy Services Fund will remain dormant until new projects are initiated.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	101,906	44,285	44,285	44,285	46,541
Unreserving/(Reserving) of Restricted Fund Balance	-	-	-	-	-
Adjusted Fund Balance	101,906	44,285	44,285	44,285	46,541
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	4,379	6,225	6,225	2,256	2,256
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	4,379	6,225	6,225	2,256	2,256
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	106,285	50,510	50,510	46,541	48,797
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	55,974	-	-	-	-
Internal Support	-	-	-	-	-
Capital Purchases	6,026	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	62,000	-	-	-	-
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	44,285	50,510	50,510	46,541	48,797

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 service charge based on the size of the customers water meter. Other revenues include rents received from tenants on Water Department owned property, interest income received and charges for services requested by customers. FY 04 revenue assumes normal water usage and slight water rate increases.

Revenue Trends and Forecast:

The Department will be using a combination of revenue sources to fund future major projects. Grant proceeds will be received for the Conjunctive Use Wells, Reclaimed Water System, and an Ocean Desalination Study. The increase in water rates will generate revenues to meet increases in operating and maintenance costs.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	11,798,573	3,252,572	3,252,572	3,252,572	4,863,873
Unreserving/(Reserving) of Restricted Fund Balance	(2,856,227)	-	-	-	-
Adjusted Fund Balance	8,942,345	3,252,572	3,252,572	3,252,572	4,863,873
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	1,410,423	1,200,000	1,200,000	1,260,000	1,100,000
Revenue From Other Agencies	275,520	6,660,000	6,660,000	5,620,000	5,600,000
Charges for Services	59,434,955	59,825,000	59,825,000	60,175,000	64,070,000
Other Revenues	1,001,922	1,170,000	1,170,000	880,000	2,401,000
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	8,500,000	8,500,000	7,500,000	-
Operating Transfers	-	-	-	-	-
Total Revenues	62,122,821	77,355,000	77,355,000	75,435,000	73,171,000
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	71,065,166	80,607,572	80,607,572	78,687,572	78,034,873
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	13,968,843	14,180,726	14,180,726	14,274,519	15,452,269
Materials, Supplies and Services	44,835,544	33,773,048	33,773,048	33,763,241	38,087,701
Internal Support	4,881,516	5,121,474	5,121,474	5,006,742	5,272,156
Capital Purchases	850,242	22,676,490	22,676,490	17,678,000	11,991,500
Debt Service	3,739,990	4,106,198	4,106,198	4,001,198	3,704,894
Transfers From Other Funds	(463,542)	(450,000)	(450,000)	(900,000)	(900,000)
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	67,812,594	79,407,936	79,407,936	73,823,699	73,608,520
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	3,252,572	1,199,636	1,199,637	4,863,873	4,426,353

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 and a service charge based on the size of the customer's meter. Other revenues include interest income and sewer capacity fees from developers for new projects in the City. FY 04 revenue assumes normal water usage and reimbursement from the City for storm drain operating and maintenance costs.

Revenue Trends and Forecast:

Volumetric charges are anticipated to remain stable. Interest income will decline in the future as the sewer cash balance declines as funds are used for capital projects.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	13,937,544	3,474,823	3,409,955	3,409,955	3,142,607
Unreserving/(Reserving) of Restricted Fund Balance	(452,145)	-	-	-	-
Adjusted Fund Balance	13,485,399	3,474,823	3,409,955	3,409,955	3,142,607
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	688,249	507,500	507,500	1,107,500	607,500
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	547,354	300,000	300,000	275,000	200,000
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	7,275,000	7,887,500	7,887,500	7,800,000	8,825,000
Other Revenues	(237,082)	100,000	100,000	65,000	75,000
Interfund Services-Charges	86,400	86,400	86,400	86,400	86,400
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	8,359,921	8,881,400	8,881,400	9,333,900	9,793,900
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	21,845,319	12,356,223	12,291,355	12,743,855	12,936,507
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	3,195,812	3,675,722	3,675,722	3,216,622	3,143,132
Materials, Supplies and Services	13,297,316	1,465,200	1,465,200	1,346,100	1,483,700
Internal Support	1,437,998	1,642,115	1,642,115	1,658,526	1,699,875
Capital Purchases	40,696	2,370,000	2,370,000	2,480,000	3,605,000
Debt Service	-	-	-	-	-
Transfers From Other Funds	463,542	450,000	450,000	900,000	900,000
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	18,435,365	9,603,037	9,603,037	9,601,247	10,831,707
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	3,409,955	2,753,186	2,688,318	3,142,607	2,104,801

Airport Fund Summary

Purpose:

The Airport Fund is used to meet the air transportation needs of the Long Beach community; to link the City with the nation's transportation system; and to provide an attractive, adequate and efficient terminal facility which creates a favorable impression of the City.

Assumptions for Major Resources:

Major revenue sources consist of revenues related to airport operations and grants. Airport operations include landing, parking, and leases of airport property to tenants. Grants are mostly from the Federal Aviation Administration and are used for capital improvements to the Airport such as airfield pavement rehabilitation, upgrades to security, and passenger terminal enhancements.

Revenue Trends and Forecast:

