



A G E N D A



**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY**

IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY

MAY 15, 2013

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

CLOSED SESSION MEETING – 5:00 P.M.

REGULAR MEETING – 6:00 P.M.

THE CITY COUNCIL ALSO SITS AS THE CITY OF IMPERIAL BEACH PLANNING COMMISSION, PUBLIC FINANCING AUTHORITY, HOUSING AUTHORITY AND IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY

The City of Imperial Beach is endeavoring to be in total compliance with the Americans with Disabilities Act (ADA). If you require assistance or auxiliary aids in order to participate at City Council meetings, please contact the City Clerk's Office at (619) 423-8301, as far in advance of the meeting as possible.

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6:

- Agency Negotiator: City Manager
- Employee Organizations: Imperial Beach Firefighters' Association (IBFA)
- Service Employees International Union (SEIU), Local 221
- Unrepresented Employees
- Management

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: City Attorney

RECONVENE AND ANNOUNCE ACTION (IF APPROPRIATE)

REGULAR MEETING CALL TO ORDER

ROLL CALL BY CITY CLERK

PLEDGE OF ALLEGIANCE

AGENDA CHANGES

MAYOR/COUNCIL REIMBURSEMENT DISCLOSURE/COMMUNITY ANNOUNCEMENTS/REPORTS ON ASSIGNMENTS AND COMMITTEES

COMMUNICATIONS FROM CITY STAFF

PUBLIC COMMENT - *Each person wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda.*

PRESENTATIONS (1.1)

1.1* PRESENTATION BY PATRICE MILKOVICH, DIRECTOR OF THE SOUTHWESTERN COLLEGE CROWN COVE AQUATIC CENTER. (1020-90)

* No staff report.

Any writings or documents provided to a majority of the City Council/Planning Commission/Public Financing Authority/Housing Authority/I.B. Redevelopment Agency Successor Agency regarding any item on this agenda will be made available for public inspection in the office of the City Clerk located at 825 Imperial Beach Blvd., Imperial Beach, CA 91932 during normal business hours.

CONSENT CALENDAR (2.1-2.4) - All matters listed under Consent Calendar are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember or member of the public requests that particular item(s) be removed from the Consent Calendar and considered separately. Those items removed from the Consent Calendar will be discussed at the end of the Agenda.

2.1 MINUTES.

City Manager's Recommendation: Approve the minutes of the Special Workshop Meeting of January 30, 2013, the Regular City Council Meetings of March 20, 2013 and April 17, 2013, and the Special Closed Session Meeting of April 17, 2013.

2.2 RATIFICATION OF WARRANT REGISTER. (0300-25)

City Manager's Recommendation: Ratify the following registers: Accounts Payable Numbers 82396 through 82456 for a subtotal amount of \$654,288.31 and Payroll Checks/Direct Deposit 45208 through 45226 for a subtotal of \$124,764.78 for a total amount of \$779,053.09.

2.3 RESOLUTION NO. 2013-7329 APPROVING THE ENGINEER'S REPORT FOR PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS WITH A SPECIAL ASSESSMENT DISTRICT – AD 67M. (0345-10)

City Manager's Recommendation:

1. Receive report and
2. Approve and adopt resolution.

2.4 RESOLUTION NO. 2013-7330 DECLARING INTENT TO PROVIDE AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS IN A SPECIAL ASSESSMENT DISTRICT (AD 67M) AND SETTING A TIME AND A PLACE FOR THE PUBLIC HEARING THEREON. (0345-10)

City Manager's Recommendation:

1. Receive report and
2. Approve and adopt resolution.

ORDINANCES – INTRODUCTION/FIRST READING/PUBLIC HEARING (3.1)

3.1 ORDINANCE NO. 2013-1139 AUTHORIZING RECOVERY OF ANY FEES INCURRED BY THE CITY IN THE ATTEMPT TO COLLECT OUTSTANDING DEBT; ADOPTION OF RESOLUTION NUMBER 2013-7331 REVISING THE PARKING CITATION FEE SCHEDULE TO ALLOW RECOVERY OF COLLECTION FEES; AND RESOLUTION NUMBER 2013-7332 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH INGLEWOOD CITATION MANAGEMENT SERVICES (ICMS) TO: PROVIDE PARKING MANAGEMENT SERVICES; BEGIN COLLECTION OF UNPAID PARKING TICKET FINES; AND ESTABLISH A COST RECOVERY FEE FOR COLLECTION SERVICES. (0390-70)

City Manager's Recommendation:

1. Declare the public hearing open;
2. Receive report and entertain testimony;
3. Close public hearing;
4. Motion to adopt Resolution No. 2013-7331, revising the parking citation fee schedule to allow recovery of collection fees;
5. Motion to adopt Resolution No. 2013-7332, authorizing the City Manager to enter into an agreement with Inglewood Citation Management Services (ICMS) to: provide parking management services; begin collection of unpaid parking ticket fines; and establish a cost recovery fee for collection services;
6. Mayor calls for the first reading of the title of Ordinance No. 2013-1139, authorizing recovery of any fees incurred by the City in the attempt to collect outstanding debt;
7. City Clerk to read title of Ordinance 2013-1139; and
8. Motion to waive further reading of Ordinance No. 2013-1139 and set the matter for adoption at the next regularly scheduled City Council meeting.

ORDINANCES – SECOND READING/ADOPTION (4.1)

4.1 ORDINANCE 2013-1138 ADOPTING REVISED SEWER SERVICE RATES FOR SANITARY SERVICE AND AMENDING SECTIONS OF CHAPTER 13.06 OF THE IMPERIAL BEACH MUNICIPAL CODE PERTAINING TO SEWER SERVICE CHARGES. (0830-95)

City Manager's Recommendation:

1. Receive report;
3. Mayor calls for the reading of the title of Ordinance No. 2013-1138;
4. City Clerk reads the title of Ordinance No. 2013-1138 - An Ordinance of the City Council of the City of Imperial Beach, California, adopting revised sewer service rates for sanitary sewer service and amending sections of Chapter 13.06 of the Imperial Beach Municipal Code pertaining to sewer service charges; and
5. Motion to waive further reading of Ordinance No. 2013-1138 by title only.

PUBLIC HEARINGS (5)

None.

REPORTS (6.1-6.5)

6.1 PROPOSED BSA EAGLE PROJECT PRESENTATION. (0940-10)

City Manager's Recommendation:

1. Receive report;
2. Receive a presentation from Mr. Kosen regarding the proposed improvements;
3. Comment and direct staff and Mr. Kosen regarding the design of the proposed project; and
4. Authorize the City Manager to sign the Eagle Project plan for Mr. Kosen to continue the project development and construction as approved by City Council and City staff.

6.2 RESOLUTION 2013-7333 ADOPTING THE PROPOSED BUDGET, AS REVISED, FOR THE FISCAL YEARS 2013-2014 AND 2014-2015; AND APPROVING REVISIONS TO THE FY 2012-2013 BUDGET RELATED TO ESTABLISHING A CALPERS SIDE FUND. (0330-30)

City Manager's Recommendation:

1. Discuss the content of the staff report and
2. Adopt resolution.

6.3 RESOLUTION NO. 2013-7334 REVISING CITY COUNCIL POLICY NO. 420 RELATED TO FUND BALANCE RESERVE. (0300-95 & 0410-95)

City Manager's Recommendation: Adopt resolution.

6.4 RESOLUTION 2013-7336 CONSIDERATION OF ADOPTING A RESOLUTION ELECTING THE POPULATION AND PRICE ADJUSTMENT FACTORS AND ESTABLISHING THE 2013-2014 APPROPRIATIONS LIMIT OF THE CITY OF IMPERIAL BEACH, PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII B AND SECTION 7900 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE. (0330-30)

City Manager's Recommendation: Adopt resolution.

6.5 RESOLUTION NO. 2013-7335 AUTHORIZING SECOND AMENDMENT TO THE AGREEMENT WITH MCDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY TO EXTEND THE TERM FOR TWO YEARS FOR LEGAL SERVICES. (0440-30)

City Manager's Recommendation: Adopt resolution.

I.B. REDEVELOPMENT AGENCY SUCCESSOR AGENCY REPORTS (7.1)

7.1 RESOLUTION NO. SA-13-23 AUTHORIZING SECOND AMENDMENT TO THE AGREEMENT WITH MCDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY TO EXTEND THE TERM FOR TWO YEARS FOR LEGAL SERVICES. (0418-50 & 0440-30)

City Manager's Recommendation: Adopt resolution.

ITEMS PULLED FROM THE CONSENT CALENDAR (IF ANY)

ADJOURNMENT

The Imperial Beach City Council welcomes you and encourages your continued interest and involvement in the City's decision-making process.

FOR YOUR CONVENIENCE, A COPY OF THE AGENDA AND COUNCIL MEETING PACKET MAY BE VIEWED IN THE OFFICE OF THE CITY CLERK AT CITY HALL OR ON OUR WEBSITE AT

www.ImperialBeachCA.gov.

_____/s/
Jacqueline M. Hald, MMC
City Clerk

**CITY OF IMPERIAL BEACH
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JANUARY 30, 2013 – 6:00 P.M.

**Community Room (Behind City Hall)
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

CALL TO ORDER BY MAYOR

MAYOR JANNEY called the Special Workshop Meeting to order at 6:02 p.m.

ROLL CALL

Councilmembers present:	Spriggs, Patton
Councilmembers absent:	Bilbray
Mayor Pro Tem present:	Bragg
Mayor present:	Janney
Staff present:	City Manager Brown, Assistant City Manager Wade, Administrative Services Director VonAchen, Public Safety Director Clark, Public Works Director Levien, City Attorney Lyon, City Clerk Hald

PUBLIC COMMENT

None.

REPORTS

MAYOR JANNEY announced that the items on the agenda would be taken in the following order: Report on Seacoast Drive Lighting and Aesthetics, City Council Vision and Strategic Goals, and Brief Budget Discussion.

3. REPORT ON SEACOAST DRIVE LIGHTING AND AESTHETICS. (0720-30 & 0720-90)

LARRY THORNBURGH, Senior Project Manager for Nasland Engineering, along with PAT O’CONNOR, of Parterre Landscape Architects, gave a PowerPoint presentation on the Seacoast Drive Aesthetics Project. The three goals of the project are to improve lighting in pedestrian settings such as sidewalks, plazas and parks; to enhance the walking experience physically and visually along the street; and to create a special identity thus making the street a destination for residents and visitors.

SHANNON DAVIS suggested that the City contact Visual Terrain, a lighting expert, who can assist with this project.

BOB MILLER spoke in support for installing and examining prototypes before committing money to the project.

City Council made the following suggestions:

1. Consider doing a test block for the various tiers of lighting;
2. Pursue the design/installation of a gateway of entry sign concept;
3. Pursue palm tree "up-lighting" concept;
4. Pursue "points of light" concept;
5. Design the whole area and include up-lighting, points of light and entry signs; and/or
6. Design the area south of Elder Avenue differently from the area north of Elder Avenue given the area south of Elder Avenue is essentially residential; if this approach is taken, how would we design the area adjacent to the I.B. Forum?

CITY MANAGER BROWN said that staff will review City Council's suggestions and return for further discussion and direction at a subsequent City Council meeting.

2. BRIEF BUDGET DISCUSSION. (0330-30)

ADMINISTRATIVE SERVICES DIRECTOR VONACHEN gave a brief overview of staff's efforts in preparation for the next two year budget cycle covering FY 2013-2015.

CITY MANAGER BROWN stated that there is a tentative budget shortfall of \$200,000 to \$300,000 per year for the next two fiscal years. He reported that staff will return to City Council with a budget update in March, with final approval anticipated by the end of May.

1. CITY COUNCIL VISION AND STRATEGIC GOALS. (0100-10)

City Council, along with the senior management staff, discussed their goals. Staff will finalize the goals based on discussion and bring them back for Council's consideration at a later date.

ADJOURNMENT

Mayor Janney adjourned the meeting at 8:21 p.m.

James C. Janney, Mayor

Jacqueline M. Hald, MMC
City Clerk

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MARCH 20, 2013

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

REGULAR MEETING – 6:00 P.M.

REGULAR MEETING CALL TO ORDER

MAYOR JANNEY called the City Council meeting to order at 6:00 p.m.

ROLL CALL BY CITY CLERK

Councilmembers present: Patton, Bilbray, Spriggs
Councilmembers absent: None
Mayor present: Janney
Mayor Pro Tem present: Bragg
Staff present: City Manager Brown; City Attorney Lyon; City Clerk Hald

PLEDGE OF ALLEGIANCE

MAYOR JANNEY led everyone in the Pledge of Allegiance.

AGENDA CHANGES

MOTION BY BRAGG, SECOND BY PATTON, TO TAKE ITEM NO. 3.2 AT THE END OF THE AGENDA. MOTION CARRIED UNANIMOUSLY.

MOTION BY SPRIGGS, SECOND BY BILBRAY, TO PULL ITEM NOS. 2.3 AND 2.5 FROM THE CONSENT CALENDAR FOR DISCUSSION AT THE END OF THE AGENDA. MOTION CARRIED UNANIMOUSLY.

MAYOR/COUNCIL REIMBURSEMENT DISCLOSURE/COMMUNITY ANNOUNCEMENTS/REPORTS ON ASSIGNMENTS AND COMMITTEES

COUNCILMEMBER PATTON announced that there will be an Easter egg hunt event on March 30th and the South Bay Union School District is having a Padres Night at Petco Park on May 17th.

MAYOR PRO TEM BRAGG announced that the Imperial Beach Women’s Club approved funding of up to \$1,000 for a bench at Veterans Park.

MAYOR JANNEY asked that the recent story on the U.S. Fish and Wildlife Service featuring Imperial Beach elementary school’s environmental education program get posted on the City’s website. He recognized EDCO for assisting with the funding of a brochure to promote Imperial Beach and for partnering with the City on the Citywide Garage Sale on April 27th and the Home Front Cleanup event on May 4th.

March 20, 2013

COMMUNICATIONS FROM CITY STAFF

None.

PUBLIC COMMENT

None.

PRESENTATIONS (1.1)

1.1 PRESENTATION OF CERTIFICATES TO 2012 FIRE PREVENTION WEEK POSTER CONTEST WINNERS. (0410-30)

ENGINEER/PARAMEDIC CRAIG WEAVER announced that the Fire Department, along with the Burn Institute of San Diego, educated over 600 elementary school children on the importance of fire safety and awareness.

MAYOR JANNEY, along with CRAIG WEAVER, distributed awards to the 2012 Fire Prevention Week Poster Contest winners:

Bayside Elementary School - Andrea Hernandez

Central Elementary – Ashley Michel (not able to attend)

Imperial Beach Elementary – Ailexa Gutierrez (not able to attend)

Oneonta Elementary – Andrew James

CONSENT CALENDAR (2.1-2.6)

The following were submitted as last minute agenda information for Item No. 2.6:

- a. Additional Staff Report Content
- b. Resolution No. 2013-7315
- c. Teri Black & Company Proposal Package

ED KRAVITZ complained that the City Council does not hold discussions on Consent Calendar items. He raised concern about the City Manager not satisfying his request to have an item placed on a City Council agenda that would give him access to the City Council meeting videos for posting on his website. He accused the City of holding a secret meeting on March 7th, noting that there was crime scene tape surrounding the building with a notice on the door saying that the meeting had been moved. He believed that the meeting should have been rescheduled.

MAYOR PRO TEM BRAGG stated that due to a murder that took place on City property, the area was considered a crime scene and therefore the meeting was moved.

MOTION BY BILBRAY, SECOND BY BRAGG, TO APPROVE CONSENT CALENDAR ITEM NOS. 2.1, 2.2, 2.4 AND 2.6. MOTION CARRIED UNANIMOUSLY.

2.1 RESOLUTION NO. 2013-7312 INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS AND ORDERING THE PREPARATION OF AN ENGINEER'S "REPORT" FOR A SPECIAL ASSESSMENT DISTRICT – AD-67M. (0345-10)

1. Received staff report;
2. Authorized the Public Works Director to initiate the Engineer's Report for AD-67M; and
3. Approved and adopted the resolution.

March 20, 2013

2.2 RATIFICATION OF WARRANT REGISTER. (0300-25)

Ratified the following registers: Accounts Payable Numbers 82084 through 82167 for a subtotal amount of \$1,502,443.68 and Payroll Checks/Direct Deposit 45125 through 45147 for a subtotal of \$121,414.60 for a total amount of \$1,623,858.28.

2.4 RESOLUTION NO. 2013-7309 APPROVING THE SAN DIEGO COUNTY OPERATIONAL AREA PUBLIC WORKS MUTUAL AID AGREEMENT. (0210-40)

Adopted resolution which authorizes the City Manager to execute the County of San Diego Operational Area Public Works Mutual Aid Agreement and designates the Director of Public Works or his designee as the Coordinator to take action under this agreement.

2.6 AUTHORIZATION TO ENTER INTO A CONTRACT TO RECRUIT A CITY MANAGER. (0550-70)

Adopted Resolution No. 2013-7315 authorizing entering into a contract with Teri Black & Company for recruiting a new city manager.

ORDINANCES – INTRODUCTION/FIRST READING/PUBLIC HEARING (3.1)

3.1 ORDINANCE NO. 2013-1135 AND PUBLIC HEARING; REX BUTLER FOR BIKEWAY VILLAGE LLC (APPLICANT) AND THE CITY OF IMPERIAL BEACH: ZONING CODE AMENDMENT (ZCA) 100008 FOR ECOTOURISM COMMERCIAL USES AT 536 13th STREET & 535 FLORENCE STREET AND AIRPORT PARCEL 616-021-10-00 @ 500 13th STREET. MF 1034. (0610-95)

A Letter from the California Coastal Commission regarding Certification of Major Amendment #1-12 (Commercial/Recreation-Ecotourism) dated March 8, 2013 was submitted as last minute agenda information.

MAYOR JANNEY declared the public meeting open.

CITY MANAGER BROWN introduced the item.

CITY PLANNER NAKAGAWA gave a PowerPoint presentation on the item.

MAYOR JANNEY closed the public hearing and called for the first reading of the title of Ordinance No. 2013-1135.

CITY CLERK HALD read the title of Ordinance No. 2013-1135 “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH MODIFYING ORDINANCE NO. 2012-1127 THAT AMENDED TITLE 19 (ZONING) OF THE IMPERIAL BEACH MUNICIPAL CODE BY ADDING CHAPTER 19.25 COMMERCIAL/ RECREATION – ECOTOURISM (C/R-ET) ZONE AND APPLYING THE C/R-ET ZONE TO THE BIKEWAY VILLAGE SITE.”

MOTION BY PATTON, SECOND BY BILBRAY, TO WAIVE FURTHER READING OF ORDINANCE NO. 2013-1135 AND SET THE MATTER FOR ADOPTION AT THE NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

ORDINANCES – SECOND READING/ADOPTION (4)

None.

PUBLIC HEARINGS (5)

None.

March 20, 2013

REPORTS (6.1-6.3)

6.1 SPORTS PARK DISCUSSION. (0920-40)

The following were submitted as last minute agenda information:

- a. E-mail correspondence regarding IB Little League's latest proposal
- b. E-mail correspondence regarding IB Little League's latest proposal dated March 18, 2013

CITY MANAGER BROWN introduced the item. He noted that the two goals have been to expand the quality and quantity of recreational offerings at the park and to ensure that the I.B. Little League (IBLL) and I.B. Girls Softball League (IBGS) have priority use of the fields.

ASSISTANT CITY MANAGER WADE gave a PowerPoint presentation on the item. He stressed that the objective is to greatly expand and enhance recreational opportunities and programs at Sports Park to benefit the entire community and to maintain IBLL and IBGS as important youth recreation programs serving the community. He reported that due to budget constraints as a result of the dissolution of the redevelopment agency, the City asked three organizations for proposals to operate the Sports Park. He reviewed the most appealing proposal which was submitted by the YMCA. He gave a summary of the operational costs for the City to run the Sports Park, noting that total costs are \$272,558 per year with revenues limited to \$14,859 per year. He noted that Imperial Beach is the only city that does not charge youth programs for field use and lighting fees. He showed charts comparing the fees of other cities and comparing other Little League registration fees. He reviewed staff's proposal and fiscal impacts. He recommended that the City Council support Staff's proposal in which the YMCA assumes all operational responsibilities at Sports Park, the Leagues pay the City a \$25 per-player fee with the City paying field lighting/electricity costs to the YMCA, and to direct staff to negotiate a Use Agreement between the City of Imperial Beach and South Bay Family YMCA for the operation of Sports Park or provide other direction as necessary. He stated for the record that there was an inaccuracy on the staff report on page 7. The lighting costs for fields C & D is \$8,431 not \$8,521.

COUNCILMEMBER PATTON said that the IBLL and IBGS have dedicated parents and volunteers with over 500 kids served by the leagues. However, Council needs to consider 26,000 people in the City and it is Council's job to provide the widest range of services to all the residents of Imperial Beach and finding a balance and a compromise is key. He suggested that the City absorb the \$25 fee for a couple of years then offer a tiered payment system.

JIM KING stated that due to budget constraints, he supported having the YMCA operate the park. This would result in a better run sports facility that covers the needs of many people and not just one group in the community. He spoke in support for the leagues to continue their operations.

NICK MURNINGHAN, Treasurer for IBLL, spoke in opposition to the item. He stated that IBLL cannot afford to pay a \$25 per-player fee. He spoke in support for using volunteers to operate the park and did not want to privatize the park with the YMCA.

STACIE ORTIZ indicated support for the IBLL and IBGS (she did not speak).

ANTHONY PALKOVIC, JR. spoke in support for keeping the IBLL just as it is and he supported the comments of the previous speaker.

March 20, 2013

ANTHONY PALKOVIC, SR. stated that there are a lot of volunteers that can offset the costs. He spoke in support for keeping the fees low to allow kids the opportunity to enjoy and benefit from the experience of Little League.

DEREK BRANTLEY supported comments made by Nick Murningham. He suggested that a public workshop be held to allow residents the opportunity to voice opinions on the programs they are interested in.

JAMIE BILLINGS indicated opposition to the item (he did not speak).

RANDEA HINOJOSA spoke in support for holding a public forum and expressed concern about the leagues being taken away. She said that it would be their goal to make sure that their children, who she believed will be robbed of Little League and Girls Softball, do not participate in any of the YMCA programs.

CHERYL QUINONES questioned what would happen to the money that was bequeathed to promote T-ball and the fields.

CASEY ROBYN read a letter by Evelyn Ramseier who was not able to attend the meeting. She asked that the decision about the Little League not be made based on money but on what is best for the kids in Imperial Beach.

MIKE MURTAUGH asked City Council to find another way to save money and requested City Council's consideration of IBLL's proposal.

DAWN YATES indicated opposition to the item (she did not speak).

JIM LACCONE, President of IBGS, stated that the league could not sustain itself with a \$25 per-player fee.

EMILY YOUNG stated that she worked with some of the former City Councilmembers to secure funding from EDCO and the Tony Hawk Foundation for the Skate Park. She noted that the funding was secured with the understanding that the skate park would remain open (unfenced) and free. She highly recommended that if a fee will be charged for the use of the skate park that the grant funding be given back to the Tony Hawk Foundation. She stressed that it may be difficult to get funding from private sources in the future if the City does not adhere to the terms of grant agreements.

ELIZABETH MCCAY expressed concern that the City has not held public workshops to give the public the opportunity to share their ideas about the Sports Park. She believed that the City should not have relied on redevelopment money to help fund recreation programs and that any deficiencies within the program should have been addressed long before it got to this point.

LEANN CAPRON indicated support for IBLL and IBGS (she did not speak).

GENG WEISS indicated opposition to the item (he did not speak).

MICHEL DEDINA indicated that it is wrong to turn over the Skate Park to an organization that would charge kids to skate (he did not speak).

March 20, 2013

TIM O'NEAL announced that he submitted last minute agenda information to City Council. He stated that the IBLL should not be charged because they have rights to the fields. He spoke about putting children at risk because they will not pay for the use of the Skate Park but rather skate in the streets, Pier Plaza, and Veterans Park.

JAMES COATES spoke in support for offering the Sports Park Facility to all youth for free and staffing the facility with volunteers.

ERIKA LOWERY stated that the community was informed that there would be public workshops on this matter yet workshops have not been held and she spoke in opposition to the YMCA.

SERGE DEDINA, Executive Director of Wildcoast, stated that the foundation of the community is disconnected from the City as an administrative unit. He suggested that the function and purpose of the City as an administrative unit be reevaluated. He also expressed concern about fees being charged to low income kids.

JEREMY HALLEY spoke in support for keeping the Skate Park free.

PAMELA OLVERA expressed concern that 25% of the population is 18 years old or younger and is not being represented. She also expressed concern that there are no programs for them in Imperial Beach.

TIM COLLIN spoke in opposition to charging additional fees to the IBLL.

MARY COATES spoke in opposition to the YMCA and stressed that her husband, Jim Coates, is willing to provide his services free of charge in order to keep the programs affordable to the kids of Imperial Beach.

DWAYNE FERNANDEZ and FE FERNANDEZ indicated support for keeping the IBLL and Sports Park and not handing over the park to the YMCA (they did not speak).

The following submitted speaker slips in support for I.B. Little League and/or I.B. Girls Softball (they did not wish to speak):

LAURA BARBATO

NORMA CABRAL

WAYNE CUPRON

BARBARA FISHER

FRANCISCO GOTENBOAT

JUSTIN GREENE

ADRIANA GUERRERO

CHRISTINA GUERRERO

JAIME GUERRERO

MICHAEL HASTINGS

BRITTNEY KUHN

AMANDA LACCONE

MICHELLE LACCONE

MIGUEL MEDINA

DANIEL ORTIZ

LILIA ORTIZ

CHRIS PARDINAS

PETER RAMSEIER

March 20, 2013

ROSELLE (no last name provided)

ANISSA STEPP

CHERYL SWANSON

JAMES TRUITT

JANET WIEBER

JUAN ZAMORA

In response to Councilmember Spriggs' question about the ownership of the fields, CITY ATTORNEY LYON responded that City staff conducted a title search. There are two parcels with deed restrictions that makeup Sports Park. One parcel is to be used for park and recreational purposes and the other parcel is to be used for recreational purposes. A lease or use agreement with a non-profit recreational organization would not be in violation of those deed restrictions. The IBLL was not found to be in any chain of title. The IBLL was mentioned in a 1967 Disposition and Development Agreement (DDA) between the City and the Helix Harbor Development, however, that development never occurred. A later deed rescinded all of those rights from the 1967 DDA. She stressed that the legal ownership of the property is with the City of Imperial Beach with deed restrictions for park and recreational purposes.

ASSISTANT CITY MANAGER WADE added that the documents mentioned by the City Attorney were provided as Last Minute Agenda Information.

CITY MANAGER BROWN reviewed the proposal submitted by Don Spicer, President of IBLL. He noted that Staff agrees with all of the points except for the amount, if any, that the leagues would pay for maintenance.

MAYOR PRO TEM BRAGG stated that the City can no longer afford to have parks and recreation as it currently is right now and that it is time for a change. She proposed that the IBLL would have priority use of all baseball fields south of the softball fields, IBLL and IBGS will pay no maintenance fees (fencing, electrical, etc.), IBLL will have exclusive use of the major and minor booth and their portion of the concession stand, however, if the YMCA needs room at the concession stand, then the City should remodel the concession stand at its expense. The IBLL schedule is as follows: Regular Season is February – July and Winter Season is September – 3rd week of November. IBLL and IBGS will share costs of field use with the City paying half the cost of the use. She stressed that the IBLL and IBGS fields are not a sovereign nation. We are in this together so we should pay for it together and nothing is for free. On the YMCA's behalf she stated that the YMCA will assume all operational costs and responsibilities at the Sports Park. The YMCA can rent out the fields when they are not in use by the IBLL and IBGS and they can have use of the concession stand when not in use by the leagues. She also supported a public workshop on the issue.

COUNCILMEMBER PATTON stated that regardless of what happens, the IBLL and IBGS are not ending and he spoke about the potential for a mutually beneficial situation.

COUNCILMEMBER SPRIGGS spoke in support for holding a public workshop to give the public the opportunity to share their views. At that meeting, provide information on Skate Park and the rest of the Sports Park facility and not just a focus on the leagues.

MAYOR PRO TEM BRAGG suggested that there be an opportunity for the public to offer their suggestions on services they want at the Sports Park.

March 20, 2013

COUNCILMEMBER BILBRAY suggested a multi-day workshop with placement of a large ad in the local paper. He noted that when the Sports Park was built, the City expected a revenue source to fund the park and currently there isn't one. He stressed that something has to be done and the City needs to find someone that will create more programs and give the children what they need.

MAYOR JANNEY suggested a minimum of a one-day workshop for the community to express their desires/concerns at the Sports Park. He stressed that the vision is to bring more services to many people (youth, adults, and seniors) who are residents of Imperial Beach and not just to one particular group. He encouraged the public to embrace change. He commended the YMCA for offering recreational programs that benefit the residents of Imperial Beach.

COUNCILMEMBER SPRIGGS stated that it would be helpful to have visuals on the budget situation as well as stations/displays on different issues related to the Sports Park, similar to what was presented at the zoning workshops.

6.2 RESOLUTION NO. 2013-7311 SETTING THE TIME AND PLACE FOR A PUBLIC HEARING TO CONSIDER CONFIRMATION OF THE INTEGRATED SOLID WASTE MANAGEMENT SERVICES MAXIMUM FEE INCREASE REQUESTED BY EDCO DISPOSAL CORPORATION PURSUANT TO THE 2009 CONTRACT AMENDMENT. (0270-40)

MAYOR JANNEY announced that he would recuse himself from discussion on the item due to a business interest outside of the City of Imperial Beach.

MAYOR PRO TEM BRAGG called a recess at 7:53 p.m. and she reconvened the meeting to open session at 7:57 p.m.

ROLL CALL BY CITY CLERK

Councilmembers present:	Patton, Bilbray, Spriggs
Councilmembers absent:	None
Mayor absent:	Janney
Mayor Pro Tem present:	Bragg
Staff present:	City Manager Brown; City Attorney Lyon; City Clerk Hald

CITY MANAGER BROWN introduced the item.

CHRIS HELMER, ENVIRONMENTAL PROGRAM MANAGER, reported on the item.

MOTION BY BILBRAY, SECOND BY PATTON, TO ADOPT RESOLUTION NO. 2013-7311 SETTING THE TIME AND PLACE FOR A PUBLIC HEARING TO CONSIDER CONFIRMATION OF THE INTEGRATED SOLID WASTE MANAGEMENT SERVICES MAXIMUM FEE INCREASE REQUESTED BY EDCO DISPOSAL CORPORATION PURSUANT TO THE 2009 CONTRACT AMENDMENT. MOTION CARRIED BY THE FOLLOWING VOTE:

AYES:	COUNCILMEMBERS: SPRIGGS, BILBRAY, PATTON, BRAGG
NOES:	COUNCILMEMBERS: NONE
ABSENT:	COUNCILMEMBERS: NONE
DISQUALIFIED:	COUNCILMEMBERS: JANNEY

MAYOR JANNEY returned to the Council Chambers at 8:00 p.m.

March 20, 2013

6.3 RESOLUTION NO. 2013-7307 AMENDING WESTERN RIM CONSTRUCTORS, INC. CONTRACT FOR THE ECO BIKEWAY 7TH & SEACOAST (S05-104) PROJECT BY AWARDING ADDITIVE BID NO. 1. (0680-20)

CITY MANAGER BROWN introduced the item.

ARNOLD TORMA, Traffic Engineer with KOA Corporation, reported on the item. He explained that the traffic signal helps facilitate movement and that during average conditions there wouldn't be any queuing. However, there could be queuing on unique peak days during the summer. He stated that there is no plan to interconnect the light with those on Palm Ave. However, it can be done at a later date, at an additional cost, and if CalTrans feels it is warranted.

COUNCILMEMBER PATTON commented that drivers tend to proceed to 7th Street to make a left turn and questioned the need for a light at the proposed location.

MAYOR PRO TEM BRAGG stated that she has been against this project for the past 6 years. However, due to safety concerns and in order for this project to be successful, she supported the installation of the light.

MOTION BY BRAGG, SECOND BY JANNEY, TO ADOPT RESOLUTION NO. 2013-7307 AMENDING WESTERN RIM CONSTRUCTORS, INC. CONTRACT FOR THE ECO BIKEWAY 7TH & SEACOAST (S05-104) PROJECT BY AWARDING ADDITIVE BID NO. 1.

COUNCILMEMBER SPRIGGS spoke in opposition to the installation of the traffic light.

CHARLES QUISENBERRY spoke in opposition to the item.

COUNCILMEMBER BILBRAY spoke in support for considering other types of traffic calming measures other than a traffic signal and he opposed the item.

VOTES WERE NOW CAST ON ORIGINAL MOTION BY BRAGG, SECOND BY JANNEY, TO ADOPT RESOLUTION NO. 2013-7307 AMENDING WESTERN RIM CONSTRUCTORS, INC. CONTRACT FOR THE ECO BIKEWAY 7TH & SEACOAST (S05-104) PROJECT BY AWARDING ADDITIVE BID NO. 1. MOTION FAILED BY THE FOLLOWING VOTE:

AYES:	COUNCILMEMBERS: JANNEY, BRAGG
NOES:	COUNCILMEMBERS: PATTON, BILBRAY
ABSENT:	COUNCILMEMBERS: NONE
ABSTENTIONS:	COUNCILMEMBERS: SPRIGGS

ORDINANCES – INTRODUCTION/FIRST READING (3.2)

3.2 ORDINANCE 2013-1136, AMENDING CHAPTER 10.28.020, SPECIAL SPEED ZONE DESIGNATED. (0750-95)

Attachment 3 - Speed Survey Report dated March 2013 was provided as last minute agenda information.

CITY MANAGER BROWN introduced the item.

March 20, 2013

PUBLIC WORKS DIRECTOR LEVIEN reported on the item and showed a map of the survey areas.

COUNCILMEMBER BRAGG suggested that the Adjacent Land Uses section for Rainbow Drive (from SR 75 to Palm Ave.) be amended to include commercial uses and that the Traffic Controls Section show the recommended controls as currently the section is blank.

PUBLIC WORKS DIRECTOR LEVIEN stated that the recommended 40 mph speed limit on Palm Ave. (from 3rd Street to 7th Street) was done prior to the current street construction. Another traffic study will be conducted after the street project is completed to determine the 85th percentile. He does not intend to change the speed limit signs at this time.

In response to Mayor Janney's question about the rules governing the application of the 85th percentile, ARNOLD TORMA, Traffic Engineer with KOA Corporation, stated that the parameters allowing for the 85th percentile to be overruled are curves and crash rates. He further stated that City Council can choose to post a different speed limit however enforcement of that speed in those areas would be in question.

MAYOR JANNEY called for the first reading of the title of Ordinance No. 2013-1136.

CITY CLERK HALD read the title of Ordinance No. 2013-1135 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA AMENDING SECTION 10.28.020 OF THE IMPERIAL BEACH MUNICIPAL CODE RELATED TO THE DESIGNATION OF SPECIAL SPEED ZONES."

MOTION BY BILBRAY, SECOND BY PATTON, TO WAIVE FURTHER READING OF ORDINANCE NO. 2013-1136 AND SET THE MATTER FOR ADOPTION AT THE NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING. MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCILMEMBERS: SPRIGGS, BILBRAY, PATTON, BRAGG
NOES: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: NONE
ABSTENTIONS: COUNCILMEMBERS: JANNEY

MAYOR JANNEY stated that he could not support the item because the goal is to slow traffic down, not issue speeding tickets.

I.B. REDEVELOPMENT AGENCY SUCCESSOR AGENCY REPORTS (7)

None.

ITEMS PULLED FROM THE CONSENT CALENDAR

2.3 RESOLUTION NO. 2013-7310 DECLARING APRIL AS "ENVIRONMENTAL AWARENESS MONTH" IN THE CITY OF IMPERIAL BEACH. (0230-40)

COUNCILMEMBER BILBRAY asked staff to send a letter to all legislative representatives informing them of Environmental Awareness Month and the ongoing bi-national effort to address water pollution in Imperial Beach.

MOTION BY BRAGG, SECOND BY BILBRAY, TO ADOPT RESOLUTION NO. 2013-7310 DECLARING APRIL AS "ENVIRONMENTAL AWARENESS MONTH" IN THE CITY OF IMPERIAL BEACH. MOTION CARRIED UNANIMOUSLY.

March 20, 2013

2.5 RESOLUTION 2013-7308 AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS BETWEEN THE SAN DIEGO UNIFIED PORT DISTRICT AND CITY OF IMPERIAL BEACH FOR PUBLIC SAFETY SERVICES AND TIDELANDS MAINTENANCE SERVICES FOR FISCAL YEARS 2012/2013 THROUGH 2020/2021. (0150-70)

COUNCILMEMBER SPRIGGS stated that the item reflects an ongoing and cooperative relationship between the Port of San Diego and the City. He noted that the funding is not a grant but rather payment for services rendered by the City.

PUBLIC SAFETY DIRECTOR CLARK reported on the item.

MOTION BY BILBRAY, SECOND BY BRAGG, TO ADOPT RESOLUTION 2013-7308, AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS WITH THE SAN DIEGO UNIFIED PORT DISTRICT AT THE COSTS AND CONDITIONS ESTABLISHED AS ATTACHED IN THE AGREEMENT BETWEEN SAN DIEGO UNIFIED PORT DISTRICT AND CITY OF IMPERIAL BEACH FOR TIDELANDS MAINTENANCE SERVICES, AND THE AGREEMENT BETWEEN THE SAN DIEGO UNIFIED PORT DISTRICT AND CITY OF IMPERIAL BEACH FOR SHERIFF, FIRE, EMERGENCY MEDICAL, LIFEGUARD AND ANIMAL CONTROL SERVICES, RESPECTIVELY. MOTION CARRIED UNANIMOUSLY.

MAYOR JANNEY announced that Mayor Pro Tem Bragg and Councilmember Spriggs will attend the Sandcastle meeting tomorrow.

ADJOURNMENT

MAYOR JANNEY adjourned the meeting at 9:10 p.m.

James C. Janney, Mayor

Jacqueline M. Hald, MMC
City Clerk

**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY
IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY**

APRIL 17, 2013

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

REGULAR MEETING – 6:00 P.M.

REGULAR MEETING CALL TO ORDER

MAYOR PRO TEM BRAGG called the Regular Meeting to order at 6:01 p.m.

ROLL CALL BY CITY CLERK

Councilmembers present: Patton, Bilbray, Spriggs
Councilmembers absent: None
Mayor present: Janney (arrived at 6:40 p.m.)
Mayor Pro Tem present: Bragg
Staff present: City Manager Brown; City Attorney Lyon; City Clerk Hald

PLEDGE OF ALLEGIANCE

MAYOR PRO TEM BRAGG announced that on Monday, April 15, 2013, America was under attack by individuals with the intent on killing and maiming innocent people. She led everyone in the Pledge of Allegiance and there was a moment of silence for individual reflection.

AGENDA CHANGES

MOTION BY BILBRAY, SECOND BY PATTON, TO REMOVE CONSENT CALENDAR ITEM NOS. 2.3 AND 2.4 FROM THE AGENDA. MOTION CARRIED BY THE FOLLOWING VOTE:

**AYES: COUNCILMEMBERS: SPRIGGS, BILBRAY, PATTON, BRAGG
NOES: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: JANNEY**

**MAYOR/COUNCIL REIMBURSEMENT DISCLOSURE/COMMUNITY ANNOUNCEMENTS/
REPORTS ON ASSIGNMENTS AND COMMITTEES**

COUNCILMEMBER PATTON announced that on Tuesday, April 23, 2013, the volunteers at the Imperial Beach Branch Library will be recognized for their dedicated service.

MAYOR PRO TEM BRAGG stated that Mayor Janney is travelling from Los Angeles and will arrive shortly. She announced that Katy's Café is hosting a Community Coffee with Assemblymember Toni Atkins on April 20, 2013.

COMMUNICATIONS FROM CITY STAFF

None.

PUBLIC COMMENT

JUNE ENGEL, Manager of Imperial Beach Branch Library, announced that it is National Library Week and that the San Diego County Library is celebrating its Centennial this year. Commemorative magnets were distributed to Councilmembers.

PRESENTATIONS (1.1-1.3)

1.1 PRESENTATION OF PROCLAMATION TO NAM KIM IN RECOGNITION OF PAN AM TAEKWONDO ACADEMY DAY. (0410-30)

COUNCILMEMBER BILBRAY presented a proclamation to Nam Kim in recognition of Pan Am Taekwondo Academy Day.

1.3 PRESENTATION OF PROCLAMATION TO GOLDIN DOLES, PROJECT MANAGER FOR SANDAG, IN RECOGNITION OF BIKE TO WORK MONTH. (0410-30)

COUNCILMEMBER PATTON presented Goldin Doles, Project Manager for SANDAG, with a proclamation in recognition of Bike to Work Month.

1.2 PRESENTATION OF PROCLAMATION TO PUBLIC WORKS DIRECTOR HANK LEVIEN IN RECOGNITION OF PUBLIC WORKS WEEK. (0410-30)

COUNCILMEMBER SPRIGGS presented Public Works Director Hank Levien with a proclamation in recognition of Public Works Week.

CONSENT CALENDAR (2.1-2.5)

MOTION BY SPRIGGS, SECOND BY BILBRAY, TO APPROVE CONSENT CALENDAR ITEM NOS. 2.1, 2.2, AND 2.5. MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCILMEMBERS: SPRIGGS, BILBRAY, PATTON, BRAGG

NOES: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: JANNEY

2.1 MINUTES.

Approved the minutes of the Regular Meetings of February 20, 2013 and April 3, 2013 and the Special Closed Session Meeting of April 10, 2013.

2.2 RATIFICATION OF WARRANT REGISTER. (0300-25)

Ratified the following registers: Accounts Payable Numbers 82254 through 82317 for a subtotal amount of \$252,330.03 and Payroll Checks/Direct Deposit 45170 through 45189 for a subtotal of \$123,615.38 for a total amount of \$375,945.41.

2.3 ITEM REMOVED FROM THE AGENDA BY PRIOR CITY COUNCIL ACTION.

2.4 ITEM REMOVED FROM THE AGENDA BY PRIOR CITY COUNCIL ACTION.

2.5 PROPOSED AMENDMENTS TO THE LEAGUE OF CALIFORNIA CITIES BYLAWS. (0140-10)

Authorized Councilmember Bilbray, our delegate to the League, to submit an affirmative vote on both amendments.

April 17, 2013

PUBLIC COMMENT

JOHN ROCHE, with Dirt Alley Owners Tenant Association (DAOTA), announced that he is trying to get a group of people together to work with the City on paving alleys. He questioned if TransNet money can be used for paving alleys. He announced that there will be a DAOTA meeting at noon on Saturday, April 20, 2013 in Veterans Park.

COUNCILMEMBER BILBRAY responded that he and the Mayor are working with staff on options to get the alleys paved.

ORDINANCES – INTRODUCTION/FIRST READING/PUBLIC HEARING (3.1)

3.1 ORDINANCE NO. 2013-1137 AMENDING CHAPTER 13.05 OF THE IMPERIAL BEACH MUNICIPAL CODE RELATED TO THE SEWER CAPACITY FEE AND ADOPTION OF RESOLUTION NO. 2013-7324 INCREASING THE SEWER CAPACITY FEE FOR DEVELOPMENT IN THE CITY OF IMPERIAL BEACH. (0390-55)

CITY MANAGER BROWN introduced the item.

MAYOR PRO TEM BRAGG declared the public hearing open.

PUBLIC WORKS DIRECTOR LEVIEN reported on the item.

MAYOR JANNEY arrived at 6:40 p.m.

During City Council discussion, concern was raised about the increased fees impacting expanded or new development. There was a suggestion to collect enough funds for cost recovery in protecting the sewer system. There was some interest in implementing an incremental increase in fees.

KARYN KEESE, with Atkins North American, Inc., encouraged City Council to consider a Sewer Capacity Fee of \$4,776 per EDU because what isn't collected in capacity fees has to be collected in user fees. A good start would be adoption of staff's recommendation with incremental increases of a fixed amount over the next five years.

CITY CLERK HALD announced no speaker slips were submitted.

MAYOR PRO TEM BRAGG closed the public hearing.

MAYOR JANNEY expressed concern about the impacts increased fees would have on new development. He supported keeping the fees as low as possible and would not support a fee that is above staff's recommendation of \$2,667.

MAYOR PRO TEM BRAGG encouraged City Council to be mindful of protecting the City's greatest assets located under the streets.

COUNCILMEMBER BILBRAY agreed with keeping the fee low. However, he was interested in raising the bottom line and recommended adoption of a fee of up to \$3,400.

COUNCILMEMBER SPRIGGS recommended adoption of Resolution No. 2013-7324 as submitted by staff.

April 17, 2013

MOTION BY SPRIGGS, SECOND BY PATTON, TO ADOPT RESOLUTION NO. 2013-7324 INCREASING THE SEWER CAPACITY FEE FOR DEVELOPMENT IN THE CITY OF IMPERIAL BEACH. MOTION CARRIED UNANIMOUSLY.

MAYOR JANNEY called for the first reading of the title of Ordinance No. 2013-1137.

CITY CLERK HALD read the title of Ordinance No. 2013-1137 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA AMENDING SECTIONS OF CHAPTER 13.05 OF THE IMPERIAL BEACH MUNICIPAL CODE RELATED TO THE SEWER CAPACITY FEE."

MOTION BY BILBRAY, SECOND BY BRAGG, TO WAIVE FURTHER READING OF ORDINANCE NO. 2013-1137 AND SET THE MATTER FOR ADOPTION AT THE NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

ORDINANCES – SECOND READING/ADOPTION (4.1)

4.1 ORDINANCE 2013-1136, AMENDING CHAPTER 10.28.020, SPECIAL SPEED ZONE DESIGNATED. (0750-95)

CITY MANAGER BROWN introduced the item.

CITY CLERK HALD announced no public speaker slips were submitted.

PUBLIC WORKS DIRECTOR LEVIEN reported that the street signs on Palm Ave. will remain posted at 35 mph until otherwise determined by another survey.

MAYOR JANNEY called for the second reading of the title of Ordinance No. 2013-1136.

CITY CLERK HALD read the title of Ordinance No. 2013-1136 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH CALIFORNIA AMENDING SECTION 10.28.020 OF THE IMPERIAL BEACH MUNICIPAL CODE RELATED TO THE DESIGNATION OF SPECIAL SPEED ZONES."

MOTION BY JANNEY, SECOND BY SPRIGGS, TO WAIVE FURTHER READING, ADOPT ORDINANCE NO. 2013-1136, AND DIRECT STAFF TO KEEP THE CURRENT SPEED ZONE SIGNS POSTED ON PALM AVE. FROM 3RD STREET TO 7TH STREET UNTIL A NEW SPEED SURVEY IS DONE. MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS (5)

None.

REPORTS (6.1-6.4)

6.1 QUARTERLY UPDATE REPORT ON CONSTRUCTION OF THE PIER SOUTH HOTEL. (0660-43)

CITY MANAGER BROWN introduced the item.

ALLISON ROLFE, Project Manager for Pacifica Hotels, reported that she could not give a date for the opening of the new hotel due to delays. She explained that due to the hotel's association with the Marriott's Autograph Collection, a complete redesign of the interior of the hotel was necessary. Additionally, the Cohen Family Restaurant, the hotel restaurant's operator,

April 17, 2013

redesigned the kitchen and the interior of the restaurant. She believed that having the hotel under the Marriott Autograph Collection and having the Cohen Family Restaurant run the restaurant are worth the wait and worth doing it right.

MAYOR JANNEY suggested that Ms. Rolfe send pictures of the new hotel to the Chamber of Commerce and to the City Manager.

6.2 RESOLUTION NO. 2013-7325, CREATING THE TEMPORARY POSITION OF SPECIAL PROGRAM COORDINATOR FOR THE CLEAN & GREEN PROGRAM AND ADOPTING THE CORRESPONDING JOB DESCRIPTION. (0510-20)

CITY MANAGER BROWN introduced the item.

CHARLES QUISENBERRY questioned if the City conducted interviews for the position.

CITY MANAGER BROWN stated that he has authority to appoint employees.

ASSISTANT CITY MANAGER WADE stated that the position is for a limited duration and is for a special project manager, requiring special, technical and professional skills. There is limited and fixed funding available for the position which limits the opportunity for training any individual hired for the position. Therefore, it is necessary to find an individual who already has the skills necessary for this position.

MOTION BY JANNEY, SECOND BY BILBRAY, TO ADOPT RESOLUTION NO. 2013-7325, CREATING THE TEMPORARY POSITION OF SPECIAL PROGRAM COORDINATOR FOR THE CLEAN & GREEN PROGRAM AND ADOPTING THE CORRESPONDING JOB DESCRIPTION. MOTION CARRIED UNANIMOUSLY.

6.3 RESOLUTION NO. 2013-7323 APPROPRIATING ADDITIONAL FUNDS TO CONTINUE THE SEACOAST DRIVE AESTHETICS STUDY. (0720-30 & 0720-90)

CITY MANAGER BROWN introduced the item.

PUBLIC WORKS DIRECTOR LEVIEN announced a revised scope of work was submitted as Last Minute Agenda Information.

LARRY THORNBURGH, Senior Project Manager for Nasland Engineering, gave an overview of the proposal.

COUNCILMEMBER SPRIGGS spoke in support for a test block area and for posting it as a noticed meeting.

COUNCILMEMBER PATTON suggested that the City share the lighting options with businesses and condominium complexes so they know which type of lighting to select to ensure consistent lighting down the street.

MAYOR PRO TEM BRAGG stated that there needs to be a variety of solutions to address the lighting problem. She stressed that the test block needs to be temporary, off site, and at night.

DAVE VANDEWATER indicated support for the item (he was not in attendance).

April 17, 2013

JULIA SIMMS stated that with completion of Pier South Hotel, the dynamics on Seacoast Drive will change and bring an influx of visitors. She stressed that lighting will help make visitors feel comfortable and make the area have an inviting atmosphere.

RON ROZOK echoed the comments made by Ms. Simms. He said that he enjoys daily walks along Seacoast Drive and looks forward to enjoying evening walks just as he does during the day.

BOB MILLER supported the comments regarding the installation of a test block, he appreciated City Council's continued consideration of pedestrian scale lighting, he stressed the importance of having business owners participate by lighting their businesses, and he suggested that the City do its best on the lighting to increase the ambiance in the evening (additional time donated by RICHARD PILGRIM).

CHARLES QUISENBERRY asked City Council to reject spending any more money on this issue. He said that he drove down Seacoast Drive and saw beautiful lights every 50 to 100 feet which he found to be aesthetically pleasing. He commented that what one person finds pleasing another person may not. He suggested that City Council save \$200,000 by leaving the lights alone. He added that it does not make sense during these financial times to replace lights that work with lights that work. He reminded City Council that they represent all the people of the City and not just those on Seacoast Drive. He complained that the block that he lives on has no street lights. He pleaded with City Council to not replace the lights because of aesthetics.

COUNCILMEMBER SPRIGGS suggested the following detailed motion to ensure staff has clear direction on how to proceed: Before building any permanent, new fixtures on the test block, staff seek vendors who are willing to provide, at no cost to the city, the following temporary fixtures for a few days so the local business community and other IB citizens can be informed and the Council can make a decision as to what it wants:

1. Pedestrian friendly street lights with at least 3 different types of lamps/heads that will let Council compare them with the lights at the end of Palm Ave. The street lights can but do not have to have different poles and bases.
2. Up-lighting on palm trees that will demonstrate how lighting the tree trunks and lighting near the top of the trees will look.
3. Lighting that will wind around palm trees to illustrate how this will look. This lighting should be bright enough to reduce dark areas between street lights, while being esthetically pleasing and not blinding to pedestrians.
4. At least one example of a solar powered street light. I further move that once Council makes a decision on the fixtures for the test block, staff ask the consultants to develop a plan for Seacoast Drive from Palm to IB Blvd. that will recommend the location and types of fixtures to be placed on each block of Seacoast Drive.

And that if companies want to be paid for the test, staff is authorized to spend up to \$10,000 to proceed with the test.

MAYOR JANNEY expressed concern about having a motion that is so specific.

MAYOR PRO TEM BRAGG added the following suggestions:

1. Lighting options that can be attached to commercial buildings;
2. Lighting that can be added to windows of businesses; and
3. To have as many different varieties of lighting solutions that can be envisioned

April 17, 2013

LARRY THORNBURGH responded that consideration of interior lighting would be a different scope.

COUNCILMEMBER BILBRAY stated that he is not against the project but against the funding source. He questioned how he can tell people who are interested in Sports Park that the City is going to spend money on a test block for lighting in the same amount it costs to fund the Senior Center for one year. He further questioned how he can say that the City has funding issues when the City continues to pay for studies on lighting when at this time the lighting is more than efficient. He stressed that this is not the time or place to be talking about this issue.

MAYOR JANNEY questioned the specificity of Councilmember Spriggs' motion. He stated that the City Council agreed to look at a test block, a proposal has been presented and encouraged City Council to move forward and provide direction to staff.

PUBLIC WORKS DIRECTOR LEVIEN stated that staff can proceed with the test block using the information provided by City Council as a guide.

MOTION BY JANNEY, SECOND BY SPRIGGS, TO AUTHORIZE STAFF TO EXPEND UP TO \$29,000 AND HAVE STAFF RETURN TO CITY COUNCIL WITH A TEST BLOCK (PREFERABLY ON SEACOAST DRIVE) THAT HAS AS MANY OF THE IDEAS AS ARE FEASIBLE THAT WERE EXPRESSED BY CITY COUNCIL TONIGHT. MOTION CARRIED BY THE FOLLOWING VOTE:

**AYES: COUNCILMEMBERS: SPRIGGS, PATTON, BRAGG, JANNEY
NOES: COUNCILMEMBERS: BILBRAY
ABSENT: COUNCILMEMBERS: NONE**

6.4 RESOLUTION NO. 2013-7321 AWARDED PUBLIC WORKS CONTRACT TO WIT CDBG FY 12/13 IMPERIAL BEACH BLVD. PEDESTRIAN CROSSWALK PROJECT NO. S13-101. (0650-33 & 0750-30)

CITY MANAGER BROWN introduced the item.

MOTION BY JANNEY, SECOND BY BILBRAY, TO ADOPT RESOLUTION NO. 2013-7321 AWARDED PUBLIC WORKS CONTRACT TO WIT CDBG FY 12/13 IMPERIAL BEACH BLVD. PEDESTRIAN CROSSWALK PROJECT NO. S13-101. MOTION CARRIED UNANIMOUSLY.

I.B. REDEVELOPMENT AGENCY SUCCESSOR AGENCY REPORTS (7)

None.

ITEMS PULLED FROM THE CONSENT CALENDAR (IF ANY)

None.

ADJOURNMENT

MAYOR JANNEY adjourned the meeting at 8:40 p.m.

James C. Janney, Mayor

Jacqueline M. Hald, MMC
City Clerk

DRAFT

MINUTES

Item No. 2.1

**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY
IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY**

APRIL 17, 2013

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

SPECIAL CLOSED SESSION MEETING – 6:01 P.M.

CLOSED SESSION CALL TO ORDER

MAYOR JANNEY called the Special Closed Session Meeting to order at 6:01 p.m.

ROLL CALL BY CITY CLERK

Councilmembers present: Patton, Bilbray, Spriggs
Councilmembers absent: None
Mayor present: Janney (arrived at 6:40 p.m.)
Mayor Pro Tem present: Bragg
Staff present: City Manager Brown; City Attorney Lyon; City Clerk Hald

PUBLIC COMMENT

See Regular Meeting Minutes of April 17, 2013.

CLOSED SESSION

MOTION BY BILBRAY, SECOND BY BRAGG, TO ADJOURN TO CLOSED SESSION UNDER:

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Initiation of Litigation pursuant to Government Code section 54956.9 (d)(4) (1 case)

MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MAYOR JANNEY adjourned the meeting to Closed Session at 8:40 p.m. and reconvened the meeting to Open Session at 9:10 p.m.

Reporting out of Closed Session, CITY ATTORNEY LYON announced that City Council discussed Closed Session Item No. 1 and that the City Council unanimously voted to authorize litigation in Superior Court Case No. 2013-00044362-CU-MC-CTL.

MAYOR JANNEY adjourned the Special Meeting at 9:11 p.m.

James C. Janney, Mayor

Jacqueline M. Hald, MMC
City Clerk



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GARY BROWN, CITY MANAGER *GB*
MEETING DATE: May 15, 2013
ORIGINATING DEPT.: ADMINISTRATIVE SERVICES DEPARTMENT *KW*
SUBJECT: RATIFICATION OF WARRANT REGISTER

BACKGROUND:

None

DISCUSSION:

As of April 7, 2004 all large warrants above \$100,000 will be separately highlighted and explained on the staff report.

Vendor:	Check:	Amount:	Description:
San Diego County Sheriff	82429	\$528,034.98	March Law Enforcement

The following registers are submitted for Council ratification.

<u>WARRANT #</u>	<u>DATE</u>	<u>AMOUNT</u>
<u>Accounts Payable</u>		
82396-82438	4/26/13	\$626,073.18
82439-82456	5/2/13	\$28,215.13
	Sub-total	\$654,288.31
 <u>Payroll Checks/Direct Deposit</u>		
45208-45226	P.P.E. 4/18/2013	\$124,764.78
	Sub-total	124,764.78
	<u>TOTAL</u>	<u>\$779,053.09</u>

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

Warrants are issued from budgeted funds.

DEPARTMENT RECOMMENDATION:

It is respectfully requested that the City Council ratify the warrant register.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Warrant Registers

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT		
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT
04/26/2013	82396	AFLAC	120			714.30
101-0000-209.01-13	04/11/2013	PR AP BATCH PPE 4/04/13	20130411		10/2013	357.15
101-0000-209.01-13	04/25/2013	PAYROLL SUMMARY	20130425		10/2013	357.15
04/26/2013	82397	AK & COMPANY	1640			4,750.00
101-1920-419.20-06	04/10/2013	SB 90 PREP	I BEACH-10F2	130762	10/2013	2,375.00
101-1920-419.20-06	04/10/2013	SB 90 PREP	I BEACH-20F2	130762	10/2013	2,375.00
04/26/2013	82398	AMERICAN EXPRESS	1			410.34
101-0000-209.01-03	04/10/2013	COMPUTER LOAN	04-10-2013		10/2013	410.34
04/26/2013	82399	AT&T	2430			2,291.06
101-1210-413.27-04	04/17/2013	6194235034	4284356		10/2013	17.03
101-3020-422.27-04	04/17/2013	6194237246664	4283576		10/2013	.69
101-5020-432.27-04	04/15/2013	6194238311966	4280111		10/2013	7.47
101-3030-423.27-04	04/15/2013	6194238322966	4280112		10/2013	3.49
503-1923-419.27-04	04/11/2013	6194243481712	4261796		10/2013	16.15
101-1230-413.27-04	04/17/2013	6196281356950	4283579		10/2013	11.76
101-1920-419.27-04	04/17/2013	6196282018442	4283585		10/2013	.10
601-5060-436.27-04	04/15/2013	C602221236777	4280103		10/2013	18.01
101-1920-419.27-04	04/15/2013	C602224829777	4281173		10/2013	102.40
101-1110-412.27-04	04/15/2013	C602224831777	4281175		10/2013	131.72
101-1020-411.27-04	04/15/2013	C602224832777	4281176		10/2013	58.95
101-1230-413.27-04	04/15/2013	C602224833777	4281177		10/2013	284.28
101-1130-412.27-04	04/15/2013	C602224834777	4281178		10/2013	46.23
101-1210-413.27-04	04/15/2013	C602224835777	4281179		10/2013	489.12
101-6030-453.27-04	04/15/2013	C602224836777	4281180		10/2013	77.47
101-6010-451.27-04	04/15/2013	C602224837777	4281181		10/2013	85.96
101-3020-422.27-04	04/15/2013	C602224838777	4281182		10/2013	289.51
101-3030-423.27-04	04/15/2013	C602224839777	4281183		10/2013	201.23
101-5020-432.27-04	04/15/2013	C602224840777	4281184		10/2013	298.26
601-5060-436.27-04	04/15/2013	C602224841777	4281185		10/2013	151.23
04/26/2013	82400	AT&T DATACOMM, INC.	1854			1,300.00
503-1923-419.20-06	04/17/2013	ENGINEERING CONSULT	319-015335	130649	10/2013	1,300.00
04/26/2013	82401	CALIFORNIA AMERICAN WATER	612			6,267.58
101-6020-452.27-02	04/18/2013	05-0477133-8 3/14-4/15	05-07-2013		10/2013	198.43
101-5020-432.27-02	04/18/2013	05-0424056-5 3/14-4/15	05-07-2013		10/2013	54.28
601-5060-436.27-02	04/18/2013	05-0115249-0 3/14-4/15	05-07-2013		10/2013	11.82
101-5010-431.27-02	04/18/2013	05-0115214-4 3/14-4/15	05-07-2013		10/2013	7.33
101-5010-431.27-02	04/18/2013	05-0114717-7 3/14-4/15	05-07-2013		10/2013	7.33
101-5010-431.27-02	04/18/2013	05-0115202-9 3/14-4/15	05-07-2013		10/2013	7.33
101-6020-452.27-02	04/18/2013	05-0115205-2 3/14-4/15	05-07-2013		10/2013	2,242.84
101-1910-419.27-02	04/18/2013	05-0115206-0 3/14-4/15	05-07-2013		10/2013	517.00
101-1910-419.27-02	04/18/2013	05-0115208-6 3/14-4/15	05-07-2013		10/2013	108.06
101-1910-419.27-02	04/18/2013	05-0115210-2 3/14-4/15	05-07-2013		10/2013	22.81
101-6020-452.27-02	04/15/2013	05-0109756-2 3/21-4/10	05-06-2013		10/2013	224.89
101-3020-422.27-02	04/18/2013	05-0115211-0 03/14-04/15	05-07-2013		10/2013	126.04

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ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
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101-5010-431.27-02	04/19/2013	05-0116368-7 3/15-4/16	05-08-2013		10/2013	7.33	
101-5010-431.27-02	04/19/2013	05-0115950-3 3/15-4/16	05-08-2013		10/2013	7.33	
101-5010-431.27-02	04/19/2013	05-0115949-5 3/15-4/16	05-08-2013		10/2013	7.33	
101-6020-452.27-02	04/19/2013	05-0114612-0 3/15-4/16	05-08-2013		10/2013	7.33	
101-5010-431.27-02	04/16/2013	05-0110529-0 3/13-4/11	05-06-2013		10/2013	29.79	
101-6020-452.27-02	04/16/2013	05-0111454-0 3/13-4/11	05-06-2013		10/2013	38.79	
101-1910-419.27-02	04/16/2013	05-0111478-9 3/13-4/11	05-06-2013		10/2013	72.11	
101-6020-452.27-02	04/16/2013	05-0111479-7 3/13-4/11	05-06-2013		10/2013	2,364.16	
101-5010-431.27-02	04/16/2013	05-0111480-5 3/13-4/11	05-06-2013		10/2013	197.92	
04/26/2013	82402	CALIFORNIA COASTAL COALITION	623			1,000.00	
101-1230-413.28-12	03/16/2013	CALCOAST MEMBER DUES	1851	130777	09/2013	1,000.00	
04/26/2013	82403	CDW GOVERNMENT INC	725			1,496.69	
503-1923-419.30-02	04/08/2013	IT LAPTOP	BN05043	130120	10/2013	1,496.69	
04/26/2013	82404	CLEAN HARBORS	913			1,113.00	
101-5040-434.21-04	04/01/2013	MARCH HAZARDOUS WASTE	6Y1326812	130029	10/2013	1,113.00	
04/26/2013	82405	COUNTY OF SAN DIEGO	1055			3,193.80	
101-3010-421.21-04	04/12/2013	PARKING PENALTIES FEB 201	04-12-2013		10/2013	2,042.50	
101-3010-421.21-04	04/12/2013	PARKING PENALTIES JAN 13	04-12-2013		10/2013	1,151.30	
04/26/2013	82406	COX COMMUNICATIONS	1073			142.87	
101-6010-451.29-04	04/13/2013	SPORTS PARK INTERNET SERV	05-04-2013	130126	10/2013	142.87	
04/26/2013	82407	CYNTHIA TITGEN CONSULTING, INC	2340			1,188.00	
101-1130-412.20-06	04/08/2013	HR CONSULTING SVCS	201304	130075	10/2013	1,188.00	
04/26/2013	82408	DRUG TESTING NETWORK INC	1195			96.95	
101-1130-412.20-06	04/15/2013	RANDOM DRUG TESTING	65847	130079	10/2013	96.95	
04/26/2013	82409	EL TAPATIO INC	1407			64.80	
101-1010-411.28-04	04/17/2013	041713 COUNCIL MEETING DI	8402	F13063	10/2013	64.80	
04/26/2013	82410	FEDERAL EXPRESS CORP.	911			54.26	
101-1130-412.28-09	04/19/2013	J. HOLDEN SHIPPING	2-246-08082	130220	10/2013	54.26	
04/26/2013	82411	FERGUSON ENTERPRISES INC.	#108 915			68.04	
601-5060-436.30-02	04/15/2013	HOSE CLAMPS	0434864	130054	10/2013	68.04	
04/26/2013	82412	GO-STAFF, INC.	2031			919.56	
101-3020-422.21-01	04/09/2013	WE 4/4 MEDLEY, A	106118	130660	10/2013	414.31	
101-3020-422.21-01	04/16/2013	WE 4/12 MEDLEY, A	106436	130660	10/2013	505.25	
04/26/2013	82413	GRAINGER	1051			160.44	
502-1922-419.28-17	04/11/2013	REPLACE STOLEN SAFETY CAN	9114701288	130011	10/2013	160.44	
04/26/2013	82414	HUDSON SAFE-T LITE RENTALS	2382			130.80	
101-5010-431.21-23	04/15/2013	U BOLTS	00015572	130071	10/2013	130.80	

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
04/26/2013	82415	I B FIREFIGHTERS ASSOCIATION	214				300.00
101-0000-209.01-08	04/25/2013	PAYROLL SUMMARY	20130425		10/2013		300.00
04/26/2013	82416	ICMA RETIREMENT TRUST 457	242				5,937.41
101-0000-209.01-10	04/25/2013	PAYROLL SUMMARY	20130425		10/2013		5,937.41
04/26/2013	82417	JOHN DEERE LANDSCAPES	1986				117.27
101-6020-452.30-02	04/04/2013	LESCO SPREADER/GLOVE	64118414	130031	10/2013		117.27
04/26/2013	82418	KANE, BALLMER & BERKMAN	1828				19,632.86
303-1250-413.20-06	04/04/2013	3/13 AMERICAN LEGION-ENA	19007	130776	10/2013		200.00
303-1250-413.20-06	04/04/2013	3/13 GEN HOUSING	19008	130776	10/2013		150.00
217-5000-532.20-06	04/04/2013	HABITAT AHA	19009	130776	10/2013		4,980.00
303-1250-413.20-06	04/04/2013	3/13 SUCCESSOR AGENCY	19010	130776	10/2013		13,557.15
303-1250-413.20-06	04/09/2013	MARCH 1/14TH SHARE LEGAL	18984	130776	10/2013		745.71
04/26/2013	82419	MANAGED HEALTH NETWORK	2432				772.80
101-1130-412.20-06	04/16/2013	MAY EAP SVC	3200047315	130072	10/2013		386.40
101-1130-412.20-06	01/17/2013	FEB EAP SVC	3200044777	130072	07/2013		386.40
04/26/2013	82420	MARLA PINSKI	2467				200.00
101-6030-453.20-06	04/12/2013	MARCH YOGA CLASSES	003	130582	10/2013		200.00
04/26/2013	82421	MASON'S SAW & LAWNMOWER	923				9,613.30
501-1921-419.28-16	04/10/2013	STARTER ASSEMBLY	311745	130030	10/2013		76.69
101-5010-431.30-02	04/16/2013	SHOCK/CHAIN LOOP	312467	130030	10/2013		688.16
502-1922-419.28-17	04/08/2013	REPLACE STOLEN EQUIPT	311410	130773	10/2013		4,388.03
502-1922-419.28-17	04/10/2013	REPLACE STOLEN EQUIPT	311746	130773	10/2013		2,071.68
502-1922-419.28-17	04/11/2013	REPLACE STOLEN EQUIPT	311846	130773	10/2013		236.40
502-1922-419.28-17	04/15/2013	STOLEN EQUIPT	312258	130773	10/2013		2,422.29
502-1922-419.28-17	04/11/2013	CORRECT PRICE/STOLEN	311845	130030	10/2013		269.95-
04/26/2013	82422	MCDUGAL LOVE ECKIS &	962				24,185.76
101-1220-413.20-02	03/31/2013	MARCH RETAINER	83546	130218	09/2013		8,227.00
101-1220-413.20-01	03/31/2013	CODE ENF	83544		10/2013		2,381.63
101-1220-413.20-01	03/31/2013	LAW-SPECIAL PROJECTS	83545		10/2013		1,069.31
502-1922-419.20-01	03/31/2013	LAW-SPECIAL PROJECTS	83547		10/2013		7,191.28
101-1220-413.20-01	03/31/2013	LABOR NEGOTIATIONS	83548		10/2013		1,731.60
303-1250-413.20-01	03/31/2013	SUCCESSOR AGENCY	83549		10/2013		2,853.92
101-1220-413.20-01	03/31/2013	RINA KELLY V CITY	83573		10/2013		37.40
101-1220-413.20-01	03/31/2013	GRAND JURY	83574		10/2013		433.51
101-1220-413.20-01	03/31/2013	SANDAG	83575		10/2013		65.03
101-1220-413.20-01	03/31/2013	PADRE DAM OVERPYMT	83550		10/2013		195.08
04/26/2013	82423	MUNICIPAL EMERGENCY SERVICES,	2434				318.61
101-3020-422.25-03	04/02/2013	FIREFIGHTER JACKET REPAIR	00399882_SNV	F13060	10/2013		318.61
04/26/2013	82424	NASLAND ENGINEERING	1656				1,875.00
303-1250-413.20-06	03/31/2013	DATE ST CONSULT	93111	090544	09/2013		1,875.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
04/26/2013	82425	ONE SOURCE DISTRIBUTORS	1071				218.73
101-6040-454.30-02	04/02/2013	LAMPS/LIGHTS	S3987753.002	130014	10/2013		218.73
04/26/2013	82426	PARKHOUSE TIRE INC	1295				624.46
501-1921-419.28-16	04/04/2013	195/75/14 205/75/15 TIRES	3010165512	130083	10/2013		624.46
04/26/2013	82427	RANCHO AUTO & TRUCK PARTS	1685				148.55
601-5060-436.28-01	03/26/2013	TAIL LIGHT CVR	7693-152013	130019	09/2013		59.40
501-1921-419.28-16	03/27/2013	OIL FILTER	7693-152232	130019	09/2013		6.11
501-1921-419.28-16	03/28/2013	RETURN-FILTERS	7693-152292	130019	09/2013		109.91-
501-1921-419.28-16	04/03/2013	TAILGATE CABLE/BLADE	7693-152981	130019	10/2013		38.15
501-1921-419.28-16	04/10/2013	DODGE RAM/GMB	7693-153702	130019	10/2013		57.51
501-1921-419.28-16	04/10/2013	BELT	7693-153720	130019	10/2013		76.18
501-1921-419.28-16	04/10/2013	OIL FILTERS/PEN CAT	7693-153751	130019	10/2013		21.11
04/26/2013	82428	RICOH USA, INC.	2392				1,935.40
101-1110-412.28-01	04/04/2013	APR	88818039	130133	10/2013		276.48
101-1210-413.28-01	04/04/2013	APR	88818039	130133	10/2013		276.48
101-1230-413.28-01	04/04/2013	APR	88818039	130133	10/2013		276.48
101-3020-422.28-01	04/04/2013	APR	88818039	130133	10/2013		276.49
101-3030-423.28-01	04/04/2013	APR	88818039	130133	10/2013		276.49
101-5020-432.28-01	04/04/2013	APR	88818039	130133	10/2013		276.49
101-6010-451.28-01	04/04/2013	APR	88818039	130133	10/2013		276.49
04/26/2013	82429	SAN DIEGO COUNTY SHERIFF	882				528,034.98
101-3010-421.20-06	04/17/2013	FEB 2013 LAW ENF SVCS	03-28-2013		10/2013		511,913.22
101-0000-338.60-03	04/17/2013	FEB 2013 LAW ENF SVCS	03-28-2013		10/2013		2,213.82-
213-3037-421.20-06	04/17/2013	JAG GRANT/JAN-FEB 2013	04-10-2013		10/2013		18,335.58
04/26/2013	82430	SAVMART PHARMACEUTICAL SERVICE	1687				12.89
101-3020-422.29-04	04/10/2013	MEDICAL SUPPLIES	573616	F13061	10/2013		12.89
04/26/2013	82431	SDGE	289				917.85
101-5010-431.27-01	04/19/2013	9476 001 698 9 2/28-3/31	05-04-2013		10/2013		917.85
04/26/2013	82432	SEIU LOCAL 221	1821				1,246.10
101-0000-209.01-08	04/25/2013	PAYROLL SUMMARY	20130425		10/2013		1,246.10
04/26/2013	82433	SPARKLETTTS	2341				48.11
101-3020-422.30-01	04/12/2013	PS DRINKING WTR	12529930 041213	130511	10/2013		48.11
04/26/2013	82434	US BANK	2458				1,285.94
101-0000-209.01-20	04/25/2013	PAYROLL SUMMARY	20130425		10/2013		1,285.94
04/26/2013	82435	US MOBILE WIRELESS COMMUNICATI	1983				505.73
101-3020-422.30-02	04/10/2013	RADIO BATTERIES SERVICED	552057-00	F13062	10/2013		505.73
04/26/2013	82436	VERIZON WIRELESS	2317				1,707.30
101-1210-413.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013		159.16

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ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT
101-5020-432.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	653.20
101-3040-424.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	64.35
101-3020-422.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	152.99
101-3030-423.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	270.95
101-3070-427.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	71.20
101-1230-413.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	93.60
503-1923-419.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	238.45
503-1923-419.27-05	04/08/2013	3/9/13-4/8/13	9702891242		10/2013	3.40
04/26/2013	82437	WAGE WORKS INC.	2210			97.25
101-1920-419.21-04	04/17/2013	APRIL FSA MTHLY FEE	125AI0232761	130115	10/2013	97.25
04/26/2013	82438	WAXIE SANITARY SUPPLY	802			974.39
101-6040-454.30-02	04/04/2013	LINERS/CLEANERS/PAPER	73863343	130016	10/2013	974.39
05/02/2013	82439	ARROWHEAD MOUNTAIN SPRING WATE	1340			100.65
101-5020-432.30-02	04/23/2013	PW DRINKING WATER	03D0026726646	130202	10/2013	62.86
101-1010-411.30-02	04/23/2013	CITY HALL DRINKING WTR	03D0031149578	130073	10/2013	37.79
05/02/2013	82440	AT&T	2430			896.69
503-1923-419.27-04	04/20/2013	3372571583448	4293685		10/2013	358.67
503-1923-419.27-04	04/20/2013	3393431504727	4292077		10/2013	179.34
503-1923-419.27-04	04/20/2013	3393439371447	4294774		10/2013	179.34
503-1923-419.27-04	04/20/2013	3393442323406	4295082		10/2013	179.34
05/02/2013	82441	ATKINS NORTH AMERICA, INC.	2455			10,814.24
601-5060-436.21-04	04/10/2013	MARCH SEWER FEE STUDY	1165124	130353	10/2013	4,276.00
601-5060-436.21-04	03/19/2013	FEB SEWER FEE STUDY	1163472	130353	09/2013	2,379.60
101-0000-221.01-02	03/29/2013	JAN/FEB 2013 DEVELOP REVI	1164494		10/2013	513.65
101-0000-221.01-02	03/29/2013	JAN/FEB 2013 DEVELOP REVI	1164494		10/2013	1,024.45
101-0000-221.01-02	03/29/2013	JAN/FEB 2013 DEVELOP REVI	1164494		10/2013	729.31
101-0000-221.01-02	03/29/2013	JAN/FEB 2013 DEVELOP REVI	1164494		10/2013	892.68
101-0000-221.01-02	03/29/2013	JAN/FEB 2013 DEVELOP REVI	1164494		10/2013	998.55
05/02/2013	82442	BRETT R ARMSTRONG	2			79.20
101-5010-431.30-02	03/18/2013	EQUIPMENT RENTAL	461678		10/2013	79.20
05/02/2013	82443	CVA SECURITY	797			1,000.00
502-1922-419.30-22	04/16/2013	PW SECURITY ALARM	25159	130806	10/2013	1,000.00
05/02/2013	82444	CMRTA	1			20.00
101-1210-413.28-04	04/22/2013	TRAINING MGT/LUNCH	04-22-2013		10/2013	20.00
05/02/2013	82445	COUNTY RECORDER	1818			50.00
101-0000-221.01-02	04/25/2013	EXEMPTION NOTICE	04-25-2013		10/2013	50.00
05/02/2013	82446	CYNTHIA TITGEN CONSULTING, INC	2340			1,455.00
101-1130-412.20-06	04/29/2013	4/16-4/24 HR CONSULTING	201305	130075	10/2013	1,455.00
05/02/2013	82447	ED VEA	2484			154.30
101-1110-412.28-04	12/21/2012	MILEAGE REIMBURSMNT	12-21-2012		10/2013	19.15

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ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO # PER/YEAR TRN AMOUNT
101-1110-412.29-04	12/26/2012	PARTS LAMINATING MACHINE	1323	10/2013 15.40
101-1010-411.28-04	01/15/2013	COUNCIL MEMBER, DINNER	01-15-2013	10/2013 12.96
101-1010-411.28-04	01/16/2013	COUNCIL MEMBER, DINNER	000001	10/2013 11.24
101-1130-412.28-04	01/17/2013	TRAINING LUNCH	01-17-2013	10/2013 25.00
101-1010-411.28-04	01/24/2013	CHAMBER BREAKFAST	135978	10/2013 10.00
101-1020-411.28-04	01/28/2013	MILEAGE REIMBURSEMENT	01-28-2013	10/2013 2.43
101-1010-411.29-04	01/29/2013	EMPLOYEE APPRECIATE	302920663000	10/2013 16.99
101-1020-411.28-04	02/07/2013	TRAINING HALD, J	02-07-2013	10/2013 15.00
101-1010-411.28-04	03/27/2013	REFRESHMENT, CM RECRUITER	5319	10/2013 1.88
101-1130-412.28-04	03/01/2013	TOLL RD/TRAINING	03-01-2013	10/2013 5.50
101-1130-412.28-04	02/28/2013	TOLL RD/TRAINING	02-28-2013	10/2013 6.25
101-1130-412.28-04	03/21/2013	TOLL RD/TRAINING	03-21-2013	10/2013 6.25
101-1130-412.28-04	03/21/2013	TOLL RD/TRAINING	03-21-2013	10/2013 6.25
05/02/2013	82448	GO-STAFF, INC.	2031	4,247.32
101-3020-422.21-01	04/23/2013	WE 4/18 MEDLEY	106775	130660 10/2013 454.73
601-5060-436.21-01	04/09/2013	WE 4/4 RODRIGUEZ	106119	130722 10/2013 448.02
601-5060-436.21-01	04/16/2013	WE 4/12 RODRIGUEZ/JERMYN	106437	130722 10/2013 1,011.79
601-5060-436.21-01	04/23/2013	WE 4/18 JERMYN	106776	130722 10/2013 954.52
101-1210-413.21-01	04/16/2013	W/E 4/12 FERGUSON	106438	130810 10/2013 577.98
101-1210-413.21-01	04/23/2013	W/E FERGUSON	106777	130810 10/2013 800.28
05/02/2013	82449	KHANIAN, SHIDA	2	121.00
101-0000-321.72-10	04/24/2013	OL REFUNDS	0007721	10/2013 121.00
05/02/2013	82450	MOBILE HOME ACCEPTANCE CORPORA	1533	297.00
101-5020-432.25-01	04/23/2013	MAY TRAILER RENTAL	171388	130124 10/2013 297.00
05/02/2013	82451	MOTORCYCLE ACCESSORY DESIGN CO	2	51.75
101-0000-321.72-10	04/24/2013	OL REFUNDS	0009316	10/2013 51.75
05/02/2013	82452	PRAXAIR DISTRIBUTION INC	1652	162.26
501-1921-419.30-02	04/23/2013	ACETYLENE/PROPANE	45966010	130005 10/2013 162.26
05/02/2013	82453	SAFETY-KLEEN SYSTEMS	246	274.54
501-1921-419.29-04	04/29/2013	MODEL 26 W/ STAND	60613032	130047 10/2013 274.54
05/02/2013	82454	SKS INC.	412	8,326.18
501-1921-419.28-15	04/29/2013	1049 REG FUEL	1254890-IN	130049 10/2013 3,748.53
501-1921-419.28-15	04/25/2013	292.2 DIESEL 994.2 REG FU	1255004-IN	130049 10/2013 4,577.65
05/02/2013	82455	THOMSON REUTERS	1	135.00
101-3020-422.28-14	04/11/2013	CA CODE REG BOOK	632452	10/2013 135.00
05/02/2013	82456	YANES, RICHARD & DIANA	2	30.00
101-0000-321.72-10	04/24/2013	OL REFUNDS	0002875	10/2013 30.00
DATE RANGE TOTAL *				654,288.31 *



**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GARY BROWN, CITY MANAGER *GB*
MEETING DATE: MAY 15, 2013
ORIGINATING DEPT.: PUBLIC WORKS *Hof*
SUBJECT: RESOLUTION NO. 2013-7329 APPROVING THE ENGINEER'S REPORT FOR PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS WITH A SPECIAL ASSESSMENT DISTRICT – AD 67M

BACKGROUND:

By resolution 2013-7312, City Council proposed to initiate proceedings for the annual levy of assessments and ordered the preparation of an Engineer's Report for a Special Assessment District (AD-67M).

DISCUSSION:

The attached resolution (Attachment 1) presents the "Report" of the Engineer on Assessment District 67M for the annual levy of assessments including plans and specifications, cost estimate, assessment diagram, and assessment of the estimated cost. The "Report" is included herewith as Attachment (2).

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

- Total AD-67 budget - \$30,000
- Property Owner Assessment - \$12,041
- City General Fund - \$17,959

DEPARTMENT RECOMMENDATION:

1. Receive this report.
2. Approve and adopt the attached resolution.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Resolution No. 2013-7329
2. Engineer's Report

RESOLUTION NO. 2013-7329**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE APPROVAL OF THE ENGINEER'S REPORT FOR PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS WITHIN A SPECIAL ASSESSMENT DISTRICT**

WHEREAS, the City Council of the City of Imperial Beach, pursuant to the terms of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highway Code of the State of California, did by previous Resolution, initiate proceedings and ordered the preparation of an Engineer's "Report" for the annual levy of assessments within a special assessment district, said special assessment district known and designated as ASSESSMENT DISTRICT NO. 67-M (hereinafter referred to as the "Assessment District"); and

WHEREAS, there has now been presented to this City Council the "Report" as required by said Division 15 of the Streets and Highways Code and as previously directed by Resolution; and

WHEREAS, this City Council has now carefully examined and reviewed the "Report" as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the improvements to be maintained, as set forth in said "Report."

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

SECTION 1. That the above recitals are all true and correct and incorporated herein as though set forth in full.

SECTION 2. That the "Report" as presented consists of the following:

- A. Plans and specifications describing the general nature, location and extent of the improvements to be maintained;
- B. Estimate of cost, including the amount of the annual installment for the forthcoming fiscal year;
- C. Diagram of the Assessment District;
- D. Assessment of the estimated cost.

Said "Report", as presented, is hereby approved on a preliminary basis, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 3. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Engineer's Report.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK

AGENCY: CITY OF IMPERIAL BEACH
PROJECT: ASSESSMENT DISTRICT NO 67-M
(STREET LIGHTING)
TO: CITY COUNCIL

**REPORT
"LANDSCAPING & LIGHTING ACT OF 1972"**

The CITY COUNCIL of the CITY OF IMPERIAL BEACH, CALIFORNIA, has adopted a Resolution ordering the preparation and filing of an Engineer's "Report" pursuant to the provisions of the "Landscaping and Lighting Act of 1972", being Division 12, Part 2 of the Streets and Highways Code of the State of California, commencing with Section 22500 (the "Act"), for purposes of authorizing the levy of special assessments for certain work in a special assessment district known and designated as ASSESSMENT DISTRICT NO. 67-M (STREET LIGHTING) (hereinafter referred to as the "District").

This "Report", as ordered by the legislative body, is prepared and submitted in four parts, consisting of the following:

- PART I. PLANS AND SPECIFICATIONS:** The plans and specifications describe the general nature, location and extent of the improvements to be maintained during the next fiscal year, and said plans and specifications, as applicable, indicate the classes and types of improvement for each zone within the District.
- PART II. COST ESTIMATE:** The cost estimate includes all costs relating to maintenance of the improvements for the next fiscal year, including appropriate incidental expenses, as well as providing for surpluses or credits and contributions from any source, as applicable.
- PART III. ASSESSMENT DIAGRAM:** The Assessment Diagram indicates the exterior boundaries of the District, the boundaries of any zones within the District, as well as setting forth each individual lot or parcel. Each parcel is identified by a distinctive number or letter and the lines and dimensions of each lot shall conform to those as shown on the latest County Assessor's map.
- PART IV. ASSESSMENT SCHEDULE:** The assessment schedule sets for the net amount to be assessed upon all parcels and lands within the District, describing each assessable lot or parcel by reference to a specific number, and assessing the net amount upon the lots in proportion to the benefits to be received by each lot or parcel as shown on the above-referenced Diagram. All lots and parcels of land known as public property, as defined under Section 22663 of said "Landscaping and Lighting Act of 1972", have been omitted and are exempt from any assessment under these proceedings.

This "Report" is applicable for the maintenance of improvements within the District for the fiscal year commencing July 1, 2013 and ending June 30, 2014.

DATED: May 8, 2013

ATKINS
Signature on File

ASSESSMENT ENGINEER
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

May 8, 2013

PART I

PLANS AND SPECIFICATIONS

The plans and specifications for the works of improvements are on file in the Office of the City Clerk, available for public inspection. The plans and specifications show the general nature, location and extent of the improvements as installed and to be maintained.

IMPROVEMENTS

There are no improvements to be installed under these proceedings.

MAINTENANCE

A general description of the works of improvements to be financed and maintained under these proceedings are those generally described as follows:

San Diego Gas & Electric will be responsible for the lighting and maintenance of the new standards and lamps. The operating and maintenance will consist of energy costs, lamp maintenance, replacement of light standards as required and San Diego Gas & Electric ownership costs.

PART II
ESTIMATE OF COSTS

The total costs for installation and maintenance of the improvements are those as hereinafter set forth. Said cost estimate will also set forth the amount of any surplus or deficit in the improvement Fund to be carried over, as well as the amount of any contributions to be made from any other sources.