In FY 04, the Airport Enterprise Fund is expected to benefit from an increase in commercial airline flights and increased parking rates implemented in July of 2003. The capital improvement program will be enhanced by funding from the Federal Aviation Administration and the implementation of a passenger facility charge.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	3,027,121	1,884,405	66,227	66,227	505,328
Unreserving/(Reserving) of Restricted Fund Balance	712,367	-	-	-	-
Adjusted Fund Balance	3,739,488	1,884,405	66,227	66,227	505,328
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	15,852	-	-	12,786	10,000
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	13,510,918	21,182,860	21,182,860	21,159,915	23,390,711
Revenue From Other Agencies	5,704,166	1,237,765	1,237,765	4,486,275	92,598
Charges for Services	-	-	-	-	-
Other Revenues	18,887	436,497	436,497	3,377	10,000
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	15,797,350
Operating Transfers	-	-	-	-	-
Total Revenues	19,249,823	22,857,122	22,857,122	25,662,353	39,300,659
Estimated All-years Carryover Revenue	-	17,308,525	17,308,525	-	14,119,045
Total Resources	22,989,311	42,050,052	40,231,874	25,728,580	53,925,031
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	4,075,224	4,474,678	4,474,678	4,712,437	5,898,380
Materials, Supplies and Services	9,487,996	4,139,785	6,306,824	11,683,143	21,851,027
Internal Support	6,832,591	5,901,683	6,404,807	6,175,419	7,770,801
Capital Purchases	13,160	28,604	28,604	46,680	28,604
Debt Service	2,261,491	1,299,995	2,209,995	2,517,315	1,367,060
Transfers From Other Funds	252,622	23,008	23,008	88,259	23,008
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	22,923,084	15,867,753	19,447,916	25,223,253	36,938,880
Estimated All-years Carryover Exp.	-	13,184,460	20,905,923	-	16,397,633
Ending Fund Balance	66,227	12,997,839	(121,965)	505,328	588,519

Refuse/Recycling Fund Summary

Purpose:

To provide refuse collection to the citizens of Long Beach in a timely and cost effective manner.

Assumptions for Major Resources:

The primary source of revenue for the Refuse Fund is from refuse and recycling charges, which account for approximately 91% of total revenues. This fund also receives grant money from the State for various public outreach messages (recycling, litter reduction, used motor oil collection, etc.); Revenue from the sale of recyclables collected through the City's residential recycling program; fees paid by the City's licensed private refuse haulers for AB939 compliance, and interest income.

Revenue Trends and Forecast:

Refuse/Recycling rate revenue should increase by Consumer Price Index (CPI) as these rates are subject to annual CPI adjustments.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	6,965,258	5,246,490	5,255,857	5,255,857	6,523,264
Unreserving/(Reserving) of Restricted Fund Balance	9,367	-	-	-	-
Adjusted Fund Balance	6,974,625	5,246,490	5,255,857	5,255,857	6,523,264
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	1,207,077	1,051,750	1,051,750	1,250,525	1,051,750
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	321,170	228,284	228,284	263,284	228,284
Revenue From Other Agencies	1,172,548	329,427	329,427	500,537	329,427
Charges for Services	25,427,318	26,549,449	26,549,449	27,004,780	27,589,996
Other Revenues	1,623,633	1,020,000	1,020,000	1,462,572	1,678,405
Interfund Services-Charges	193,889	41,570	41,570	54,319	41,570
Intrafund Services-Gen Fund Chgs	30,998	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	29,976,634	29,220,480	29,220,480	30,536,017	30,919,432
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	36,951,258	34,466,970	34,476,337	35,791,874	37,442,696
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	9,488,993	8,106,302	8,106,302	7,808,601	8,613,351
Materials, Supplies and Services	6,581,631	5,203,539	5,212,906	5,390,040	5,331,170
Internal Support	15,131,933	15,833,498	15,833,498	15,600,526	16,566,449
Capital Purchases	224,070	193,200	193,200	193,200	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	268,775	276,243	276,243	276,243	276,243
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	31,695,402	29,612,781	29,622,148	29,268,609	30,787,213
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	5,255,857	4,854,189	4,854,188	6,523,264	6,655,483

SERRF Fund Summary

Purpose:

To maintain the Solid Waste Program as an Enterprise Operation, provide disposal services at the Southeast Resources Recovery Facility (SERRF) for residential and commercial refuse delivered by the City and various surrounding communities, and to implement waste reduction and recycling activities.

Assumptions for Major Resources:

The two main sources of revenue for the SERRF Enterprise Fund are electrical sales to Southern California Edison (SCE), which accounts for approximately 60% of the total revenue, and customer disposal fees, which makes up an additional 35%.

Revenue Trends and Forecast:

Revenues from electrical sales to SCE are expected to remain unchanged for the next several years per the contract with SCE. Revenues from private hauler disposal fees are expected to increase annually by an amount equal to increases in the Consumer Price Index (CPI), plus any disposal fee increases above CPI imposed at Puente Hills Landfill. Long Beach and Lakewood disposal fees are expected to increase by CPI annually.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	44,289,495	52,067,357	52,067,357	52,067,357	39,069,407
Unreserving/(Reserving) of Restricted Fund Balance	-	-	-	-	-
Adjusted Fund Balance	44,289,495	52,067,357	52,067,357	52,067,357	39,069,407
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,031,339	1,474,000	1,474,000	1,100,000	1,280,000
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	40,800,714	38,511,000	38,511,000	38,758,000	40,313,671
Other Revenues	1,213,392	1,156,036	1,156,036	1,787,436	1,162,000
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	44,045,445	41,141,036	41,141,036	41,645,436	42,755,671
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	88,334,940	93,208,393	93,208,393	93,712,793	81,825,078
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	311,430	300,545	300,545	300,741	306,831
Materials, Supplies and Services	34,891,161	48,299,219	48,299,219	42,567,129	41,753,359
Internal Support	1,067,603	997,521	997,521	816,180	834,113
Capital Purchases	(201,122)	750,000	750,000	721,000	750,000
Debt Service	750	-	-	900	-
Transfers From Other Funds	197,761	9,249,617	9,249,617	10,237,436	2,703,757
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	36,267,583	59,596,901	59,596,901	54,643,386	46,348,060
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	52,067,357	33,611,491	33,611,491	39,069,407	35,477,017

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:

The main revenue source is facility rental income from the SERRF Fund.

Revenue Trends and Forecast:

The SERRF bonds are variable interest rate lease revenue bonds. The interest rate for FY 04 has been budgeted at 4.50 percent. The estimated average variable interest rate for FY 03 is 2.26 percent.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	989,660	1,484,490	1,484,490	1,484,490	1,979,320
Unreserving/(Reserving) of Restricted Fund Balance	401,734	-	-	-	-
Adjusted Fund Balance	1,391,393	1,484,490	1,484,490	1,484,490	1,979,320
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	2,771,125	13,462,333	13,462,333	8,366,833	11,365,083
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	2,771,125	13,462,333	13,462,333	8,366,833	11,365,083
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	4,162,519	14,946,823	14,946,823	9,851,323	13,344,403
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	-	-	-	-	-
Internal Support	-	-	-	-	-
Capital Purchases	-	-	-	-	-
Debt Service	2,678,029	12,967,503	12,967,503	7,872,003	10,870,253
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	2,678,029	12,967,503	12,967,503	7,872,003	10,870,253
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	1,484,490	1,979,320	1,979,320	1,979,320	2,474,150

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 involved in traffic accidents, abandoned or parked illegally.

Assumptions for Major Resources:

There are two major sources of revenue for this fund, Towing Fees and Towing Lien Sales. These two sources combined account for approximately 96% of the revenues generated by this fund. Towing Fees are generated when a vehicle is towed and impounded by the City. Towing Lien Sales revenues are generated from the auction lien sale of unclaimed vehicles. The City is allowed to retain the lien sales revenue up to the towing and storage costs of each vehicle sold. Any revenue generated from a lien sale beyond the City's charges is transferred to the California Department of Motor Vehicles.

Revenue Trends and Forecast:

Projected revenues are expected to increase due to the continued growth in tows performed by the City.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	1,354,090	1,105,834	1,105,972	1,105,972	1,089,768
Unreserving/(Reserving) of Restricted Fund Balance	138	-	-	-	-
Adjusted Fund Balance	1,354,228	1,105,834	1,105,972	1,105,972	1,089,768
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	63,077	118,661	118,661	40,906	41,387
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	5,413,971	5,127,483	5,127,483	5,265,000	5,527,483
Other Revenues	25,601	66,754	66,754	64,424	-
Interfund Services-Charges	8,900	32,130	32,130	9,000	9,000
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	5,511,549	5,345,028	5,345,028	5,379,330	5,577,870
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	6,865,777	6,450,862	6,451,000	6,485,302	6,667,638
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	2,111,631	2,213,078	2,213,078	1,975,320	2,178,502
Materials, Supplies and Services	2,158,620	1,973,827	1,973,965	1,958,678	1,984,827
Internal Support	847,044	843,102	843,102	799,102	794,409
Capital Purchases	3,050	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	639,460	912,435	912,435	662,435	1,012,435
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	5,759,805	5,942,442	5,942,580	5,395,535	5,970,173
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	1,105,972	508,420	508,420	1,089,768	697,465

CITY OF
LONG
BEACH

Subsidiary Agency

Funds

Harbor Funds
Parking Authority Fund
Housing Authority Fund
Redevelopment Funds
Certified Unified Program Agency (CUPA) Fund

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Harbor Funds Summary

Purpose:

The Harbor Funds are used to account for the operations and development of the Port of Long Beach.

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 Harbor Department all or any portion of such tariffs required to be paid to the Harbor Department. The Harbor Department charges tariffs on a per container load of freight basis for container cargoes and on a commodity rate per ton of cargo basis for bulk and break-bulk cargoes.

Revenue Trends and Forecast:

The Harbor Department revenues will increase slightly during FY 04 as a result of the opening and leasing of new installations to current tenants.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	129,565,266	251,972,115	261,915,093	261,915,093	463,119,479
Unreserving/(Reserving) of Restricted Fund Balance	(21,380,918)	-	-	-	-
Adjusted Fund Balance	108,184,348	251,972,115	261,915,093	261,915,093	463,119,479
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	37,173	-	-	-	-
Fines and Forfeitures	6,675	-	-	-	-
Use of Money & Property	29,504,133	20,785,000	20,785,000	39,616,000	32,913,000
Revenue From Other Agencies	-	-	-	25,907,000	26,874,000
Charges for Services	224,684,445	230,196,000	230,196,000	238,721,000	241,500,000
Other Revenues	5,344,490	66,903,000	66,903,000	34,454,000	7,613,000
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	14,137,054	-	-	-	-
Other Financing Sources	308,778,000	244,369,000	244,369,000	244,369,000	-
Operating Transfers	-	-	-	-	-
Total Revenues	582,491,970	562,253,000	562,253,000	583,067,000	308,900,000
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	690,676,318	814,225,115	824,168,093	844,982,093	772,019,479
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	23,374,548	27,010,086	27,010,086	27,186,584	29,425,064
Materials, Supplies and Services	310,760,154	37,681,350	37,681,350	36,563,394	38,396,263
Internal Support	23,743,497	12,747,421	12,747,421	12,506,440	13,051,974
Capital Purchases	606,042	257,709,000	257,709,000	201,859,699	216,754,000
Debt Service	61,597,107	95,398,442	95,398,442	95,069,497	95,804,212
Transfers From Other Funds	8,679,878	8,677,000	8,677,000	8,677,000	9,057,000
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	428,761,225	439,223,299	439,223,299	381,862,614	402,488,513
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	261,915,093	375,001,816	384,944,795	463,119,479	369,530,966

Parking Authority Fund Summary

Purpose:

The Parking Authority Fund is used to account for debt payments related to the Rainbow Harbor Area Aquarium parking structure.

Assumptions for Major Resources:

Revenues come from the Aquarium parking structure in an amount equal to the debt payments.

Revenue Trends and Forecast:

The revenues and expenses for the Parking Authority will remain constant through 2017, the term of the debt outstanding, in the amount of approximately $500,000 per year.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	149,390	224,730	224,730	224,730	295,055
Unreserving/(Reserving) of Restricted Fund Balance	-	-	-	-	-
Adjusted Fund Balance	149,390	224,730	224,730	224,730	295,055
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	583,301	579,730	579,730	579,101	577,758
Revenue From Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	-	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	583,301	579,730	579,730	579,101	577,758
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	732,691	804,460	804,460	803,832	872,813
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	-	-	-	-	-
Materials, Supplies and Services	6,071	6,928	6,928	6,928	6,928
Internal Support	-	-	-	-	-
Capital Purchases	-	-	-	-	-
Debt Service	501,890	501,849	501,849	501,849	500,509
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	507,961	508,777	508,777	508,777	507,437
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	224,730	295,683	295,683	295,055	365,376

Housing Authority Fund Summary

Purpose:

The Housing Authority Fund is used to account for revenues received by the City to operate various programs that assist lower income households. The primary activity is the U.S. Department of Housing and Urban Development's (HUD) Section 8 Program. Other activities include the City's replacement Housing and Tenant Relocation Programs.