I. <u>IMPROVEMENTS</u>	<u>AS PRELIMI- NARILY APPROVED</u>	<u>AS CONFIRMED</u>
Estimated Cost of Improvements:	\$ <u>0.00</u>	\$ <u>0.00</u>
Estimated Incidental Costs and Expenses:	\$ <u>0.00</u>	\$ <u>0.00</u>
Estimated Total Cost:	\$ <u>0.00</u>	\$ <u>0.00</u>
Estimated Contributions:	\$ <u>0.00</u>	\$ <u>0.00</u>
Balance to Assessment:	\$ <u>0.00</u>	\$ <u>0.00</u>
II. <u>MAINTENANCE</u>	<u>AS PRELIMI- NARILY APPROVED</u>	<u>AS CONFIRMED</u>
Estimated Cost of Maintenance:	\$ <u>30,000.00</u>	\$ <u>30,000.00</u>
Estimated Incidental Costs and Expenses:	\$ <u>0.00</u>	\$ <u>0.00</u>
Estimated Annual Maintenance Cost:	\$ <u>30,000.00</u>	\$ <u>30,000.00</u>
Contributions from Surplus:	\$ <u>17,959.00</u>	\$ <u>17,959.00</u>
Balance to Assessment:	\$ <u>12,041.00</u>	\$ <u>12,041.00</u>
III. <u>ANNUAL NET ASSESSMENT</u>	\$ <u>12,041.00</u>	\$ <u>12,041.00</u>

May 8, 2013

PART III

ASSESSMENT DIAGRAM

The assessment diagram sets forth (a) the exterior boundaries of the District, (b) the boundaries of any zones within the District, and (c) the lines of each lot or parcel of land within the District. The assessment diagram further identifies each lot or parcel by a distinctive number or letter, and for a detailed description of the lines and dimensions of any lot or parcel, reference is made to the County Assessor's map applicable for the next fiscal year, which map shall govern for all details concerning the lines and dimensions of such lots or parcels. A copy of the assessment diagram is attached hereto, shown in a reduced scale format as Exhibit "A".

ASSESSMENT DIAGRAM FOR ASSESSMENT DISTRICT NO.67M(STREET LIGHTING)



I HEREBY CERTIFY THAT THE AREA WITHIN MAP SHOWING PROPOSED BOUNDARY OF ASSESSMENT DISTRICT PLAT NO. 67M, CITY OF IMPERIAL BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 20____, BY ITS RESOLUTION NO. _____.

FILED IN THE OFFICE OF THE CITY CLERK THIS _____ DAY OF _____, 20____.

CITY CLERK OF IMPERIAL BEACH

RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS THIS ____ DAY OF ____, 20____.

SUPERINTENDENT OF STREETS
CITY OF IMPERIAL BEACH

AN ASSESSMENT WAS LEVIED BY THE CITY COUNCIL ON THE LOTS, PIECES, AND PARCELS OF LAND SHOWN ON THIS _____ DAY OF _____, 20____, SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL WERE RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS OF SAID CITY ON THE _____ DAY OF _____, 20____. REFERENCE IS MADE TO THE ASSESSMENT ROLL RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND SHOWN ON THIS ASSESSMENT DIAGRAM.

CITY CLERK, CITY OF IMPERIAL BEACH

FILED THIS ____ DAY OF _____, 20____, AT THE HOUR OF ____ O'CLOCK IN BOOK OF MAPS OF ASSESSMENT DISTRICTS IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

COUNTY RECORDER OF COUNTY OF SAN DIEGO

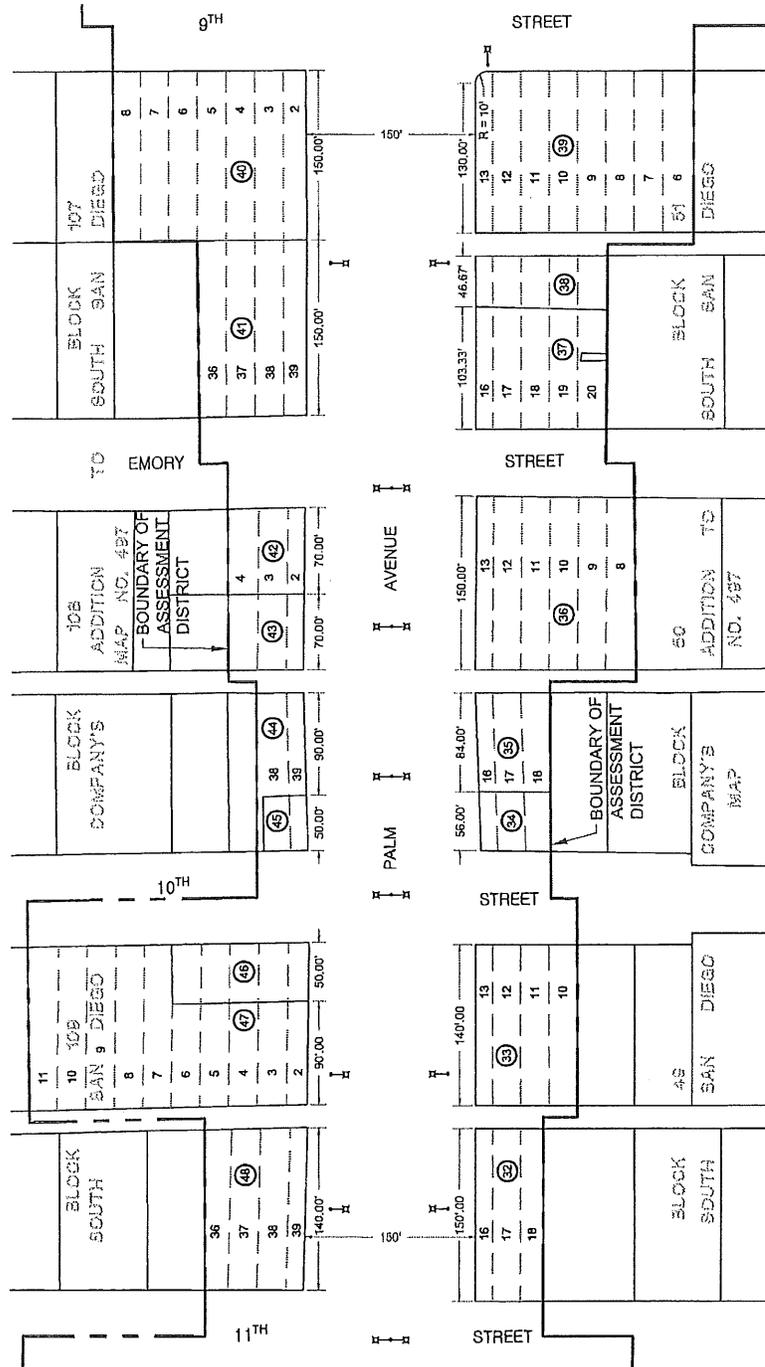
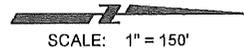


ENGINEER OF WORK:
ATKINS
3570 Carmel Mountain Road, Suite 300
San Diego, Ca 92130
(650) 874-1610

Address on file

DATE: _____ R.C.E. 50856 DATE: 92-13 JOB NO. _____

please see attached CA notary language
PLAT NO. 67M
SHEET 1 OF 6 SHEETS



PLAT NO. 67M
SHEET 4 OF 6 SHEETS

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

State of California

County of San Diego }

On May 8, 2013 before me, Stephanie Henderson - Notary Public

personally appeared Carmen C. Kasner



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature on File

Signature: [Redacted] Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: Assessment Diagram for Assessment District No. 67M (Street Lighting)
Document Date: May 8, 2013 Number of Pages:

Signer(s) Other Than Named Above: N/A

Capacity(ies) Claimed by Signer(s)

Signer's Name: Carmen C. Kasner Signer's Name:

Corporate Officer - Title(s):

Individual

Partner - Limited General

Attorney in Fact

Trustee

Guardian or Conservator

Other:

Signer Is Representing: self

PART IV

ASSESSMENT SCHEDULE

The undersigned, authorized representative of the appointed ASSESSMENT ENGINEER, by virtue of the power vested pursuant to the Act, and by order of the legislative body, hereby make the following assessment to cover the estimated costs and expenses for the installation and maintenance of the works of improvements within the District for the next fiscal year. Said costs and expenses are generally as follows:

COST OF IMPROVEMENT	\$ <u>0</u>
COST OF MAINTENANCE	\$ <u>30,000.00</u>
INCIDENTAL EXPENSES	\$ <u>0</u>
TOTAL COSTS	\$ <u>30,000.00</u>
SURPLUS/DEFICIT	\$ <u>0</u>
CONTRIBUTION FROM SURPLUS	\$ <u>17,959.00</u>
ANNUAL ASSESSMENT	\$ <u>12,041.00</u>

I do hereby assess and apportion the net amount of the costs and expenses upon the several parcels of land within the District liable therefore and benefited thereby, in proportion to the estimated benefits that each parcel receives, respectively, from said works of improvement and appurtenances, and said parcels are hereinafter numbered and set forth to correspond with the numbers as they appear on the attached assessment Diagram and the County Assessment Roll.

The Assessment Schedule refers to the County Assessment Roll for a description of the lots or parcels, and said Roll shall govern for all details concerning the description of the lots or parcels.

The net amount to be assessed upon the lands has been spread and apportioned by any formula in accordance with the benefits received from each parcel, and in my opinion, said costs and expenses have been apportioned in direct relationship to the benefits received from the works of improvements.

For a more specific statement as to the method and formula for the spread of the assessments, reference is made to the following list of annual assessments:

* * *

May 8, 2013

This assessment has been prepared pursuant to the "Landscaping and Lighting Act of 1972".

The net amount to be assessed upon the lands and parcels within the boundaries of the District has been spread and apportioned in accordance with the benefits received from the improvements, and in my opinion the costs and expenses have been assessed in direct relationship to the benefits received from the maintenance of the works of improvement.

DATED: May 8, 2013

ATKINS
Signature on File

ASSESSMENT ENGINEER
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

A copy of said Assessment Roll and Engineer's "report" was filed in the Office of the City Clerk and the Superintendent of the Streets on the ____ day of _____.

CITY CLERK
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

SUPERINTENDENT OF STREETS
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

Final approval, confirmation and levy of the annual assessment and all matters in the Engineer's "Report" was made on the ____ day of _____, 2013 by the adoption of Resolution No. _____ by the City Council.

CITY CLERK
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

May 8, 2013

ASSESSMENT ENGINEER CERTIFICATE

AGENCY: CITY OF IMERIAL BEACH

PROJECT: ASSESSMENT DISTRICT NO 67-M

The City of Imperial Beach has previously authorized the formation of a special maintenance assessment district pursuant to the provisions of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highways Code of the State of California, said special assessment district known and designated as ASSESSMENT DISTRICT NO. 67-M.

Each year the assessments must be submitted for legislative confirmation, and at this time the Report is now read for presentation and setting of a public hearing.

Based upon the review of the undersigned Assessment Engineer, there are no new of increased assessments to be levied on any of the properties within the boundaries of the special maintenance Assessment District for the next ensuing fiscal year.

THE UNDERSIGNED HEREBY CERTIFIES, UNDER PENALTY OF PERJURY, AS FOLLOWS:

1. That I am the Assessment Engineer for the above-referenced special Assessment District and am responsible for the preparation of the annual Engineer's Report, including the assessments to be levied for the next ensuing fiscal year.
2. That upon review of the assessment, it is specifically state that there will be no new or increased special assessments to be levied for the next fiscal year.

Based upon the above no additional public hearing, other than that setting forth the annual levy of assessment, shall be required, and the provisions of the Brown Act, being Government Code 54954.6, will not be applicable for these proceeding for the next fiscal year.

DATED: May 8, 2013

ATKINS

Signature on File

ASSESSMENT ENGINEER
CITY OF IMPERIAL BEACH
STATE OF CALIFORNIA

May 8, 2013

THE ASSESSMENTS ARE THOSE AS CONFIRMED IN COLUMN I, UNLESS A DIFFERENT FIGURE APPEARS IN COLUMN II, AS MODIFIED.

ASSESSMENT NUMBER	ASSESSORS TAX PARCEL	I. AMOUNT OF ASSESSMENT	II. ASSESSMENT AS MODIFIED
4	626-242-10	\$199.31	
5	626-242-09	\$86.66	
6	626-242-24	\$142.12	
7	626-312-01	\$212.31	
8	626-312-13	\$252.17	
8A*	626-312-14	\$0.00	
8B*	626-312-15	\$0.00	
9	627-011-18	\$242.64	
10	627-011-19	\$199.31	
11	627-012-09	\$86.66	
12	627-012-10	\$121.32	
13	626-241-28	\$88.39	
14	626-241-19	\$86.66	
15	626-241-27	\$213.18	
16	626-230-20	\$213.18	
17	626-230-05	\$199.31	
18	626-170-05	\$86.66	
19	626-170-06	\$86.66	
20	626-170-07	\$86.66	
21	626-162-17	\$250.44	
22	626-301-33	\$173.31	
23	626-301-23	\$86.66	
24	626-301-18	\$277.30	
25	626-302-20	\$106.59	
26	626-302-02	\$121.32	
27	626-302-16	\$259.97	
28	626-311-01	\$128.25	
29	626-311-02	\$86.66	
30	626-311-14	\$112.65	
31	626-311-15	\$86.66	
32	626-222-25	\$111.79	
33	626-222-11	\$155.98	
34	626-221-11	\$86.66	
35	626-221-12	\$86.66	
36	626-221-20	\$259.97	
37	626-212-35	\$147.32	
38	626-212-32	\$86.66	
39	626-212-36	\$239.17	
40	626-281-01	\$259.97	
41	626-281-17	\$167.25	
42	626-282-01	\$86.66	
43	626-282-03	\$86.66	
44	626-282-21	\$86.66	
45	626-282-22	\$86.66	
46	626-291-01	\$86.66	
47	626-291-15	\$155.98	

ASSESSMENT NUMBER	ASSESSORS TAX PARCEL	I. AMOUNT OF ASSESSMENT	II. ASSESSMENT AS MODIFIED
48	626-291-14	\$155.98	
49	626-211-08	\$162.92	
50	626-211-07	\$166.38	
51	626-211-06	\$243.51	
52	NOT USED		
53	626-202-19	\$183.71	
54	626-201-06	\$177.65	
55	626-201-11	\$86.66	
56	626-250-02	\$259.97	
57	626-250-03	\$259.97	
58	626-250-04	\$155.98	
59	626-250-05	\$363.96	
60	626-250-06	\$510.41	
61	626-070-59	\$86.66	
62	626-070-58	\$107.45	
63	626-070-33	\$86.66	
64	625-140-08	\$510.41	
65	625-140-20	\$493.95	
66	625-140-21	\$448.19	
66A	625-140-22	\$71.75	
67	625-140-05	\$161.18	
68	625-140-17	\$547.67	
69	626-250-11	\$86.66	
70	626-250-12	\$229.64	

* Properties are parcels from a subdivision after assessment district was formed. The subject parcels have no frontage on Palm Avenue and therefore have a \$0.00 assessment.

ASSESSMENT NO:	ASSESSOR'S TAX PARCEL	OWNER'S NAME & ADDRESS	ASSESSMENT NO. ADDRESS
4	626-242-10	Pacific Bell	None State Assessed
5	626-242-09	Imperial Beach Post No. 820 American Legion Dept. of California Address on file at the City Clerk's Office	1268-1274 Palm Ave.
6	626-242-24	American Legion Imperial Beach Post No. 820 Address on file at the City Clerk's Office	1252-1266 Palm Ave.
7	626-312-01	Cabana Properties LLC Address on file at the City Clerk's Office	1253 Palm Ave.
8	626-312-13	TERRILEE Enterprises, Inc. Address on file at the City Clerk's Office	700 13th Street
8A	626-312-14	Chino Industrial Park Address on file at the City Clerk's Office	730 Florence Street
8B	626-312-15	Chino Industrial Park Address on file at the City Clerk's Office	720-772 13 th Street
9	627-011-18	Palm 13 LLC Address on file at the City Clerk's Office	1311-1313 Palm Ave.
10	627-011-19	Casa Vista Estates Address on file at the City Clerk's Office	1333 Palm Ave.
11	627-012-09	Locicero, Michael O & Louis J Young Montie R01-26-1995 Verg Address on file at the City Clerk's Office	1337 Palm Ave.
12	627-012-10	Locicero, Michael O & Louis J Young Montie R01-26-1995 Verg Address on file at the City Clerk's Office	1351 Palm Ave.
13	626-241-28	Marquez, John S. & Carole G. Trust Address on file at the City Clerk's Office	1240 Palm Ave.
14	626-241-19	Nelson, Greg & Michelle Address on file at the City Clerk's Office	1228 Palm Ave.
15	626-241-27	Zora, Fauzi O & Salam A. Address on file at the City Clerk's Office	1200-1220 Palm Ave.

16	626-230-20	Imperial Beach Palm LLC Address on file at the City Clerk's Office	1180 Palm Ave.
17	626-230-05	DOLEEN, Inc. Address on file at the City Clerk's Office	1158 Palm Ave.
18	626-170-05	Mikkelson, Frankie L Address on file at the City Clerk's Office	1144-1148 Palm Ave.
19	626-170-06	Hutchins Family Trust 07-23-2002 Address on file at the City Clerk's Office	1138 Palm Ave.
20	626-170-07	Moinat, Jean P & Wouter Address on file at the City Clerk's Office	1130 Palm Ave.
21	626-162-17	JP Morgan Chase Bank C/O JPMC Lease Administration Address on file at the City Clerk's Office	1100 Palm Ave.
22	626-301-33	Goldman, Dean S. Trust 12-11-01 Address on file at the City Clerk's Office	1101 Palm Ave.
23	626-301-23	Mikkelson, Frankie L/Smith, Kathryn Address on file at the City Clerk's Office	1115 Palm Ave.
24	626-301-18	McDonalds Corp. Address on file at the City Clerk's Office	1135 Palm Ave.
25	626-302-20	Martin, Michael 04-12-2006/Gale Family Address on file at the City Clerk's Office	1155 Palm Ave.
26	626-302-02	Wedelstedt, Edward J. Address on file at the City Clerk's Office	1177-1179 Palm Ave.
27	626-302-16	Thrifty Oil Co. Address on file at the City Clerk's Office	1185 Palm Ave.
28	626-311-01	Pacheco, Alejandra & Esther Address on file at the City Clerk's Office	1205 Palm Ave.
29	626-311-02	Pacheco, Alejandra & Esther Address on file at the City Clerk's Office	1215 Palm Ave.
30	626-311-14	Imperial Cays LLC Address on file at the City Clerk's Office	1221-1235 Palm Ave.

31	626-311-15	Sukimarket LLC Address on file at the City Clerk's Office	1237-1239 Palm Ave.
32	626-222-25	Atchley 1992 C/O Leadingham Realty Address on file at the City Clerk's Office	1058-1064 Palm Ave.
33	626-222-11	Shah Bankim M. & Nita Address on file at the City Clerk's Office	1002-1012 Palm Ave.
34	626-221-11	Trieschman Family B. 08-12-993 C/O Gary Trieschman Address on file at the City Clerk's Office	670-672 10 th Street
35	626-221-12	Guerra Alberto C. & Hortensia Address on file at the City Clerk's Office	986 Palm Ave.
36	626-221-20	Darnell James P. Family 12-01-1985/Barton Mary J. Family 06-12-1990 Address on file at the City Clerk's Office	950 Palm Ave.
37	626-212-35	Robinson Jay TR. Address on file at the City Clerk's Office	940-942 Palm Ave.
38	626-212-32	McGrew Addis A 2005/Family Vaughn 01-11-1993 Address on file at the City Clerk's Office	932-938 Palm Ave.
39	626-212-36	Union Bank C/O Union Bank Address on file at the City Clerk's Office	900 Palm Ave.
40	626-281-01	George A. Pearson, George P. Malone et al C/O G. & M. Oil Co. Address on file at the City Clerk's Office	907 Palm Ave.
41	626-281-17	Imperial Beach Community Clinic Address on file at the City Clerk's Office	949 Palm Ave.
42	626-282-01	OConnor Joseph & Gallo, Michael Address on file at the City Clerk's Office	715 Emory St.
43	626-282-03	Mason, John G. & Phyllis M Address on file at the City Clerk's Office	975 Palm Ave.

44	626-282-21	Duran, Rosa C. 02-24-2006 Address on file at the City Clerk's Office	987-989 Palm Ave.
45	626-282-22	White, James R./Cervantes Crystal Address on file at the City Clerk's Office	995 Palm Ave.
46	626-291-01	Muirlands Investments LLC & Family M/Forrest Family 01-20-1984 C/O Atomic Investments Address on file at the City Clerk's Office	1003 Palm Ave.
47	626-291-15	Atomic Investments, Inc. Address on file at the City Clerk's Office	1025 Palm Ave.
48	626-291-14	Goycochea, Paulette T. Address on file at the City Clerk's Office	1085 Palm Ave.
49	626-211-08	Imperial Beach Promenade LLC C/O Property Tax Dept. 401 Address on file at the City Clerk's Office	890 Palm Ave.
50	626-211-07	Imperial Beach Promenade LLC Address on file at the City Clerk's Office	836-894 Palm Ave.
51	626-211-06	Drooz LLC Address on file at the City Clerk's Office	800 Palm Ave.
52	NOT USED		
53	626-202-19	Castro Ramon & Marian 04-29-1996 Address on file at the City Clerk's Office	740 Palm Ave.
54	626-201-06	Morgan George Jr. Address on file at the City Clerk's Office	720-730 Highway 75
55	626-201-11	Farida Family 06-09-2006 Address on file at the City Clerk's Office	700-710 Highway 75
56	626-250-02	Sawhney, Parmela S. 10-09-2002 301 Ocean Blvd. Coronado, CA 92118	701-707 Palm Ave.
57	626-250-03	Imperial Beach Redevelopment Agency Successor Agency	735 Palm Ave.
58	626-250-04	Imperial Beach Redevelopment Agency Successor Agency	759 Palm Ave.

59	626-250-05	Imperial Beach Redevelopment Agency Successor Agency	761-775 Palm Ave.
60	626-250-06	Imperial Beach Redevelopment Agency Successor Agency	827 Palm Ave.
61	626-070-59	Arnold, Clifton J. And Edwin R. Address on file at the City Clerk's Office	698 Highway 75
62	626-070-58	Lassman 03-02-1990 Address on file at the City Clerk's Office	690 Highway 75
63	626-070-33	D&A Semi Annual Mortgage Fund III LP C/O Dunham Mortgage Funds Address on file at the City Clerk's Office	Vacant Land
64	625-140-08	D&A Semi-Annual Mtg Fund III LP C/O Dunham and Associates Address on file at the City Clerk's Office	550 Highway 75
65	625-140-20	Smith Bernard Joseph 06-03-2004 C/O Bernardo Shores RV Park Address on file at the City Clerk's Office	500 Highway 75
66	625-140-21	Sliver Strand Plaza LLC Address on file at the City Clerk's Office	Palm Ave. Vacant Commercial
66A	625-140-22	Pacific Bell Wireless LF Remark	Palm Ave. State Assessed
67	625-140-05	Palm Avenue Properties/Pennell Family Properties Address on file at the City Clerk's Office	650 Palm Ave.
68	625-140-17	Imperial Trailer Park LP Address on file at the City Clerk's Office	674 Palm Ave.
69	626-250-11	Kupilik O. William/Nell Family Trust Address on file at the City Clerk's Office	Vacant Commercial
70	626-250-12	Zoura Family Trust 10-08-09 Address on file at the City Clerk's Office	681 Highway 75



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GARY BROWN, CITY MANAGER *GB*

MEETING DATE: MAY 15, 2013

ORIGINATING DEPT.: PUBLIC WORKS *HAZ*

SUBJECT: RESOLUTION NO. 2013-7330 DECLARING INTENT TO PROVIDE AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS IN A SPECIAL ASSESSMENT DISTRICT (AD 67M) AND SETTING A TIME AND A PLACE FOR THE PUBLIC HEARING THEREON

BACKGROUND:

By Resolution 2013-2013-7329, City Council approved the Engineer's "Report" for proceeding for the annual levy of assessments for Assessment District 67M. To proceed with the special assessment district, City Council must make preliminary findings and set a time and place for a public hearing.

DISCUSSION:

The attached resolution is a jurisdictional resolution under the "Landscaping and Lighting Act of 1972" proceedings, that declares the intent to proceed with the annual levy and collection of assessments in AD 67M and sets the time and place for the subsequent public hearing. The proposed time and place of the public hearing is:

6:00 p.m., Wednesday, June 5, 2013
 City Council Chambers
 825 Imperial Beach Blvd.
 Imperial Beach, CA 91932

The attached resolution also directs staff to provide public notification for the public hearing on the annual levy assessment for AD 67M.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

None

DEPARTMENT RECOMMENDATION:

1. Receive this report.
2. Approve and adopt the proposed resolution.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Resolution No. 2013-7330

RESOLUTION NO. 2013-7330**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, DECLARING ITS INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS IN A SPECIAL ASSESSMENT DISTRICT (AD 67M), AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON**

WHEREAS, the City Council of the City of Imperial Beach, California, has previously formed a special assessment district pursuant to the terms of the "Landscaping and Lighting Act of 1972", being Division 15, Part 2 of the Streets and Highways Code of the State of California, said special assessment district known and designated as ASSESSMENT DISTRICT 67-M (hereinafter referred to as the "Assessment District"); and

WHEREAS, at this time the City Council is desirous to take proceedings to provide for the annual levy of assessments for the next ensuing fiscal year to provide for the costs and expenses necessary to pay for the maintenance of the improvements in said Assessment District; and

WHEREAS, there has been presented and approved by this City Council the Engineer's "Report", as required by law, and this City Council is desirous of continuing with the proceedings for said annual levy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

RECITALS

SECTION 1. That the above recitals are all true and correct.

DECLARATION OF INTENTION

SECTION 2. That the public interest and convenience requires, and it is the intention of this legislative body, to levy and collect assessments to pay the annual costs and expenses for the maintenance and/or servicing of the improvements for the Assessment District, said improvements generally described as the maintenance of public street lighting improvements in Highway 75 within the City limits of the City of Imperial Beach.

That no new improvements or any substantial changes in existing improvements are proposed as a part of these proceedings.

BOUNDARIES OF MAINTENANCE DISTRICT

SECTION 3. That said works of improvements are of direct benefit to the properties within the boundaries of said Assessment District, which Assessment District the legislative body previously declared to be the area benefited by said works of improvement, and for particulars, reference is made to the boundary map as previously approved by this legislative body, a copy of which is on file in the Office of the City Clerk and open for public inspection, and is designated by the name of this Assessment District.

REPORT OF ENGINEER

SECTION 4. That the "Report" of the Engineer, as preliminarily approved by this legislative body, is on file with the City Clerk and open for public inspection. Reference is made

to said "Report" for a full and detailed description of the improvements to be maintained, the boundaries of the Assessment District and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District. It is hereby further determined that there are no new and/or increases in any assessments from those as previously authorized and levied.

PUBLIC HEARINGS

SECTION 5. NOTICE IS HEREBY GIVEN THAT ON JUNE 5, 2013, AT THE HOUR OF 6:00 P.M. A PUBLIC HEARING WILL BE HELD IN THE REGULAR MEETING PLACE OF THE CITY COUNCIL, BEING THE COUNCIL CHAMBERS, CITY HALL, IMPERIAL BEACH, CA, AT WHICH TIME AND PLACE THE LEGISLATIVE BODY WILL HEAR PROTESTS OR OBJECTIONS IN REFERENCE TO THE ANNUAL LEVY OF ASSESSMENTS AND TO ANY OTHER MATTERS CONTAINED IN THIS RESOLUTION. ANY PERSONS WHO WISH TO OBJECT TO THE PROCEEDINGS OR THE ANNUAL LEVY SHOULD FILE A WRITTEN PROTEST WITH THE CITY CLERK PRIOR TO THE TIME SET FOR THE PUBLIC HEARING.

NOTICE

SECTION 6. That the City Clerk is hereby authorized and directed to give notice as required by law.

PROCEEDINGS INQUIRIES

SECTION 7. For any and all information relating to these proceedings, including information relating to protest procedure, your attention is directed to the person designated below:

H.A. (Hank) Levien, Public Works Director
City of Imperial Beach
825 Imperial Beach Boulevard
Imperial Beach, CA 91932
Telephone: (619) 423-8311

Written protests may be addressed to the City Clerk at the above address.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May 2013, by the following vote:

AYES: **COUNCILMEMBERS:**
NOES: **COUNCILMEMBERS:**
ABSENT: **COUNCILMEMBERS:**

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK



AGENDA ITEM NO. 3.1

STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GARY BROWN, CITY MANAGER *AB*

MEETING DATE: MAY 15, 2013

ORIGINATING DEPT.: PUBLIC SAFETY *DR or K*

SUBJECT: PUBLIC HEARING RE: ADOPTION OF ORDINANCE NO. 2013-1139, AUTHORIZING RECOVERY OF ANY FEES INCURRED BY THE CITY IN THE ATTEMPT TO COLLECT OUTSTANDING DEBT; ADOPTION OF RESOLUTION NUMBER 2013-7331 REVISING THE PARKING CITATION FEE SCHEDULE TO ALLOW RECOVERY OF COLLECTION FEES; AND RESOLUTION NUMBER 2013-7332, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH INGLEWOOD CITATION MANAGEMENT SERVICES (ICMS) TO: PROVIDE PARKING MANAGEMENT SERVICES; BEGIN COLLECTION OF UNPAID PARKING TICKET FINES; AND ESTABLISH A COST RECOVERY FEE FOR COLLECTION SERVICES

BACKGROUND:

The City of Imperial Beach has a minimal parking enforcement program to promote compliance with parking regulations throughout the community. Parking tickets are written manually, which are then processed manually by City staff who already have a full range of regular duties. When tickets remain unpaid, our staff is not authorized to access the DMV information ultimately required to optimize payment through vehicle liens and/or restrictions to registration renewals. Because of this, our backlog of unpaid tickets exceeds \$630K, of which approximately \$475K is due to the City. However, due to the age of the backlog, Imperial Beach can only reasonably expect to receive approximately \$100K.

This also weakens the effectiveness of the parking enforcement program which has as its ultimate goal, compliance. In order to gain access to the needed resources to effectively collect what can be of the current backlog, which dates back eight years, and to establish timely and regular collection of unpaid fines going forward, the City will need to utilize an outside organization that is properly credentialed, with the right systems and personnel in place to do so. This will require the City to pay additional costs in order to collect unpaid debt. Our current ordinances do not allow us to collect those additional fees from the individuals who have been found in violation of municipal and/or state parking codes enforced by the City.

DISCUSSION:

Because these costs are solely for the collection of debts owed by people who have violated Imperial Beach Municipal Codes and State Vehicle Codes related to parking, charging them for the cost of collection is a fair method of recovering costs which only exist because of their delinquency. Modifications to related ordinances are therefore proposed, which allow the City of Imperial Beach to add any additional costs incurred in attempts to collect unpaid parking citation fees to the City. This authorization would only affect individuals who have not paid what is owed to the City after traditional efforts for payment have been made, and have failed. Approval of the proposed ordinance will preserve the City's levels currently authorized and anticipated for budget purposes. Therefore, this approach does not result in a greater amount of revenue to the City per occurrence, but does anticipate additional revenue by collecting additional unpaid debt both past and future. The fees for collections cost recovery will not exceed the cost to the City of providing the service.

Additionally, in the specific case of past due parking fines, in order to address what can be of the large backlog, Public Safety is recommending that the City engage Inglewood Citation Management Services (ICMS) to begin collection proceedings immediately. The cost for collection services is 35% of the outstanding balance, which, if the ordinance is amended as proposed, will be recovered directly from the delinquent party when they pay via ICMS. In regards to the current backlog, spanning eight years, Public Safety recommends a clemency period from now through September 30, 2013 to allow individuals the chance to pay their fines without the additional 35% charge. An initial notification will be attempted to individuals with past due fines notifying them of the clemency period. When established on October 1, 2013, the additional 35% will be added to what is owed. Once implemented, no part of the 35% charge comes as revenue to the city, this simply passes the cost charged by ICMS LES for collection services on to the payer. This fee is added to the amount due, but only collected if paid by the delinquent party.

The agreement with ICMS would engage them to manage the parking program on behalf of the City of Imperial Beach, which will streamline the process by equipping Sheriff's Community Services Officers with handheld devices to issue citations, improving efficiency and accuracy of the information related to a given ticket, interfacing with the noticing and collection systems, thus freeing city staff for higher priority work that is delayed by ticket processing. These devices have cameras which will link to the citation, will look up registered owner information, and print the citations for immediate issuance. Much of the process will become automated, including payment of citation fees enabling ticketed individuals to make payments, challenge tickets and request hearings across multiple devices via internet based software or telephone capability utilized by ICMS.

The City of Inglewood, via ICMS, provides this service to over 60 municipalities throughout California, and provides services tailored to each community. Because they handle all of the necessary contracting for services, systems and staffing with an open-government, competitive bid approach, other cities with Cooperative Purchasing provisions in their municipal codes are able to contract directly through ICMS for services. Pursuant to Imperial Beach Municipal Code ("IBMC") section 3.04.150, the City is permitted to contract directly with Inglewood for their supplies or equipment due to the highly technical and specialized nature of the parking citation management equipment. Also, IBMC section 3.04.160, permits the City to contract directly with Inglewood due to the specialized nature of the professional services Inglewood offers, including their proprietary computerized parking citation management system; Because this would have an impact on city staff currently processing parking tickets, City management met with SEIU regarding the proposed contract for parking management Services and SEIU responded via email that "SEIU does not oppose the City parking ticket processing and collection services being contracted out to an outside agency."

This agreement will also allow the city to utilize ICMS for parking management. The cost per ticket for ICMS to process Parking Citations will be \$3.44, which is \$.15 less than the City's cost of \$3.59 per ticket. Public Safety will negotiate to either purchase or lease the handheld equipment and accessories depending on which is financially better for the City. The equipment and other startup costs are expected to cost up to \$55,000 over three years. This additional expense will be more than covered by new revenues from collection and improved annual citation processing. None of the new revenues anticipated are associated with the 35% cost recovery fee charged for collections, which only recovers the dollar for dollar costs incurred by the City to utilize LES to conduct collection activities to recover delinquent parking citation fees. Rather they are from the convenience and efficiencies gained with internet and telephone based transactions for individuals cited for parking violations to conveniently and confidentially pay fines, and for the officers to ensure accuracy and speed when issuing the tickets, resulting in better enforcement, fewer dismissals and fewer costly hearings.

This action will have the added benefit of alleviating the unnecessary workload on the Finance Department staff, and allow them to focus their efforts on their primary duties of managing the City's finances. This action will also improve the service options for individuals receiving parking citations, providing much easier ability for people to pay fines and/or engage in the process to challenge them via telephone or the internet in locations of their own choosing with greater convenience. If someone is not able to do so, they would be able to come to the finance window for assistance as usual. We anticipate a much smaller number of people doing so with this action.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

Adoption of Ordinance 2013-1139 and Resolution No. 2013-7331, allowing recovery of collection fees of 35% of the unpaid balance, has no fiscal impact to the City. The fee only recovers the cost of collection services charged by ICMA and will be charged directly to the payer by ICMS at the time of payment.

Adoption of Resolution No. 2013-7332 impacts Fiscal Year 2014 in that there will be additional costs of up to \$55,000 for equipment, other startup expenses, and ongoing maintenance fees, plus approximately \$20,000 for parking citation fees. There will be additional revenue of approximately \$195,000 including approximately \$135,000 in one-time revenue related to collection of the existing backlog of unpaid citations. Average annual additional expenses would be approximately \$35,000 for processing fees and equipment costs. This would result in a net positive impact of approximately \$123,000 in Fiscal Year 2014 (See Attachment 1 - Breakdown of Net Impact). The impact during Fiscal Year 2014 could be approximately \$14,000 greater if leasing the hardware is the best long-term solution, versus purchasing it outright. Public Safety continues to negotiate for the best financial and operational approach over the term of the agreement. In any case, all program expenses will be covered by new one-time and ongoing revenues generated by the program.

DEPARTMENT RECOMMENDATION:

1. Declare the public hearing open;
2. Receive report and entertain testimony;
3. Close public hearing;
4. Motion to adopt Resolution No. 2013-7331, Revising the parking citation fee schedule to allow recovery of collection fees;
5. Motion to adopt Resolution No. 2013-7332, Authorizing the city manager to enter into an agreement with Inglewood Citation Management Services (ICMS) to: provide parking management services; begin collection of unpaid parking ticket fines; and establish a cost recovery fee for collection services;
6. Mayor calls for the first reading of the title of Ordinance No. 2013-1139, Authorizing recovery of any fees incurred by the city in the attempt to collect outstanding debt;
7. City Clerk to read title of Ordinance 2013-1139; and
8. Motion to waive further reading of Ordinance No. 2013-1139 and set the matter for adoption at the next regularly scheduled City Council meeting.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Ordinance 2013-1139
2. Resolution No. 2013-7331
3. Resolution No. 2013-7332
4. Contract with ICMS
5. Imperial Beach Parking Fee Schedule
6. Attachment 1 Breakdown of Net Impact

ORDINANCE NO. 2013 - 1139

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA AMENDING SECTION 10.36.190 AND ADDING CHAPTER 1.24 TO THE IMPERIAL BEACH MUNICIPAL CODE RELATED TO PENALTIES FOR THE PARKING, STANDING, AND STOPPING OF VEHICLES

WHEREAS, the California Vehicle Code (“CVC”) and Imperial Beach Municipal Code (“IBMC”) list violations related to the parking, standing and stopping of vehicles in the City of Imperial Beach (“City”); and

WHEREAS, IBMC chapter 10.36 lists specific parking, standing and stopping of vehicle violations; and

WHEREAS, IBMC section 10.36.190 states that penalties for violations of IBMC chapter 10.36 are set forth in IBMC chapter 1.12; and

WHEREAS, the City desires to create a separate IBMC chapter 1.24 to delineate the penalties and fees related to the illegal parking, standing and stopping of vehicles; and

WHEREAS, the City incurs costs related to recouping penalties related to vehicle parking, standing and stopping violations; and

WHEREAS, CVC section 40203.5 provides for cities to establish the schedule for penalties for parking violations and late payment penalties; and

WHEREAS, applicable State Law, including but not limited to CVC section 40200.3, and other provisions govern procedures for the City to recover fees and collection costs related to civil debt collection, late payment penalties and other related charges; and

WHEREAS, the City desires to enact, establish, amend, modify and supplement its schedule of parking penalties and late payment penalties to deter parking violations and to provide for the payment of late payment additional penalties, and

WHEREAS the City desires to recover all of its costs of collecting parking penalties; and

WHEREAS, the fees to be set forth pursuant to IBMC chapter 1.24 and the applicable fees in the Master Fee Schedule are permissible under the CVC.

NOW, THEREFORE, IT IS ORDAINED BY THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH AS FOLLOWS:

Section 1: Section 10.36.190 of the Imperial Beach Municipal Code is hereby amended to read as follows:

“10.36.190. Penalty for violation.

Violation of any provisions of this chapter shall be an infraction, the penalty for which is defined in chapters 1.12 and 1.24 of this code.”

Section 2: Chapter 1.24 of the Imperial Beach Municipal Code is hereby added to read as follows:

“Chapter 1.24. Penalties for stopping, standing and parking vehicles

1.24.010. Civil penalties.

Any person violating any of the provision of this code restricting the stopping, standing or parking of vehicles shall be assessed a civil penalty. The amounts of such penalties shall be specified on a schedule of civil penalties and may be established by ordinance, resolution or any other means approved by law.

1.24.020. Penalty for delinquent payments.

If any person fails to make timely payment of a stopping, standing or parking penalty as provided for by law and in the notice of citation, a separate delinquency penalty shall be assessed against that person for the late payment.

1.24.030. Assessment of penalties.

Each person who is assessed a penalty shall be assessed a separate civil penalty for each and every commission of any stopping, standing or parking violation and shall be liable accordingly.

1.24.040. Additions to penalties made pursuant to state law.

Any surcharges or assessments to stopping, standing or parking penalties which are mandated by state law shall be added to the civil penalty imposed for the violation. Additionally, when a hold on a vehicle registration renewal is imposed by the State Department of Motor Vehicles, the civil penalty shall be increased by the amount of the fee the state charges for the hold on registration.

1.24.050. Fee for collection of delinquent penalty payments.

If the city incurs special collection costs in conjunction with the assignment of a parking penalty for collection, that cost shall be added to the penalty and the violator shall be liable to the City for both the civil penalties and the collection costs.

1.26.060. Parking violation surcharge fee.

If the County of San Diego, State of California, and/or any other governmental parking regulation authority imposes a surcharge on the City of Imperial Beach for parking violations, such surcharge shall be automatically added to the base fine. The use of such surcharge shall be restricted for payment(s) by the City to the County, State and/or other governmental parking regulation authority.

Each citation for a parking violation shall specify the amount of the base fine and the amount for any surcharge required to be paid by the City to the County, State and/or other governmental parking regulation authority.”

Section 3: Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 4: The City Clerk is directed to prepare and have published a summary of this ordinance no less than five days prior to the consideration of its adoption and again within fifteen (15) days following adoption indicating votes cast.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Imperial Beach, California, on the 15th day of May 2013;

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Imperial Beach, California, on the 5th day of June 2013, by the following vote:

AYES:

NAYS:

ABSENT:

Jim Janney, Mayor

ATTEST:

Jacqueline Hald, City Clerk

APPROVED AS TO FORM:

Jennifer M. Lyon, City Attorney

I, City Clerk of the City of Imperial Beach, do hereby certify the foregoing to be an exact copy of Ordinance No. 2013 - _____, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA AMENDING SECTION 10.36.190 AND ADDING CHAPTER 1.24 TO THE IMPERIAL BEACH MUNICIPAL CODE RELATED TO PENALTIES FOR THE PARKING, STANDING, AND STOPPING OF VEHICLES."