Assumptions for Major Resources:

The major revenue source (99 percent) for the Housing Authority Fund are allocations from the U.S. Department of Housing and Urban Development.

Revenue Trends and Forecast:

The City will receive additional Section 8 Program funds in FY 03 and FY 04 due to increased allocation of Housing Vouchers. Future revenue trends depend solely on congressional allocations.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	3,264,514	2,688,659	2,688,659	2,688,659	997,142
Unreserving/(Reserving) of Restricted Fund Balance	28,350	-	-	-	-
Adjusted Fund Balance	3,292,864	2,688,659	2,688,659	2,688,659	997,142
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	116,819	144,340	144,340	58,979	58,980
Revenue From Other Agencies	42,186,463	43,563,519	44,884,330	46,849,095	49,624,915
Charges for Services	-	-	-	-	-
Other Revenues	47,733	35,000	35,000	42,000	40,000
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	42,351,015	43,742,859	45,063,670	46,950,074	49,723,895
Estimated All-years Carryover Revenue	-	-	-	-	639,106
Total Resources	45,643,879	46,431,518	47,752,329	49,638,733	51,360,143
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	2,703,085	3,448,058	3,448,058	3,443,023	3,786,341
Materials, Supplies and Services	39,232,678	39,223,343	40,753,581	43,946,682	44,530,657
Internal Support	1,017,252	1,158,174	1,158,174	1,332,694	1,363,046
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	2,204	(80,807)	(80,807)	(80,807)	(80,807)
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	42,955,220	43,748,768	45,279,006	48,641,591	49,599,237
Estimated All-years Carryover Exp.	-	-	-	-	1,066,046
Ending Fund Balance	2,688,659	2,682,750	2,473,323	997,142	694,860

Redevelopment Fund Summary

Purpose:

The Redevelopment Fund is used to account for Redevelopment Tax Increment monies received by the City from seven Redevelopment Project Areas: Downtown, West Beach, West Long Beach Industrial, Poly High, North Long Beach, Los Altos and Central. All redevelopment activities including debt payments and Redevelopment Agency (RDA) projects are accounted for in the Redevelopment Fund, including proceeds from land sales and bonds.

Assumptions for Major Resources:

The primary revenue source is Redevelopment Tax Increment and Bond proceeds. FY 04 tax increment revenue is projected to be $26.9 million. Other revenues include proceeds from the lease and/or sale of RDA-owned land.

Revenue Trends and Forecast:

Tax increment revenue is anticipated to increase in FY 04 and FY 05 due to higher property values and new developments, such as CityPlace, the Pike at Rainbow Harbor and the Carnival Cruises Terminal.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	8,242,838	70,449,494	10,937,912	10,937,912	49,780,896
Unreserving/(Reserving) of Restricted Fund Balance	(41,961,133)	-	59,557,706	59,557,706	-
Adjusted Fund Balance	(33,718,295)	70,449,494	70,495,618	70,495,618	49,780,896
Revenues:					
Property Taxes	25,830,234	22,394,600	22,394,600	23,941,000	26,873,000
Other Taxes	3,309,054	3,414,000	3,414,000	3,548,418	3,708,726
Licenses and Permits	7,045	8,745	8,745	2,807,045	7,045
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	5,509,821	4,729,458	4,729,458	9,207,551	4,439,034
Revenue From Other Agencies	(17,162)	-	372,536	1,930,000	903,150
Charges for Services	3	-	-	-	-
Other Revenues	4,199,697	500	45,500	1,524,275	200
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	80,375,337	459,692	52,635,692	51,924,353	229,440
Operating Transfers	162,302	1,328,869	1,283,869	6,835,572	1,711,573
Total Revenues	119,376,332	32,335,864	84,884,400	101,718,214	37,872,168
Estimated All-years Carryover Revenue	-	41,035,797	41,035,797	-	14,701,079
Total Resources	85,658,037	143,821,155	196,415,815	172,213,832	102,354,144
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	1,522,094	2,031,183	2,031,183	2,001,439	2,153,373
Materials, Supplies and Services	15,346,697	30,738,806	35,556,163	43,225,859	20,491,941
Internal Support	699,007	833,435	833,435	941,248	916,961
Capital Purchases	-	-	(88,393)	-	-
Debt Service	52,741,462	16,806,059	66,565,059	70,774,968	16,309,306
Transfers From Other Funds	4,410,865	6,729,889	4,875,228	5,489,421	5,347,234
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	74,720,125	57,139,373	109,772,675	122,432,935	45,218,815
Estimated All-years Carryover Exp.	-	9,687,601	28,843,779	-	23,326,051
Ending Fund Balance	10,937,912	76,994,181	57,799,361	49,780,896	33,809,278

Certified Unified Program Agency (CUPA) Fund Summary

Purpose:

The CUPA Fund was established by the City to account for services relating to hazardous waste and materials. The City of Signal Hill also participates in the services through a "Joint Powers Agreement", whereby the City of Long Beach provides the annual inspections at facilities in Signal Hill as well as Long Beach, and collects annual permit fees from facilities located in both cities.

Assumptions for Major Resources:

Approximately 97% of 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.

Revenue Trends and Forecast:

FY 04 revenues assume an increase from Adopted FY 03, primarily due to a fee increase for Health Hazardous Materials Generator Permit Fees.

	Actual FY 02	Adopted FY 03	Adjusted FY 03	Estimated FY 03	Proposed FY 04
Resources:					
Beginning Fund Balance	112,871	180,079	180,079	180,079	304,163
Unreserving/(Reserving) of Restricted Fund Balance	-	-	-	-	-
Adjusted Fund Balance	112,871	180,079	180,079	180,079	304,163
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	754,242	875,222	875,222	838,400	889,658
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	18,696	26,320	26,320	17,500	27,729
Revenue From Other Agencies	12,069	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	(331)	-	-	-	-
Interfund Services-Charges	-	-	-	-	-
Intrafund Services-Gen Fund Chgs	-	-	-	-	-
Harbor P/R Rev Trsfs	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	784,675	901,542	901,542	855,900	917,387
Estimated All-years Carryover Revenue	-	-	-	-	-
Total Resources	897,546	1,081,621	1,081,621	1,035,979	1,221,550
Requirements:					
Expenditures:					
Salaries, Wages and Benefits	644,984	735,363	735,363	653,642	781,799
Materials, Supplies and Services	11,570	17,775	17,775	15,402	17,775
Internal Support	60,913	74,230	74,230	62,772	65,182
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Requirements	717,467	827,368	827,368	731,816	864,756
Estimated All-years Carryover Exp.	-	-	-	-	-
Ending Fund Balance	180,079	254,253	254,253	304,163	356,794

Capital Improvement

Program (CIP)

OVERVIEW MAP

NOTE: See next page for legend

Legend Overview Map

Major and Secondary Highway Improvements

- Design to be completed
- Construction to be initiated

ADA Facility Improvements

1 – Martin Luther King Park
2 – Houghton Park courtyard
3 – Scherer Park
4 – Marina Park/Mothers Beach
5 – El Dorado Park East
6 – Silverado Park
7 – North Health Facility
8 – Central Health Facility
9 – Convention Center
10 – MacArthur Park
11 – El Dorado Branch Library
12 – Bayshore Branch Library
13 – Whaley Park
14 – West Health Facility
15 – Los Altos Branch Library
16 – Ruth Bach Branch Library
17 – Brewitt Branch Library
18 – Alamitos Branch Library
19 – Drake Park
20 – El Dorado Nature Center
21 – Alamitos Park
22 – Bixby Knolls Park
23 – City Hall

Airport area

Airport Improvements

1 – Downtown Bike Station Demostration Project
2 – MacArthur Park Branch Library

Seawall maintenance and repair

Downtown Marina Rebuild

Park Acquisition & Development

Installation of New Traffic Signals

- Broadway & Maine Ave
- Maine Ave & 3rd St
- Palo Verde Ave & Belen St
- Alamitos Ave & 10th St
- Lakewood Blvd & Stearns St
- Park Ave & 10th St
- Clark Ave at Firestation 19
- Orange Ave & Market St

Landscape Design

7th St – Pacific Coast Highway to Los Cerritos Channel

Design Changes for Intersection of 2nd street and Pacific Coast Highway

FY 04 Capital Improvement Program Overview

Purpose:

To provide a comprehensive program of planning, design, construction, maintenance, and repair of City facilities and infrastructure.

Budget Highlights

The Fiscal Year 2004 (FY 04) Capital Improvement Program (CIP) was organized by a CIP subcommittee comprised of select representatives from the Departments of Community Development; Financial Management; Fire; Parks, Recreation and Marine; Planning and Building; Police; and Public Works. The subcommittee worked together to carefully review the City's capital needs and to prioritize project submittals based on the following criteria:

- Meets health, safety and legal concerns and mandates
- Prolongs the life of City assets or avoids/minimizes future repair costs
- Complies with the goals of the Three-Year Financial Strategic Plan
- Benefits the community and supports the goals of the Strategic Plan 2010
- Generates operating savings or increases productivity
- Secures future funds through program planning
- Urgency

In FY 03, another component, Guiding Principles, was added to the CIP evaluation criteria. The introduction of the Guiding Principles provided further support and direction toward refocusing the CIP on "real" capital projects and removing projects that represent operating activities.

The CIP identifies and provides for two types of expenditures. The first covers strategic capital investment in the City's infrastructure including major enhancements and repairs to the Airport, parks, City buildings, marinas, beaches, street lights, traffic signals, sidewalks, bus stops, fuel storage facilities, bridges and roadways and Americans with Disabilities Act (ADA) upgrades. The second type involves one-time projects designed to address important community needs. Examples of one-time projects include facility upgrades, the construction of the North Police Substation and the Adult Sports Complex.

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 Committee recognizes that capital programs demand careful long-term planning and budgeting so that cyclical downturns or unforeseen financial emergencies do not curtail planned maintenance and necessary replacement. To that end, new capital improvements must be supportive of the City's General Plan and are phased in as appropriate.

The CIP is divided into major categories, according to the type of capital investment. Following is a summary of each category with a dollar amount that represents "new" money for FY 04. In addition, certain project balances from projects currently underway will be carried forward.

Allocation Plan

Uses:	Estimated FY 03	Proposed FY 04
Airport	$6,463,254	$17,305,085
Community Development	$5,264,954	$600,000
Long Beach Energy	$1,770,281	$3,290,765
Marinas, Beaches and Waterways	$4,549,473	$1,050,000
Parks, Recreation and Marine	$4,662,931	$2,210,000
Public Facilities	$60,785,960	$280,000
Storm Drains	$1,131,920	$200,000
Street Rehabilitation	$14,786,594	$15,221,323
Traffic Enhancements	$5,802,771	$4,406,585
Subtotal	$105,218,138	$44,563,758
Harbor	$200,939,610	$216,754,000
Sewer	$3,950,000	$3,665,000
Water Utility	$15,875,656	$15,314,000
Grand Total	**$325,983,404**	**$280,296,758**

Sources: **		
Airport Fund	$6,463,254	$17,305,085
Civic Center Fund	$4,016,573	$0
Fleet Services Fund	$5,363,809	$1,100,000
Gas Fund	$1,770,279	$2,190,765
Gasoline Tax Street Improvement Fund	$4,395,059	$4,440,000
Capital Projects Fund	$44,455,002	$9,912,000
Marina Fund	$1,259,276	$890,000
Rainbow Harbor Area Fund	$28,049,859	$0
Special Assessment District Capital Projects Fund	$53,239	$0
Tidelands Operations Fund	$2,728,706	$100,000
Transportation Fund	$6,663,082	$8,625,908
Subtotal	$105,218,138	$44,563,758
Harbor Fund	$200,939,610	$216,754,000
Sewer Fund	$3,950,000	$3,665,000
Water Fund	$15,875,656	$15,314,000
Grand Total	**$325,983,404**	**$280,296,758**