JACQUELINE HALD, CITY CLERK

DATE

RESOLUTION NO. 2013-7331

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH,
CALIFORNIA, REVISING THE PARKING CITATION FEE SCHEDULE**

WHEREAS, the City incurs costs related to recouping penalties related to vehicle parking, standing and stopping violations; and

WHEREAS, California Vehicle Code ("CVC") section 40203.5 provides for cities to establish the schedule for penalties for parking violations and late payment penalties; and

WHEREAS, applicable State Law, including but not limited to CVC section 40200.3, and other provisions govern procedures for the City to recover fees and collection costs related to civil debt collection, late payment penalties and other related charges; and

WHEREAS, the City desires to amend its Parking Citation Fee Schedule to include parking penalties and late payment penalties to deter parking violations and to provide for the payment of late payment additional penalties, and

WHEREAS, the City desires to recover all of its costs of collecting parking penalties: and

WHEREAS, the fees related to collections cost recovery do not exceed the cost of providing the service; and

WHEREAS, on May 15, 2013, the City Council held a duly noticed public hearing to consider the fees set forth in Exhibit "A"; and

WHEREAS, the fees to be set forth pursuant to Imperial Beach Municipal Code chapter 1.24 and the applicable fees in the Parking Citation Fee Schedule are permissible under the CVC.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct and incorporated herein as though set forth in full.
2. The Parking Citation Fee Schedule is hereby amended as depicted in Exhibit "A", attached hereto and incorporated as thought set forth in full.
3. The fees related to this Resolution shall become effective July 1, 2013.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May 2013, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

**JACQUELINE M. HALD, MMC
CITY CLERK**

RESOLUTION NO. 2013-7332**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE CITY OF INGLEWOOD FOR PARKING CITATION MANAGEMENT AND COLLECTION SERVICES**

WHEREAS, the City of Imperial Beach ("City") enforces violations of the Imperial Beach Municipal Code ("IBMC") with respect to parking, standing and stopping laws within the City; and

WHEREAS, the City incurs costs related to recouping penalties related to vehicle parking, standing and stopping violations; and

WHEREAS, California Vehicle Code ("CVC") section 40203.5 provides for cities to establish the schedule for penalties for parking violations and late payment penalties; and

WHEREAS, CVC sections 40200 et. seq. allow cities, including general law cities, to contract with other public agencies to assist with the processing of notices of parking violations, delinquent parking violations and related collections; and

WHEREAS, the City of Inglewood ("Inglewood") provides parking citation management and collection services to over 60 public agencies throughout California and has performed these services for over 25 years; and

WHEREAS, the City desires to use the services of Inglewood to provide parking citation management and collection services; and

WHEREAS, pursuant to Imperial Beach Municipal Code ("IBMC") section 3.04.150, the City is permitted to contract directly with Inglewood for their supplies or equipment due to the highly technical and specialized nature of the parking citation management equipment; and

WHEREAS, pursuant to IBMC section 3.04.160, the City is permitted to contract directly with Inglewood due to the specialized nature of the professional services Inglewood offers, including their proprietary computerized parking citation management system; and

WHEREAS, the City Council is authorized to waive the bid requirements of IBMC section 3.04.160 when it is necessary or convenient for the management of the City's affairs; and

WHEREAS, the City has negotiated competitive rates and fees based upon the charges negotiated between Inglewood and other public agencies and the overall value of the service offered; and

WHEREAS, the City has complied with applicable contracting requirements under California law and the Imperial Beach Municipal Code sections 3.04.150 and 3.04.160; and

WHEREAS, the City has met and conferred with any affected unions regarding the potential contract with Inglewood; and

WHEREAS, the City Council desires to delegate authority to the City Manager to negotiate and execute an agreement with Inglewood in substantial accordance with the terms of the draft agreement, attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct and incorporated herein as though set forth in full.
2. The City Council hereby finds that the award of the contract with the City of Inglewood meets the contracting requirements of the IBMC, including sections 3.04.150 and 3.04.160..
3. The City Council further finds that should there be any dispute over the compliance with this contract award with the contracting requirements of IBMC, section 3.04.160, the City Council hereby waives the bid requirements of IBMC section 3.04.160 pursuant to its authority under IBMC section 3.04.160 G. because this contract is necessary and/or convenient for the management of the City's affairs.
4. The City Council of the City of Imperial Beach hereby authorizes the City Manager to negotiate and execute the agreement with the City of Inglewood that is in substantial accordance with the terms in Exhibit "A".

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK

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CITY OF INGLEWOOD
AGREEMENT NO. 13 – _____

THIS AGREEMENT, is made and entered into this ____ day of _____, 2013, by and between City of Inglewood a charter city and municipal corporation, with its principal offices located at One Manchester Boulevard, Inglewood, California 90301 (hereinafter referred to as "City" or "Inglewood"), and the City of Imperial Beach ("Client Agency or Client"), a general law city, with its principal place of business located at 825 Imperial Beach Blvd., Imperial Beach, CA 91932.

RECITALS:

A. City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the City.

B. Client Agency desires to enter into an agreement to establish a contractual relationship to receive parking citation management goods and services; and

C. Inglewood, pursuant to California Vehicle Code (CVC) § 40200.5, is desirous of establishing a contractual relationship with Client Agency, wherein City assists Client Agency with computerized parking citation management services and collection services; and

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

ARTICLE 1 – TERM

This agreement is to remain in effect from July 1, 2013 through June 30, 2018, (5 year term), with an option for two (2) years renewal for a two (2) year term contingent upon the approval of both Inglewood and Imperial Beach City Councils. Client Agency may exercise the right to extend the term of the Agreement by providing written notice to Inglewood not less than sixty (60) days prior to the last day of the service term.

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ARTICLE 2 – SERVICES TO BE PERFORMED

City agrees, at its own cost and expense, to furnish all labor, tools, equipment and materials, except as otherwise specified, and to do all work strictly in accordance with Specifications, Special Provisions and Plans, which Specifications, Special Provisions and Plans are hereby referred to and expressly made a part hereof with the same force and effect as if the same were fully incorporated herein.

ARTICLE 3 – CLIENT AGENCY’S DUTIES

Client Agency agrees to the following obligations:

- A. To fully cooperate with City and its service providers.
- B. To provide City with all information necessary for the performance of its services under this agreement.
- C. To have representatives attend City sponsored Parking Citation training, conferences and seminars as appropriate to learn the functions of the citation management system, operating policies and procedures and regulations related to parking citation processing and collections.
- D. To obtain and maintain an Internet Service Provider (ISP) connection, at its sole expense, for access to the Inglewood Citation Management System (ICMS) AutoPROCESS (AP) and Client Services Management System (CSM).

ARTICLE 4 – SERVICES AND COMPENSATION

A. Citation Processing Fees

The Client Agency agrees to pay City for its citation management services the fees described in Exhibit “A” for all services it selects to purchase. Client Agency’s current rates, as set forth in Exhibit “A”, are subject to an annual adjustment. The citation processing fees, including but not limited to those set forth in Exhibit “A”, shall be adjusted July 1st of each year based on the annual percentage change in the All Items Consumer Price Index (CPI) Los Angeles-Riverside-Orange County, California as identified each June for the prior twelve (12) month period. The annual adjustment shall not exceed (five percent) 5% in any one year. The annual adjustment to the

1 citation management services shall commence July 1, 2014 and shall be applicable for
2 each year thereafter during the term of this agreement.

3 B. Optional Equipment, Supplies and Services

4 Exhibit "B" provides a list of optional equipment, supplies and services that the Client
5 Agency may purchase. These items require a price quote and confirming purchase
6 order to the supplier Professional Account Management, LLC.

7 C. Delinquent Citation Collection Services

8 Exhibit "C" provides services and rates for collection services that the Client Agency
9 can purchase, including tax offset lien filing services with the State of California
10 Franchise Tax Board (FTB). The cost of this service requires a price quote and
11 depends on volume, scope of work, filing fees and other requirements.

12 D. Compensation to City

13 City shall be compensated for services performed pursuant to this Agreement in the
14 amount and manner set forth in Exhibit "A, B, and C" which are incorporated herein by
15 this reference. Payment will be made in the same manner that claims of a like
16 character are paid by the Client Agency, with checks drawn on the treasury of said
17 Client Agency. As specified in Section E of this Article, the Client Agency may
18 authorize payment of amount due for services by deducting the amount due from
19 citation revenues paid to the City on behalf of the Client Agency. Should this payment
20 option be selected, the City will submit to Client Agency a detailed monthly
21 reconciliation of revenues received and service fees deducted.

22 E. Invoicing

23 Invoices for services rendered pursuant to this agreement will be prepared by City and
24 submitted to the Client Agency on a monthly basis. Invoices shall be paid by Client
25 Agency within thirty (30) days of receipt of invoice.

- 26 1. Client Agency has the option to authorize the City to deduct monthly
27 invoice amounts, or any portion of the monthly invoice amounts, from
28 proceeds of any parking citation funds that the City has received from

1 customers.

- 2 2. City has the option to deduct monthly invoice amounts that are 60
3 days or more late from payment due date, from proceeds of any
4 parking citation funds that the City has received from customers.

5 **ARTICLE 5 – PROFESSIONAL SERVICES**

6 The City hereby warrants and represents that the services provided by City pursuant to
7 this Agreement shall be performed in a professional and workmanlike manner.

8 **ARTICLE 6 – INDEPENDENT CONTRACTOR**

9 City shall be an independent contractor of the Client Agency. This Agreement is not
10 intended, and shall not be construed, to create the relationship of agency, servant,
11 employee, partnership, joint venture or association, as between City and Client
12 Agency. The manner and means of conducting the work are under the control of the
13 City, except to the extent they are limited by statute, rule or regulation, and the express
14 terms of this Agreement.

15 **ARTICLE 7 – IMMIGRATION REFORM AND CONTROL ACT (IRCA)**

16 City assumes any and all responsibility for verifying the identity and employment
17 authorization of all of its employees performing work hereunder, pursuant to all
18 applicable IRCA or other Federal, or State rules and regulations. City shall indemnify
19 and hold Client Agency harmless from and against any loss, damage, liability, costs or
20 expenses arising from any noncompliance of this provision by City.

21 **ARTICLE 8 – EQUAL EMPLOYEMENT OPPORTUNITY**

22 Consistent with City's policy that harassment and discrimination are unacceptable
23 employer/employee conduct, Inglewood agrees that harassment or discrimination
24 directed toward a job applicant, a City employee, or a citizen by Inglewood or
25 Inglewood's employee on the basis of race, religious creed, color, national origin,
26 ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation
27 will not be tolerated. Inglewood agrees that any and all violations of this provision shall
28 constitute a material breach of this Agreement.

1 **ARTICLE 9 – INDEMNIFICATION**

2 A. Neither Client Agency nor any officer or employee of the Client Agency
3 shall be responsible for any damage or liability occurring by reason of anything done or
4 omitted to be done by City under or in connection with any work, authority or
5 jurisdiction delegated to Inglewood under this agreement. It is also understood and
6 agreed that, pursuant to California Government Code Sections 895 through 895.8, City
7 shall fully indemnify, defend and hold harmless Client Agency from any liability
8 imposed for injury, as defined by California Government Code Section 810.8, occurring
9 by reason of anything done or omitted to be done by City under or in connection with
10 any work, authority or jurisdiction delegated to City under this agreement.

11 B. Neither City nor any officer or employee of City shall be responsible for
12 any damage or liability occurring by reason of anything done or omitted to be done by
13 the Client Agency under or in connection with any work, authority or jurisdiction
14 delegated to City under this agreement. It is also understood and agreed that, pursuant
15 to California Government Code Sections 895 through 895.8, the Client Agency shall
16 fully indemnify, defend and hold harmless City from any liability imposed for injury, as
17 defined by California Government Code Section 810.8, occurring by reason of anything
18 done or omitted to be done by the Client Agency under or in connection with any work,
19 authority or jurisdiction delegated to City under this agreement.

20 **ARTICLE 10 - LIMITATION OF LIABILITY**

21 In no event shall City be liable for special, indirect, incidental, consequential, or
22 exemplary damages, including, without limitation, any damages resulting from loss of
23 use, loss of data, interruption of business activities, or failure to realize savings arising
24 out of or in connection with the use of City's services or products provided by
25 Inglewood staff or contractors. City's liability for damages and expenses arising out of
26 this agreement, whether based on a theory of contract or tort, including negligence and
27 strict liability, shall not exceed one year's compensation of Citation Processing
28 transaction service charges as determined by rate in Exhibit "A" of this agreement.

1 **ARTICLE 11 – INSURANCE**

2 On or before the commencement of the terms of this Agreement, City shall furnish
3 Client Agency with certificate showing the type, amount, class of operations covered,
4 effective dates and dates of expiration of insurance coverage in compliance with
5 paragraphs 11 A, B, C and D. Such certificate, which does not limit City's
6 indemnification, shall also contain substantially the following statement: "Should any of
7 the above insurance covered by this certificate be canceled or coverage reduced
8 before the expiration date thereof, the insurer affording coverage shall provide thirty
9 (30) days advance written notice to the Client Agency by certified mail. It is agreed that
10 City shall maintain in force at all times during the performance of this Agreement all
11 appropriate coverage of insurance required by this Agreement with an insurance
12 company that is acceptable to Client Agency and licensed to do insurance business in
13 the State of California. Endorsements naming the Client Agency as additional insured
14 shall be submitted with the insurance certificates.

15 **A. COVERAGE:**

16 City shall maintain the following insurance coverage:

17 (1) **Workers' Compensation:**

18 Statutory coverage as required by the State of California.

19 (2) **Liability:**

20 Commercial general liability coverage in the following minimum
21 limits:

22 Bodily Injury: \$500,000 each occurrence

23 \$1,000,000 aggregate - all other

24 Property Damage: \$100,000 each occurrence

25 \$250,000 aggregate

26 If submitted, combined single limit policy with aggregate limits in
27 the amounts of \$1,000,000 will be considered equivalent to the
28 required minimum limits shown above.

1 (3) **Employee Dishonesty Bond:**

2 Coverage of up to \$100,000 each occurrence

3 Coverage shall be for Faithful Performance of Duty Coverage for government
4 employees including, but not limited to, employee theft, forgery or alteration, theft of
5 money and securities, money orders and counterfeit paper currency, and computer
6 fraud.

7 **B. FAILURE TO SECURE:**

8 If City at any time during the term hereof should fail to secure or maintain the
9 foregoing insurance, Client Agency shall be permitted to obtain such insurance in the
10 City's name or as an agent of Inglewood and shall be compensated by City for the
11 costs of the insurance premiums at the maximum rate permitted by law and computed
12 from the date written notice is received that the premiums have not been paid.

13 **C. ADDITIONAL INSURED:**

14 Client Agency, its City Council, boards and commissions, officers, employees,
15 and volunteers shall be named as an additional insured under all insurance coverage,
16 except worker's compensation insurance. The naming of an additional insured shall
17 not affect any recovery to which such additional insured would be entitled under this
18 policy if not named as such additional insured. An additional insured named herein
19 shall not be held liable for any premium, deductible portion of any loss, or expense of
20 any nature on this policy or any extension thereof. Any other insurance held by an
21 additional insured shall not be required to contribute anything toward any loss or
22 expense covered by the insurance provided by this policy.

23 **D. PRIMARY INSURANCE AND NON-CONTRIBUTING INSURANCE:**

24 For any claims related to this project, the City's insurance coverage shall be
25 primary as respects the Client Agency, and its officers, officials, employees and
26 volunteers. Any insurance or self-insurance maintained by the Client Agency, its
27 officers, officials, employees or volunteers shall be non-contributing and in excess of
28 the of the City's insurance.

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ARTICLE 12 – RECORDS

City shall maintain complete and accurate records with respect to the services provided to the Client Agency.

City shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

ARTICLE 13 – RIGHT TO AUDIT

Client Agency shall have the right to audit the books and records of Inglewood that are related to this Agreement. Client Agency shall provide Inglewood with not less than forty-eight (48) hours' prior notice and the audit shall be at mutually convenient times and during Inglewood's normal business hours.

Except as otherwise provided in this Agreement, the cost of any such audit shall be borne by the Client Agency.

ARTICLE 14 – CONFIDENTIALITY OF DOCUMENTS

All of the Client Agency's citation data is and shall remain the property of the Client Agency. All the data prepared, assembled, or maintained by City pursuant to this agreement is confidential and City agrees that they shall not be made available to any individual or organization without the prior written approval of the Client Agency, or upon proper court order, except as provided by the California Public Records Act.

ARTICLE 15 – SECURITY OF DMV DATA

City and the Client Agency agree that either prior to or as soon as is practical following the execution of this Agreement, both parties shall execute a Memorandum of Understanding with the California Department of Motor Vehicles. Inglewood and the Client Agency agree that all the terms and conditions contained in the Memorandum of Understanding which they separately execute with the California Department of Motor Vehicles shall be binding on the parties hereto. The parties hereto agree that the terms and conditions of security of DMV data include, but are not limited to the following:

1 A. Information Use

2 1. The Client Agency requesting Department of Motor Vehicles information
3 (“Requester”) shall not use such records and information for any purpose except that
4 which has been approved by the California Department of Motor Vehicles (“DMV”).

5 2. When a non-law enforcement agency receives information from DMV
6 records that indicates a vehicle or vessel has a Department of Justice (DOJ) stop,
7 Requester shall immediately notify local law enforcement of its location, if known.

8 B. General Security Requirements

9 1. Requester shall maintain the security and integrity of the information it
10 receives from the DMV. A violation of any provision of the agreement, whether by
11 omission or commission, shall be grounds for action by the DMV and may result in
12 suspension or termination of service to the requester.

13 2. Requester shall ensure compliance with all the security provisions of this
14 agreement. If fraud or abuse is suspected or confirmed, Requester shall notify the
15 DMV’s Information Services Branch-Policy Development Unit, by telephone, at (916)
16 657-5583 within one (1) business day. A written notification containing all facts known
17 to the Requester shall be prepared by the Requester within three (3) business days
18 and mailed to the DMV at the following address:

19 Department of Motor Vehicles
20 Information Services Branch Policy Development Unit- H225
21 P.O. Box 924890
22 Sacramento, CA 94290-0001

23 3. Requester shall require the system administrator and every employee
24 having direct or incidental access to DMV records to sign a copy of the Employee
25 Security Statement (INF 1128), upon initial authorization for access to DMV records
26 and annually thereafter. A copy of the Requester’s signed statement shall be
27 maintained on file for at least two (2) years following the deactivation or termination of
28 the authorization and shall be available to the DMV upon demand.

1 on the second business day after the deposit thereof in the United States Mail, postage
2 prepaid, registered or certified, addressed as hereinafter provided.

3 All notices, demands, requests, or approvals from City to Client Agency shall be
4 addressed to Client Agency at:

5 City of Imperial Beach
6 825 Imperial Beach Blvd.
7 Imperial Beach, CA 91932
8 Attention: City Manager

9 With a copy to:

10 City of Imperial Beach
11 825 Imperial Beach Blvd.
12 Imperial Beach, CA 91932
13 Attention: City Clerk

14 All notices, demands, requests, or approvals from Client Agency shall be
15 addressed to City at:

16 City of Inglewood
17 One Manchester Boulevard
18 Inglewood, CA 90301-1750
19 Attention: City Clerk

20 With a copy to:

21 City of Inglewood
22 One Manchester Boulevard
23 Inglewood, CA 90301-1750
24 Attention: Dean Viereck, Manager Parking & Enterprise Services

25 **ARTICLE 17 – TERMINATION**

26 **17.1 TERMINATION FOR CAUSE.** Either party shall have the right to terminate
27 this Agreement immediately by written notice to the other if (i) state statutes are
28 amended to prohibit or substantially change the operation of parking citation

1 processing and notifications; or (ii) the other party commits any material breach of any
2 of the provisions of this Agreement. Either party shall have the right to remedy the
3 cause for termination within forty-five (45) calendar days (or within such other time
4 period as the Client Agency and Inglewood shall mutually agree to) after written notice
5 from the non-causing party setting forth in reasonable detail the events giving rise to
6 cause for termination.

7 **17.2 TERMINATION WITHOUT CAUSE.** Either party may initiate termination
8 of the Agreement without cause at any time by giving sixty (60) days written notice of
9 termination to the other. If Client Agency exercises its rights to terminate this
10 Agreement in accordance with this paragraph, the Client Agency shall be obligated to
11 pay Inglewood for all services satisfactorily performed in accordance with this
12 Agreement, through and including effective termination date (at least 90 days after
13 written notice of termination), including but not to exceed the payments according to
14 the rates specified in Exhibits "A", "B" and "C".

15 **17.3 PROCEDURES UPON TERMINATION.**

16 **17.3.1 Inglewood.** Upon termination Inglewood shall (i) immediately cease to
17 provide services and products in connection with the processing and notification of
18 parking citations, (ii) promptly deliver to the Client Agency any and all property, data
19 and information of the Client Agency provided to Inglewood pursuant to this
20 Agreement, (iii) promptly deliver to the Client Agency a final report regarding the
21 processing and notification of parking citations in such format as the Client Agency
22 may reasonably request, and (iv) promptly deliver to Client Agency a final invoice
23 stating all fees and charges properly owed by Client Agency to Inglewood, and its
24 subcontractors, for work performed and products purchased by Client Agency prior to
25 the termination.

26 Upon termination, Inglewood shall transfer the property, data and information to
27 the Client Agency by a mutually agreed upon method. The Client Agency will assume
28

1 the costs for storage media authoring devices, and internet bandwidth used for
2 transferring data.

3 **17.3.2 Client Agency.** Upon termination the Client Agency shall (i) immediately
4 cease accessing the Inglewood System and using any other intellectual Property of
5 Inglewood, (ii) promptly deliver to Inglewood any and all intellectual Property of
6 Inglewood provide to the Client Agency pursuant to this Agreement, and (iii) promptly
7 pay any and all fees, charges and amounts properly owed by Client Agency to
8 Inglewood, and its subcontractors, for work performed and products purchased by
9 Client Agency prior to the termination.

10 **ARTICLE 18 – WAIVER**

11 A waiver by either party of any breach of any term, covenant, or condition contained
12 herein, shall not be deemed to be a waiver of any subsequent breach of the same or
13 any other term, covenant, or condition contained herein, whether of the same or a
14 different character.

15 **ARTICLE 19 – INTEGRATED CONTRACT**

16 This Agreement represents the full and complete understanding of every kind or nature
17 whatsoever between the parties hereto, and all preliminary negotiations and
18 agreements of whatsoever kind or nature are merged herein. No verbal agreement or
19 implied covenant shall be held to vary the provisions hereof. Any modification of this
20 Agreement will be effective only by written execution signed by both Client Agency and
21 City.

22 **ARTICLE 20 – INSERTED PROVISIONS**

23 Each provision and clause required by law to be inserted into the Agreement shall be
24 deemed to be enacted herein, and the Agreement shall be read and enforced as
25 though each were included herein. If through mistake or otherwise, any such provision
26 is not inserted or is not correctly inserted, the Agreement shall be amended to make
27 such insertion on application by either party.

28 **ARTICLE 21 – MODIFICATIONS**

1 No change, amendment or modification to this agreement shall be effective unless it is
2 in writing and signed by the authorized representatives of the parties hereto.

3 **ARTICLE 22 – MISCELLANEOUS**

4 **22.1 Interpretations**

5 The parties waive any benefits from the principles of contra proferens and
6 interpreting ambiguities against drafters. No party shall be deemed to be the drafter of
7 this agreement, or of any particular provision or provisions, and no part of this
8 agreement shall be construed against any party on the basis that the particular party is
9 the drafter of any part of this agreement.

10 **22.2 Counterparts**

11 This agreement may be executed in counterparts, and when each party hereto
12 has signed and delivered at least one such counterpart, each counterpart shall be
13 deemed an original and, when taken together with the other signed counterparts, shall
14 constitute one agreement, which shall be binding upon and effective as to all parties
15 hereto.

16 **22.3 Captions**

17 Articles titles, paragraph titles or captions contained herein are inserted as a
18 matter of convenience and for reference, and in no way define, limit, extend, or
19 describe the scope of this Agreement or any provision hereof.

20 **22.4 Changes in Client Agency’s Municipal Code**

21 The Client Agency shall notify the City of any changes, modifications or
22 amendments to the Client Agency’s municipal code, ordinances or regulations affecting
23 parking regulations subject to this Agreement, in writing, within fifteen (15) days of the
24 effective date any such change.

25 **ARTICLE 23 – SEVERABILITY**

26 In the event that any condition or covenant herein is held to be invalid or void by any
27 court of competent jurisdiction, the same shall be deemed severable from the
28 remainder of the agreement and shall in no way affect any other covenant or condition

1 herein contained as long as the invalid provision does not render the agreement
2 meaningless with regard to a material term in which event the entire agreement shall
3 be void. If such condition, covenant, or other provision shall be deemed invalid due to
4 its scope of breadth, such provision shall be deemed valid to the extent of the scope of
5 breadth permitted by law.

6 **ARTICLE 24 – GOVERNING LAW; VENUE**

7 This agreement shall be interpreted, construed and governed according to the laws of
8 the State of California. In the event of litigation between the parties, venue in state trial
9 courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest
10 District, located at 825 Maple Avenue, Torrance, California 90503-5058. In the event of
11 litigation in the United States District Court, venue shall lie exclusively in the Central
12 District of California, in Los Angeles.

13 **ARTICLE 25 – ENTIRE AGREEMENT**

14 This agreement, including any exhibits attached hereto, is the entire, complete, final
15 and exclusive expression of the parties' intent, with respect to the matters addressed
16 herein and supersedes all other agreements or understandings, whether oral or written,
17 or entered into between Inglewood and Client Agency prior to the execution of this
18 agreement. In the event of any conflict between the terms, conditions and provisions of
19 this agreement and any other such agreement, document or instrument, the terms,
20 conditions and provisions of this agreement shall prevail. No statements,
21 representations or other agreements, whether oral or written, made by any party which
22 are not embodied herein shall be valid and binding unless in writing duly executed by
23 the parties or their authorized representatives.

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IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

City of Inglewood
A Municipal Corporation

City of Imperial Beach
A Municipal Corporation

JAMES T. BUTTS
MAYOR

GARY BROWN
CITY MANAGER

YVONNE HORTON
CITY CLERK

JACKIE HALD
CITY CLERK

APPROVED AS TO FORM:

APPROVED AS TO FORM:

CAL SAUNDERS
CITY ATTORNEY

JENNIFER LYON
CITY ATTORNEY

1 EXHIBIT A

2 City of Inglewood – Parking Citation Services Price List

3 Prices Effective 07/01/2013

4	Client Agency: City of Imperial Beach		
5	Fees based on estimated citation volume less than		Services
6	10K citations per year		Selected
7		Rates	(1)
8	Citation Processing		
9	Citation Processing (2)	\$1.66	YES
10	Customer Services		
11	Manual Citation Imaging/Data Entry	\$.25	Yes
12	Postage, printing & handling - Postcard Type Notice (3)	\$.44	NO
13	Postage, printing & handling - Postcard Type Delq.		YES
14	Notice (3)	\$.44	
15	Postage, printing & handling - Letter Type Notice (3)	\$.67	YES
16	Postage, printing & handling - Letter Type Delq. Notice		NO
17	(3)	\$.67	
18	Customer Service - per citation entered (4)	\$.23	NO
19	Administrative Support - per citation entered (4)	\$.43	YES
20	Lockbox Processing - per payment processed (5)	\$.43	YES
21	Lockbox Payment Adjustment (5)	\$.43	YES
22	Payment Exception Processing (6)	\$.19	NO
23	Phone Payments - Client's Merchant Acct (7)	\$1.11	NO
24	Phone Payments - Duncan Merchant Acct (8)	\$2.80	NO
25	Phone Payments - Duncan Merchant & Bank Acct (9)	\$3.00	YES
26	Internet Payments - Client's Merchant Acct (7)	\$1.11	NO
27	Internet Payments - Duncan Merchant Acct (8)	\$2.80	NO
28	Internet Payments - Duncan Merchant & Bank Acct (9)	\$3.00	YES

1	AutoPROCESS Lockdown by IP Address	\$250.00	NO
2		per mo	
3	Obtain Registered Owner from DMV		
4	Obtain California Registration information (10)	At Cost	YES
5	Obtain Out-of-State Registration information (10)	\$.98 to \$4.50	YES
6	Collection Services (11)		NO
7	FTB "Limited" Collection Services	15% + \$3.50	NO
8	FTB "Full" Collection Services	35%	NO
9	Comprehensive Collection Services	35%	YES
10	Civil Filing Collection Services	45%	NO
11	Hosted Software Subscription Services	Categories	
12	a. Citation Processing System Multi-Media Integration	\$1,000 setup	YES
13	with 2 GB storage and requires AutoCITE X3 with digital	\$125/mo	
14	camera and voice recorder and hosted AutoISSUE (14)		
15	b. Hosted Website for Violator View of Citation Images	\$750	YES
16	with payment forms and requires multi-media service.	setup	
17	(14)	\$75/mo	
18	c. Hosted Website for Violator Online Administrative	\$1,250 setup	YES
19	Review Request including workflow processing and	\$150/mo	
20	document upload (14)		
21	d. Hosted Website for Violator Online Administrative	\$2,500 setup	NO
22	Hearing Request including workflow processing and	\$100/mo	
23	document upload. (14)		
24	e. Correspondence Image Capture and Workflow Using	\$2,000 setup	NO
25	DocuPeak™ hosted application platform and	\$350/mo	
26	ScanBench (15)		
27	f. Management Web Service Dashboard with standard 4	\$1,500 Setup	NO
28	data fields (14)	\$200/mo	

1	g. Multi-Media – Additional Storage Capacity 5 GB (14)	\$75/mo	Quote
2	h. Online Parking Permit Renewal or Purchase (14)	Quote	Quote
3	Other Equipment - (13)		
4	PC Equipment	Cost + 10%	Quote
5	Handheld Citation Writer - Duncan Solutions AutoCite	10% Discount	Quote
6	X3		
7	Parking Meters	10% Discount	Quote
8	Kiosk for Self Service		Quote
9	Automated License Plate Recognition (LPR) Equipment		Quote
10	Cashier Module Equipment and Customization (12)		Quote
11	Other Services - Scope of Work/Quote Required (16)		
12	Dedicated Customer Service Staff		Quote
13	Correspondence Administrative Review Temp Services		Quote
14	Onsite Technical Staff		Quote
15	Custom Programming (plus travel + expenses)	\$125/hr	Quote
16	Parking Permit Processing (13)		Quote
17	Auxiliary Mail Payment Processing Services		Quote
18	DocuPeak e-Subpoena Application		Quote
19	Outsource Services – Parking Enforcement		Quote
20	Outsource Services – Parking Meters		Quote
21	Outsource Services – Parking Structures		Quote
22	Outsource Services – Automated License Plate		Quote
23	Recognition		
24	Outsource Services – Boot and/or Tow		Quote

NOTES

1. Each Client Agency approves a contract with City for reimbursement of cost of citation processing services based on the Client's service level and volume. Clients can modify their scope of services to add or stop individual services by issuing

1 written change notice to City. Fees for services in Exhibit A include all City direct
2 cost, administrative costs to and indirect costs for providing citation management
3 services. See notes for additional details about fees and administrative charges.

4 2. The fee for use of the AutoPROCESS System is a transaction charge per citation
5 processed. The rate charged is dependent on the Clients annual citation volume.
6 Determination of "volume" is based on a Client's citations processed during the
7 prior calendar year.

8 3. Rates for notice printing and mailing include postage at the current prevailing rate.
9 This service fee will be adjusted to offset any increase in the standard U.S. first
10 class postage rate in the future. Client will be notified of postal rate changes and
11 the impact on service fees for letter and post card notices as they occur.

12 4. Customer service is an optional service with charges based on a fixed fee per total
13 citations processed. Two (2) levels of service are available. If Client selects the
14 Customer Service level, the Client shall receive the following services: call center
15 services with a toll free number for violators to call with citation inquiries, interactive
16 voice response service for inquiry on outstanding citations and frequently asked
17 questions. With Administrative Support level the Client shall receive all Customer
18 Service services in addition to administrative and correspondence services which
19 include processing of all in-bound correspondence from customers, online forms for
20 customers' correspondence, scheduling of administrative review and hearing
21 requests and resolution of administrative reviews when required.

22 5. Lockbox payment processing is an optional service with charges based on citation
23 payments processed. Funds collected will be deposited to a Client's designated
24 bank account or mailed to the Client based on mutual agreement of the preferred
25 method. The Client is responsible to notify Inglewood if a NSF check situation
26 occurs and they wish to reinstate the amount due, plus any NSF fee they wish to
27 impose. The Client has the option to request a charge to customers be added to
28 the amount due for the citation.

- 1 6. Payment exception processing services relates to Lockbox payment processing
2 services with charges based on actual transactions processed. The notice letter
3 fee applies when a letter to customer is required.
- 4 7. The City's transaction fee for Internet and IVR payment processing includes system
5 use, telephone usage charges. Client is responsible for charges for merchant
6 service fees, bank charges and credit card discount fees. Net proceeds will be
7 transferred to the Client's designated bank account or paid on agreed upon
8 scheduled. Clients have option to add a customer convenience fee to the
9 transactions to recover cost of this automated payment services.
- 10 8. The City's transaction fee for Internet and IVR payment processing includes system
11 use, telephone usage charges. This fee includes charges for merchant service
12 fees, bank charges and credit card discount fees. Net proceeds will be transferred
13 to the Client's designated bank account or paid on agreed upon scheduled. Clients
14 have option to add a customer convenience fee to the transactions to recover cost
15 of this automated payment services.
- 16 9. The City's transaction fee for Internet and IVR payment processing includes system
17 use, telephone usage charges. This fee includes charges for merchant service
18 account and associated fees, bank charges and credit card discount fees. Net
19 proceeds will be transferred to the Client's designated bank account minus the
20 convenience fee revenue and provide a daily transaction report. The Internet
21 payment screens and IVR scripts are modified to reflect the convenience fee is
22 assessed by the vendor, not the Client.
- 23 10. Costs to City for obtaining in and out of state registered owner information will be
24 billed based on the actual charges incurred from provider of this information.
- 25 11. Three (3) levels of optional delinquent account secondary collection services are
26 available. Client has the option of adopting collection fee charged to customer to
27 offset collection costs. Details on these services and rates are available in Exhibit
28 "C" of this Agreement.

1 12. The Client is billed for the cost of system customization, such as building cashiering
2 interface, at the custom programming hourly rate with no additional administrative
3 fee. All customization or special one-time services must be documented in writing
4 with a work order and cost estimate prior to initiating the work. All reasonable out of
5 pocket expenses and travel expenses related to this service will be reimbursed by
6 the Client upon submittal of receipts.

7 13. The AutoPROCESS includes capability to issue and track parking permits. Use of
8 this module is available at no additional cost. If the Client wishes to outsource the
9 fulfillment of parking permits and processing of payments, City can provide a
10 proposal for these services, including purchasing of permit stock City offers Client
11 the option to use discounts price schedule for equipment, supplies and services.
12 The equipment, supplies and services can be quoted by the City contractor
13 Professional Account Management LLC (Duncan Solutions). Duncan Solutions
14 may offer Client flexible financing terms including monthly lease-purchase pricing.
15 Prices will vary bases on number of devices, equipment configuration, peripherals,
16 sales tax rate, length of agreement, shipping costs, installation costs, extended
17 warranty cost and technical support requirements. A confirming purchase order
18 needs to be issued by the Client to confirm terms, pricing and services.

19 14. Multi-media, hosted web services and dashboard systems require a price quote.
20 The initial cost and monthly subscription fee for hosted IT service and base
21 data/image storage quoted is based on projected volume for a Client Agency and
22 their document retention plans.

23 15. City offers Clients the option to use discount price schedules for equipment,
24 supplies and professional services. The DocuPeak™ business process automation
25 platform and related professional services can be quoted by the City. Pricing
26 options may include software as a service or licensed on-premise use of
27 DocuPeak™. Prices may vary based on number of end users and data/image
28 storage requirements, complexity of application, application configuration, training

1 and on-going technical support.

2 16. City offers a number of optional services that can be provided to Client Agencies to
3 supplement their staffing, work on backlog and provide revenue enhancement
4 services. These services require a scope of work and price quote.

5 17. City citation processing and service fees are subject identified under Exhibit A to
6 an annual Cost of Living Adjustment (COLA) increase based on U.S. Department of
7 Labor Consumer Price Index (CPI-U) rate for Los Angeles-Riverside-Orange
8 County CA area, with a not to exceed limitation of 5% per year. The COLA can be
9 applied as of July 1, 2014 and each July 1st thereafter.

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Exhibit B - City of Inglewood - Equipment Pricing List
Professional Account Management, a Division of Duncan Solutions, Inc
Prices Effective 07/01/2013

Description Client Agency will pay the ICMS price for any equipment purchase.	LIST PRICE	ICMS PRICE
AutoCITE X3 Citation Issuance Devices		
X3LTI Base Handheld	\$3,500.00	\$3,150.00
X3LTCI Unit w/ Li+, MSM IR & Standard Digital Camera	\$3,950.00	\$3,555.00
X3LTDI Unit w/ Li+, MSM IR & 3-MP Digital Camera w/ Flash	\$4,100.00	\$3,690.00
X3LTDIS 1D Unit w/ Li+, MSM IR, 3-MP Digital Camera w/ Flash and 1D Barcode Scanner	\$4,400.00	\$3,960.00
X3LTDIS 2D Unit w/ Li+, MSM IR, 3-MP Digital Camera w/ Flash and Intermec 2D Barcode Imager	\$4,700.00	\$4,230.00
X3LTDIW Unit w/ Li+, MSM IR, 3-MP Digital Camera w/ Flash & Wireless	\$4,600.00	\$4,140.00
X3LTDISW 1D Unit w/ Li+, MSM IR, 3-MP Digital Camera w/ Flash, 1 D Bar Code Scanner & Wireless	\$4,950.00	\$4,455.00
X3LTDISW 2D Unit w/ Li+, MSM IR, 3-MP Digital Camera w/ Flash, Intermec 2D Bar Code Imager & Wireless	\$5,150.00	\$4,635.00
X3MLTI Unit w/ Li+ and Mag Stripe Reader	\$3,950.00	\$3,555.00
X3MLTDI Unit w/ Li+, Mag Stripe Reader and 3-MP Digital Camera w/ Flash	\$4,500.00	\$4,050.00
X3MLTDIS Unit w/ Li+, Mag Stripe Reader, 3-MP Digital Camera w/ Flash and Intermec 2D Bar Code Imager	\$ 5,150.00	\$4,635.00
X3MLTDISW Unit w/ Li+, Mag Stripe Reader, 3-MP Digital Camera w/ Flash, Intermec 2D Bar Code Imager and	\$ 5,700.00	\$5,130.00

1	Wireless		
2	AutoTRAX X3 Meter Maintenance Devices		
3	X3LTI Unit w/ Li+, SSM IR and MSM IR	\$3,650.00	\$3,285.00
4	AutoCITE Accessories and Supplies		
5	Envelope Holder - Small (X3 style ticket)	\$20.00	\$20.00
6	Cover Case With Belt Clip (X3 only)	\$75.00	\$75.00
7	Stylus (4 pack)	\$12.00	\$12.00
8	Mag - Card Cleaners (per cleaner)	\$5.00	\$5.00
9	Citation Stock (Minimum order is 15,200 citation package	\$.15 - \$.18	\$.15 - \$.18
10	and includes white envelopes with black ink. Price		
11	depends on lot order size)		
12	AutoCITE Charger/Multiplexers		
13	USB Charger (6 bays)	\$1,000.00	\$900.00
14	USB Charger (6 bays) Annual Maintenance	\$50.00	\$45.00
15	Single User Charger Adapter	\$ 150.00	\$150.00
16	a. Must order cigarette lighter power cord or single unit		
17	charger AC power source		
18	b. Must specify type, X3 Lithium Ion, X3 or S3 NiCad, etc.		
19	Cigarette Lighter Power Cord (X3, Se, or older)	\$50.00	\$50.00
20	Single Unit AC Power Source (X3, S3, or older)	\$50.00	\$50.00
21	AutoCITE Maintenance		
22	X3LTI Base Handheld	\$500.00	\$450.00
23	X3LTCI Unit w/ Li+, MSM IR & Standard Digital Camera	\$500.00	\$450.00
24	X3LTDI Unit w/ Li+, MSM IR & 3-MP Digital Camera w/	\$500.00	\$450.00
25	Flash		
26	X3LTDIS 1D Unit w/ Li+, MSM IR, 3-MP Digital Camera	\$500.00	\$450.00
27	w/ Flash and 1D Barcode Scanner		
28	X3LTDIS 2D Unit w/ Li+, MSM IR, 3-MP Digital Camera	\$500.00	\$450.00

1	w/ Flash and Intermec 2D Barcode Imager		
2	X3LTDIW Unit w/ Li+, MSM IR, 3-MP Digital Camera	\$550.00	\$495.00
3	w/ Flash & Wireless		
4	X3LTDISW Unit w/ Li+, MSM IR, 3-MP Digital Camera	\$550.00	\$495.00
5	w/ Flash, 1D Bar Code Scanner & Wireless		
6	X3LTDISW Unit w/ Li+, MSM IR, 3-MP Digital Camera	\$550.00	\$495.00
7	w/ Flash, Intermec 2 D Bar Code Imager & Wireless		
8	X3MLTI Unit w/ Li+ and Mag Stripe Reader	\$550.00	\$495.00
9	X3MLTDI Unit w/ Li+, Mag Stripe Reader, 3-MP Digital	\$550.00	\$495.00
10	Camera w/ Flash		
11	X3MLTDIS Unit w/ Li+, Mag Stripe Reader, 3-MP Digital	\$550.00	\$495.00
12	Camera w/ Flash and Intermec 2D Bar Code Imager		
13	X3MLTDISW Unit w/ Li+, Mag Stripe Reader, 3-MP Digital	\$550.00	\$495.00
14	Camera w/ Flash, 2D Bar Code Imager and Wireless		
15	AutoTRAX Maintenance		
16	X3LTI Unit w/ Li+, SSM IR and MSM IR	\$500.00	\$450.00
17	AutoISSUE Modules		
18	Parking Citation Issuance (.NET version)	\$6,000.00	\$5,400.00
19	a. Includes Task Group Manager & Scheduler		
20	Traffic Citation Issuance (.NET version)	\$6,000.00	\$5,400.00
21	a. Includes Task Group Manager & Scheduler		
22	Municipal Citation Issuance (.NET version)	\$6,000.00	\$5,400.00
23	a. Includes Task Group Manager & Scheduler		
24	Network Version .NET 3 user license	\$3,000.00	\$2,700.00
25	a. \$1000 per user thereafter		
26	AutoTRAX SS 2.0 - Single-Space Meter Management	\$6,000.00	\$5,400.00
27	Module		
28	ACDI Wireless Communication - Basic	\$6,000.00	\$5,400.00

1	a. Basic communication between X3 & AI.NET only		
2	(wireless airtime not included)		
3	1D BarCode Reading (intended for Parking. Included with	Included	Included
4	required hardware)		
5	Digital Images Included with required hardware	Included	Included
6	Voice Recordings (Included with required hardware)	Included	Included
7	Abandoned Vehicles	\$6,000.00	\$5,400.00
8	Animal Violations	\$4,000.00	\$3,600.00
9	AutoCLUSTER - Wireless Enforcement Module for	\$3,000.00	\$2,700.00
10	Multispace Meters		
11	AutoCLUSTER - Wireless Enforcement Module for	\$8,000.00	\$7,200.00
12	Parkeon Multispace meters (integrated with AutoISSUE)		
13	AutoCLUSTER - Wireless Enforcement Module for Digital	\$8,000.00	\$7,200.00
14	Multispace meters (integrated with AutoISSUE)		
15	Barcode Printing 1D 128 A, B or C	\$1,000.00	\$900.00
16	Broken Meter Reporting	\$1,000.00	\$900.00
17	Code Enforcement	\$6,000.00	\$5,400.00
18	Damaged Sign Reporting	\$1,000.00	\$900.00
19	Diagrams - free form, no template	\$2,000.00	\$1,800.00
20	Field Investigation	\$4,000.00	\$3,600.00
21	GIS Reporting Module	\$6,000.00	\$5,400.00
22	GPS Tracking Module (only available on select devices	\$6,000.00	\$5,400.00
23	with GPS capability, please consult sales representative)		
24	Habitual Offender Escalation	\$8,000.00	\$7,200.00
25	IrDA Interface for Multi-Space Meters - SneakerNet	\$2,000.00	\$1,800.00
26	Meter/Location Matrix	\$1,000.00	\$900.00
27	OCR A Size 1 Printing (X3, S3, S4 & T Series)	\$2,000.00	\$1,800.00
28	Officer Activity Logging	\$1,000.00	\$900.00

1	Parking Permit Cross Reference	\$1,000.00	\$900.00
2	Public Contacts	\$4,000.00	\$3,600.00
3	Search Only Mode	\$1,000.00	\$900.00
4	Signature Capture (Officer)	\$2,000.00	\$1,800.00
5	Signature Capture (Violator)	\$2,000.00	\$1,800.00
6	Time Limit Marking	\$1,000.00	\$900.00
7	Transit Violations	\$6,000.00	\$5,400.00
8	Visitor Information	\$1,000.00	\$900.00
9	Warnings Tracking	\$2,000.00	\$1,800.00
10	Wireless Real-Time Hotsheet Look-up Module	\$2,000.00	\$1,800.00
11	Wireless Ticket upload Software Module	\$2,000.00	\$1,800.00
12	Any interface to other systems	based on quote	
13	AutoISSUE Maintenance		
14	Parking Citation Issuance (.NET version)	\$600.00	\$540.00
15	a. Includes Task Group Manager & Scheduler		
16	Traffic Citation Issuance (.NET version)	\$600.00	\$540.00
17	a. Includes Task Group Manager & Scheduler		
18	Municipal Citation Issuance (.NET version)	\$600.00	\$540.00
19	a. Includes Task Group Manager & Scheduler		
20	Network Version .NET 3 user license	\$300.00	\$270.00
21	a. \$100 per user thereafter		
22	AutoTRAX SS 2.0 - Single-Space Meter Management	\$600.00	\$540.00
23	Module		
24	ACDI Wireless Communication - Basic	\$600.00	\$540.00
25	a. Basic communication between X3 & AI.NET only		
26	(wireless airtime not included)		
27	1D Bar Code Reading (Intended for Parking. Included with	Included	Included
28	required hardware)		

1	Digital Images (Included with required hardware)	Included	Included
2	Voice Recordings (Included with required hardware)	Included	Included
3	Abandoned Vehicles	\$600.00	\$540.00
4	Animal Violations	\$400.00	\$360.00
5	AutoCLUSTER - Wireless Enforcement Module for	\$300.00	\$270.00
6	Multispace Meters		
7	AutoCLUSTER - Wireless Enforcement Module for	\$800.00	\$720.00
8	Parkeon Multispace meters (integrated with AutoISSUE)		
9	AutoCLUSTER - Wireless Enforcement Module for Digital	\$800.00	\$720.00
10	Multispace meters (integrated with AutoISSUE)		
11	Barcode Printing 1D 128 A, B or C	\$100.00	\$90.00
12	Broken Meter Reporting	\$100.00	\$90.00
13	Code Enforcement	\$600.00	\$540.00
14	Damaged Sign Reporting	\$100.00	\$90.00
15	Diagrams - free form, no template	\$200.00	\$180.00
16	Field Investigation	\$400.00	\$360.00
17	GIS Reporting Module	\$600.00	\$540.00
18	GPS Tracking Module (only available on select devices	\$600.00	\$540.00
19	with GPS capability, please consult sales representative)		
20	Habitual Offender Escalation	\$800.00	\$720.00
21	IrDA Interface for Multi-Space Meters - SneakerNet	\$200.00	\$180.00
22	Meter/Location Matrix	\$100.00	\$90.00
23	OCR A Size 1 Printing (X3, S3, S4 & T Series)	\$200.00	\$180.00
24	Officer Activity Logging	\$100.00	\$90.00
25	Parking Permit Cross Reference	\$100.00	\$90.00
26	Public Contacts	\$400.00	\$360.00
27	RFID Permit Module (currently only offered on PDS's)	\$500.00	\$450.00
28	Search Only Mode	\$100.00	\$90.00

1	Signature Capture (Officer)	\$200.00	\$180.00
2	Signature Capture (Violator)	\$200.00	\$180.00
3	Time Limit Marking	\$100.00	\$90.00
4	Transit Violations	\$600.00	\$540.00
5	Visitor Information	\$100.00	\$90.00
6	Warnings Tracking	\$200.00	\$180.00
7	Wireless Real-Time Hotsheet Look-up Module	\$200.00	\$180.00
8	Wireless Ticket Upload Software Module	\$200.00	\$180.00
9	Any interface to other systems	based on quote	
10	Multi-Space Meters		
11	Duncan Pay by Space Meters		
12	VM Meter (Steel, Standard Powder-Coat, Coin only,	\$4,425.00	\$3,982.50
13	including mechanical locks and intelligent cashbox)		
14	VS Meter (Stainless Steel, Standard Powder-Coat, Coin	\$5,825.00	\$5,242.50
15	only, including mechanical locks and intelligent cashbox)		
16	VS Meter (Stainless Steel, 316-grade natural finish, Coin	\$6,425.00	\$5,782.50
17	only, including mechanical locks and intelligent cashbox)		
18	Pay by Space New Meter Options		
19	Wireless Communications Module (GPRS) Fitted	\$790.00	\$711.00
20	Hybrid Card Reader Module Fitted	\$450.00	\$405.00
21	Smart Card Interface Module Fitted	\$250.00	\$225.00
22	Anti Probe Device Fitted	\$350.00	\$315.00
23	Enforcer (flip dot) Module Fitted	\$350.00	\$315.00
24	Green Cell Battery	\$95.00	\$85.50
25	Cash Key Payment Module	\$750.00	\$675.00
26	Cash key Reload Module	\$1,000.00	\$900.00
27	Winterization Kit (Includes C-Cell battery Booster)	\$750.00	\$675.00
28	Mains Power Kit	\$690.00	\$621.00

1	Solar Panel w/built in antenna	\$550.00	\$495.00
2	Surface Mount Meter Installation kit	\$195.00	\$175.50
3	Surface Mount Installation Kit w/ Protective Skirt	\$295.00	\$265.50
4	(Steel, Powder-Coated)		
5	Surface Mount Installation Kit w/ Protective Skirt	\$355.00	\$319.50
6	(Stainless Steel, Powder-Coated)		
7	Surface Mount Installation Kit w/ Protective Skirt	\$450.00	\$405.00
8	(Stainless Steel, 316-grade natural finish)		
9	Electronic Vault Lock - Medeco Nexgen	\$250.00	\$225.00
10	Electronic Head Lock - Medeco Nexgen	\$250.00	\$225.00
11	Pay-at-Meter Software License Fee	\$2,000.00	\$1,800.00
12	Duncan Pay and Display Meter		
13	MX Meter (Stainless Steel, Standard Powder-Coat, Coin-		
14	only, including integrated solar panel, rechargeable battery,	\$7,750.00	\$6,975.00
15	top door decal, mechanical locks and keys)		
16	Pay and Display New Meter Options		
17	Wireless Communications Module (GPRS) Fitted	\$790.00	\$711.00
18	Card Reader Module Fitted	\$450.00	\$405.00
19	Silver Intelligent Cash Box – Standard	\$750.00	\$675.00
20	Fiber Ticket Roll	\$65.00	\$58.50
21	Poly Thermal Ticket Paper Roll	\$85.00	\$76.50
22	Installation Kit – Subterranean	\$175.00	\$157.50
23	Battery Charger	\$350.00	\$315.00
24	Decal - lower door (standard design)	\$150.00	\$135.00
25	AutoTRAX (Multi-space Meter Mgt System)		
26	AutoTRAX Wireless Parking Management includes user	\$55.00	\$55.00
27	licensing, remote access via Internet, system hosting,		
28	wireless communications costs and support via telephone		

1	and internet (per meter/per month). May vary depending on		
2	length of contract and current 3rd party service provider		
3	pricing		
4	Duncan Multi-space Miscellaneous		
5	Fascia (Rate Card) Creation (Per Rate Card)	\$20.00	\$20.00
6	Fascia (Rate Card) Design Modification Fee	\$60.00	\$60.00
7	DecoMark Space Number 5x5 block with white number and	\$35.00	\$35.00
8	black contrast (price is per digit, volume pricing is available		
9	for large custom orders)		
10	Pole mounted Space Marker - 1 sign per pole, includes	\$39.00	\$39.00
11	sign, mounting bracket and mounting hardware (pole not		
12	included)		
13	Decorative Sleeve for Pole	\$75.00	\$75.00
14	Decorative Base for Pole	\$64.45	\$64.45
15	Intelligent Cash Box Reader Station		
16		\$1,800.00	\$1,620.00
17	Technician's Infra-Red ID Key	\$300.00	\$270.00
18	Credit Card Processing Gateway (per transaction)	Volume dependent	
19	Gateway and Sensor Equipment, Configuration, Integration	Quote	
20	and Services (Must be quoted separately on a per project		
21	basis)		
22	Single-Space Meters		
23	Duncan Meter Products		
24	LIBERTY SINGLE SPACE ELECTRONIC MECHANISM W/	\$499.00	\$495.00
25	CREDIT CARD ACCEPTANCE AND WIRELESS		
26	COMMUNICATION*		
27	*Liberty Mechanisms are subject to availability, lead-times		
28	are negotiable		

1	EAGLE STANDARD, NO CASHKEY RECEPTACLE	\$160.00	\$144.00
2	EAGLE CASHKEY	\$185.00	\$166.50
3	EAGLE 2100 (WITH CARD READER)	\$195.00	\$175.50
4	EAGLE 2100 (W/O CARD READER)	\$185.00	\$166.50
5	Duncan Housing Products		
6	MODEL 76 SINGLE HOUSING COMPLETE	\$215.00	\$193.50
7	MODEL 70 VIP SINGLE HOUSING COMPLETE	\$238.00	\$214.20
8	MODEL 80 VIP SINGLE HOUSING COMPLETE	\$310.00	\$279.00
9	MODEL 90 VIP SINGLE HOUSING COMPLETE	\$240.00	\$216.00
10	MODEL 90 VIP DUPLEX HOUSING COMPLETE	\$487.00	\$438.30
11	MODEL 95 VIP SINGLE HOUSING COMPLETE	\$338.00	\$304.20
12	MODEL 95 VIP DUPLEX HOUSING COMPLETE	\$602.00	\$541.80
13	AutoTRAX (Single-space Meter Mgt System)		
14	Monthly wireless AutoTRAX Meter Management fee per	\$8.50	\$8.50
15	single space credit card meter (per meter/per month) May		
16	vary depending on length of contract and current 3rd party		
17	service provider pricing		
18	Duncan Vehicle Sensors*		
19	Duncan Si Vehicle Sensor (Pole mounted, integrated with	\$310.00	\$290.00
20	Duncan Liberty Single Space meters)		
21	Duncan Sc Vehicle Sensor (mounted to curb face)	\$350.00	\$325.00
22	Duncan Ss Vehicle Sensor (surface mounted)	\$350.00	\$325.00
23	Duncan Sr Vehicle Sensor (subterranean mounted)	\$350.00	\$325.00
24	Monthly Wireless Fee for pole mounted Si Vehicle Sensor	\$9.50	\$9.50
25	when deployed with Liberty meter (per sensor/per month)		
26	Monthly Wireless Fee for Sc, Ss and Sr Vehicle Sensors	\$9.50	\$9.50
27	(per sensor/per month) Vehicle		
28	*Sensors are subject to availability		

1	AutoPROCESS Cashiering Equipment		
2	POS Cash Register System (PC, Display Pole, Cash	\$2,850.00	\$2,850.00
3	Drawer, Credit Card Reader, Receipt Endorsement Printer)		
4	POS Cash Register System Annual Maintenance	\$780.00	\$780.00
5	Laser Printer with USB Cable	\$325.00	\$325.00
6	Cashiering Barcode Reader	\$250.00	\$250.00
7	AutoPROCESS Programming/Customization/Interfaces		
8	Labor per hour (plus travel costs and expenses)	\$125.00	\$110.00

9 **NOTES**

- 10 1. Programming/Customization/Interfaces charges will be quoted on a project
11 specific basis based on hourly rate, plus out of pocket travel and expenses.
- 12 2. Prices quoted do not include installation charges, shipping costs, project
13 management fees, configuration fees and/or specialized customization charges
14 which will be quoted on a project specific basis.
- 15 3. Prices quoted do not include any applicable taxes.
- 16 4. Sales tax rates will be quoted to point of delivery.
- 17 5. Equipment and supplies may be substituted for new releases, models and
18 upgrades to this list if price is offered at a discount equal or greater than the
19 discount on the item it is replacing.
- 20 6. Additional equipment and services not included in this price list will be quoted
21 separately on a project specific basis.
- 22 7. Professional Account Management LLC (Duncan Solutions) reserves the right to
23 modify the provided price list(s) with thirty days notice.

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1 EXHIBIT C

2 City of Inglewood – Delinquent Citation Collection Services Fee Schedule

3 Prices Effective 07/01/2013

Category/Scope	Client Agency Rates
Level 1 FTB "Limited" Collection Services	
Services are limited to FTB lien processing and include: create list of eligible violations, combining plates, obtain Social Security #s, skip trace, create generic FTB notice letters, send FTB letter and file liens. The Client Agency is responsible for customer calls and payment processing.	15% of FTB collections plus \$3.50 per "plate" assigned to FTB Process
Level 2 FTB "Full" Collections Services	
Services are limited to FTB lien processing and include: create list of eligible violations, combining plates, obtain Social Security #s, skip trace, FTB Pre-Intercept notice on LES letterhead. Full service also includes customer service call center for violator calls, lockbox payment processing, handling disputes and refund and includes payment of FTB filing fees.	35% of revenue collected
Level 3 Comprehensive Collection Services	
Collection services apply to all delinquent citations. Process starts at assignment of citation, typically 120 days unpaid. Collection services include DMV liens and FTB tax intercept filings. All filing fees are paid or reimbursed. Provides all services under Level 2 plus full skip tracing, outbound calls, and additional collection notices.	35% of revenue collected

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1 **NOTES**

2 FTB "Limited" Service: This service will be offered to provide continuity to the existing
3 FTB process that Inglewood - PTS has supported for many years. Franchise Tax
4 Board tax intercept processing service (FTB-Limited) will not include any of the value-
5 added revenue enhancement and clerical reduction services offered in FTB Full-
6 Service. Generic Pre-Intercept letters will be used and no skip tracing takes place. All
7 violator complaints, requests for refunds and payments will be directed to the Client
8 Agency. LES will be entitled to fee of 15% of revenue collected via FTB Liens and a
9 cost recovery fee of \$3.50 per account assigned to the FTB process.

10 1. Full-Service FTB Liens: LES services include: Combine plates, obtain Social
11 Security #s, skip trace, FTB Pre-Intercept notice on LES letterhead, customer call
12 center service for violator calls, lockbox payment processing, file liens, handle disputes
13 and refunds, and payment tracking. ICMS will distribute funds received from FTB
14 using LES collection tracking data. Client Agency receives the agreed upon fee:

- 15 a. 100% where agency has enacted an add-on fee except where an account is
16 not paid-in-full in which case the collection fee is paid from revenue received.
- 17 b. No add-on fee: The amount collected less LES' agreed upon fee.

18 2. Comprehensive Secondary Collection Services:

- 19 a. FTB Liens: For full service collection clients, the collection fee for FTB liens
20 is 35% of revenue collected.
- 21 b. DMV Holds: ICMS client agencies have the option to include DMV Liens as
22 part of the collection process scope of services. LES will pay for all DMV
23 Lien fees for Full Secondary Collection Service clients.

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CITY OF IMPERIAL BEACH PARKING CITATION FEE SCHEDULE
EFFECTIVE 12/15/2010, Revised 7/1/2013

CODE	DESCRIPTION	WITHIN 10 DAYS	WITHIN 30 DAYS	AFTER 30 DAYS
21113(A)	ILLEGAL PKRG PUBLIC GRNDS	53	63	103
22500(A)	PARKED IN INTERSECTION	53	63	103
22500(B)	PARKED ON CROSSWALK	53	63	103
22500(c)	SAFETY ZONE	53	63	103
22500(D)	FIRE STATION DRIVEWAY WITHIN 15 FT.	53	63	103
22500(E)	BLOCKING DRIVEWAY	53	63	103
22500(F)	PARKED ON SIDEWALK	53	63	103
22500(G)	OBSTRUCTING TRAFFIC	53	63	103
22500(H)	DOUBLE PARKED	53	63	103
22500(I)	BUS ZONE, NO STOPPING, PARKING STANDING	278	278	278
22500(L)	PARKING IN WHEELCHAIR ACCESS	424	424	424
22500.1	PARKED ON FIRE LANE	333	333	333
22502(A)	OVER 18" FROM CURB	53	63	103
10.36.020 IBMC	POSTED NO PARKING	53	63	103
10.36.025 IBMC	USE OF STREETS FOR HABITATION PROHIBITED	78	88	153
10.36.030 IBMC	TEMP NO PARKING/STREET SWEEPING	53	63	103
10.36.050 IBMC	LIMITED TIME PARKING	53	63	103
10.36.070 IBMC	PARKED OPPOSING TRAFFIC	53	63	103
10.36.080b IBMC	REPAIR/WASHING PROHIBITED	53	63	103
10.36.090 IBMC	PARKING IN RESTRICTED SCHOOL ZONE	53	63	103
10.36.100 IBMC	PARKING PROHIBITED NARROW STREETS	53	63	103
10.36.110 IBMC	RECREATIONAL VEHICLE TIME LIMIT	53	63	103
10.36.140 IBMC	HANDICAP ONLY PARKING	424	424	424
10.36.150 IBMC	COMM VEHICLE IN RES AREA	78	88	153
10.36.160 IBMC	PARKED ON BEACH	53	63	103
10.36.160(B) IBMC	VIOLATION OF SIGNS	53	63	103
10.36.162 IBMC	PARKED ON STREET 72 HOURS	53	63	103
10.36.164 IBMC	INOPERATIVE VEH ON STREET	53	63	103
10.36.166 IBMC	WITHIN 100FT OF INTERSECTION	53	63	103
10.36.180 IBMC	STREET SWEEPING	53	63	103
10.40.030 IBMC	PARKING FEES REQUIRED	53	63	103
10.40.040 IBMC	PARKED OUTSIDE SPACE	53	63	103
10.44.020 IBMC	RED, YELLOW, GREEN AND WHITE CURB	53	63	103
10.44.040 IBMC	LOADING ZONES, NO PARKING, STOPPING OR STANDING	53	63	103
10.44.050 IBMC	PARKED IN ALLEY	53	63	103
10.44.060 IBMC	BUS ZONE, NO STOPPING, PARKING STANDING	278	278	278
STATE VEHICLE CODE				
5200	LICENSE PLATE MISSING	53	63	103
5201	LICENSE PLATE NOT SECURE	53	63	103
5204(B)	PARKED WITHOUT CURR TABS	53	63	103
22507.8	HANDICAP PARKING ONLY	424	424	424
22514	FIRE HYDRANT	53	63	103
22522	WITHIN 3' OF ACCESS RAMP	424	424	424
22523(A)	VEH ABANDONED ON HIGHWAY	53	63	103
22523(B)	VEH ABANDONED	53	63	103
22651.2A	NO PARKING/SPECIAL EVENT	53	63	103
22651R	BLOCKING LEGALLY PARKED VEH	53	63	103
24401	DIMMED LIGHTS ON PARKING VEHICLE	38	48	73
26708(A)	SUNSCREEN ON SIDE WINDOW	53	63	103
27155	FUEL TANK CAPS	48	58	93
28071	REAR BUMBER REQUIRED	53	63	103
4000(A)(1)	VEHICLE UNREGISTERED	53	63	103

+ \$13.00 for DMV Hold

Note: Unpaid tickets past 30 days may be sent to collection, and if so, will be charged an additional 35% to the total due

Item No. 3.1

**Attachment 6
to be provided at or prior to
the City Council Meeting**



AGENDA ITEM NO. 4.1

STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GARY BROWN, CITY MANAGER *GB*

MEETING DATE: MAY 15, 2013

ORIGINATING DEPT.: PUBLIC WORKS *HCL*

SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE 2013-1138 ADOPTING REVISED SEWER SERVICE RATES FOR SANITARY SEWER SERVICE AND AMENDING SECTIONS OF CHAPTER 13.06 OF THE IMPERIAL BEACH MUNICIPAL CODE PERTAINING TO SEWER SERVICE CHARGES

BACKGROUND:

The City operates and maintains a City sewer system that collects and transports sewer waste water from properties within the City to the San Diego Metropolitan Sewer System for treatment and disposal. The City must generate funds in an amount sufficient to cover the City's ongoing cost of providing sewer services. The sewer services are funded through a separate Sewer System Enterprise Fund. Chapter 13.06 of the Imperial Beach Municipal Code prescribes a sewer service charge to be billed to all residential and non-residential customers in the city limits of the City of Imperial Beach that discharge sewage into the sewer lines maintained by the city, or is considered by the San Diego Metropolitan Sewer System to be within the city jurisdiction. The City hired Atkins North America, a nationally recognized expert in sewer rates, to conduct a Sewer Service Charge and Capacity Fee Study ("Study"), a copy of which is on file with the City and has been available for public review since February 2013. The Study purpose was to analyze the Sewer System revenue needs to ensure that the City was objectively collecting sufficient revenue to safely and properly operate the enterprise sewer system, including collection, transportation and treatment.

The Study recommended several revisions to the City's sewer service charge structure, including: establishing a base rate for all customer classifications to pay for fixed costs; updating the sewage strength rate charges to current industry standards; establishing a rate of return proportion recognizing the use of external irrigation by customer classes; adjusting the single family residential annual cap; establishing a pass-through for certain unanticipated costs; establishing an operating reserve of \$2,000,000; establishing a minimum capital improvements program budget of \$400,000; establishing a renewal and replacement capital projects budget; updating definitions within customer classifications and setting annual rate adjustments over the next five years. On March 13, 2013 in accordance with the provisions of Article XIID of the California Constitution (Proposition 218) the City mailed notices of proposed increases in the City's sewer service rates, which were provided to the affected property owners/customers not less than forty-five (45) days prior to the public hearing on the proposed rates. The notice stated that City Council would conduct a public hearing on May 1, 2013, at 6:00 p.m. at 825 Imperial Beach, Blvd, Imperial Beach, CA 91932, in order to receive oral and written testimony regarding the proposed increases in the City's sewer service charges. Said date and time were not less than forty-five (45) days after the mailing of the notice as set forth above.

DISCUSSION:

The First reading of attachment (1), the recommended Ordinance, was held on May 1, 2013. This second reading and Ordinance adoption is recommended to be held on May 15, 2013. The Ordinance adopts the Study and the sewer rates proposed therein. In addition, the Ordinance revises certain sections of Imperial Beach Municipal Code chapter 13.06 to achieve consistency with the Study and the rates to be adopted. Attachment 2, otherwise referenced as Exhibit "A" in the Ordinance, provides the proposed new sewer service charge formulas and charge estimate by customer class. Attachment 3, otherwise referenced as Exhibit "B" in the Ordinance, includes a complete copy of the Study.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA. Also exempt under CEQA pursuant to section 21080(b)(8) of the Public Resources Code and Section 15273(a) of the State CEQA Guidelines.

FISCAL IMPACT:

The specific sewer service charges over the next five years are set forth in Attachment 2. The ordinance will increase the sewer service class rates on average by 3% in FY 2014. The funds derived from the increased charges will not exceed the reasonable cost of providing the sewer services to the customers

DEPARTMENT RECOMMENDATION:

1. Receive report;
2. Mayor calls for the reading of the title of Ordinance No. 2013-1138.
3. City Clerk reads the title of Ordinance No. 2013-1138 - An Ordinance of the City Council of the City of Imperial Beach, California, adopting revised sewer service rates for sanitary sewer service and amending sections of chapter 13.06 of the Imperial Beach Municipal Code pertaining to sewer service charges.
4. Motion to waive further reading and adopt Ordinance No. 2013 -1138 by title only.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Ordinance No. 2013-1138
2. Exhibit A to Ordinance No. 2013-1138 – Sewer Service Charges by Customer Class
3. Exhibit B to Ordinance No. 2013-1138 – Sewer Service Charge and Capacity Fee Study – Provided by reference only and is available through the City Clerk.

ORDINANCE NO. 2013-1138**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ADOPTING REVISED SEWER SERVICE RATES FOR SANITARY SEWER SERVICE AND AMENDING SECTIONS OF CHAPTER 13.06 OF THE IMPERIAL BEACH MUNICIPAL CODE PERTAINING TO SEWER SERVICE CHARGES**

WHEREAS, pursuant to Chapter 13.06 of the Imperial Beach Municipal Code, a sewer service fee is charged to all residential and non-residential customers in the city limits of the City of Imperial Beach that discharge sewage into the sewer lines maintained by the city, or is considered by the San Diego Metropolitan Sewer System to be within the city jurisdiction; and

WHEREAS, the City must generate funds in an amount sufficient to cover the City's ongoing cost of providing sewer services; and

WHEREAS, the City hired Atkins, a nationally recognized expert in sewer rates, to conduct a Sewer Service Charge and Capacity Fee Study ("Study"), a copy of which is on file with the City and has been available for public review; and

WHEREAS, on February 20, 2013, the City reviewed the findings of the Study and determined that increases in the sewer service charge are necessary to generate funds sufficient to cover the City's ongoing costs of providing sewer services and related costs and expenses; and

WHEREAS, the Study recommends several revisions to the City's sewer service fee charging structure, including: establishing a base rate for all customer classifications to pay for fixed costs; updating the sewage strength rate charges to current industry standards; establishing a rate of return proportion recognizing the use of external irrigation by customer classes; adjusting the single family residential annual cap; establishing a pass-through for certain unanticipated costs; establishing an operating reserve of \$2,000,000; establishing a minimum capital improvements program budget of \$400,000; establishing a renewal and replacement capital projects budget; updating definitions within customer classifications and setting annual rate adjustments over the next five years; and

WHEREAS, on March 13, 2013, in accordance with the provisions of Article XIID of the California Constitution (Proposition 218), the City mailed notices of proposed increases in the City's sewer service rates, which were provided to the affected property owners/customers not less than forty-five (45) days prior to the public hearing on the proposed rates; and

WHEREAS, the City Council conducted a public hearing on May 1, 2013, at 6:00 p.m. at 825 Imperial Beach, Blvd, Imperial Beach, CA 91932, in order to receive oral and written testimony regarding the proposed increases in the City's sewer service charges. Said date and time were not less than forty-five (45) days after the mailing of the notice as set forth above; and

WHEREAS, at the public hearing, the City heard and considered all oral testimony, written materials, and written protests concerning the establishment and imposition of the proposed rates for the sewer service charges, and at the close of the hearing; and

WHEREAS, the written protests against the rates set forth herein were not presented in a number representing a majority of the affected parcels upon which the rates are to be imposed and therefore, the City Council is authorized to impose the increased rates and charges as set forth herein; and

WHEREAS, it is deemed to be in the best interests of the City to adopt the sewer service charge increases for the reasons stated above, and the City Council desires to adjust and increase certain sewer rates as set forth in Exhibit "A"; and

WHEREAS, the increased costs of sewer service does not exceed the actual cost of providing the service; and

WHEREAS, the increased rates and charges set forth herein shall become effective July 1, 2013; and

WHEREAS, the City Council desires to make adjustments to the sewer service charge ordinance under the Imperial Beach Municipal Code consistent with the sewer service charge adjustments, the Study and applicable law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH AS FOLLOWS:

Section 1: The above recitals are true and correct and incorporated herein as though set forth in full.

Section 2: Sewer Service Rates

2.1 The City Council has been presented data in the Study showing the estimated reasonable costs of providing sewer service and data showing the fund sources available to recover the costs of providing the sewer service.

2.2 At the February 20, 2013 City Council meeting, the City council reviewed the Study and the proposed rates for the sewer services charges. The City Council called a public hearing for May 1, 2013 at 6:00pm, at the City Council chambers, for the purpose of receiving public comments and protests concerning the proposed rate increases to the City's sewer service charges. The City Council authorized and directed City staff to give notice of the public hearing, and notice was given by mailing notice on March 13, 2013, which was not less than forty-five (45) days prior to the public hearing, to all City record owners of property within the City.

2.3 On May 1, 2013, at the time and place set for the public hearing, the proposed increased sewer service charges as set forth in this Ordinance were considered and the City Council heard and considered the comments of all persons appearing at the hearing and all written comments and protests submitted prior to the close of the hearing.

2.4 The City Council hereby finds and determines that the sewer service charges attached hereto as Exhibit "A" and by this reference incorporated herein, which are charges for sewer service, will result in funds to the City, taking into consideration the estimated reasonable cost of providing sewer service and the sources of funds available to the City to cover the costs of facilities and services, which will not exceed the estimated reasonable cost of service for which the sewer rates are charged.

2.5 The City Council hereby finds and determines that the rates for the sewer service charges take into consideration the estimated reasonable costs of providing sewer services by the City and the sources of funds available therefore, will result in a fair and reasonable fund program, reasonably allocating costs of sewer service to those who benefit therefrom without unfair subsidy to or by those who pay for the sewer service charges.

2.6 In accordance with Proposition 218 and Government Code section 53756, the City Council hereby finds and determines that pass-through costs imposed on the City related to wholesale charges for sewage treatment or wastewater treatment, shall be passed-through to those charged sewer service charges in the City of Imperial Beach for a five year period, beginning July 1, 2013. The City shall provide notice of any pass-through increase to customers at least 30 days prior to implementing the pass-through increase.

2.7 Based on the foregoing, the Sewer Service Charge and Capacity Fee Study conducted by Atkins, dated February 20, 2013, attached hereto as Exhibit "B" is hereby adopted and incorporated by reference as part of this Ordinance as if set forth fully herein.

2.8 Based on the foregoing, the City Council hereby adopts the sewer service charges set forth in Exhibit "A", incorporated herein by this reference.

2.9 The City Council hereby finds that the adoption of the rates and charges set forth herein is necessary and reasonable to fund the administration, operation, maintenance and improvements of the City sewer system. Based on this finding, the City Council determines that the adoption of the rates and charges established by this Ordinance are not a project as defined under CEQA and are exempt from the requirements of the California Environmental Quality Act pursuant to section 21080(b)(8) of the Public Resource Code and section 15273(a) of the State CEQA Guidelines.

Section 3. Imperial Beach Municipal Code Chapter 13.06 Revisions

3.1 Section 13.06.030. of the Imperial Beach Municipal Code is hereby amended to read as follows:

"Charges for the maintenance and operation of the Imperial Beach sewer facility, and any other sewer facilities utilized by the City, to be imposed on property where the parcels have been created or the use thereof changed subsequent to July 1st through August 10th of each year shall be separately collected through direct billing by the City Treasurer, except as otherwise provided in this chapter."

3.2 Section 13.06.060.E. of the Imperial Beach Municipal Code is hereby amended to read as follows:

"E. Where it can be positively demonstrated to the satisfaction of the City that the percentage of water entering the sewer system is less than the amount assumed for that customer classification in the 2013 Sewer Service Charge and Capacity Fee Study performed by Atkins;"

3.3 Section 13.06.080. of the Imperial Beach Municipal Code is hereby amended to read as follows:

"Notwithstanding Section 13.06.140 of this chapter, single-family residential ratepayers shall have an annual rate limit of nine hundred thirty eight and 36/100 dollars (\$938.36) per household for fiscal year 2013/2014. In accordance with Section 13.06.140 of this chapter and its implementing Ordinance No. 2013-1138, this limit shall annually increase at the rate based on the Consumer Price Index for All Urban Consumers – San Diego - from the prior year."

3.4 Section 13.06.120 A. of the Imperial Beach Municipal Code is hereby amended to read as follows:

“If necessary, the City Council shall, on or before July 20th of each year, estimate the amount of money needed and fix the rate of taxation and/or service charges for the purpose of the principal and interest of that year upon outstanding bonds.”

3.5 Section 13.06.130 of the Imperial Beach Municipal Code is hereby amended to read as follows:

“Except as provided in Section 13.06.030 of this chapter, charges for the maintenance and operation of the Imperial Beach sewer facility, and any other sewer facilities utilized by the City, shall be collected by the tax collector of the County and shall be collected on tax rolls in the same manner at the same time together and not separate from the general taxes.”

3.6 Section 13.06.140. of the Imperial Beach Municipal Code is hereby amended to read as follows:

A. There is levied and assessed upon each residential and nonresidential customer within the City service area that discharges sewage into the sewer lines maintained by the City, or is considered by the San Diego Metropolitan Sewer System to be within the City jurisdiction, sewer service charges.

B. Said sewer service charges and related classifications are based upon the 2013 Sewer Service Charge and Capacity Fee Study performed by Atkins on behalf of the City, and have been adopted and set forth in Ordinance No. 2013-1138.

C. When less than six months metered water use for the prior year is available, the proportionate base charge plus the average annual water use for that customer classification shall apply. When more than six months, but less than twelve months metered water use for the prior year is available, the proportionate base charge and use shall be normalized to twelve months.

D. Provided, however, in the case of other businesses and establishments that have unusual character insofar as sewage is concerned, the rate shall be established in each case based on the estimated or actual volume of flow and the suspended solids (SS) and biological oxygen demand (BOD) content, which may be approved by the City Manager and/or City Council.

E. The City Manager is hereby authorized and directed to pass-through all future fees and charges imposed by other entities on the City related to wholesale charges for sewage treatment or wastewater treatment, to those charged sewer service charges, for a five year period beginning July 1, 2013. Prior to implementing any such increase, the City shall provide written notice of the increase to property owners not less than 30 days prior to the effective date of the increase.”

Section 4. This ordinance shall become effective thirty (30) days following its passage and adoption.

Section 5. The City Council of the City of Imperial Beach hereby declares that should

any section, paragraph, sentence, phrase, term or word of this Ordinance, hereby adopted, be declared for any reason to be invalid, it is the intent of the City Council that it would have adopted all other portions of this Ordinance irrespective of any such portion declared invalid.

Section 6. This Ordinance shall supersede any and all provisions of any previous resolution and/or ordinance approved by the City Council that may conflict with, or be contrary to, this Ordinance.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Imperial Beach, held on the 1st day of May 2013, and thereafter **PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Imperial Beach, California, held on the 15th day of May 2013 by the following vote:

AYES: COUNCILMEMBERS: NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

James C. Janney
JAMES C. JANNEY, MAYOR

ATTEST:

Jacqueline M. Hald
JACQUELINE M. HALD, CMC
CITY CLERK

APPROVED AS TO FORM:

Jennifer M. Lyon
JENNIFER M. LYON,
CITY ATTORNEY

I, City Clerk of the City of Imperial Beach, do hereby certify the foregoing to be true and correct copy of Ordinance No. 2013-1138 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ADOPTING REVISED SEWER SERVICE RATES FOR SANITARY SEWER SERVICE AND AMENDING SECTIONS OF CHAPTER 13.06 OF THE IMPERIAL BEACH MUNICIPAL CODE PERTAINING TO SEWER SERVICE CHARGES.

CITY CLERK

DATE

EXHIBIT A

Single-Family Residential Sewer Charge Formula

Annual Water Consumption x Return to Sewer 75% = Billing Units
 (Billing Units x Residential Sewer Rate) + (Base Fee) = Total Sewer Monthly Bill

Table 1 Summary of Single-Family Residential Sewer Rate

	Current		Adopted			
	2013	2014	2015	2016	2017	2018
Base Sewer Fee (\$/Year)	\$173.75	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
Sewer Rates (\$/HCF)	\$2.58	\$4.08	\$4.13	\$4.19	\$4.23	\$4.27

Note: Residential Sewer Charge Formula: Base Sewer Fee plus previous year's annual water usage X 75% X \$/HCF.

In addition, the City currently has an annual cap on single family residential properties, currently set at \$938.36. This cap amount will remain in effect for FY 2014. The cap will increase annually from FY 2015 through FY 2018 based upon the San Diego Urban Consumer Price Index. Please note that the cap applies only to single family residential properties.

Multi-Family Sewer Charge Formula

Annual Water Consumption x Return to Sewer 95% = Billing Units
 (Billing Units x Residential Sewer Rate) + (Base Fee per Water Meter Size) = Total Sewer Monthly Bill

Commercial/Non-Residential Sewer Charge Formula

Annual Water consumption x Return to Sewer 90%* = Billing Units
 (Billing Units x Strength Rate) + (Base Fee per Water Meter Size) = Total Sewer Monthly Bill

*Note: Rate of return is 90% for all commercial uses except for Public Agency/Institutional, which is 75%

Table 2 Multi-Family and Commercial/Industrial 2014 Base Charge Per Meter Size

Size of Water Meter	AWWA Hydraulic Capacity	Billing Equivalence Based on Customer & Capacity Costs	2014 Annual Base Charge Per Meter Size
5/8 inch	1.00	1.00	\$140.24
3/4 inch	1.00	1.00	\$140.24
1 inch	1.67	1.50	\$209.83
1 1/2 inch	3.33	2.74	\$383.78
2 inch	5.33	4.23	\$592.53
3 inch	10.00	7.70	\$1,079.61
4 inch	16.67	12.66	\$1,775.44
6 inch	33.33	25.06	\$3,515.02

Table 3 Summary of the Multi-Family Sewer Rate

Presented in Table 3 are the City's multi-family sewer rates. Rates have been developed for a five-year period of 2014 through 2018.

	Current		Adopted			
	2013	2014	2015	2016	2017	2018
Sewer Rates (\$/HCF)	\$4.38	\$4.08	\$4.13	\$4.19	\$4.23	\$4.27

Multi-Family Sewer Charge Formula: Base Sewer Fee plus previous year's annual water usage X 95% X \$/HCF

Table 4 Summary of Multi-Family and Commercial/Non-Residential Base Charges by Meter Size

Table 4 summarizes the annual base charge per water meter size for multi-family and commercial users.

Meter Size	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
5/8"	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
3/4"	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
1"	\$209.83	\$214.65	\$219.60	\$225.76	\$232.11
1 1/2"	\$383.78	\$392.61	\$401.66	\$412.93	\$424.53
2"	\$592.53	\$606.16	\$620.13	\$637.53	\$655.45
3"	\$1,079.61	\$1,104.44	\$1,129.90	\$1,161.60	\$1,194.25
4"	\$1,775.44	\$1,816.27	\$1,858.14	\$1,910.26	\$1,963.96
6"	\$3,515.02	\$3,595.84	\$3,678.73	\$3,781.93	\$3,888.24
Total					

Table 5 Summary of Commercial/Industrial Rates

Table 5 provides a summary of the current and future Commercial/Industrial Rates.

	Current		Adopted			
	2013	2014	2015	2016	2017	2018
Base Sewer Fee (\$/Year)⁽¹⁾	\$0.00	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
Sewer Rates (\$/HCF)						
Rest/Bakeries/Mort./Groc.	\$8.38	\$9.18	\$8.99	\$8.90	\$9.09	\$9.29
Small Commercial	\$4.35	\$3.65	\$3.72	\$3.79	\$3.82	\$3.85
Car Wash/Laundries	\$3.97	\$3.46	\$3.54	\$3.62	\$3.64	\$3.67
Public Agency/Institutional	\$3.67	\$3.33	\$3.42	\$3.50	\$3.52	\$3.54
Heavy Commercial	\$7.65	\$5.82	\$5.79	\$5.79	\$5.88	\$5.98
Mixed Use Light	\$4.44	\$4.37	\$4.41	\$4.45	\$4.50	\$4.56
Mixed Use Heavy	\$6.46	\$5.28	\$5.28	\$5.30	\$5.37	\$5.46
Navy	\$5.02	\$4.87	\$4.89	\$4.92	\$4.99	\$5.05

⁽¹⁾ Example is based on a 5/8" water meter.

Commercial/Industrial Sewer Charge Formula: Base Sewer Fee plus previous year's annual water usage X rate of return per user class X \$/HCF

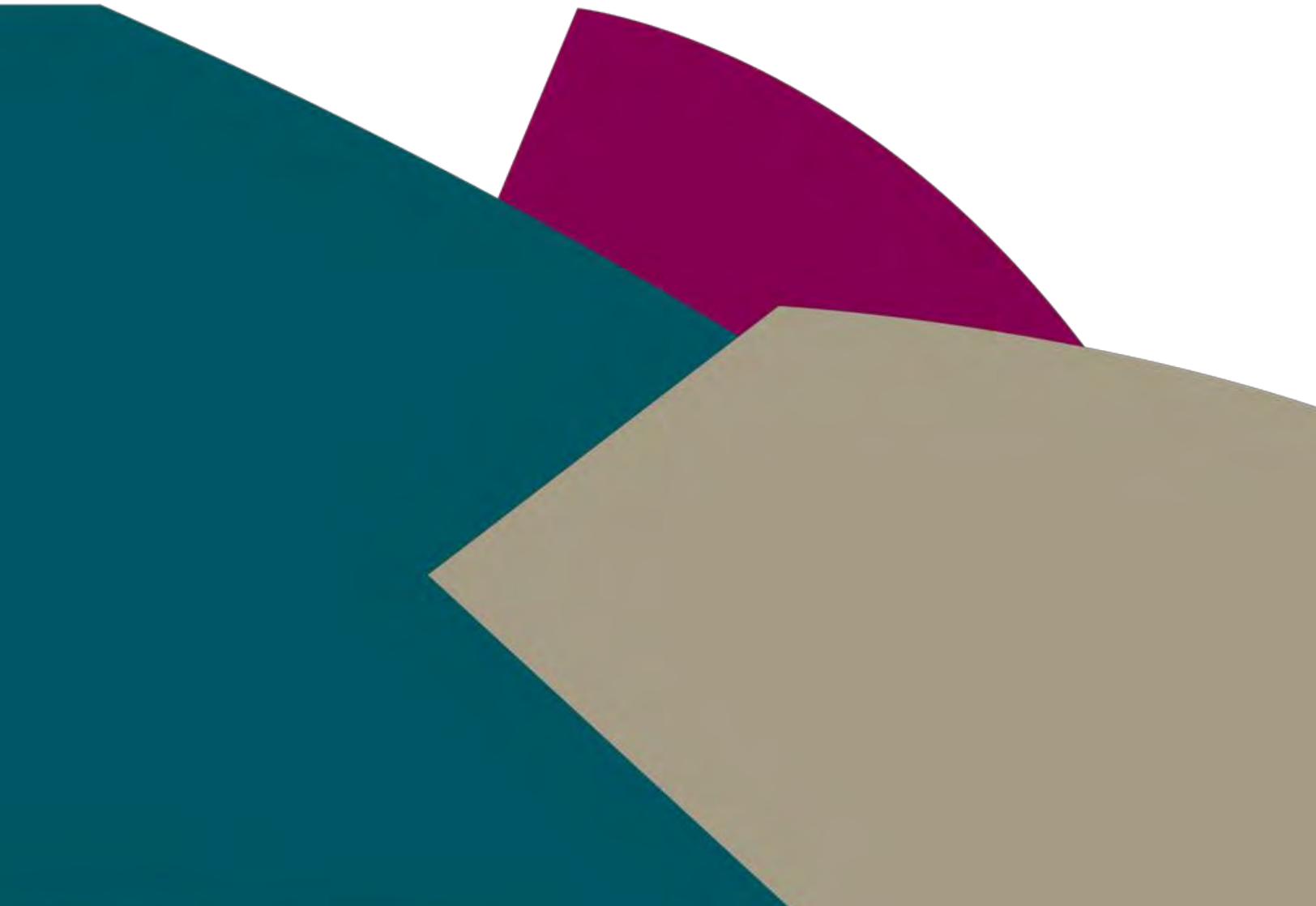
Pass Through Costs

Actual future pass-through rate information is not available at this time. The Ordinance also establishes a "pass-through" that will pass along higher than anticipated costs, which will include, but may not be limited to the City of San Diego Metro Wastewater and San Diego Gas and Electric energy rates. If higher costs should materialize the City would only pass-through the costs needed to pay for unknown increases. Pass-through increases are necessary in order to maintain the safety and reliability of the City's sewer system and avoid deficits and depletion of financial reserves when costs arise that is out of the City's control.