** Each fund may include various sources such as fees and grants. Funding sources for the Capital Projects Fund include, but are not limited to:

County Parks Bonds
County Grants
Developer Fees
General Fund
Park Impact Fees
State Grants
Traffic Mitigation Program Monies
Transportation Development Act-SB821
Public Safety Facilities Capital Improvements Lease Revenue Bonds

Airport Projects

Long Beach Airport offers a variety of services required by commercial and general aviation users. The direct and indirect economic impacts of the Airport on the Long Beach region are important to the City. Funding for Airport CIPs can come from several sources including Federal Aviation Administration grants, Airport fees and facility charges, loans, and bonds. Improvements will be implemented as needed to accommodate 41 commercial airline flights and up to 25 commuter airline flights per day and over 3 million passengers annually. Passenger safety, compliance with federal mandates, and future operational needs of the Airport provide the basis for capital projects. Planned projects include major airfield pavement rehabilitation activity, airport terminal area improvements, airport terminal area traffic improvements, and upgrade of the security access system.

Project Title	Proposed FY 04
Airport Terminal Area Improvements	$250,000
Airfield Pavement Rehabilitation	$1,750,000
Runway Rehabilitation	$10,276,300
Airport Security Access Control	$2,642,350
Airport Terminal Area Traffic Improvements	$2,356,435
General Aviation Tie-Down Space	$30,000
Total Airport Projects	**$17,305,085**

Community Development Projects

In recent years, the primary focus of Community Development projects has been implementing the City's Transition Plan to comply with the Americans with Disabilities Act (ADA). The City continues to make significant progress in completing projects based on the priorities established in the Transition Plan. Facilities with completed, or soon to be completed, ADA upgrades include branch libraries, the Convention Center theatres and the Arena, various elevators, City Hall, park playgrounds, the El Dorado Senior Center, and park buildings. In keeping with this commitment, additional CIP projects totaling $600,000 will be funded in FY 04. ADA work is also accomplished in other project categories as well as by various departments not included in the CIP.

Project Title	Proposed FY 04
ADA Facility Upgrades	$600,000
Total Community Development Projects	**$600,000**

Harbor Department Projects

The Harbor Department (Port) continues its long-term capital improvement program aimed to accomplish the following: (1) to provide Port tenants with state-of-the-art facilities able to accommodate expanding international trade and (2) to secure regional benefits. These goals constitute the driving force behind the Port's CIP.

Harbor Department Projects (continued)

The first phase of the Port's newest container handling facility opened during the last quarter of FY 02. This phase consists of a 288-acre terminal located in the former naval complex on Terminal Island (Pier T); it is equipped with 12 cranes capable of reaching across 22 containers. The second phase of this project will add 87 acres of land to the terminal and the first 42 acres will open during FY 03. The remaining acreage will open during FY 04, the wharf will open in July 2004. The anticipated total cost for the Pier T terminal (including the cranes) is $650 million and will be occupied by Hanjin Shipping of South Korea.

The Port continues to work on the expansion and development of container cargo facilities on Piers E, G, and J and continues to upgrade the coke and coal handling facilities on Pier G to comply with State environmental regulations established to protect the surrounding community from coal dust.

Project Title	Proposed FY 04
Major Projects	
Terminals Expansion And Development	
Pier A	$2,025,000
Pier C	$4,350,000
Pier D/E/F	$1,061,000
Pier G – Compliance Rule 1158	$10,000,000
Pier G Development	$27,434,000
Pier J South	$450,000
Pier S - Marine Terminal (160 Acres)	$29,451,000
Pier T	
Container Terminal (395 Acres)	$51,359,000
Cranes	$8,000,000
Other Construction	$3,750,000
Total Terminals Expansion And Development	**$137,880,000**
Streets, Bridges, And Railways	
Pier B Railyard	$900,000
Streets And Bridges	$37,500,000
Total Streets, Bridges, And Railways	**$38,400,000**
Total Major Construction Projects	**$176,280,000**
Land Acquisitions	
Wetlands Mitigation Projects	$10,125,000
North Harbor	$2,000,000
Total Land Acquisitions	**$12,125,000**
Environmental And Engineering	$26,023,000
Furniture, Fixtures, and Equipment	$1,518,000
Fire Station Relocations	$808,000
Total Harbor Department Expenditures	**$216,754,000**

Long Beach Energy Department Projects

Long Beach Energy is the largest of the three municipally owned natural gas utilities in California and the sixth largest such utility in the country. One of the primary goals of Long Beach Energy is to supply its customers with a dependable source of natural gas at a reasonable price via a safe and reliable pipeline distribution system. The Department is also responsible for the City's fleet of variously fueled vehicles, towing operations, and waste management, including refuse removal, recycling, street sweeping, and disposal of solid waste through a state-of-the-art waste-to-energy plant.

The Department's goals will be achieved by continuing the ongoing program of systematically replacing old and deteriorating gas mains and service lines, thus maintaining the integrity of the pipeline distribution system. Gas meters will also be replaced utilizing a statistical analysis program that identifies those units most likely to suffer operational failure due to such factors as age, location, and construction materials.

The Department is also committed to the preservation of its assets by continuing to maintain, rejuvenate and enhance the usefulness of its buildings and other properties through various capital improvement projects.

Project Title	Proposed FY 04
Pipeline Integrity	$1,723,090
Meter Regulator And Replacement And Automatic Meter Reading Pilot Program	$467,675
Liquified Natural Gas Fueling Station	$1,100,000
Total Long Beach Energy Department Projects	**$3,290,765**

Marinas, Beaches and Waterways Projects

Two assets that make Long Beach unique are its beaches and marinas. These City maintained resources provide recreational enjoyment to both residents and tourists. With the support of the Harbor Department, work continues on a major bluff erosion control project to prevent injury to persons, private property, and public parks and infrastructure due to storm induced slope failure. In FY 04, upgrades to marina restrooms will continue.