Sewer Service Charge and Capacity Fee Study

Prepared for:
City of Imperial Beach

February 20, 2013



Sewer Service Charge and Capacity Fee Study

City of Imperial Beach

February 20, 2013

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Contents

Executive Summary	1
ES.1 Introduction	1
ES.2 Overview of the Sewer User Rate Study Process	1
ES.3 Overview of the Capacity Fee Rate Study	3
Section 1 Overview of the Sewer User Rate Setting Process	6
1.1 Overview of the Rate Study Process	6
1.2 Generally Accepted Rate Setting Principles	6
1.3 Prudent Financial Planning	7
1.4 Determining the Revenue Requirement	8
1.5 Cost of Service Analysis	9
1.6 Designing Rates	9
Section 2 Development of the Sewer User Rate Study	11
2.1 Introduction	11
2.2 Determining the Sewer Revenue Requirement	11
2.3 Sewer Cost of Service Analysis	14
2.4 Sewer Rate Design Analysis	16
2.5 Other Billing Issues	27
2.6 Sewer Pass-Through Costs	28
2.7 Summary of the Sewer Rate Study	29
Section 3 Introduction to Capacity Fees	30
3.1 Capacity Fee Methodologies	30
3.2 Applicability of Each Capacity Fee Methodology	32
3.3 Valuation Methodologies Used in Capacity Fee Calculation	32
Section 4 Capacity Fees	34
4.1 Current Capacity Fee	34
4.2 Collection System Buy-in Capacity Fee	34
4.3 San Diego Metro Component of the Capacity Fee	35
Section 5 User Rate and Capacity Fee Comparisons	36
5.1 Sewer User Rate Comparison	36
5.2 Capacity Fee Comparison	38
Section 6 Summary and Conclusions	40
6.1 Sewer User Fee Assumptions and Recommendations	40
6.2 Capacity Fee Assumptions and Recommendations	41

Appendices

- Appendix A Sewer Classifications
- Appendix B Sewer User Model
- Appendix C Capacity Fee Model

Tables

Table ES-1	Comparison of Current versus Proposed Sewer User Rates.....	3
Table ES-2	Comparison of Average User Rates.....	3
Table ES-3	Proposed Sewer Capacity Fee.....	5
Table 1-1	Overview of “Cash Basis” Revenue Requirement Methodology	8
Table 2-1	Summary of Projected San Diego Metro Transportation and Treatment Costs	12
Table 2-2	Summary of Average Single Family Annual Bill Impacts	13
Table 2-3	Summary of Annual Sewer Revenue Requirements	14
Table 2-4	Summary of Rate of Returns by User Class.....	18
Table 2-5	Sewer Customers by User Class and Water Meter Size	18
Table 2-6	Summary of Proposed FY 2013/2014 Single Family Sewer User Rates.....	20
Table 2-7	Summary of the Proposed Single-Family Residential Sewer Rate	21
Table 2-8	Summary of the Present and Proposed Multi-Family Sewer Rate	23
Table 2-9	Multi-Family and Commercial/Industrial 2014 Base Charge Per Meter Size.....	24
Table 2-10	Summary of the Proposed Multi-Family Sewer Rate	24
Table 2-11	Summary of Non-Residential Base Charges by Meter Size	24
Table 2-12	Combined BOD and TSS Strength Coefficients	25
Table 2-13	Summary of Proposed Commercial/Industrial Rates	26
Table 4-1	Buy-in Capacity Fee Calculation	35
Table 6-1	Annual Inflation Rates.....	40

Figures

Figure ES-1	Overview of the Comprehensive Rate Study Analysis.....	1
Figure ES-2	2013 Projected Revenue versus 2014 Revenue Requirement	2
Figure ES-3	Sewer Capacity Fees for Metro Agencies	5
Figure 1-1	Overview of the Comprehensive Rate Study Analysis.....	6
Figure 2-1	Summary of Sewer Cost of Service Analysis	16
Figure 2-2	Single Family Versus Multi-Family Annual Charges	22
Figure 2-3	Current versus Proposed Changes in Commercial/Industrial Sewage Strengths	26
Figure 5-1	Sewer User Survey	38
Figure 5-2	Sewer Capacity Fees of San Diego Metro Agencies	39

Abbreviations

BOD	Biochemical Oxygen Demand
CIP	Capital Improvement Plan
EDU	Equivalent Dwelling Unit
ENR-CCI	Engineering News Record Construction Cost Index
EPA	U.S. Environmental Protection Agency
FY	Fiscal Year
GIS	Geographical Information System
HCF	Hundred Cubic Feet
JURUMP	Jurisdictional Urban Runoff Management Program
Metro	City of San Diego Metropolitan Wastewater System
mg/l	Milligrams per Liter
O&M	Operations and Maintenance
TSS	Total Suspended Solids

Executive Summary

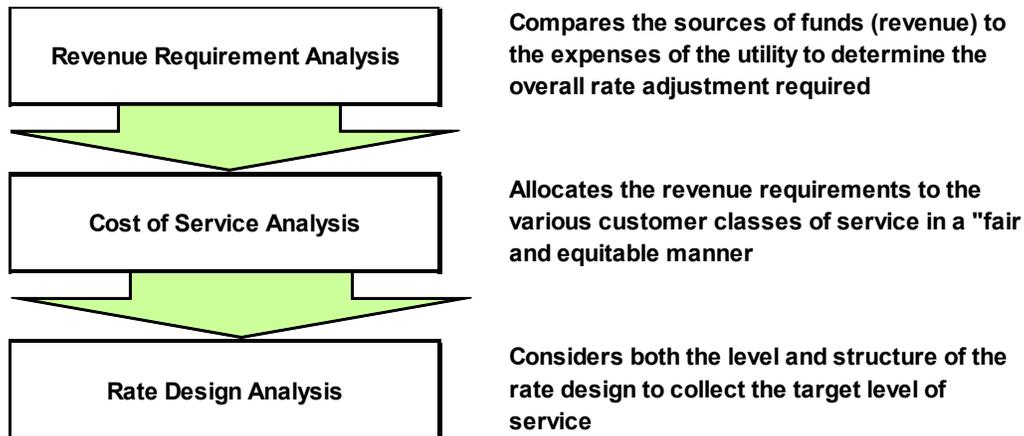
ES.1 Introduction

Atkins was retained by the City of Imperial Beach to perform a comprehensive sewer user and capacity fee rate study. A comprehensive rate study determines the adequacy of the existing rates and provides the basis for adjustments to maintain cost-based rates. This report describes the methodology, findings, and conclusions of the sewer user and capacity fee rate study.

ES.2 Overview of the Sewer User Rate Study Process

A comprehensive rate study typically utilizes three interrelated analyses to address the adequacy and equity of the utility's rates. These three analyses are a revenue requirement analysis, a cost of service analysis, and a rate design analysis. The process is illustrated in Figure ES-1.

Figure ES-1 Overview of the Comprehensive Rate Study Analysis



The City's sewer utility was evaluated on a "stand-alone" basis. That is, no subsidies between the utility or other City funds occur. By viewing the utility on a stand-alone basis, the need to adequately fund both operations and maintenance (O&M) and capital infrastructure must be balanced against the rate impacts on utility customers.

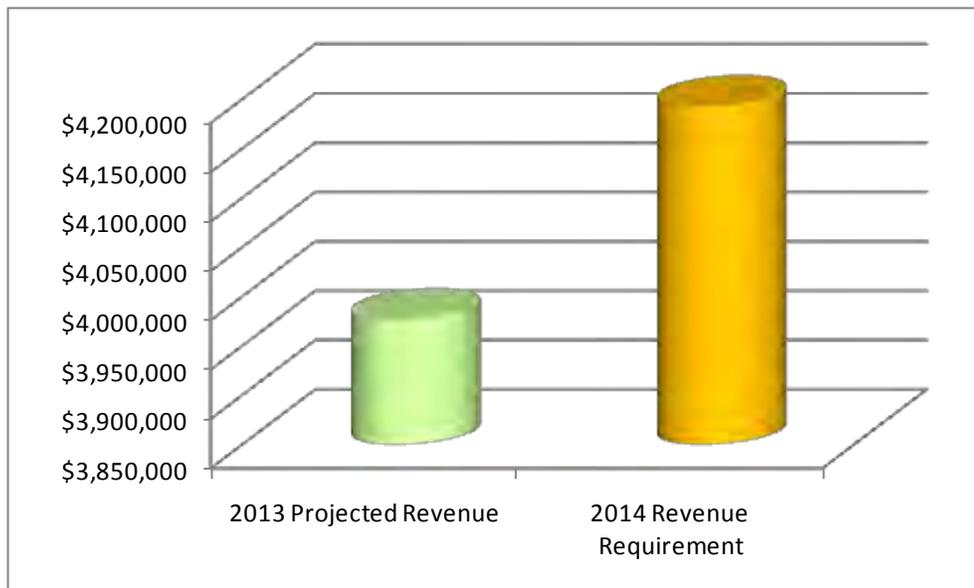
A detailed and comprehensive process was used to review the City's rates. As a part of the rate study process a number of on-site project meeting and conference calls were used to review the

results with City management, staff, and the City Council. From this process, final proposed rates were developed.

The steps shown in Figure ES-1 produced the following results for establishing rates for Fiscal Year (FY) 2013/2014:

Revenue Requirement Analysis: The City's sewer utility FY 2012/2013 revenue requirement was increased from \$3.7 to \$4.2 million to respond to increased costs from the City of San Diego Metropolitan Wastewater System (Metro) for transportation, treatment, and disposal costs for the City's wastewater and for the inclusion of a \$400,000 annual capital replacement fund to repair the City's aging sewer infrastructure. Figure ES-2 shows the projected FY 2012/2013 sewer user revenue that has been placed on the San Diego County Property Tax Roll or hand-billed to government agencies of \$ 3,976,620. With the inclusion of the increased costs the FY 2013/2014 revenue requirement (budget less non-operating revenues) increases to \$4,192,748. The sewer user rates included in this study are established based on this increased revenue requirement.

Figure ES-2 2013 Projected Revenue versus 2014 Revenue Requirement



Cost of Service Analysis: The cost of service analysis revealed that the City's multi-family and commercial and industrial customers have not been providing their required funding for the utility's fixed costs. In addition the sewage strength allocations for commercial/industrial customers were brought up to current industry standards.

Rate Design Analysis: The City's current sewer rate structure provides for a base charge to recover fixed costs in the single family rate structure, but we suggest the update to include other structures as well. In addition, we suggest that rate of returns be applied to all customer classes to discount the annual water usage for water not returned to the sewer system, which includes landscaping and other purposes. Thus the following modifications to the City's current rate structure are suggested:

1. All classes of users will pay an annual base charge based on the size of their water meter. The size of the water meter is used to allocate fixed costs based on the capacity that the user has purchased in the City's sewer system.
2. Recent industry standard rate of returns of water that flows through a water meter and returns to the sewer are applied on each customer class to determine sewer flow.

As shown in Table ES-1 a base charge has been established for all user classes to recover fixed costs and current industry standard strength allocations have been assigned to non-residential users. This results in the reduction of most non-residential commodity rates by removing fixed costs from the commodity rate and putting it in the base charge.

Table ES-1 Comparison of Current versus Proposed Sewer User Rates

Classes of Users	Current FY 2012/2013 Rates		Proposed FY 2013/2014 Rates	
	Base Charge	Commodity Rate (\$ /HCF)	Base Charge (5/8" Water Meter)	Commodity Rate (\$ /HCF)
Single Family	\$173.75	\$2.58	\$140.24	\$4.08
Non-Residential (Includes Multi-Family)				
Rest/Bakeries/Mort./Groc.		\$8.38	\$140.24	\$9.18
Small Commercial		\$4.35	\$140.24	\$3.65
Car Wash/Laundries		\$3.97	\$140.24	\$3.46
Public Agency/Institutional		\$3.67	\$140.24	\$3.33
Heavy Commercial		\$7.65	\$140.24	\$5.82
Mixed Use Light		\$4.44	\$140.24	\$4.37
Mixed Use Heavy		\$6.46	\$140.24	\$5.28
Navy		\$5.02	\$140.24	\$4.87
Multi-Family		\$4.38	\$140.24	\$4.08

Table ES-2 summarizes and contrasts the current FY 2012/2013 user rates for each class' average users to the proposed FY 2013/2014 annual rates.

Table ES-2 Comparison of Average User Rates

Class of Users	Average Annual Consumption (HCF)	FY 2012/2013 Rates & Structure			FY 2013/2014 Rates & Structure				% Change
		Base Charge	Commodity Charge	Total Annual Charge	Base Charge 5/8" Meter	Commodity Charge	Total Annual Charge	Dollars	
Single Family	96	\$173.75	\$247.49	\$421.23	\$140.24	\$293.75	\$433.99	\$12.76	3.0%
Multi-Family	212	\$0.00	\$927.88	\$927.88	\$140.24	\$821.68	\$961.92	\$34.04	3.7%
Small Commercial	114	\$0.00	\$495.93	\$495.93	\$140.24	\$374.04	\$514.29	\$18.35	3.7%
Restaurant	260	\$0.00	\$2,177.89	\$2,177.89	\$140.24	\$2,148.36	\$2,288.61	\$110.72	5.1%
Car Wash	621	\$0.00	\$2,462.45	\$2,462.45	\$140.24	\$2,149.35	\$2,289.59	-\$172.86	-7.0%
Public Agency	530	\$0.00	\$1,946.32	\$1,946.32	\$140.24	\$1,766.80	\$1,907.04	-\$39.28	-2.0%

ES.3 Overview of the Capacity Fee Rate Study

At the time of connection to a public agency's utility system, or at the expansion of existing units on a connection line, customers are typically charged a capacity fee. The capacity fee requires new users, to pay for their share of costs to construct facilities required to provide their utility

service or, in the case of increased density, their increased intensity of use. Revenues generated through capacity fees can be used to directly offset system expansion costs, repay debt issued to finance system expansion (if applicable), or for renewal and replacement of capital projects (depending on the capacity fee methodology). Use of capacity fee revenues to offset these capital and debt service costs reduces the amount of revenue required from rates assessed to existing users. This way, capacity fee revenues in effect, reimburse existing users (through lower rates) for costs they have incurred to build and maintain capacity for new users.

In discussions with City staff Atkins was requested to update the City's sewer capacity fees to reflect the true value of its capital facilities, to ensure that these fees are in accordance with current industry guidelines and practice, and to properly value the City's investment in the Metro System. The City's current capacity fee was set in June 2005 at \$1,230 per equivalent dwelling unit (EDU¹). The 2005 capacity fee did not include the full valuation of the Metro System or the replacement costs of the City's pipelines. It is a common practice to index capacity fees by the increased construction cost inflation as measured by the Engineering News Record Construction Cost Index (ENR-CCI). If the City had annually indexed their current fee the capacity fee would be \$1,479 (not including improvements and the Metro System capacity valuation).

Atkins reviewed capacity fee alternatives with City staff and ultimately the capacity fees were calculated using the buy-in approach² and are shown in Table ES-3. The buy-in approach requires a valuation of both the City's and the Metro wastewater systems. The two most common approaches are replacement costs and replacement cost less depreciation. These two valuation methods for capacity fees are often considered to represent the most accurate value of utility facilities. Original cost valuations are less common since the original cost of the wastewater system likely does not represent the true value of the system in today's dollars. An appropriate analogy is that a house is often worth more than its original purchase price.

Table ES-3 shows the three components of the City's capacity fee. The upper portion of the table shows the capacity fee based on the value of the City's wastewater system (line 2). The middle portion of the table shows the value of the City's pump stations and the related capacity fee (line 4). The lower portion of the table shows the Metro component of the capacity fee (line 6). Each component of the capacity fee is calculated by taking the value of facilities (under each valuation method) and dividing by the EDUs. Line 7 shows the total capacity fee for one sewer unit, summing all components, under each valuation method. For each new customer or for increased density, the City will ascertain, at the time of capacity fee assessment, the number of new EDUs required and charge the fee accordingly.

Figure ES-3 provides a summary of Metro agency capacity fees and shows the City's current and proposed capacity fees. It shows that the proposed fee of \$4,776 is in line with other Metro agencies that have recently updated their capacity fees and include the Metro component.

¹ One EDU is equivalent to the assumed gallons per day of a single family residential user. Imperial Beach uses 232 gallons per day for a single family residential user. All other users are assigned EDUs at the time they purchase a capacity fee in their proportional relationship to a single family user.

² The buy-in approach is appropriate for an older system which is mostly built-out. New customers are served by existing capacity in the current system. It is calculated as the value of current facilities divided by the equivalent dwelling units (or sewer units) which can be served by the existing system.

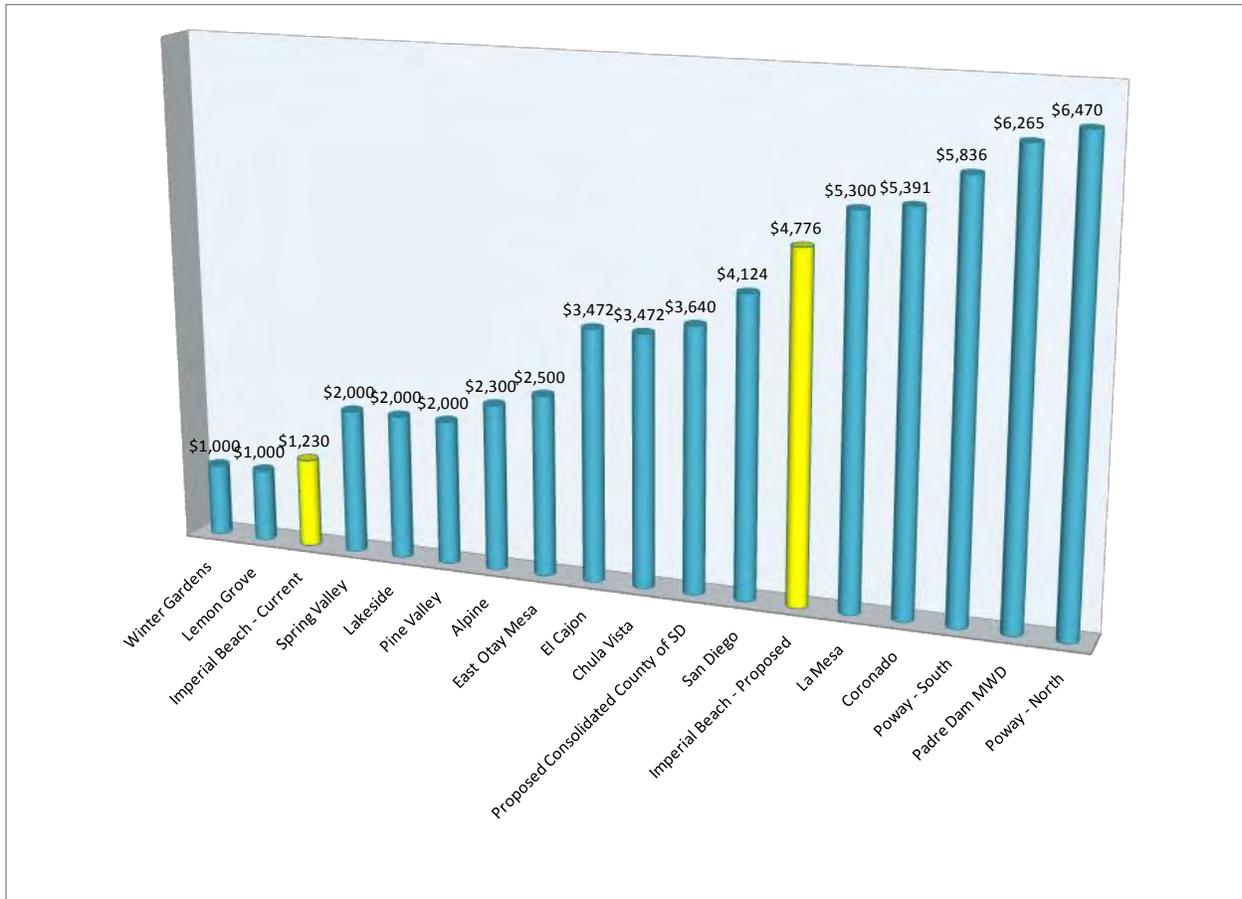
California state law regarding capacity fees requires a valuation of an agencies system as was prepared by this study. Once the total value of the system is established as shown in Table ES-3 an agency can establish their capacity fee up to the maximum valuation. However, an agency can choose to adopt a lower capacity fee. At the City Council Meeting of January 23, 2013, Council directed staff and consultant to adopt a capacity fee based on the replacement cost less depreciation methodology of \$4,000 per EDU and then phase in the remaining \$776.

Table ES-3 Proposed Sewer Capacity Fee

(A) Line No.	(B) Valuation Component	(C) Replacement Costs	(D) Replacement Cost Less Depreciation
1	Pipelines	\$46,031,303	\$23,015,652
2	Cost Per EDU (a)	\$4,352	\$2,176
3	Pump Stations	\$15,596,987	\$5,197,589
4	Cost Per EDU (a)	\$1,475	\$491
5	Metro Assets	\$32,818,033	\$22,300,011
6	Cost Per EDU (a)	\$3,103	\$2,108
7	Total Cost Per EDU	\$8,929	\$4,776
	(a) Total EDUs	\$10,577	\$10,577

Note: Pipelines and Pump Stations are based on replacement costs Metro Assets are valued as Reproduction Cost from Raftelis 2005 Study brought to present value using the June 2012 ENR

Figure ES-3 Sewer Capacity Fees for Metro Agencies



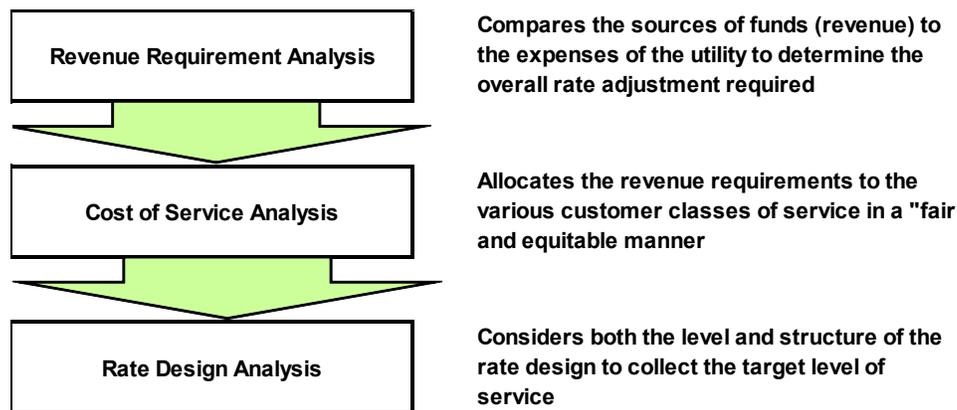
Section 1

Overview of the Sewer User Rate Setting Process

1.1 Overview of the Rate Study Process

A comprehensive rate study typically utilizes three interrelated analyses to address the adequacy and equity of the utility’s rates. These three analyses are a revenue requirement analysis, a cost of service analysis, and a rate design analysis. The process is illustrated in Figure 1-1.

Figure 1-1 Overview of the Comprehensive Rate Study Analysis



The City’s sewer utility was evaluated on a “stand-alone” basis. That is, no subsidies between the utility or other City funds occur. By viewing the utility on a stand-alone basis, the need to adequately fund both operations and maintenance (O&M) and capital infrastructure must be balanced against the rate impacts on utility customers.

1.2 Generally Accepted Rate Setting Principles

As a practical matter, utilities should consider setting their rates around some generally accepted or global principles and guidelines. Utility rates should be:

- Cost-based, equitable, and set at a level that meets the utility’s full revenue requirement
- Easy to understand and administer

- Design to conform with generally accepted rate setting techniques
- Stable in their ability to provide adequate revenues for meeting the utility's financial, operating, and regulatory requirements
- Established at a level that is stable from year-to-year from a customer's perspective
- Established to meet any legal (e.g. Proposition 218) or regulatory requirements

These principles and guidelines were applied, to the degree possible, in the development of the rate analyses developed for the City.

1.3 Prudent Financial Planning

The establishment of financial planning and rate setting policies are intended to provide guidance in the financial planning and rate-setting process, and in the day-to-day financial management of the City's sewer utility.

Adoption and use of financial policies provides a strong foundation for the long-term sustainability of the utility and provides the outside financial community with a better understanding of the City's commitment to managing the utility in a financially prudent manner. Atkins also recommended some financial practices as part of developing the revenue requirement for the City's sewer utility. These recommended financial policies and practices are summarized below:

- ***Establishing Minimum Rate Stabilization Fund Balance (Operating Reserve):*** The City strives to maintain a cash balance sufficient to meet the day-to-day cash flow requirements and operating expenses of the utility. The City bills their sewer user charges on the San Diego County property tax roll and although the City's operating budget starts July 1st of each year the first time user revenue is received is in January of the following year. Thus prudent financial management would advise that the City should maintain six-months of operating cash to pay the bills in the first six months prior to receiving user rate revenue. The City's projected 2014 revenue requirement is \$4.2 million thus the Operating Reserve should be established at \$2 million.
- ***Establishing Minimum Capital Reserve Funds:*** Capital reserves are established to fulfill the cash flow requirements of capital infrastructure construction costs, which can vary significantly annually, depending on each year's projects and the funding sources available. Within the utility industry, capital reserves are generally established based on an average of projected annual capital expenditures, excluding unusually large "one-time" capital needs. The City should attempt to maintain a capital reserve approximately equal to one-year of renewal/replacement projects, or a six-year average of typical renewal and replacement (routine) type projects, not including large one-time expenses. Based on the City's historic renewal and replacement projects the minimum in this reserve should be \$400,000. This study incorporated the funding of this reserve over multiple years starting in FY 2015/2016. The recommended funding for this reserve is \$720,000 during the five- year planning period.
- ***Rate Funding for Renewal and Replacement Capital Projects:*** The funding of ongoing renewal and replacement capital projects should primarily be funded from rates. The use of debt should be reserved for only extraordinarily large capital projects with a useful life of 30 years or more. In order to adequately support this funding method, the

City should budget and fund, at a minimum, an amount equal to or greater than annual replacement costs or depreciation expense. The City’s projected replacement costs during the planning period are \$400,000 per year. It is recommended that funding for this should start in the 2014 revenue requirements and gradually increase to a level approaching depreciation over the next 10 years. Any capital money not spent should be placed in the Capital Reserve Fund to offset unanticipated capital projects.

1.4 Determining the Revenue Requirement

In developing the revenue requirement the City’s 2013 budget was analyzed on a “stand-alone” basis. That is no other funds were used to subsidize utility services. The following paragraphs describe the general methodology and approach that Atkins used to develop the City’s sewer user rate study.

1.4.1 Establishing a Projected Time Frame

Reviewing a multi-year period is recommended to identify any major expenses that may be on the horizon. The financial planning model developed by Atkins for the City contains a seven-year planning horizon. This is based on two-years after the five-year time period of FY2014 to FY2018 that was used for establishing rates. This was done to allow for planning of any additional Metro Costs associated with their waiver renewal process from secondary treatment that may arise but are unknown at this time.

1.4.2 Establishing a Methodology and Approach

The second step in determining the revenue requirement for the City was to decide on the basis of accumulating costs. For the City’s revenue requirements, a “cash basis” approach was utilized. For municipal utilities, the cash basis approach is the most frequently used methodology. Table 1-1 provides a summary of the cash basis methodology used to develop the sewer revenue requirement.

Table 1-1 Overview of “Cash Basis” Revenue Requirement Methodology

+ Operations and Maintenance
+ Transfer Payments
<u>+ Capital Projects Based on Rates</u>
= Total Revenue Requirement
- <u>Miscellaneous Revenues</u>
= Net Revenue Requirement from Rates

In addition to the above cost components, some utilities may include a component for a “change in working capital” which is a use of, or additional funding for, operating or capital reserves. This component is either used to help mitigate the need for a rate adjustment, or to replenish operating and capital reserves. This is the case with the gradual increase in the rate for funding for renewal and replacement projects over the five year period.

1.5 Cost of Service Analysis

After the total revenue requirement is determined it is allocated to the users of the service. The equitable allocation of a utility's cost is usually accomplished via a cost of service analysis. A cost of service analysis allocates cost in a manner that fairly reflects the cost relationships for producing and delivering services.

A cost of service study requires three steps:

1. Costs are **functionalized** or grouped into the various cost categories related to providing service (for example for a sewer rate study costs are functionalized to customer, capacity, collection, and treatment).
2. The functionalized costs are then **classified** to specific cost components. Classification refers to the arrangement of the functionalized data into cost components. Sewer utility costs are typically classified between volume of flow, strength of wastewater, and customer related costs, etc.
3. Once costs are classified into cost components, they are **allocated** to the customer classes of service (residential, multi-family, commercial, etc.). The allocation is based on each customer class' relative contribution to the cost component. For example, customer-related costs are proportionally allocated to each class of service based on the total number of customer in that class of service. Once costs are allocated, the required revenues for achieving cost-based rates can be determined. Average unit costs (cost-based rates) are also determined within the cost of service and can be used as a starting point for establishing final proposed rate designs.

1.6 Designing Rates

The final step of the comprehensive rate study process is the development of rates to collect the desired levels of revenues, based on the results of the revenue requirement and cost of service analysis. In reviewing rate designs, consideration is give to the *level* of the rates and the *structure* of the rates. Level refers to the amount of revenue to be collected, while structure refers to the way in which the revenue is collected (e.g. fixed versus variable costs).

1.6.1 Rate Design Criteria

Prudent rate administration dictates that several criteria must be considered when setting utility rates. Some of the rate design criteria are listed below:

- Rates which are easy to understand from the customer's perspective
- Rates which are easy for the utility to administer
- Consideration of the customer's ability to pay
- Continuity, over time, of the rate making philosophy
- Policy considerations (encourage conservation, economic development, etc.)
- Yield the total revenue requirements
- Provide revenue stability from month to month and year to year
- Promote efficient allocation of the resource.
- Equitable and non-discriminatory (cost based)

It is impossible to achieve all of these rate design goals and objectives in a single rate. Given that, the rate design goals and objectives noted above need to be prioritized in order to be able to achieve the utility's overall rate design goals and objectives. For the most part, a major focus should be on establishing rates which are cost-based, equitable and generate sufficient revenues from year-to-year. For this particular study, we believe that each one of those three goals was achieved.

Section 2

Development of the Sewer User Rate Study

2.1 Introduction

This section describes the development of the sewer rate study for the City. One of the objectives of the study is to develop cost-based rates using current industry standard guidelines. The City has performed rate studies from time to time, most recently in 2005, to insure that its revenue requirements are met. Yet, the current sewer rate structure was established in 1992 and would benefit from the proposed updates.

2.2 Determining the Sewer Revenue Requirement

The sewer revenue requirement assumes the full and proper funding on a stand-alone basis needed to operate and maintain the system on a financially sound and prudent basis. The primary financial inputs in this process were the City's accounting and billing records, capital plan, and budget. Provided below is a detailed discussion of the steps and key assumptions contained within the development of the City's revenue requirement analysis.

2.2.1 Determination of Time Period and Method of Accumulating Costs

The initial step in calculating the revenue requirement for the City was to establish a "time period", or time frame of reference for the revenue requirement analysis. As discussed in Section 2, Atkins forecasted the City's sewer revenue requirements for the seven -year period of FY 2013/2014 to FY 2019/2020. By reviewing costs over an extended time period, the City can anticipate and plan around any significant changes or needs in operating and capital requirements. By planning around these anticipated needs, the City can minimize short-term rate impacts and overall long-term rates.

The second step in determining the revenue requirements for the City was to decide on the basis of accumulating costs. As noted in Section 1.4.2, a "cash basis" approach is typically used for this analysis.

Given a time period around which to develop the City's revenue requirements, and a method to accumulate those costs, the focus now shifts to the development of the revenues and expenses for the sewer utility, and ultimately to the development of a seven-year financial plan.

2.2.2 Capital Improvements

To forecast and examine the City's revenue requirements, Atkins and City Staff analyzed annual historical trends for replacement capital improvement plan (CIP) costs. The City has historically funded \$400,000 of capital improvements on a pay-as-you-go basis. CIP costs for future years were escalated at 3% annually beginning in FY 2014/2015 to keep up with construction inflation.

2.2.3 Projection of Operation and Maintenance Expenses

O&M expenses are incurred by the City to provide sewer service to the City's customers. O&M expenses are accounted for during the current year and are not capitalized or amortized over an extended period of years. For the purpose of forecasting O&M expenses, the City provided its latest budget estimates for FY 2012/2013.

The City groups its O&M expenses into categories including wages, benefits, professional series, utilities, materials and supplies, and other supplies necessary to maintain the City sewer collection system. Atkins reviewed escalation factors with City staff to use in budget forecasts for future years. The escalation factors used in this study range of 2.0% to 4% per year, depending on the type of cost and recent inflationary trends general inflation and employee related costs.

To project future O&M expenses, Atkins used the City's budget numbers from FY 2012/2013. Beyond FY 2012/2013, Atkins escalated O&M expenses based on the previously mentioned escalation factors.

Total sewer O&M expenses, less non-operating revenues, are projected to be approximately \$4.2 million in FY 2013/2014. This amount is projected to increase to approximately \$4.6 million by FY 2019/2020.

2.2.4 Projection of Direct Costs

The largest single item in the City's budget is the payment for transportation, treatment, and disposal of the wastewater generated by the City's customers. The City is a participating agency in the Metro system. Table 2-1 summarizes the current and projected Metro costs. For FY 2013/2014, sewer Metro costs were projected to be \$2.5 million which is \$100K higher than FY2012/2013 because of increased sewer flows. Sewer Metro costs were projected to remain constant until FY 2015/2016 when they will escalate with inflation. Any additional increases in direct costs above inflation are recommended to be addressed by the City as a "pass-through" cost and rates are adjusted at that time as discussed in Section 2.6.

Table 2-1 Summary of Projected San Diego Metro Transportation and Treatment Costs

	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Treatment & Disposal	\$2,379,434	\$2,491,584	\$2,491,584	\$2,541,416	\$2,617,658	\$2,696,188	\$2,777,074	\$2,888,156
Transportation	\$6,030	\$6,151	\$6,274	\$6,399	\$6,591	\$6,789	\$6,993	\$7,272
Palm City Trunk Sewer	\$249,982	\$249,982	\$124,991					
Metro TAC	\$8,160	\$8,160	\$8,160	\$8,323	\$8,573	\$8,830	\$9,095	\$9,459
Total	\$2,643,606	\$2,755,877	\$2,631,009	\$2,556,138	\$2,632,822	\$2,711,807	\$2,793,161	\$2,904,888

2.2.5 Forecast of Sewer Non-Rate Revenues

The City collects non-rate revenues that reduce the revenue required from sewer rates. These non-rate revenues include Jurisdictional Urban Runoff Management Program charges (\$115,000) and other miscellaneous revenues. The City's miscellaneous sewer revenues are minimal. The City provided its FY 2012/2013 projection of \$32,000 in miscellaneous revenues. At the City's request, Atkins maintained that amount as the annual forecast of miscellaneous revenues for the entire planning period.

2.2.6 Summary of the Sewer Revenue Requirements

The prior components of the revenue requirements come together to develop the overall sewer revenue requirements for the City. In developing the final revenue requirements, consideration was given to the financial planning considerations of the City. In particular, emphasis was placed on attempting to minimize rates, yet still have adequate funds to support the operational activities and capital projects throughout the planning period.

The sewer financial planning model that Atkins developed for the City is designed to calculate the necessary overall adjustments to annual rate revenue in order to meet the City's existing and future revenue requirements. Based on the revenue requirements described above, less non-rate revenues, Atkins calculated annual rate revenue adjustments that met the City's goals including minimal annual impacts on Customers, while meeting all of the needs of the sewer utility's operations and capital infrastructure. Summaries of the annual sewer rate revenue adjustments and example single family customer impacts are shown in Table 2-2. An average single family customer in Imperial Beach uses 96 hundred cubic feet (HCF) of water per year. When adjusted for the single family rate of return for the sewer to exclude capturing outside irrigation in the sewer rate the average customer is billed on 72 HCF annually.

Table 2-2 Summary of Average Single Family Annual Bill Impacts

Fiscal Year	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Rate Adjustment		3.0%	1.6%	1.6%	1.6%	1.6%
Example Annual Bill	\$421.23	\$433.99	\$441.12	\$448.27	\$455.38	\$462.88
Example Annual Change		\$12.76	\$7.13	\$7.15	\$7.11	\$7.49

Based on the annual rate revenue adjustments shown in Table 2-2, Atkins projected that the City will need to annually adjust their sewer revenue requirement by an average of 1.6% per year in order to meet its sewer revenue requirements for the planning period. A summary of the sewer revenue requirements is shown in Table 2-3. Note that total sources and uses of funds pertaining to the City's sewer revenue requirements match in each year of the forecast. Table 2-3 includes the proposed annual sewer rate adjustments.

Table 2-3 Summary of Annual Sewer Revenue Requirements

Expense Description	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Operation & Maintenance									
Total Sewer Enterprise Fund	\$3,648,402	\$3,802,958	\$3,939,933	\$3,840,369	\$3,791,417	\$3,902,190	\$4,016,287	\$4,133,806	\$4,291,024
Total	-	-	-	-	-	-	-	-	-
Nonoperating Expenditures									
Capital Improvements	-	-	\$400,000	\$412,000	\$424,360	\$437,091	\$450,204	\$463,710	\$477,621
Increase Operations Reserve	-	-	-	-	-	-	-	-	-
Establish Capital Reserve	-	-	-	\$150,000	\$250,000	\$190,000	\$130,000	-	-
Subtotal Expenditures	\$3,648,402	\$3,802,958	\$4,339,933	\$4,402,369	\$4,465,777	\$4,529,281	\$4,596,490	\$4,597,516	\$4,768,645
Less Non-Operating Revenues	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185
Revenue Requirement	\$3,501,217	\$3,655,773	\$4,192,748	\$4,255,184	\$4,318,592	\$4,382,096	\$4,449,305	\$4,450,331	\$4,621,460

2.2.7 Conclusions of the Sewer Revenue Requirements Analysis

Based on the revenue requirement analysis and rate revenue adjustments developed herein, assuming a 1.6% annual sewer revenue requirement adjustment, the City is projected to meet its revenue requirements for the planning period. The City should regularly review its revenue and expenses and recommend adjustments as necessary. The City will have Atkins's financial planning tool for use in these regular reviews in the future.

2.3 Sewer Cost of Service Analysis

A cost of service analysis is a method to equitably allocate the total sewer revenue requirements to the various customer groups (classes of service) served by the utility. For the sewer cost of service study, the customer classes of service were defined as residential single family, multi-family and commercial/industrial.

The cost of service analysis process functionalized, classified and allocated the sewer revenue requirement the customer classes in the manner in which the utility incurs the expense. When available, utility specific data was utilized. Where City specific data was not available, Atkins estimated the classification based upon its experience with previous sewer cost of service studies of a similar nature.

2.3.1 Classification of Costs

Classification determines why the expenses were incurred or what type of need is being met. The City's accounts and revenue requirement were reviewed and classified using the following cost classifiers:

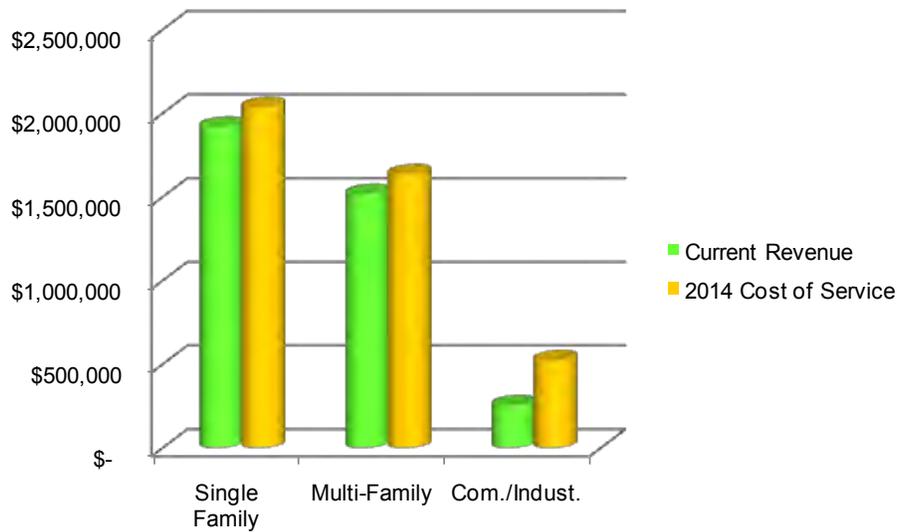
- Volume Related Costs
- Strength Related Costs
- Customer Related Costs
- Capacity Related Costs
- Revenue Related Costs
- Direct Assignments

2.3.2 Summary of the Cost of Service Results

In summary form, the sewer cost of service analysis began by functionalizing the utility's plant asset records and then the operating expenses. The functionalized plant and expense accounts were then classified into their various cost components.

The individual classification totals were then allocated to the various customer groups based upon the appropriate allocation factors. The allocated expenses for each customer group were aggregated to determine each customer group's overall revenue responsibility. The present rate revenue from each customer class of service, along with the equitably allocated costs were placed in the context of \$/HCF. A summary of the detailed cost responsibility developed by customer class is shown in Figure 2-1.

Terminology of a Sewer Cost of Service Analysis
Functionalization – The arrangement of the cost data by functional category (e.g. treatment, collection etc.)
Classification – The assignment of functionalized costs to cost components (e.g. volume, strength, and customer related).
Volume Costs – Costs that are classified as volume related vary with the total flow of wastewater (e.g. electrical use for pumping facilities).
Strength Costs – Costs classified as strength related refer to the wastewater treatment function. Typically, strength-related costs are further defined as biochemical oxygen demand (BOD) and total suspended solids (TSS).
Customer Costs – Costs classified as customer related vary with the number of customers on the system, e.g. billing costs.
Capacity Costs – If all customers used the utility in the same way over time (average annual daily volume flows), capacity costs would not need to be recognized. However various customer classes' peaks are realized throughout the year and even throughout the day. Residential customers peak during weekday mornings and commercial accounts tend to peak seasonally due to visitors (conventions or summer visitors). The costs associated with peaking (capacity) are allocated to these customers through the recognition of capacity costs. WW treatment plants and sewers are designed with peak flows in mind and thus a portion of O&M costs can also be attributed to peak flows (using the design basis cost allocation). Capacity cost can be more important when assigning capital costs to volume or capacity since sewers and treatment plants are designed with capacity in mind.
Direct Assignment – Costs that can be clearly identified as belonging to a specific customer group or group of customers.
Customer Classes of Service – The grouping of customers into similar groups based usage characteristics and/or facility requirements

Figure 2-1 Summary of Sewer Cost of Service Analysis

As part of this study a fresh approach to customer cost allocations was used to bring the City's rate structure up to recently adopted industry standards. Sewage strength levels were revised in the non-residential user class to equate to current industry standards. A full listing of non-residential customers and their estimated sewage strengths is included in Appendix A to this study.

The City should review cost of service at the time of the next rate study to determine whether these cost relationships are still appropriate. Details of the sewer cost of service analysis are provided in Appendix B.

2.3.3 Consultant's Conclusions and Recommendations

As was noted in Figure 2-1, some minor differences in cost appear to exist between the customer classes of service. Given the overall objective of the sewer utility financially standing on its own, it is recommended the overall level of rates be adjusted to collect the revenue requirements over the time period. All sewer customer classes of service should be adjusted based on their cost of service. Details of the cost of service analysis are provided in Appendix B.

2.4 Sewer Rate Design Analysis

The final step of the sewer rate study process is the design of sewer rates to collect the desired levels of revenues, based on the results of the revenue requirement analysis. In reviewing sewer rate designs, consideration is given to the level and the structure of the rates.

2.4.1 Review of the Overall Sewer Rate Adjustments

As indicated in the revenue requirement analyses, a priority for the sewer utility was to adjust and transition the overall level of the sewer rates to meet the overall financial needs of the utility for both operations and capital replacement needs.

2.4.2 Review of the Method of Determining Billing Units

Sewer customers are not metered for their wastewater discharge. As a result, the City must use an alternative method or approach to approximate wastewater flows. The City has historically used an approach in which the volume a customer is billed is based upon a review of the customer's Cal Am water account for the prior year and 100% of the prior year's annual water usage is used to establish the upcoming years sewer rate.

An initial step in the sewer rate design analysis was to review rate structure alternatives to the City's current rate structure. These included the following:

Flat Rate Method – A flat rate method simply ignores the volumetric use (as measured by the City's current methodology of using 100% of annual water usage) and charges each customer a flat rate. The advantage of this method is it simplifies the issue of volumetric contribution, but in doing so, some customers will perceive this method as being unfair. The individual living by themselves will pay the same flat rate as the family with five children. Flat rates were common many years ago when sewer rates were fairly low. However, as rates have risen, the use of flat rates has fallen out of favor. Atkins and City staff felt that while viable this is an antiquated rate structure and the City has progressively used annual water usage to establish their volumetric rate for many years.

Metered Water Consumption with a Rate of Return – This method is similar to the City's current rate structure. Annual metered water consumption is a surrogate for sewer wastewater flow (contributions). This approach addresses the short-comings of the flat rate method. It also updates the City's current rate structure to deal with interior versus exterior water usage. Sewer volumetric rates are based as closely as possible to equate to only indoor usage as water used for landscaping does not return to the sewer system and therefore does not contribute to the cost of service. Industry standard rates of return were applied to each customer class's annual water usage as shown in Table 2-4 in Column B.

Average Winter Water Usage – An alternative to address the problems associated with using metered water consumption, an alternative is to utilize a customer's average winter water use as a surrogate for their indoor use (i.e. wastewater contributions). This method uses a pre-defined winter period (e.g. November to February) and calculates an average monthly use. This average monthly water usage is then annualized to become the total volume to be included in each sewer user's rate. While this is widely used for single family it is not normally used for multi-family and commercial/industrial users as they normally do not have a large irrigate-able area and their usage is based more on tenant occupancy for multi-family and business cycles for commercial/industrial. In discussions with City staff it was determined that they were having very few customer complaints and that changing the way they determined the customer charge could lead to confusion with very little change in the outcome.

Table 2-4 Summary of Rate of Returns by User Class

Units of Service and Loadings:		Flow:		
User Group	No. of Accounts	(A) Annual Consumption per User Class (HCF)	(B) Rate of Return	(C) Adjust for Rate of Return (HCF)
Residential				
Single Family	4,682	450,570	75.0%	337,928
Subtotal Residential	4,682	450,570		337,928
Non-Residential				
Commercial				
Rest/Bakeries/Mort./Groc.	48	12,560	90.0%	11,304
Small Commercial	114	13,051	90.0%	11,746
Car Wash/Laundries	13	8,081	90.0%	7,273
Public Agency/Institutional	71	37,632	75.0%	28,224
Heavy Commercial	7	2,929	90.0%	2,636
Mixed Use Light	33	6,852	90.0%	6,167
Mixed Use Heavy	2	333	90.0%	300
Navy	5	30,180	90.0%	27,162
Multi-Family	1,627	346,541	95.0%	329,214
Subtotal Non-Residential	1,920	458,159		424,025
Total	6,602	908,729		761,953

Include a Base Charge for all Users –While customers may have very low use or vacant properties, it is still important to understand that a large proportion of the costs associated with the sewer system are generally fixed in nature. That is, even if a customer does not contribute any wastewater to the system, there are still costs associated with the system which should be met by all customers. These fixed charges are normally recovered from each customer based on their assumed capacity in the system as measured by the size of their water meter. Single family residential customers are assumed to all have a 5/8" water meter as any larger meters are for external usage such as landscape irrigation which is not assumed to be returned to the sewer system. Non-residential customers normally have little or no landscaping and thus their water meter is sized to provide system capacity for internal water usage. The distribution of the City's sewer customers by water meter size is shown in Table 2-5.

Table 2-5 Sewer Customers by User Class and Water Meter Size

User Group	5/8"	3/4"	1"	1 1/2"	2"	3"	4"	6"
Single Family	4,682							
Multi-family	1,267		207	101	51	1		
Rest/Bakeries/Mort./Groc.	36		7	4	1			
Small Commercial	83		19	10	2			
Car Wash/Laundries	4	1	1	8				
Public Agency/Institutional	12		11	15	30		2	
Heavy Commercial	2		4		1			
Mixed Use Light	17		13	1	2			
Mixed Use Heavy	1		1					
Navy	1			2				2
Total	6,105	1	263	141	87	1	2	2

After review of the rate structure alternatives Atkins and City staff determined that the following changes to the City's current rate structure would establish an updated allocation of costs to your customers.

1. Include a Base Charge for all Users – Atkins developed a fixed variable analysis of the City's sewer costs and concluded that approximately 25% of the City's sewer costs are fixed in nature. In the past the City has only charged residential customers fixed or base charges. Atkins is recommending that every account should be charged a base charge and for non-residential (multi-family and commercial/industrial) this should be based on the size of their water meter.
2. Establish a Rate of Return for Each User Class – Atkins recommended and City staff concurred that the rates of return as shown per user class in Table 2-4 should be applied to each user's annual water usage. This will discount each customer's annual water usage for water not returned to the sewer system, which includes landscaping and other purposes.

2.4.3 Review of the Sewer Charge Formula

The City serves three distinct sewer customer groups; single-family residential, multi-family and commercial/industrial. For each of these customer groups, the City has a specific sewer charge formula. This study has recommended changes in only the multi-family and commercial/industrial user's formulas to include base fees. In addition, industry standard rates of returns are applied to each user's annual water usage as discussed in Section 2.4.2. The following are the recommended sewer charge formulas:

Single-Family Residential Sewer Charge Formula

$$\text{Annual Water Consumption} \times \text{Return to Sewer } 75\% = \text{Billing Units}$$

$$(\text{Billing Units} \times \text{Residential Sewer Rate}) + (\text{Base Fee}) = \text{Total Sewer Monthly Bill}$$

Multi-Family Sewer Charge Formula

$$\text{Annual Water Consumption} \times \text{Return to Sewer } 95\% = \text{Billing Units}$$

$$(\text{Billing Units} \times \text{Residential Sewer Rate}) + (\text{Base Fee per Water Meter Size}) = \text{Total Sewer Monthly Bill}$$

Commercial Sewer Charge Formula

$$\text{Annual Water consumption} \times \text{Return to Sewer } \% = \text{Billing Units}$$

$$(\text{Billing Units} \times \text{Strength Rate}) + (\text{Base Fee per Water Meter Size}) = \text{Total Sewer Monthly Bill}$$

As can be seen, for each of these groups (rate schedules) a slightly different sewer charge formula is used. Embedded within each of these formulas are a fixed base fee and a volumetric sewer rate. Provided in the following subsections is an overview of the present and proposed rates for each of these rate schedules.

2.4.4 Present and Proposed Single Family Sewer Rates

In developing the proposed rate designs, the City's existing rate structures were reviewed. As stated in subsection 3.4.3 then present single-family residential sewer rate is composed of a base sewer fee and a volumetric sewer rate. The base sewer fee is stated in \$/year as the City bills sewer service charges on the County of San Diego County Tax Assessor's Property Tax

Roll. The single family rate also has a cap of \$983.36 or 260 HCF annually. The dollar amount of the cap is indexed each year based on the change in the Consumer Price Index from the prior year.

The proposed single-family residential sewer rate has maintained the same structure including the cap except that a rate of return of 75% has been used to adjust for landscape irrigation. As shown on Table 2-6 the base charge is decreasing. This is because the fixed costs recovered by the base charge are being spread across all users. This will lower the residential rate for the low end users. The volumetric or commodity rate is increasing as are all other commodity rates for other user classes due to increased City of San Diego costs and the inclusion of funding for needed sewer collection system capital replacement projects. Table 2-6 shows the projected rate adjustments for all single family users up to the current cap of \$938.36 per year. The median single family user (87 HCF per year) will see a 2.1% rate increase or \$8.42 per year. The average single family user (96 HCF per year) will see a rate adjustment of 3% or \$12.76 per year. The table also summarizes how many single family users fall into each of the billing bins, the percentage of users in each bin, and the cumulative percentage of users.

Table 2-6 Summary of Proposed FY 2013/2014 Single Family Sewer User Rates

Annual Consumption (HCF)	Number of Users	Percent of Users	Cumulative Percent	FY2013 Current (At 100%)			FY2014 Proposed (At 75%)			Difference	
				Base Charge	Consumption Charge	Total Charge	Base Charge	Consumption Charge	Total Charge	Dollars	%
0	26	0.56%	0.56%	\$173.75	\$2.58	\$176.32	\$140.24	\$4.08	\$144.32	-\$32.00	-18.1%
5	45	0.96%	1.52%	\$173.75	\$12.89	\$186.64	\$140.24	\$15.30	\$155.54	-\$31.09	-16.7%
10	70	1.50%	3.01%	\$173.75	\$25.78	\$199.53	\$140.24	\$30.60	\$170.84	-\$28.68	-14.4%
15	74	1.58%	4.59%	\$173.75	\$38.67	\$212.42	\$140.24	\$45.90	\$186.14	-\$26.27	-12.4%
20	90	1.92%	6.51%	\$173.75	\$51.56	\$225.31	\$140.24	\$61.20	\$201.44	-\$23.87	-10.6%
25	107	2.29%	8.80%	\$173.75	\$64.45	\$238.20	\$140.24	\$76.50	\$216.74	-\$21.46	-9.0%
30	111	2.37%	11.17%	\$173.75	\$77.34	\$251.09	\$140.24	\$91.80	\$232.04	-\$19.05	-7.6%
35	125	2.67%	13.84%	\$173.75	\$90.23	\$263.98	\$140.24	\$107.10	\$247.34	-\$16.64	-6.3%
40	124	2.65%	16.49%	\$173.75	\$103.12	\$276.87	\$140.24	\$122.39	\$262.64	-\$14.23	-5.1%
45	162	3.46%	19.95%	\$173.75	\$116.01	\$289.76	\$140.24	\$137.69	\$277.94	-\$11.82	-4.1%
50	158	3.37%	23.32%	\$173.75	\$128.90	\$302.65	\$140.24	\$152.99	\$293.24	-\$9.41	-3.1%
55	152	3.25%	26.57%	\$173.75	\$141.79	\$315.54	\$140.24	\$168.29	\$308.54	-\$7.00	-2.2%
60	189	4.04%	30.61%	\$173.75	\$154.68	\$328.43	\$140.24	\$183.59	\$323.84	-\$4.59	-1.4%
65	168	3.59%	34.19%	\$173.75	\$167.57	\$341.32	\$140.24	\$198.89	\$339.14	-\$2.18	-0.6%
70	191	4.08%	38.27%	\$173.75	\$180.46	\$354.21	\$140.24	\$214.19	\$354.44	\$0.23	0.1%
75	173	3.70%	41.97%	\$173.75	\$193.35	\$367.10	\$140.24	\$229.49	\$369.73	\$2.64	0.7%
80	172	3.67%	45.64%	\$173.75	\$206.24	\$379.99	\$140.24	\$244.79	\$385.03	\$5.05	1.3%
87	164	3.50%	49.15%	\$173.75	\$224.29	\$398.03	\$140.24	\$266.21	\$406.45	\$8.42	2.1%
90	161	3.44%	52.58%	\$173.75	\$232.02	\$405.77	\$140.24	\$275.39	\$415.63	\$9.87	2.4%
96	144	3.08%	55.66%	\$173.75	\$247.49	\$421.23	\$140.24	\$293.75	\$433.99	\$12.76	3.0%
100	157	3.35%	59.01%	\$173.75	\$257.80	\$431.55	\$140.24	\$305.99	\$446.23	\$14.68	3.4%
105	152	3.25%	62.26%	\$173.75	\$270.69	\$444.44	\$140.24	\$321.29	\$461.53	\$17.09	3.8%
110	152	3.25%	65.51%	\$173.75	\$283.58	\$457.33	\$140.24	\$336.59	\$476.83	\$19.50	4.3%
115	119	2.54%	68.05%	\$173.75	\$296.47	\$470.22	\$140.24	\$351.89	\$492.13	\$21.91	4.7%
120	116	2.48%	70.53%	\$173.75	\$309.36	\$483.11	\$140.24	\$367.18	\$507.43	\$24.32	5.0%
125	119	2.54%	73.07%	\$173.75	\$322.25	\$496.00	\$140.24	\$382.48	\$522.73	\$26.73	5.4%
130	121	2.58%	75.65%	\$173.75	\$335.14	\$508.89	\$140.24	\$397.78	\$538.03	\$29.14	5.7%
135	99	2.11%	77.77%	\$173.75	\$348.03	\$521.78	\$140.24	\$413.08	\$553.33	\$31.55	6.0%
140	102	2.18%	79.94%	\$173.75	\$360.92	\$534.67	\$140.24	\$428.38	\$568.63	\$33.96	6.4%
145	84	1.79%	81.74%	\$173.75	\$373.81	\$547.56	\$140.24	\$443.68	\$583.93	\$36.37	6.6%
150	88	1.88%	83.62%	\$173.75	\$386.70	\$560.45	\$140.24	\$458.98	\$599.23	\$38.78	6.9%

Annual Consumption (HCF)	Number of Users	Percent of Users	Cumulative Percent	FY2013 Current (At 100%)			FY2014 Proposed (At 75%)			Difference	
				Base Charge	Consumption Charge	Total Charge	Base Charge	Consumption Charge	Total Charge	Dollars	%
155	77	1.64%	85.26%	\$173.75	\$399.59	\$573.34	\$140.24	\$474.28	\$614.52	\$41.19	7.2%
160	71	1.52%	86.78%	\$173.75	\$412.48	\$586.23	\$140.24	\$489.58	\$629.82	\$43.60	7.4%
165	72	1.54%	88.32%	\$173.75	\$425.37	\$599.12	\$140.24	\$504.88	\$645.12	\$46.01	7.7%
170	49	1.05%	89.36%	\$173.75	\$438.26	\$612.01	\$140.24	\$520.18	\$660.42	\$48.42	7.9%
175	48	1.03%	90.39%	\$173.75	\$451.15	\$624.90	\$140.24	\$535.48	\$675.72	\$50.82	8.1%
180	46	0.98%	91.37%	\$173.75	\$464.04	\$637.79	\$140.24	\$550.78	\$691.02	\$53.23	8.3%
185	49	1.05%	92.42%	\$173.75	\$476.93	\$650.68	\$140.24	\$566.08	\$706.32	\$55.64	8.6%
190	33	0.70%	93.12%	\$173.75	\$489.82	\$663.57	\$140.24	\$581.38	\$721.62	\$58.05	8.7%
195	43	0.92%	94.04%	\$173.75	\$502.71	\$676.46	\$140.24	\$596.68	\$736.92	\$60.46	8.9%
200	26	0.56%	94.60%	\$173.75	\$515.60	\$689.35	\$140.24	\$611.97	\$752.22	\$62.87	9.1%
205	28	0.60%	95.19%	\$173.75	\$528.49	\$702.24	\$140.24	\$627.27	\$767.52	\$65.28	9.3%
210	21	0.45%	95.64%	\$173.75	\$541.38	\$715.13	\$140.24	\$642.57	\$782.82	\$67.69	9.5%
215	18	0.38%	96.03%	\$173.75	\$554.27	\$728.02	\$140.24	\$657.87	\$798.12	\$70.10	9.6%
220	18	0.38%	96.41%	\$173.75	\$567.16	\$740.91	\$140.24	\$673.17	\$813.42	\$72.51	9.8%
225	18	0.38%	96.80%	\$173.75	\$580.05	\$753.80	\$140.24	\$688.47	\$828.72	\$74.92	9.9%
230	16	0.34%	97.14%	\$173.75	\$592.94	\$766.69	\$140.24	\$703.77	\$844.01	\$77.33	10.1%
235	11	0.23%	97.37%	\$173.75	\$605.83	\$779.58	\$140.24	\$719.07	\$859.31	\$79.74	10.2%
240	16	0.34%	97.71%	\$173.75	\$618.72	\$792.47	\$140.24	\$734.37	\$874.61	\$82.15	10.4%
245	10	0.21%	97.93%	\$173.75	\$631.61	\$805.36	\$140.24	\$749.67	\$889.91	\$84.56	10.5%
250	12	0.26%	98.18%	\$173.75	\$644.50	\$818.25	\$140.24	\$764.97	\$905.21	\$86.97	10.6%
255	9	0.19%	98.38%	\$173.75	\$657.39	\$831.14	\$140.24	\$780.27	\$920.51	\$89.37	10.8%
260	7	0.15%	98.53%	\$173.75	\$670.28	\$844.03	\$140.24	\$795.57	\$935.81	\$91.78	10.9%
260+	69	1.47%	100.00%	\$173.75	\$764.61	\$938.36	\$140.24	\$798.12	\$938.36	\$0.00	0.0%

As can be seen, the bill comparison indicates that there will be little change in the typical bills for median and average customers. This bill comparison is for FY 2013/2014, or the time period of the initial rate adjustment.

The proposed single-family residential sewer rates have been developed for a five-year period of 2014 through 2018. It is the intent of the City to have these rates become effective July 1 of each year. Presented below in Table 2-7 is the City’s proposed single-family residential sewer rates for the five year period. It is the current policy of the City to cap their single family sewer rates. The cap is currently \$938.36 per customer per year. The City should continue to follow its current practice of increasing the cap based on change of inflation from year to year starting in FY 2014/15.

The rate adjustments in the following years should provide similar bill comparisons since all components of the sewer rate were adjusted by the overall targeted rate adjustment of 1.6% per year.

Table 2-7 Summary of the Proposed Single-Family Residential Sewer Rate

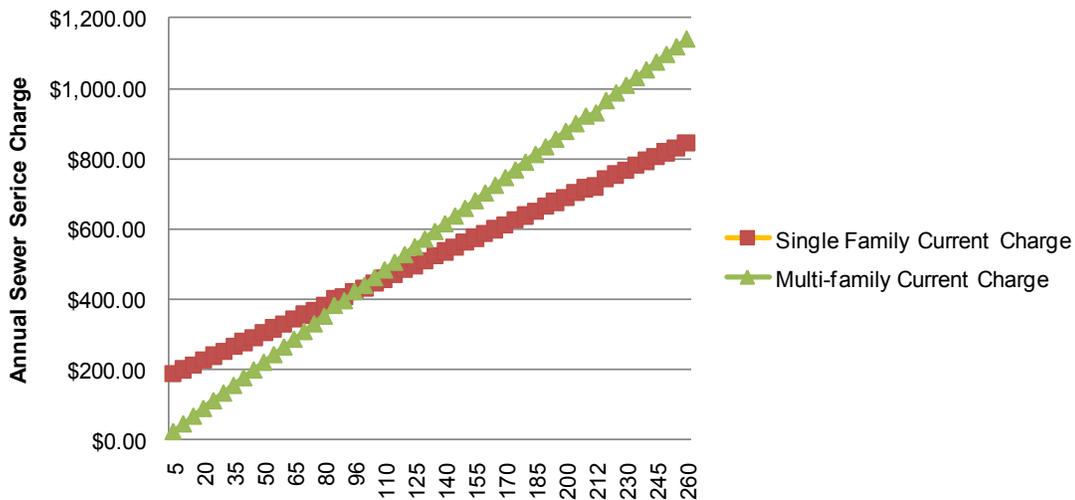
	Current		Proposed			
	2013	2014	2015	2016	2017	2018
Base Sewer Fee (\$/Year)	\$173.75	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
Sewer Rates (\$/HCF)	\$2.58	\$4.08	\$4.13	\$4.19	\$4.23	\$4.27

Note: Residential Sewer Charge Formula: Base Sewer Fee plus previous year's annual water usage X 75% X \$/HCF.

2.4.5 Present and Proposed Multi-Family Sewer Rates

The present multi-family sewer rate is similar in structure to the single-family residential rate structure except that it does not include a base charge and recovers a portion of fixed costs in the volumetric (commodity) rate. As both are residential users and have the same sewage strength they should be paying the same commodity charge and have the same base charge. The current rate structure does not have the multi-family users at the same level of HCF annually paying the same amounts for sewer service. This is illustrated in Figure 2-2 which shows the current annual charges paid by single family and multi-family for FY 2012/2013. In a comparison between Table 2-7 (Single Family Rates) and Table 2-10 (multi-family rates) the commodity rate is lower for single family but a base charge is included. This causes the average and median single family users to be paying more than multi-family users and less at higher HCF per year.

Figure 2-2 Single Family Versus Multi-Family Annual Charges



As shown in Table 2-8 when full cost of service is applied the non-residential over-all annual rate will increase 3.7% or \$34.04 per year. It should be noted that this increase will be spread over multiple living units and thus should be similar to the impacts on single family residences.

The proposed multi-family sewer rate structure has been revised to include a base charge based on the size of the property’s water meter. In addition a 95% rate of return has been applied to discount for exterior water usage. As discussed earlier this base charge is established using the size of each customer’s water meter. Table 2-9 illustrates the American Water Works Association (AWWA) hydraulic capacities for each meter size, the adjusted billing equivalencies which are applied to each meter size, and the resulting annual base charge per meter size. This same base charge is used for commercial/industrial users.

Table 2-8 Summary of the Present and Proposed Multi-Family Sewer Rate

Annual Consumption (HCF)	FY2013 Current (At 100%)			FY2014 Proposed (At 95%)			Difference	
	Base Charge	Commodity Charge	Total Charge	Base Charge (5/8" Meter)	Commodity Charge	Total Charge	Dollars	%
100	\$0.00	\$437.68	\$437.68	\$140.24	\$387.58	\$527.83	\$90.15	20.6%
105	\$0.00	\$459.56	\$459.56	\$140.24	\$406.96	\$547.21	\$87.64	19.1%
110	\$0.00	\$481.45	\$481.45	\$140.24	\$426.34	\$566.59	\$85.14	17.7%
120	\$0.00	\$525.22	\$525.22	\$140.24	\$465.10	\$605.34	\$80.13	15.3%
125	\$0.00	\$547.10	\$547.10	\$140.24	\$484.48	\$624.72	\$77.62	14.2%
130	\$0.00	\$568.98	\$568.98	\$140.24	\$503.86	\$644.10	\$75.12	13.2%
135	\$0.00	\$590.87	\$590.87	\$140.24	\$523.24	\$663.48	\$72.61	12.3%
140	\$0.00	\$612.75	\$612.75	\$140.24	\$542.62	\$682.86	\$70.11	11.4%
145	\$0.00	\$634.64	\$634.64	\$140.24	\$562.00	\$702.24	\$67.60	10.7%
150	\$0.00	\$656.52	\$656.52	\$140.24	\$581.38	\$721.62	\$65.10	9.9%
155	\$0.00	\$678.40	\$678.40	\$140.24	\$600.76	\$741.00	\$62.60	9.2%
160	\$0.00	\$700.29	\$700.29	\$140.24	\$620.13	\$760.38	\$60.09	8.6%
165	\$0.00	\$722.17	\$722.17	\$140.24	\$639.51	\$779.76	\$57.59	8.0%
170	\$0.00	\$744.06	\$744.06	\$140.24	\$658.89	\$799.14	\$55.08	7.4%
175	\$0.00	\$765.94	\$765.94	\$140.24	\$678.27	\$818.52	\$52.58	6.9%
180	\$0.00	\$787.82	\$787.82	\$140.24	\$697.65	\$837.90	\$50.07	6.4%
185	\$0.00	\$809.71	\$809.71	\$140.24	\$717.03	\$857.27	\$47.57	5.9%
190	\$0.00	\$831.59	\$831.59	\$140.24	\$736.41	\$876.65	\$45.06	5.4%
200	\$0.00	\$875.36	\$875.36	\$140.24	\$775.17	\$915.41	\$40.05	4.6%
205	\$0.00	\$897.24	\$897.24	\$140.24	\$794.55	\$934.79	\$37.55	4.2%
210	\$0.00	\$919.13	\$919.13	\$140.24	\$813.93	\$954.17	\$35.04	3.8%
212	\$0.00	\$927.88	\$927.88	\$140.24	\$821.68	\$961.92	\$34.04	3.7%
215	\$0.00	\$941.01	\$941.01	\$140.24	\$833.31	\$973.55	\$32.54	3.5%
225	\$0.00	\$984.78	\$984.78	\$140.24	\$872.06	\$1,012.31	\$27.53	2.8%
230	\$0.00	\$1,006.66	\$1,006.66	\$140.24	\$891.44	\$1,031.69	\$25.02	2.5%
235	\$0.00	\$1,028.55	\$1,028.55	\$140.24	\$910.82	\$1,051.07	\$22.52	2.2%
240	\$0.00	\$1,050.43	\$1,050.43	\$140.24	\$930.20	\$1,070.45	\$20.01	1.9%
245	\$0.00	\$1,072.32	\$1,072.32	\$140.24	\$949.58	\$1,089.82	\$17.51	1.6%
250	\$0.00	\$1,094.20	\$1,094.20	\$140.24	\$968.96	\$1,109.20	\$15.00	1.4%
255	\$0.00	\$1,116.08	\$1,116.08	\$140.24	\$988.34	\$1,128.58	\$12.50	1.1%
260	\$0.00	\$1,137.97	\$1,137.97	\$140.24	\$1,007.72	\$1,147.96	\$9.99	0.9%
265	\$0.00	\$1,159.85	\$1,159.85	\$140.24	\$1,027.10	\$1,167.34	\$7.49	0.6%
270	\$0.00	\$1,181.74	\$1,181.74	\$140.24	\$1,046.48	\$1,186.72	\$4.98	0.4%

Table 2-9 Multi-Family and Commercial/Industrial 2014 Base Charge Per Meter Size

Size of Water Meter	AWWA Hydraulic Capacity	Billing Equivalence Based on Customer & Capacity Costs	2014 Annual Base Charge Per Meter Size
5/8 inch	1.00	1.00	\$140.24
3/4 inch	1.00	1.00	\$140.24
1 inch	1.67	1.50	\$209.83
1 1/2 inch	3.33	2.74	\$383.78
2 inch	5.33	4.23	\$592.53
3 inch	10.00	7.70	\$1,079.61
4 inch	16.67	12.66	\$1,775.44
6 inch	33.33	25.06	\$3,515.02

Table 2-10 uses the base rate for a 5/8" meter as this is the most frequent multi-family meter size. Rates have been developed for a five-year period of 2014 through 2018. Presented in Table 2-10 is the City's proposed multi-family sewer rates.

Table 2-10 Summary of the Proposed Multi-Family Sewer Rate

	Current		Proposed			
	2013	2014	2015	2016	2017	2018
Base Sewer Fee (\$/Year)	-	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
Sewer Rates (\$/HCF)	\$4.38	\$4.08	\$4.13	\$4.19	\$4.23	\$4.27

Note: Example is based on a 5/8" water meter.

Multi-Family Sewer Charge Formula: Base Sewer Fee plus previous year's annual water usage X 95% X \$/HCF

As footnoted in Table 2-10 the example of the projected multi-family base sewer fees per year is based on a 5/8" water meter size which is the most common multi-family water meter size. However, multi-family and commercial sewer customer's base fees are established on their actual water meter size. Table 2-11 summarizes the annual base charge per water meter size for multi-family and commercial users (non-residential meters).

Table 2-11 Summary of Non-Residential Base Charges by Meter Size

Meter Size	No. of Meters	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
5/8"	6,105	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
3/4"	1	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
1"	263	\$209.83	\$214.65	\$219.60	\$225.76	\$232.11
1 1/2"	141	\$383.78	\$392.61	\$401.66	\$412.93	\$424.53
2"	87	\$592.53	\$606.16	\$620.13	\$637.53	\$655.45
3"	1	\$1,079.61	\$1,104.44	\$1,129.90	\$1,161.60	\$1,194.25
4"	2	\$1,775.44	\$1,816.27	\$1,858.14	\$1,910.26	\$1,963.96
6"	2	\$3,515.02	\$3,595.84	\$3,678.73	\$3,781.93	\$3,888.24
Total	6,602					

As noted in Table 2-5 the larger meters are for the Navy and large commercial or multi-family complexes which have multiple units connected to one water meter.

2.4.6 Present and Proposed Commercial Sewer Rates

The present commercial rates contain a volumetric rate which varies by strength level. As will be recalled from the sewer cost of service analysis, “strength” refers to the characteristics of the wastewater. Strength is generally defined in terms of biochemical oxygen demand (BOD) and total suspended solids (TSS). The City uses these same measures to categorize customers into the various strength related parameters.

It should be noted that the proposed rates will maintain the same strength categories and no change in the categorization of customers has been proposed within this study. However the commercial/ industrial user strength classifications have been update to current industry standards. Table 2-12 illustrates the strength factors shown in milligrams per liter (mg/l) that are used in determining the strength coefficient of commercial/industrial user rates.

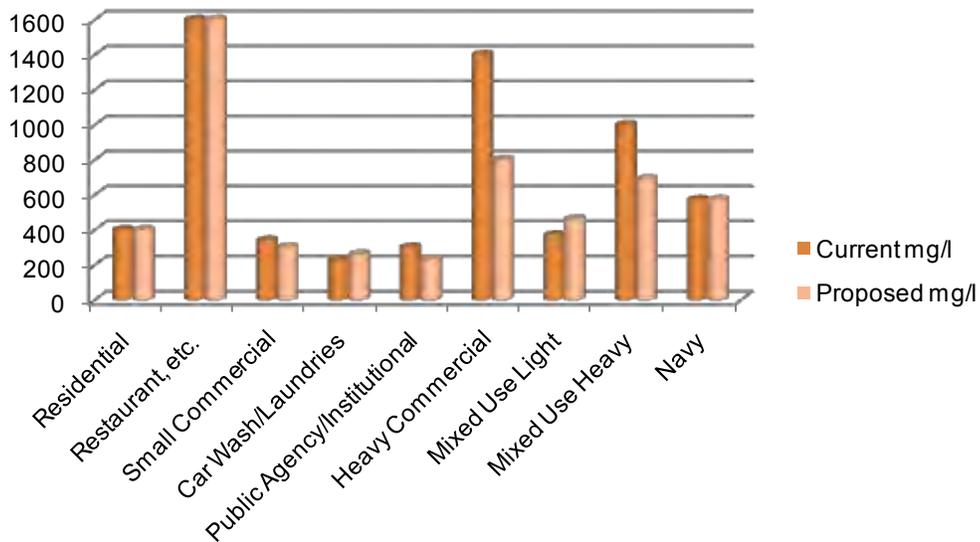
Table 2-12 Combined BOD and TSS Strength Coefficients

User Class	Current mg/l	Proposed mg/l
Residential	400	400
Restaurant, etc.	1600	1600
Small Commercial	340	300
Car Wash/Laundries	230	260
Public Agency/Institutional	300	230
Heavy Commercial	1400	800
Mixed Use Light	370	460
Mixed Use Heavy	1000	690
Navy	572	572

It is sometimes easier to understand the relationships of sewage strengths and billing rates when viewed graphically. The City of San Diego charge’s Imperial Beach based on a formula of 47.8% for volumetric flow and 52.2% for sewage strengths. Higher strength sewage such as restaurants’ cost more to treat than a single family’s sewage and thus the strength portion of their volumetric rate of must be based proportionately. Figure 2-3 not only shows the proportions of the sewage strength between the user classes but also illustrates graphically the proposed sewage strength adjustments in the commercial/industrial user classes.

Table 2-13 summarizes the current and proposed commercial/industrial user rates during the planning period. The example is based on a 5/8” water meter which is the most prevalent meter size in this user class. For larger meter sizes please refer to Table 2-11. It should be noted that while most of the general commercial rates increase slightly each year the higher strength users (restaurants and heavy commercial) go down in FY 2015 because of decreased San Diego Metro costs as shown on Table 2-1. Higher strength commercial pick up proportionately larger share of treatment costs and since these rates are set on cost of service as are other user classes they vary with the annual treatment costs more significantly than a lower strength user.

Figure 2-3 Current versus Proposed Changes in Commercial/Industrial Sewage Strengths



Imperial Beach, as do other cities, has strip malls with multi-use businesses of various sewage strength categories attached to the same water meter. The City currently classifies strip malls with a proportionate mixture of higher and lower strength users as a heavy commercial user. However in a case where the predominance of the water usage through the water meter is for a higher strength user such as a restaurant then the City classifies them as a restaurant. This policy of classifying a commercial/industrial user based on the highest water usage and highest strength is appropriate and the City should continue with this practice.

Table 2-13 Summary of Proposed Commercial/Industrial Rates

	Current		Proposed			
	2013	2014	2015	2016	2017	2018
Base Sewer Fee (\$/Year)⁽¹⁾	\$0.00	\$140.24	\$143.47	\$146.78	\$150.89	\$155.13
Sewer Rates (\$/HCF)						
Rest/Bakeries/Mort./Groc.	\$8.38	\$9.18	\$8.99	\$8.90	\$9.09	\$9.29
Small Commercial	\$4.35	\$3.65	\$3.72	\$3.79	\$3.82	\$3.85
Car Wash/Laundries	\$3.97	\$3.46	\$3.54	\$3.62	\$3.64	\$3.67
Public Agency/Institutional	\$3.67	\$3.33	\$3.42	\$3.50	\$3.52	\$3.54
Heavy Commercial	\$7.65	\$5.82	\$5.79	\$5.79	\$5.88	\$5.98
Mixed Use Light	\$4.44	\$4.37	\$4.41	\$4.45	\$4.50	\$4.56
Mixed Use Heavy	\$6.46	\$5.28	\$5.28	\$5.30	\$5.37	\$5.46
Navy	\$5.02	\$4.87	\$4.89	\$4.92	\$4.99	\$5.05

⁽¹⁾ Example is based on a 5/8" water meter.

Commercial/Industrial Sewer Charge Formula: Base Sewer Fee plus previous year's annual water usage X rate of return per user class X \$/HCF

2.5 Other Billing Issues

As part of this study City staff requested that the City's current definition of a multi-family unit. The City's definition of multi-family is:

- **Multi-family residential** means the residential customer classification with more than one living unit served by a single water meter, and shall include all residential accounts other than single-family residential.
- **Single-family residential** means the residential customer classification where one living unit is served by one water meter with the exception of that where four or more living units are attached then they are treated as multi-family residential regardless of the number of water meters.

Atkins gathered multi-family definitions from other Metro member agencies. One of the clearer definitions provided by other agencies is from the Otay Water District (Section 53.09 Basis for Determination of EDUs).

- **Residential Facilities EDUs** – The number of EDUs for sewer service shall be determined on the following basis:
 - Single-Family Residence (Includes manufactured homes, and mobile homes which are on private lots. A secondary structure with a kitchen is considered an additional EDU;
 - Apartments and Multiple Family Housing – Each individual living unit;
 - Residential condominiums – Each individual living unit;
 - Mobile Home and Trailer Parks – Per each individual space
- **Multi-Residential Rate Charges** – Defined as sewer service for master metered water service for multiple-residential households including for example; duplex, townhomes, apartments, and mobile homes.

The City of La Mesa further defines what a single dwelling unit is. One dwelling unit would be what Otay refers to as “an EDU”. It should be noted that La Mesa considers a duplex to be a single family living unit (in other words a duplex is considered to be two single family units). Accessory dwelling units are also considered to be single family as long as they comply with the definitions that follow:

- **Dwelling unit** is one independent living facility in a building or buildings intended for or providing permanent residence. The presence of independent living facilities for purposes of this title may be based on the existence of such facilities as:
 - Kitchen facilities (room or space used, intended for, or designated for food preparation, cooking and eating)
 - Toilet facilities
 - Bathing facilities
 - Separate connections to, or separate metering of, any utility
 - Separate access from outdoors
 - Lack of access from the interior of any other dwelling or structure
- **Accessory dwelling unit** means either a detached or attached dwelling unit which provides complete, independent living facilities for one or two persons. It shall include

permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel or parcels as the primary unit is situated.

City staff should continue discussions with their planning consultants to see if the description of multi-family should be amended to include some of the suggested wording of this subsection.

2.6 Sewer Pass-Through Costs

The sewer rates as shown and proposed within this study do not include any increases to rates from direct costs and sewer treatment providers except for adjustments for inflation. Actual future pass-through rate information is not available at this time. The City in their enabling ordinance should establish the ability “pass-through” higher than anticipated costs in the following areas:

1. Any increase in the cost to treat and dispose of the City’s wastewater by the City of San Diego or year-end closeout adjustments for prior years based upon billings to Imperial Beach by the City of San Diego. This study only identifies projected costs based on inflationary factors as determined in discussions with City of San Diego staff. It does not include any costs associate with San Diego’s waiver process from secondary treatment at Pt. Loma wastewater treatment plant and the possible outcome of year-end adjustments due to delayed City of San Diego audits from fiscal year 2010 forward and any other billing issues.

It should be noted that San Diego’s waiver is the only one remaining in the United States as the only other waiver holder was Honolulu, Hawaii. Honolulu gave up their waiver last year and will be moving forward with upgrading their treatment plants to secondary treatment and is required to achieve it by the Federal Environmental Protection Agency (EPA) to have designed and constructed the facilities within 10 years. If San Diego is forced to give up their waiver by the State of California, the Coastal Commission, and/or EPA the estimated cost is \$1 billion. Imperial Beach is currently responsible for 1.3% of the total costs of the Metro System. This would equate to a total cost to Imperial Beach customer of \$13 million. These costs of course would be spread over years and the construction portion would be financed but San Diego staff is predicting that sewer rates will double for all users in the Metro System. Per San Diego staff the waiver is due no later than 7/30/15. The ruling on the application would come sometime during FY 2015/2016.

2. Any increase in energy rates imposed on the City by energy providers for the pumping of water. SDG&E has numerous rate cases before the Public Utilities Commission of the State of California that could impact public agency clients significantly.

If either higher cost should materialize the City would only pass-through the costs needed to pay for unknown increases at the time this study was prepared. Pass-through increases are necessary in order to maintain the safety and reliability of the City’s sewer system and avoid deficits and depletion of financial reserves when costs arise that is out of the City’s control.

2.7 Summary of the Sewer Rate Study

This completes the analysis for the City's sewer utility. The proposed sewer rate adjustments and corresponding rate design were developed using generally accepted rate setting methodologies and are based on accounting, budgeting and customer records information provided by the City. The proposed rates are intended to provide adequate revenue to maintain the sewer utility system in a sustainable manner.

Section 3

Introduction to Capacity Fees

3.1 Capacity Fee Methodologies

There are three main capacity fee methodologies:

- Buy-in method,
- Incremental (growth) method, and
- Combined method.

Each one of these methodologies is defined in the next three subsections.

3.1.1 System Buy-In Method

The system buy-in method is based on the average investment in the wastewater system by current customers. Raffelis in the Comprehensive Guide to Water and Wastewater Finance and Pricing, Second Edition (1993) describes the system buy-in methodology as follows:

"Under this approach, capital recovery charges are based upon the 'buy-in' concept that existing users, through service charges, tax contributions, and other up-front charges, have developed a valuable public capital facility. The charge to users is designed to recognize the current value of providing the capacity necessary to serve additional users."

The American Water Works Association (AWWA) Manual M26 suggests that a system buy-in charge be calculated by taking the net equity investment (net investment less depreciation) and dividing by the number of customers (or equivalent customers). Once new customers have paid their fee, they become equivalent to (or on par with) existing customers and share equally in the responsibility for existing and future facilities.

The system buy-in methodology has several distinct advantages:

- The buy-in methodology is a common, easily explained and well-accepted methodology for calculating capacity fees. The method is popular with developers because it can result in lower capacity fees than other methods (depending on valuation methods used).

- The buy-in methodology includes only cost of existing facilities and excludes costs of future or planned facilities; it therefore does not require a formal capital improvement program. The buy-in methodology does not necessarily depend on an assessment of existing capacity availability, and therefore does not require more detailed analyses required to justify fees based on other methodologies.
- Capacity fees based on the buy-in method are a reimbursement for past capital costs; therefore, the use of fees is to reimburse the agency (or existing customers). Once reimbursed, a utility is able to spend capacity fee revenue as it desires on either replacement or expansion capital facilities. As a result, detailed accounting of capacity fee expenditures is greatly simplified.

The buy-in fee calculation is:

$$\frac{\text{Existing Asset Value}}{\text{Existing EDUs or Equivalent Meters}}$$

3.1.2 Growth (Incremental Cost) Method

The growth methodology is also a fairly common approach for establishing capacity fees, particularly for communities experiencing considerable new growth. The approach is based on the cost of future capital facilities. The cost of growth-related future facilities is allocated to new development that is to be served by the facilities. No allowance is made for existing capacity that may also serve new connections. Under this approach, new customers pay for the incremental investment necessary for system expansion. The incremental approach is most commonly applied when extensive new facilities are required to provide capacity for new development.

The calculation of capacity fees using the growth method is:

$$\frac{\text{Value of Future Facilities}}{\text{Future EDUs or Equivalent Meters}}$$

Revenue from growth capacity fees must be set aside and used only for funding growth related capital projects.

3.1.3 Combined Approach

Frequently, aspects of both system buy-in and growth methodologies are combined when calculating capacity fees. This might occur when the wastewater system has excess capacity in some elements but insufficient capacity in other elements (e.g., wastewater treatment plant). Under this example, a combined approach might include cost of existing capital facilities in a buy-in component and cost of upsizing of the treatment plant through an incremental cost component. A combined or hybrid approach is not the sum of the buy-in and incremental fees but rather the weighted average. The combined capacity fee is calculated as:

$$\frac{\text{Existing and Future Asses Value}}{\text{Existing and Future EDUs or Equivalent Meters}}$$

The future asset value in the numerator is the present value in today's dollars. The combined approach does complicate accounting of capacity fees since the growth portion of combined fee revenue must be spent on growth related projects.

3.2 Applicability of Each Capacity Fee Methodology

The suitability of each of the methods mentioned in Section 3.1 normally depends on the degree to which future customers can be served by the existing utility system, which is also related to where a utility is in its growth cycle.

The incremental method is most suitable for a young agency and/or an agency which requires extensive new infrastructure to serve new customers or those with increased density. The buy-in method is most appropriate when an agency is mostly built-out and/or when new customers or those with increased density can be served by the existing system. An agency that falls somewhere in between, in which customers will use existing system capacity while also requiring capacity in newly constructed facilities, would be best served by the combined methodology which is most appropriate up until the 80% percentile of build-out.

After examining all three methodologies it was determined by Atkins and City Staff that the buy-in methodology is the most appropriate for the City since the City is essentially built-out and new customers or those with increased density would be served by the existing wastewater system.

3.3 Valuation Methodologies Used in Capacity Fee Calculation

The buy-in methodology requires a valuation of the utility system. The most prevalent cost-based valuation methods for utility systems are:

- Original cost,
- Reproduction cost,
- Reproduction cost less depreciation,
- Replacement cost, and
- Replacement cost less depreciation

Capacity fees using original cost valuation methods are usually the least popular since original cost usually does not reflect the true, current asset value. There is a subtle difference between reproduction cost and replacement cost. Reproduction cost is the cost to reproduce an *exact* replica of existing assets. Replacement cost is the cost to replace the *functionality* of an asset given any technological advances that may have come about since the asset was originally constructed. A relevant example for wastewater utilities is the cost of pipelines. Reproduction cost normally involves (but is not limited to) escalating the original cost of pipelines using a construction cost index: the ENR-CCI. Since the computed cost is for the exact same pipeline assets, it constitutes a reproduction cost. When a cost per linear foot by diameter (obtained from recent construction cost estimates) is applied to the current pipeline inventory, it more than likely represents replacement cost since the construction costs often represent the latest pipeline materials (e.g. PVC, HDPE) and construction methods which were used to a lesser degree in the past. Valuations using construction cost estimates are rarely close to those constructed using escalated original costs.

Some agencies choose to subtract depreciation from the reproduction or replacement costs of their assets. While this is not a scientific condition assessment, depreciation does recognize that the asset is not new and has been subject to wear and tear. There are arguments for and against using depreciation. Arguments for include the fact that the existing assets that a new user is connecting to have been subject to wear and tear. Arguments against include the fact that ongoing maintenance that keeps the assets at required service levels is not capitalized and thus is not included in an agency's fixed asset records.