Project Title	Proposed FY 04
Shoreline Downtown Marina Rehabilitation	$750,000
Seawall Maintenance and Repair	$100,000
Coastal Consulting	$200,000
Total Marinas, Beaches & Waterways Projects	**$1,050,000**

Parks, Recreation and Marine Projects

Parks located throughout the City provide the recreational amenities and open space to enhance the environment and provide leisure opportunities to meet the needs and interests of residents. There is a constant effort to address and balance the issues of aging facilities, demographics, and the uneven distribution of park facilities throughout the City. In FY 04, the restoration of Rancho Los Cerritos and the development of community centers, mini-parks and skate parks will continue.

Project Title	Proposed FY 04
Park Acquisition and Development	$1,290,000
Recreation Park Rehabilitation	$610,000

In addition to the projects noted above, there will be key projects at the marine and shoreline areas administered by the Parks, Recreation and Marine Department. These projects include Marina Restroom Rehabilitation, and others as noted below.

Project Title	Proposed FY 04
Park Bike Path Replacement	$100,000
Sports Lighting Improvements	$70,000
Marina Restroom Rehabilitation	$140,000
Total Parks, Recreation and Marine Projects	**$2,210,000**

Public Facilities Projects

Building and related facility improvements are often key to the City's ability to deliver quality services to residents. Notable projects in this category are the North Police Substation, Miller Family Health Education Center, transit and bus stop improvements, and various capital improvements to the Civic Center Complex.

Project Title	Proposed FY 04
Downtown Bike Station Demo Project	$50,000
Critical Facility Repairs	$230,000
Total Public Facilities Projects	**$280,000**

Storm Drain Projects

Storm water is removed from city streets through a network of seven regional drains that channel the water into the ocean through the City's harbors and bays. The Department of Public Works is responsible for storm sewer capital projects. The maintenance of the City's storm sewers has been contracted to the Long Beach Water Department.

Project Title	Proposed FY 04
Clean Beaches – Coastal Nonpoint Source	$200,000
Total Storm Drain Projects	**$200,000**

Street Rehabilitation Projects

Restoring our neighborhoods is a key element in the Long Beach Strategic Plan. The Street Rehabilitation category programs are designed to help meet that goal. The program delivers improvements including, but not limited to, reconstruction and resurfacing of major and secondary streets; replacement of street signs; application of slurry seal to residential streets; repair of neighborhood sidewalks, curbs, and gutters; removal and replacement of street trees; and rehabilitation of bridges to repair deficiencies identified by the Los Angeles County annual bridge inspection report.

Project Title	Proposed FY 04
Proposition "A" Transit Related Improvements	$2,671,073
Major and Secondary Highway Program	$5,963,250
Bridge Rehabilitation and Seismic Retrofit Program	$750,000
Alley Program	$500,000
Citywide Residential Street Repair	$1,980,000
Citywide Infrastructure Improvements	$3,057,000
ADA Response Program	$300,000
Total Street Rehabilitation Projects	**$15,221,323**

Transportation Enhancement Projects

This category contains programs designed for the implementation of transportation improvements needed to meet increased needs for mobility resulting from economic growth. A combination of funds are utililzed including Proposition "A" and "C," Gasoline Tax Street Improvement Capital, Transportation Improvement Fees, and Federal grants. The transportation improvements include street and intersection widening, traffic signal system expansion and upgrades, roadway grade separations, transit improvements, parking restrictions and 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.

Transportation Enhancement Projects (continued)

Project Title	Proposed FY 04
Congestion Management Program Compliance	$91,000
Traffic Signals - New Installations and Enhancements	$1,110,000
I-710 Freeway Major Corridor Improvements	$72,000
Opticom Installation	$70,000
Traffic Mitigation Program	$1,000,000
Proposition "C" Operating Expenses	$868,585
Major Corridor Enhancement Program	$1,195,000
Total Transportation Enhancement Projects	**$4,406,585**

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 cast iron mains, as some are approaching the end of their useful life, with more durable ductile iron pipes at an aggressive rate of 75,000 – 85,000 feet annually. In addition, the Department is continuing with its reclaimed water system expansion, conjunctive use projects, and ocean desalination research and development.

Project Title	Proposed FY 04
Potable Water	
Facility Upgrades	$440,000
Cast Iron Main Replacement - Water Department	$5,277,000
Cast Iron Main Replacement - Contractors	$370,000
Preventative Maintenance	$1,048,000
Water Distribution System Improvements	$1,000,000
Water Resources/Facility Improvements - Regular	$1,060,000
Water Resources/Facility Improvements - Conjunctive Use	$3,700,000
Water Resources/Facility Improvements - Desalination	$1,000,000
Total Potable Water	**$13,895,000**
Reclaimed Water	
Reclaimed Water System Expansion	$1,419,000
Total Reclaimed Water	**$1,419,000**
Total Water Fund	**$15,314,000**
Sanitary Sewer	
Sewer Collection System Improvements	$3,100,000
Sewer Facility Improvements	$565,000
Total Sewer Fund	**$3,665,000**
Total Water Department Projects	**$18,979,000**

CITY OF
LONG
BEACH

Awards

California Society of
Municipal Finance Officers

Certificate of Award

Excellence in Operational Budgeting 2002-2003

Presented to

City of Long Beach

This certificate recognizes the achievement of Excellence in Operational Budgeting and reflects an outstanding budget document and the underlying budgeting process through which the budget is implemented.

February 24, 2003

Joan Michaels
Chair, Budgeting & Financial Management

Dedicated to Excellence in Municipal Financial Management

The California Society of Municipal Finance Officers (CSMFO) presented an award of Excellence in Operational Budgeting to the City of Long Beach for its annual budget for the fiscal year beginning October 1, 2002.

In order to receive this award, a governmental unit must publish an outstanding budget document that reflects program criteria and the underlying budgeting process through which the budget is implemented.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to CSMFO to determine its eligibility for another award.

Awards

California Society of
Municipal Finance Officers

Certificate of Award

Merit in Public Communication Budgeting 2002-2003

Presented to

City of Long Beach

This certificate recognizes meritorious achievement in Public Communication Budgeting and reflects a highly professional budget document and the underlying budgeting process through which the budget is implemented.

February 24, 2003

Joan Michaels
Chair, Budgeting & Financial Management

Dedicated to Excellence in Municipal Financial Management

The California Society of Municipal Finance Officers (CSMFO) presented an award of Merit in Public Communication Budgeting to the City of Long Beach for its annual budget for the fiscal year beginning October 1, 2002.

The purpose of the award is to recognize any aspect of the budget documents or materials prepared for the budget review process that especially facilitates public awareness and understanding of the jurisidiction's budget.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to CSMFO to determine its eligibility for another award.

Glossary and Acronyms

Accountability- Extent to which one is responsible to a higher authority – legal or organizational – for one's actions in society or within one's particular organizational position.

Adjusted Budget- The current budget adopted by the City Council, including any Council-approved modifications authorized throughout the years and prior year encumbrances.

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.

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 Improvements- Construction or major repair of City facilities or buildings.

Capital Improvement Program- 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.

Charter-mandated- As legally required by the City's Charter, which is the document that spells out the purposes and powers of the City.

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

Department- An organizational unit that may be subdivided into bureaus.

Division- An organizational unit within a bureau that may be subdivided into sections.

Encumbrance- The money allocated for payment of goods/services contracted for but not yet received.

Enterprise Fund- A fund used to account for the City's ongoing activities, which are similar to those found in the private sector in that they are structured to be self-supporting, e.g. gas, airport, towing, etc.

Estimated Actuals/FY 03 Estimated- Anticipated year-end totals for the current fiscal year for expenditures and revenues. These amounts may be larger than the Adopted Budget due to mid-year budget adjustments and prior year encumbrances, which are not included in the Adopted Budget.

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.

Fiscal Year- 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.

Fringe Benefits- Any of a variety of nonwage 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) - 2,088 employee-work hours, or the equivalent of a full-time position for one year.

Fund- An accounting entity with a self-balancing set of accounts recording financial resources and transactions for specific activities or to attain certain objectives.

Fund Balance- The net effect of current assets less current liabilities at any given point in time.

General Fund- A fund which accounts for tax and other general purpose revenues, e.g., sales taxes, property taxes, fines, interest, etc. and records the transactions of general governmental services, e.g., police, fire, library, parks and public works.

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, risk management, etc.)

Internal Service Fund- A fund used to finance and account for goods and services provided by one City department to other City departments.

Memorandum of Understanding (MOU)- Agreement between mutual parties such as between City departments or between the City and employee organizations.

Miscellaneous Skill Pays- Additional compensation specific to police officers who qualify annually for firearm skill and physical fitness, as well as specialized pay for field training officers and one-officer patrol.

Mission- A broad statement of a department's purpose, in terms of meeting the public service needs for which it is organized.

Non-Personal Services- The costs of utilities, materials and supplies, services and other non-labor costs.

Objective- A specific statement describing a result to be achieved in support of a department's goals.

One-time- Program expenditures or sources of revenue that are irregular or occasional.

Ongoing- Program expenditures or sources of revenue that are recurring or continuous.

Performance Measures- Specific quantitative (outputs) or qualitative (outcomes) measures of work performed within an activity or program.

Personal 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. (Example: Two half-time positions equal one full-time equivalent.)

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 subsequent fiscal year. The encumbrance is removed when the items or services are received and paid for.

Redevelopment Agency- Oversight for the redevelopment process is provided by the Redevelopment Agency of 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 for appropriations including estimated revenues, fund transfers and beginning fund balances.

Return on Assets (ROA)- This is a measure of how effective the City is at putting its assets to work. The ROA is a test of asset utilization - how much revenue the City has earned on the total assets it has in property, infrastructure, facilities and other equipment.

Revenues- The historical and estimated yield of taxes and other sources of income that a government unit collects and 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 and maintaining vacancies).

Special Revenue Fund- A fund used to account for the proceeds of specific revenue sources that are restricted by law to expenditure 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 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.

Three-Year Financial Strategic Plan- A plan developed by City staff and endorsed by the City Council, based upon the community's service priorities, designed to guide cost reductions and revenue increases to address the City's structural deficit over the next three years.

Tidelands Funds- 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 Tidelands Oil Revenue Fund is used to account for the proceeds from oil operations within the Tidelands area. The 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 information to the general public 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**
BEP	**Budget Evaluation Process**
BTD	**Business Technology Division**
CACOD	**Citizens Advisory Commission on Disabilities**
CAFR	**Comprehensive Annual Financial Report**
CDBG	**Community Development Block Grant**
CIP	**Capital Improvement Program**
CNG	**Compressed Natural Gas**
COLA	**Cost of Living Adjustment**
COPS	**Community Oriented Policing**
CPI	**Consumer Price Index**
CUPA	**Certified Unified Program Agency**
CVB	**Convention and Visitors Bureau**
DOT	**Department of Transportation**
ECOC	**Emergency Communications and Operations Center**
FTE	**Full-Time Equivalent**
FY	**Fiscal Year**
ICMA	**International City/County Management Association**
JPA	**Joint Powers Authority**
LBUSD	**Long Beach Unified School District**
LNG	**Liquefied Natural Gas**
MOU	**Memorandum of Understanding**
NC	**Non-Career**
NCL	**National Civic League**
NPDES	**National Pollution Discharge Elimination System**
OSHA	**Occupational Safety and Health Act**
PAL	**Police Athletic League**
PBAI	**Parking and Business Area Improvement**
PCA	**Public Corporation for the Arts**
PMI	**Performance Management Initiatives**
PUC	**Public Utilities Commission**
PYE	**Prior Year Encumbrances**
RDA	**Redevelopment Agency**
RLA	**Rancho Los Alamitos**
ROA	**Return on Assets**
SAP	**Special Advertising and Promotions Fund**
SCE	**Southern California Edison**
SERRF	**South East Resource Recovery Facility**
TOT	**Transient Occupancy Tax**
UUT	**Utility Users Tax**
VLF	**Vehicle License Fee**

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