Section 4 Capacity Fees

4.1 Current Capacity Fee

The City's current wastewater capacity fee is \$1,230 per single family residence and \$1,230 for each EDU for non-residential users. This fee was established in 2005 and has not been updated since that time. In addition it does not include the full valuation of the City's capacity in the Metro System.

4.2 Collection System Buy-in Capacity Fee

As discussed previously, the City is best suited for a capacity fee calculated under the buy-in approach. The buy-in capacity fee is based on the premise that new customers, or those with increased density, should pay a fee equal to the equity in the system attributable to existing customers. Under capacity fee revenue regulations, the City is free to use buy-in capacity fee revenue for any capital projects (growth or non-growth related). The basic buy-in capacity calculation is:

$$\frac{\text{Value of Existing System}}{\text{Total EDUs Served by Existing System}}$$

The buy-in capacity fee methodology requires a utility asset valuation. Atkins valued the City's assets using the two methods shown in Table 4-1. Note that only the City's pipes and manholes were valued using replacement cost and replacement cost less depreciation. The length of pipe and number of manholes were obtained from the City's Geographical Information System (GIS). The remaining assets (pump stations) were valued using the values from an insurance appraisal.

Using replacement cost (recent unit pipeline construction estimates applied to a pipeline inventory) to value pipelines is quite common since pipeline construction estimates are readily available, easy to use and likely produce a more accurate cost to construct pipeline networks for a particular area. Replacement cost is also used because, in many cases, a wastewater agency may not have an accurate or up-to-date inventory of pipes in its financial statements (balance sheet) but often has a more accurate piping inventory in its GIS database. Therefore, the ease and accuracy with which the calculation can be performed makes it a preferred capacity fee alternative for many agencies.

Table 4-1 shows the three components of the City's capacity fee. The upper portion of the table shows the capacity fee based on the replacement value of the City's sewer system (line 2). The middle portion of the table shows the value of the City's pump stations and the related capacity fee (line 4). Each of the two components value is divided by the current number of EDUs in the City's sewer system as shown on line 8 (10,577). Per the City's master plan one sewer EDU is equal to 232 gallons per day. The estimated total EDUs as shown on line 8 are determined by dividing the current system flow by the average EDU.

4.3 San Diego Metro Component of the Capacity Fee

The City has purchased capacity to treat wastewater in San Diego's Metro System. The value of this capacity is considered an asset which must be incorporated into the total wastewater capacity fee. The bottom half of Table 4-1 shows the Metro component of the capacity fee. The value of capacity in the Metro System has been initially assessed by Raftelis Financial Consultants, Inc. (RFC) (2005), and updated by Atkins (2012).

Table 4-1, line 5, shows the updated value of capacity in the Metro System under each of the valuation method. The Metro component of the capacity fee is calculated by dividing the sewer units into the value of the City's portion of the Metro System (line 6). Line 7 shows the total capacity fee under each valuation alternative for a single family residence or one sewer EDU. The fee for each customer would vary with the number of sewer EDUs as prescribed by the City's Director of Public Services.

Table 4-1 Buy-in Capacity Fee Calculation

(A) Line No.	(B) Valuation Component	(C) Replacement Costs	(D) Replacement Cost Less Depreciation
1	Pipelines	\$46,031,303	\$23,015,652
2	Cost Per EDU (a)	\$4,352	\$2,176
3	Pump Stations	\$15,596,987	\$5,197,589
4	Cost Per EDU (a)	\$1,475	\$491
5	Metro Assets	\$32,818,033	\$22,300,011
6	Cost Per EDU (a)	\$3,103	\$2,108
7	Total Cost Per EDU	\$8,929	\$4,776
8	(a) Total EDUs	10,577	10,577

Note: Pipelines and Pump Stations are based on replacement costs Metro Assets are valued as Reproduction Cost from Raftelis 2005 Study brought to present value using the June 2012 ENR

Section 5

User Rate and Capacity Fee Comparisons

5.1 Sewer User Rate Comparison

Comparing two public agencies rate for sewer service is an imprecise science because it requires an apple to apples comparison and no two agencies have the same footprint. Gathering financial information is challenging because no two agencies prepare their budgets in the same format or account for their revenue and expenses in the same manner. Thus results from the use rate and capacity fee comparison must be used with care because the data is often misleading and most general surveys inaccurately use and compare data for many reasons. Utilities recover different portions of costs in user rates or have off-setting non-rate revenues. Examples of this are:

- Some agencies are growth agencies and can fund significant portions of their replacement and expansion costs through capacity fees while agencies that are close to build out have to fund all of their capital replacement costs in their user rates.
- Some special districts receive property taxes or standby fees which allow them to lower their revenue requirement recovered by user rates and thus have lower fees.
- Some agencies recover the costs of pumping through direct charges to the user based on pump zones while other agencies spread the costs to all users and thus their user rates are higher to reflect these costs.

Other significant factors that can influence rates and thus make rate comparisons challenging are:

- Sewage Treatment Costs. Sewage treatment costs are based on whether an agency treats their own sewage or is part of a regional system. There are definite economies of scale as multiple studies have shown that larger treatment facilities normally are more cost effective than small treatment plants. In this rate comparison we have three different treatment facilities. The first is a small treatment facility but was paid for 100% by a developer and then turned over to the District. The second is the Encina system where the original facilities were paid for 94% with U.S. Environmental Protection Agency (EPA) grants. And the final, of which Imperial Beach is a member, is the Metro system. As opposed to the two other systems, Metro did not take advantage of EPA grants and has incurred \$1 billion in debt to finance the existing facilities.

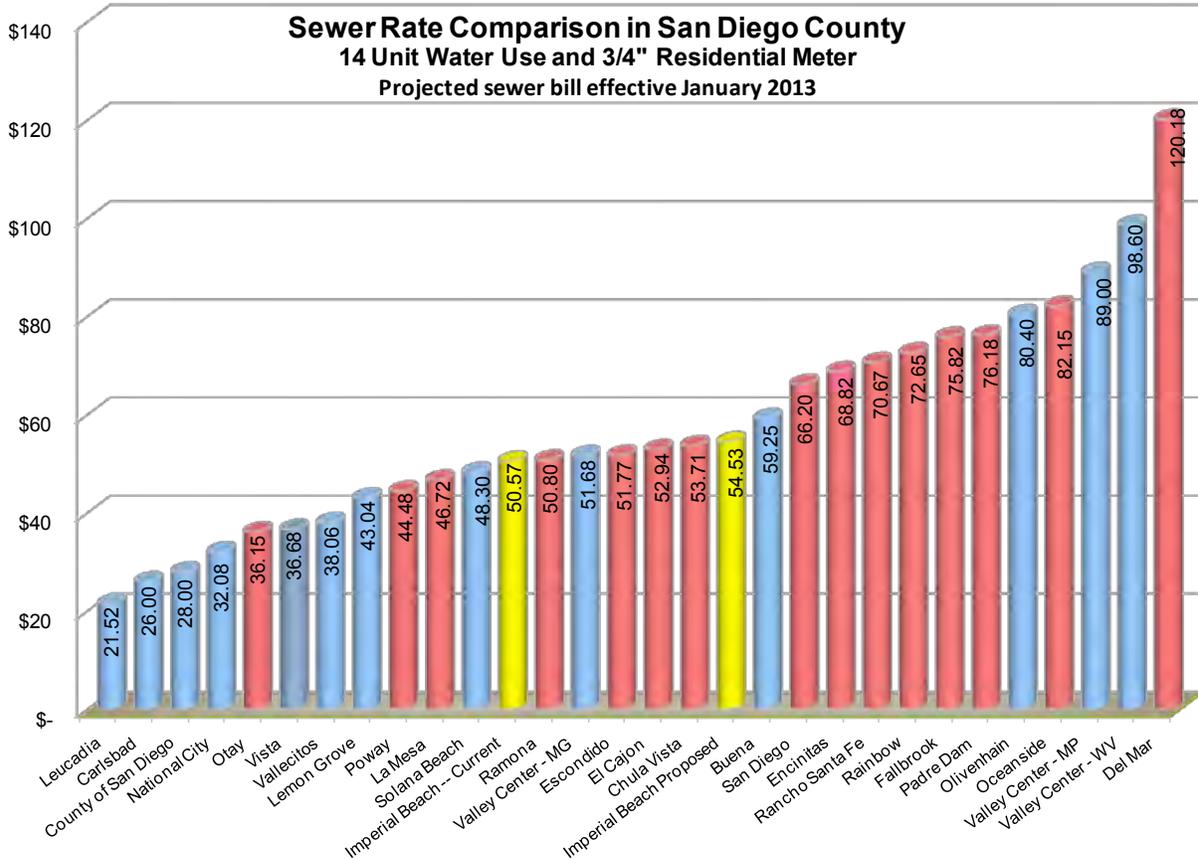
- **Debt Service on Facilities.** Not only do the costs of regional facilities influence the rate to the end user but also internal debt costs for each agency comes into play. All agencies differ in their policies for funding capital facilities. Some agencies require all developers to put in their required facilities while others only require in-tract facilities. Some agencies are aggressive in securing grants and low interest loans or fund capital facilities on pay-as-you-go and others rely on debt financing for major capital facilities. The amount of debt included in user rates can have a significant impact on low versus higher user rates.
- **Reserve Funds.** An agencies reserve policies and the amount of money in their reserves can have a significant impact on user fees. For instance if an agency has a fully funded replacement reserve then they will not need to incur debt for replacement capital projects and pay the associated interest expense that is associated with bond issues. But this can mean either higher or lower rates than surrounding agencies based on the level of funding versus bond expense.
- **Geographical Location.** The location and topography of an agency can have major impacts on user rates. If an agency is sprawling and has significantly more miles of pipeline and pump stations than a dense flat urban area the maintenance cost per customer will increase. In addition the maintenance policy of each agency differs. If an agency maintains their service facilities to a higher level of standards than another their maintenance expense per customer may be higher. However, deferred maintenance of facilities, especially pipelines, has shown to cost an agency more because of breakages and replacements in their system.
- **Timing of last rate adjustment.** Some agencies keep up with their cost of service by having annual rate adjustments and others do not. This is important in the comparison because if an agency is using reserves to moderate their rate adjustments or not adjusting their rates to keep up with their cost-of-service then their rates cannot be compared to an agency that is annually recovering their cost-of-service.
- **Budget Documents are not in the Same Format.** Although there are guidelines for public agencies through the Government Finance of America no two agencies use the same format to exhibit their budget. In addition operational costs are not classified and exhibit uniformly.
- **Require Information Not Always Available.** To create apples-to-apples metric similar information is required. But as with the format of budget documents this information is not always readily available based on the transparency of the particular agency.

However public agencies like to see how they compare to other surrounding communities user rates. Figure 5-1 is a recent survey as of January 1, 2013 of County of San Diego sewer agencies user rates. The Otay Water District prepares this survey annually and circulates it to all of the listed agencies. As such it is considered the “go-to” for a sewer rate survey.

The survey is based on 14 HCF monthly for single family residences. The average is \$47.97 monthly for all users and the median is \$50.68. When calculating the average and median for just Metro members the average increases to \$54.90 while the median decreases to \$46.72.

The yellow bars represent Imperial Beach’s single family user showing both the current and the proposed FY2013/2014 monthly rates. It also shows that the City’s proposed rates are very close to the average Metro member rates and thus in-line with other Metro member agencies.

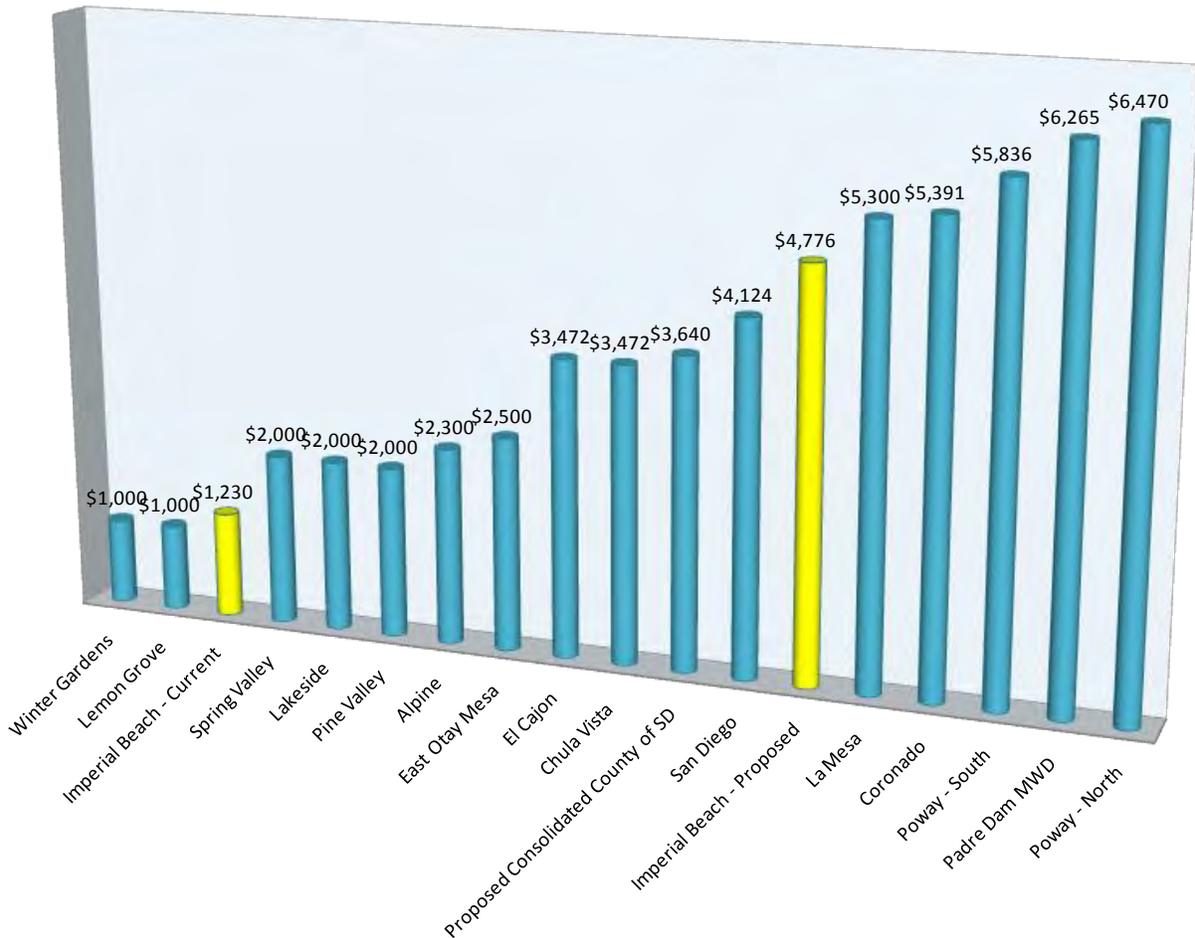
Figure 5-1 Sewer User Survey



5.2 Capacity Fee Comparison

This section compares Imperial Beach’s proposed capacity fees with those of other San Diego Metro agencies. The yellow bar on Figure 5-2 show the proposed City capacity fee using replacement cost less depreciation cost, including the Metro component of the fee. The median and mean (average) for the distribution below is \$3,472 and \$3,488 respectively.

Figure 5-2 Sewer Capacity Fees of San Diego Metro Agencies



It should be noted that the proposed capacity fee for the City of Imperial Beach is comparable to other Metro Agencies that have updated their capacity fees to include the Metro components and valued their assets based on replacement cost or replacement cost less depreciation. These include La Mesa, Coronado, Poway, and Padre Dam. The City of San Diego is currently updating their capacity fees and their study should be complete by mid-2013. The lower end of the capacity fees have not been updated in years and therefore do not provide a valid point of comparison to the capacity fees calculated for this report.

Section 6

Summary and Conclusions

The City proposes to update its sewer user rates and capacity fees. This report proposes several changes to both.

6.1 Sewer User Fee Assumptions and Recommendations

The sewer user fee study made the following assumption:

1. The base year for the study is FY 2012/2013. The budget for FY 2012/2013 is inflated during the planning period as shown in Table 6-1.

Table 6-1 Annual Inflation Rates

Inflation Rates	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Interest Earnings (on Cash Balances)	Actual	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
General Inflation	Actual	2.0%	2.0%	2.0%	3.0%	3.0%	3.0%	4.0%
Construction Inflation (ENR-CCI-LA)	Actual	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Compound Construction Inflation	Actual	100.0%	100.0%	103.0%	106.1%	109.3%	112.6%	115.9%
Inflation - Labor	Actual	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

2. All user classes will have a base fee to recover fixed costs proportionately. Non-single family (multi-family) and commercial industrial customer's base fee will be established on the size of their water meter.
3. Current industry standard sewage strengths will be used for commercial/industrial users.
4. Industry standard rates of returns to the sewer will be used for all user classes to eliminate charging sewer user rates for external irrigations which does not return to the sewer.

The sewer user fees study makes the following recommendations:

1. Continue to use annual water usage for each customer but Include appropriate rates of return to the sewer by user class.
2. Update commercial/industrial user's sewer user strengths to industry standards.

3. Include a base charge for each user. The base charge for non-residential users (multi-family and commercial/industrial users) should be based on the size of each customer's water meter.
4. Adopt a "pass-through" ordinance as discussed in Section 2-6.
5. Adopt the reserve policies contained in this report and establish a formal replacement reserve.
6. Review annual actual revenue to projected revenue to maintain financial stability should use patterns change.
7. Continue the current policy of the City to cap single family sewer rates. The cap is currently \$938.36 per customer per year. The City should continue to follow its current practice of increasing the cap based on change of inflation from year to year starting in FY 2014/15.

The output from the sewer user model is included as Appendix B.

6.2 Capacity Fee Assumptions and Recommendations

The capacity fee study made the following assumptions:

1. The City's pipelines and manholes were valued at replacement costs. Depreciation of each asset was applied to account for system wear and tear.
2. The City's pump stations were valued based on an insurance appraisal. Depreciation was also applied to these assets.
3. The value of the City's investment in the City of San Diego Metro Wastewater System was determined from a report prepared for San Diego and the PAs by Raffetis Consultancy.
4. Total EDUs for the system were determined by dividing the current total system flow by the average single family user (one EDU).
5. The buy-in methodology was used where the total value of the City's assets less depreciation is divided by the total system EDUs.

This report proposes several changes to the City capacity fees:

1. Adopt new fee based on the replacement cost less depreciation buy-in method including the Metro capacity fee.
2. Review capacity fees every three to five years to reflect changes in depreciation, asset additions and construction costs. In between formal capacity fee studies, we suggest escalating the fees using the ENR-CCI for Los Angeles.
3. Based on input from the City Council at their January 23, 2013 it is recommended that the capacity fee be adopted at \$4,000 per EDU and the remainder of the fee phased in over the five year period of this study. Thus from fiscal year 2014/2015 to 2017/18 the capacity fee would be increased by \$191.50 plus inflationary increases.

The output from the capacity fee model is included in the Appendix C.

APPENDIX A

**APPENDIX A
SEWER CLASSIFICATIONS**

USER Category	CLASS NO.	DESCRIPTON	BOD	SS
Single-Family Residence	1.0		200	200
		Residential: SFR/duplex/condo/townhouse		
Mult-Residential	2.0		200	200
		Homeless Shelter	200	200
		Hospital-Psychiatric	250	100
		Residential: Artist (2/3 area)	200	200
		Residential: Artist Residence	200	200
		Residential: Boarding House	200	200
		Residential: Apts.	200	200
		Residential: Condos	200	200
		Residential: Dorm: College or Res.	200	200
		Residential: Mobile Home	200	200
		School: Dormitory	200	200
		Spa/Jacuzzi (residential)	200	200
		Swimming Pool	200	200
Restaurants / Bakeries / Mortuaries / Groceries	3.0		1,000	600
		Banquet Room/Ballroom	1,000	600
		Bar: Cockerel, Public Table Area	1,000	600
		Bar: Juice, Pastry Only	1,000	600
		Bowling Facility: Arcade/Bar/Restaurant	1,000	600
		Cafeteria: Fixed Seat	1,000	600
		Caterers	1,000	600
		Coffee House: Pastry Only	1,000	600
		Coffee House: Serves cooked food	1,000	600
		Doughnut Shop	1,000	600
		Golf Course Facility: Lobby/Office/Restaurant	1,000	600
		Restaurant: Drive-up	1,000	600
		Restaurant: Fast food (indoor/outdoor)	1,000	600
		Restaurant: Full Service (indoor/outdoor)	1,000	600
		Restaurant: Take out	1,000	600
		Rifle range Facility: Bar/restaurant	1,000	600
		Store: Ice Cream	1,000	600
		Mortuaries: Embalming	800	800
		Markets: Retail	800	800
		Markets: Wholesale	800	800
		Manufacturing -- Baked Foods	1000	600
		Restaurant/Bar (W/Food Preparation)	1000	600
		Manufacturing -- Beverages	1500	300
		Manufacturing -- Paint	1300	1100
		Manufacturing -- Other Chemical Products	1300	1100
		Manufacturing -- Dairy Products	2369	922
		Steam Cleaning -- Auto	1150	2150
		Manufacturing -- Other Food Products	2213	1453
		Septage	5400	12000
Small Commercial	4.0		160	140
		Arcade - Video game (no food preparation)	150	150
		Auditorium/Theater	150	150
		Auto Parking	150	150

**APPENDIX A
SEWER CLASSIFICATIONS**

USER Category	CLASS NO.	DESCRIPTON	BOD	SS
		Auto Body/Mechanical Shop (domestic)	150	150
		Bar: Fixed Seat (no food preparation)	200	200
		Bar: Juice, No Food & Pastry	200	200
		Barber Shop	150	150
		Beauty Parlor	150	150
		Bowling Alley: Alley & Lobby area	150	150
		Building Construction/Field Office	150	150
		Camp, Park	150	150
		Chapel: Fixed seat (no kitchen)	150	150
		Church: Fixed seat (no kitchen)	150	150
		Cocktail Lounge: Fixed seat (no food preparation)	200	200
		Coffee House: No Food & Pastry	200	200
		Comfort Station	150	150
		Commercial use	150	150
		Community Center	150	150
		Convention Center, Fairground (no food preparation)	150	150
		Dairy: Retail area	150	150
		Dance Studio	150	150
		Equipment Booth	150	150
		Filming Processing: Industrial	130	150
		Gas Station: Self Service (no repair or food preparation)	150	150
		Golf Course: 18 hole/9 hole green area	150	150
		Gold Course: Driving range	150	150
		Gymnasium: Basketball, volleyball	150	150
		Health Club/Spa	150	150
		Hospital	250	100
		Hospital: Convalescent	250	100
		Hospital: Surgical	250	100
		Hospital: Animal	150	150
		Hotel (no restaurant or kitchens)	310	120
		Kennel: Dog Kennel/Open	150	150
		Library: Public Area	150	150
		Library: Back, storage	150	150
		Lobby of Retail	150	150
		Lodge Hall (LACSDs - "Club") (no food preparation)	150	150
		Lounge (Bar) (no food preparation)	200	200
		Markets without Garbage Disposals (prepackaged food only)	150	150
		Massage parlor	150	150
		Mortuary: Chapel only	150	150
		Museum: All Area	150	150
		Night Club: Fixed Seats (no food preparation)	200	200
		Night Club: Dancing area (no food preparation)	200	200
		Night Club: Public Table Area (no food preparation)	200	200
		Nurseries	150	150
		Office: Trailer - Construction/Field Office	150	150
		Office: Credit Union	150	150
		Office: Bank Branch	150	150
		Office: Acupuncture	130	80
		Office: Bank Headquarters	130	80
		Office: Chiropractic Office	130	80

**APPENDIX A
SEWER CLASSIFICATIONS**

USER Category	CLASS NO.	DESCRIPTON	BOD	SS
		Office: Conference Room of Office Bldg.	130	80
		Office: Counseling Center	130	80
		Office: Dental Office Center	130	80
		Office: Drug Abuse	130	80
		Office: Medical Bldg.	130	80
		Office: Medical Office/Clinic	130	80
		Office Building	130	80
		Office Building with Cooling Tower	108	87
		Office: Public Administration	130	80
		Office: Veterinarian	130	80
		Pool Hall (No alcohol or food)	150	150
		Post Office: Full Service	150	150
		Post Office: Private Mail Box Rental	150	150
		Recreation Facility	150	150
		Rest Home	250	100
		Retail area	150	150
		Rifle Range: Shooting stalls, Lobby	150	150
		Skating Rink: Ice or Roller (no food preparation)	150	150
		Spa/Jacuzzi (commercial)	150	150
		Storage: Self serve	150	150
		Store: Retail	150	150
		Studio: Film/TV - Audience Viewing Room	150	150
		Studio: Film/TV - Regular Use Indoor	150	150
		Studio: Film/TV - Industrial Use Film Processing	150	150
		Studio: Recording	150	150
		Swimming Pool (Commercial)	0	0
		Tanning Salon: Within a Health Spa/Club	150	150
		Theatre: Drive-In	150	150
		Theatre: Live/Music/Opera	150	150
		Theatre: Cinema	150	150
		Waste Dump: Residential	150	150
		Wine Tasting Room (no food preparation)	200	200
Car Washes / Laundries	5.0		150	110
		Auto Laundry	20	150
		Car Wash: Automatic	20	150
		Car Wash: Coin Operated	20	150
		Car Wash: In Bay	20	150
		Laundromat	150	110
Public Agency / Institutional	6.0		130	100
		Church School: Day Care/Elementary	130	100
		Church School: One Day Use	130	100
		School: Arts/Dancing/Music	130	100
		School: Nursery/Day Care Center	130	100
		School: Kindergarten/Elementary/Jr. High/High School	130	100
		School: Martial Arts	130	100
		School: Special Class-LAC	130	100
		School: Trade or Vocation	130	100

**APPENDIX A
SEWER CLASSIFICATIONS**

USER Category	CLASS NO.	DESCRIPTON	BOD	SS
		School: Training	130	100
		School: University/College	130	100
		Camp Surf	130	100
		Estuary	130	100
Heavy Commercial	7.0		400	400
		Combined Comm. & Retail Shop(including food preparation)	400	400
		Mini-Mall(including food preparation)	400	400
		Regional Mall (including food preparation)	400	400
		Machine Shop	290	550
		Manufacturing -- Metal Industry	330	550
		Manufacturing -- Lumber & Wood Products	240	431
		Manufacturing -- Stone, Clay, Glass Products	320	700
		Reproduction/Mailing Service	733	400
		Hotel (With Restaurant)	701	600
		Manufacturing -- Paper/Containers	260	500
		Manufacturing -- Printing & Publishing	270	500
		Laundry (Industrial)	721	680
Mixed Use Light - Low Strength	8.0		200	170
		Auto Repair Residential w/commercial	180	280
		Auto Body/Mechanical Shop (Industrial)	180	280
		Auto Mfg., Serv. Maint	180	280
		Bus. Mfg. & Servicing	180	280
		Gas Station: With service area drained to sewer	180	280
		Hanger (Aircraft)	180	280
		Heliport	180	280
		Misc. Repair Shops	250	250
		Truck Repair & Service	180	280
Mixed Use - High Strength	8.5		450	240
		Laundry: Linen & General	450	240
		Laundry: Towel & Uniform	450	240
		Manufacturing -- Electric/Electronic Equipment	300	350
		Manufacturing - Instruments	300	350
		Manufacturing -- Fabricated Metal Products	300	350
		Manufacturing -- Transport Equipment	400	250
		Transportation -- Bus/Air Terminal	350	350
U.S. Navy	9.0	Navy	200	372

APPENDIX B

City of Imperial Beach
 FY 13-14 Base Year Model
 Step 1 – Customer Summary and Estimated Flows

FY14

Units of Service and Loadings	FLOW:				BOD:		SS:	
	(A) No. of Accounts	(B) Annual Consumption per User Class (HCF)	(C) Rate of Return	(D) Adjust for Rate of Return (HCF)	(E) Total Flow in MGD	(F) Annual BOD Load (LBS/YR)	(G) BOD User (MG/L)	(H) SS per User Annual Load (LBS/YR)
Single Family	4,682	450,570	75.0%	337,928	0.693	421,921	200	421,921
Subtotal- Residential	4,682	450,570		337,928	0.693	421,921		421,921
Commercial								
Resi/Bakeries/Mort./Groc.	48	12,560	90.0%	11,304	0.023	70,568	1,000	42,341
Small Commercial	114	13,051	90.0%	11,746	0.024	10,999	150	10,999
Car Wash/Laundries	13	8,081	90.0%	7,273	0.015	6,810	150	4,994
Public Agency/Institutional	71	37,632	75.0%	28,224	0.058	22,906	130	17,620
Heavy Commercial	7	2,929	90.0%	2,636	0.005	6,583	400	6,583
Mixed Use Light	33	6,852	90.0%	6,167	0.013	6,930	180	10,779
Mixed Use Heavy	2	393	90.0%	300	0.001	842	450	449
Navy	5	30,180	90.0%	27,162	0.056	33,913	200	63,079
Multi-Family	1,627	346,541	95.0%	329,214	0.675	411,042	200	411,042
Subtotal Non-Residential	1,920	458,159		424,025	0.869	570,593		567,886
TOTAL	6,602	908,729		761,953	1.562	992,514		989,807

Conversion Factors	
2.205E-06	lbs/mg
3.7854118	liters/gal
748.05	days/year
	gal/HCF

EDUs for Capacity Fee	
Flow	1,561,585.83
Average	147.92
EDUS	10,556.89

City of Imperial Beach
 FY 13-14 Base Year Model
 Step 2 – Determination of Unit Costs

Cost Category	FY14		FY15		FY16		FY17		FY18		FY19		FY20	
	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost						
1. Customer Related Costs														
Number of Customers	\$ 236,811	\$ 241,872	\$ 247,056	\$ 253,874	\$ 260,896	\$ 268,129	\$ 277,227							
Unit Cost (\$ / Customer)	6,602	6,602	6,602	6,602	6,602	6,602	6,602							
2. Capacity Related Costs														
Number of Hydraulic Equivalencies	\$ 35.87	\$ 36.64	\$ 37.42	\$ 38.45	\$ 39.52	\$ 40.61	\$ 41.99							
Unit Cost	\$ 792,028	\$ 810,680	\$ 829,819	\$ 853,229	\$ 877,342	\$ 902,177	\$ 931,878							
Total Fixed Charge Based on Hydraulic Meters	7,588	7,588	7,588	7,588	7,588	7,588	7,588							
Accounts	\$ 104.37	\$ 106.83	\$ 109.35	\$ 112.44	\$ 115.62	\$ 118.89	\$ 122.80							
Base Charge (Fixed costs divided by total accounts)	\$ 140.24	\$ 143.47	\$ 146.78	\$ 150.89	\$ 155.13	\$ 159.50	\$ 164.80							
3. Collection System Volume Related Costs														
Annual Flow (HCF)	6,602	6,602	6,602	6,602	6,602	6,602	6,602							
Unit Cost (\$ / HCF)	\$ 155.84	\$ 159.43	\$ 163.11	\$ 167.69	\$ 172.41	\$ 177.27	\$ 183.14							
4. Treatment Plant - Wastewater Strength Related														
Flow (HCF)	\$ 2,640,877	\$ 2,516,009	\$ 2,441,138	\$ 2,517,822	\$ 2,596,807	\$ 2,678,161	\$ 2,789,888							
BOD (LBS.)	1,262,339	1,202,652	1,166,864	1,203,519	1,241,274	1,280,161	1,333,566							
SS (LBS.)	647,015	616,422	598,079	616,866	636,218	656,149	683,522							
Annual Flow (HCF)	731,523	696,934	676,195	697,437	719,316	741,851	772,799							
Pounds of BOD (lbs)	761,953	761,953	761,953	761,953	761,953	761,953	761,953							
Pounds of SS (lbs)	992,514	992,514	992,514	992,514	992,514	992,514	992,514							
Unit Cost (\$ / HCF)	1.66	1.58	1.53	1.58	1.63	1.68	1.75							
Unit Cost (\$ / lb)	0.65	0.62	0.60	0.62	0.64	0.66	0.69							
Unit Cost (\$ / lb)	0.74	0.70	0.68	0.70	0.73	0.75	0.78							
Total Revenue Requirement For Rates	\$ 4,192,748	\$ 4,255,184	\$ 4,318,592	\$ 4,382,096	\$ 4,449,305	\$ 4,450,331	\$ 4,621,461							
Add Revenue	-	-	-	-	-	-	-							
Add Fog Program Revenue	-	-	-	-	-	-	-							
Total	\$ 4,192,748	\$ 4,255,184	\$ 4,318,592	\$ 4,382,096	\$ 4,449,305	\$ 4,450,331	\$ 4,621,461							
Check	-	-	-	-	-	-	-							

**City of Imperial Beach
Metro Budget**

	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Treatment & Disposal	\$2,379,434	\$2,491,584	\$2,491,584	\$2,541,416	\$2,617,658	\$2,696,188	\$2,777,074	\$2,888,156
Transportation	\$6,030	\$6,151	\$6,274	\$6,399	\$6,591	\$6,789	\$6,993	\$7,272
Palm City Trunk Sewer	\$249,982	\$249,982	\$124,991					
Metro TAC	\$8,160	\$8,160	\$8,160	\$8,323	\$8,573	\$8,830	\$9,095	\$9,459
Total	\$2,643,606	\$2,755,877	\$2,631,009	\$2,556,138	\$2,632,822	\$2,711,807	\$2,793,161	\$2,904,888
<hr/>								
FY09	Recycled	FY10	Total					
Year-end Adjustments	\$ 270,921	\$ (88,616)	\$ 191,663	\$ 373,968				
Note: Year-end adjustments have not been included in this rate case								

City of Imperial Beach
Budget Summary

TABLE 3-2

Expense Description	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
OPERATION & MAINTENANCE									
TOTAL SEWER ENTERPRISE FUND	\$3,648,402	\$3,802,958	\$3,939,933	\$3,840,369	\$3,791,417	\$3,902,190	\$4,016,287	\$4,133,806	\$4,291,024
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NONOPERATING EXPENDITURES									
CAPITAL IMPROVEMENTS	\$0	\$0	\$400,000	\$412,000	\$424,360	\$437,091	\$450,204	\$463,710	\$477,621
INCREASE OPERATIONS RESERV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ESTABLISH CAPITAL RESERVE	\$0	\$0	\$0	\$150,000	\$250,000	\$190,000	\$130,000	\$0	\$0
Subtotal Expenditures	\$3,648,402	\$3,802,958	\$4,339,933	\$4,402,369	\$4,465,777	\$4,529,281	\$4,596,490	\$4,597,516	\$4,766,645
Less Non-Operating Revenues	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185	\$147,185
Revenue Requirement	\$3,501,217	\$3,655,773	\$4,192,748	\$4,255,184	\$4,318,592	\$4,382,096	\$4,449,305	\$4,450,331	\$4,621,460

APPENDIX C

**City of Imperial Beach
Capacity Fee Calculation**

(A) Line No.	(B) Valuation Component	(C) Replacement Costs	(D) Replacement Cost Less Depreciation
1	Pipelines	\$46,031,303	\$23,015,652
2	Cost Per EDU (a)	\$4,352	\$2,176
3	Pump Stations	\$15,596,987	\$5,197,589
4	Cost Per EDU (a)	\$1,475	\$491
5	Metro Assets	\$32,818,033	\$22,300,011
6	Cost Per EDU (a)	\$3,103	\$2,108
7	Total Cost Per EDU	\$8,929	\$4,776
	(a) Total EDUs	10,577	10,577

Note: Pipelines and Pump Stations are based on replacement costs Metro Assets are valued as Reproduction Cost from Raftelis 2005 Study brought to present value using the June 2012 ENR

City of Imperial Beach
Pipeline Replacement Cost Valuation

Diameter	Material	Count	Length	Unit Costs (\$/LF)	Cost / In-Ft	Estimated Replacement Costs
4	PVC	1	95	\$ 85.00	\$ 21.25	\$ 8,075.00
4	VCP	1	517	\$ 100.00	\$ 25.00	\$ 51,700.00
Total		2	612			
6	CIP	2	186	\$ 135.00	\$ 22.50	\$ 25,110.00
6	PVC	3	841	\$ 160.00	\$ 26.67	\$ 134,560.00
6	VCP	178	45,514	\$ 155.00	\$ 25.83	\$ 7,054,670.00
Total		183	46,541			
8	CIP	1	147	\$ 175.00	\$ 21.88	\$ 25,725.00
8	PVC	20	6,149	\$ 180.00	\$ 22.50	\$ 1,106,820.00
8	VCP	584	143,407	\$ 195.00	\$ 24.38	\$ 27,964,365.00
Total		605	149,703			
10	CIP	1	2,146	\$ 180.00	\$ 18.00	\$ 386,280.00
10	PVC	3	1,712	\$ 185.00	\$ 18.50	\$ 316,720.00
10	VCP	44	6,766	\$ 195.00	\$ 19.50	\$ 1,319,370.00
Total		48	10,624			
12	PVC	9	20,726	\$ 198.00	\$ 16.50	\$ 4,103,748.00
12	VCP	28	7,405	\$ 215.00	\$ 17.92	\$ 1,592,075.00
Total		37	28,131			
15	VCP	15	3,781	\$ 250.00	\$ 16.67	\$ 945,250.00
15	VCP	15	3,781			
Total		30	7,562			
16	CIP	1	229	\$ 260.00	\$ 16.25	\$ 59,540.00
16	VCP	1	58	\$ 295.00	\$ 18.44	\$ 17,110.00
Total		2	287			
18	VCP	1	148	\$ 295.00	\$ 16.39	\$ 43,660.00
Total		1	148			
21	VCP	6	1,227	\$ 335.00	\$ 15.95	\$ 411,045.00
21	VCP	6	1,227			
Total		12	2,454			
24	VCP	3	1,293	\$ 360.00	\$ 15.00	\$ 465,480.00
24	VCP	3	1,293			
Total All Lines		902	242,347			\$ 46,031,303.00

Grand Total	242,347
Force main	25,043
Gravity Main - Feet	217,304
Gravity Main - Miles	41.16
Force main - Feet	25,043
Force main - Miles	4.74

City of Imperial Beach
 Replacement Costs: Pump Stations

Valuation Component		Replacement Cost				Replacement Costs Less Depreciation					
Pump Station Name	Pump Station Location	Construction Cost	2008 Equipment Replacement Cost	ENR Equipment Replacement Costs	Total Replacement Costs	Year Built	Remaining Life Structure	Remaining Life Equipment	Construction Costs	2008 Equipment Costs	Total RCLD
Pump Station 1A	862 Seacoast Dr	\$1,500,000	\$150,000	\$157,274	\$1,657,274	1952	-10	16	\$	\$ 125,819	\$ 125,819
Pump Station 1B	1098 Seacoast Dr	\$1,500,000	\$150,000	\$157,274	\$1,657,274	1992	30	16	\$ 900,000	\$ 125,819	\$ 1,025,819
Pump Station 2	1306 Seacoast Dr	\$1,000,000	\$150,000	\$157,274	\$1,157,274	1989	27	16	\$ 540,000	\$ 125,819	\$ 665,819
Pump Station 3	501 elm	\$1,000,000	\$150,000	\$157,274	\$1,157,274	1952	-10	16	\$	\$ 125,819	\$ 125,819
Pump Station 4	755 Delaware	\$1,000,000	\$150,000	\$157,274	\$1,157,274	1952	-10	16	\$	\$ 125,819	\$ 125,819
Pump Station 5	133 Dahlia Ave	\$1,000,000	\$150,000	\$157,274	\$1,157,274	1979	17	16	\$ 340,000	\$ 125,819	\$ 465,819
Pump Station 6	498 Rainbow Dr	\$1,500,000	\$150,000	\$157,274	\$1,657,274	1954	-8	16	\$	\$ 125,819	\$ 125,819
Pump Station 7	504 Oneonta Ave	\$1,000,000	\$150,000	\$157,274	\$1,157,274	1979	17	16	\$ 340,000	\$ 125,819	\$ 465,819
Pump Station 8	895 Imperial Beach Blvd	\$2,000,000	\$300,000	\$314,548	\$2,314,548	1962	0	16	\$	\$ 251,638	\$ 251,638
Pump Station 9	1025 9th St	\$1,000,000	\$150,000	\$157,274	\$1,157,274	2005	43	16	\$ 860,000	\$ 125,819	\$ 985,819
Pump Station 10	814 Cypress Ave	\$1,000,000	\$350,000	\$366,973	\$1,366,973	1989	27	16	\$ 540,000	\$ 293,578	\$ 833,578
		\$13,500,000	\$2,000,000	\$2,096,987	\$15,596,987				\$3,520,000	\$1,677,589	\$5,197,589

Note:

Useful lives: Pump Stations 50
 Equipment 20

City of Imperial Beach
Metro Capacity Fee Calculation

Value Approach/Pricing Perspective	Total Value (2009) (billion)	Divisor (mgd)	Original Study Price per gpd (2005)	Price per gpd (2012) (\$/gpd)	% Increase (2005 to 2012)
Asset Approach (reproduction costs)					
- Without depreciation adjustment	\$2.20	255	\$ 7.27	\$ 8.74	20.2%
- With depreciation adjustment	\$1.25	255	\$ 4.94	\$ 5.94	20.2%
Other Drivers of Investment Value					
Prior Sale					
- Without inflationary adjustment	\$3.36	255	\$ 13.19	\$ 15.85	20.2%
- With inflationary adjustment	\$4.19	255	\$ 15.21	\$ 18.29	20.2%
Buyer's Avoided Cost					
Stand-Alone (B&C Report)					
- Best case alternative	\$4.37	255	\$ 15.87	\$ 19.08	20.2%
- Worst case alternative	\$7.10	255	\$ 25.78	\$ 30.99	20.2%
Collaboration (RMC Report)					
- Best case alternative	\$3.87	255	\$ 14.06	\$ 16.90	20.2%
- Worst case alternative	\$5.84	255	\$ 21.20	\$ 25.49	20.2%
Seller's Potential Future Cost					
- Without upgrade adjustment	\$5.25	255	\$ 23.08	\$ 27.75	20.2%
- With upgrade adjustment*	\$6.36	255	\$ 19.08	\$ 22.94	20.2%
Alternative Investment Value	\$4.15	255	\$ 12.70	\$ 15.27	20.2%
* Adjustment to Remove Secondary Treatment Costs					

Line No.	Valuation Component	Reproduction Costs (\$/gpd)	Reproduction Cost Less Depreciation (\$/gpd)	Replacement Costs (\$/gpd)
1	Metro System Valuation (a)	\$ 8.74	\$ 5.94	\$ 15.27
2	Imperial Beach Capacity (MGD)	3,755	3,755	3,755
3	Value of Imperial Beach Capacity (\$)	\$ 32,818,033	\$ 22,300,011	\$ 57,329,989
4	Sewer Equivalent Dwelling Units	10,577	10,577	10,577
5	Metro Component of Capacity Fee	\$ 3,103	\$ 2,108	\$ 5,420

(a) Alternative Value was used to calculate replacement costs as this is the most popular valuation methodology

**City of Imperial Beach
Construction Cost Index -- Los Angeles, CA**

Current (June 30,2012): 10,299.55

YEAR	MONTH	CCI	%CHG
2012	Jun	10,299.55	1.000000
2011	Dec	10,088.80	1.0208895
2010	Dec	10,004.30	1.0295123
2009	Dec	9,763.69	1.0548829
2008	Dec	9,823.19	1.0484934
2007	Dec	9,181.67	1.1217513
2006	Dec	8,878.97	1.1599938
2005	Dec	8,567.42	1.2021764
2004	Dec	8,192.14	1.2572478
2003	Dec	7,531.77	1.3674807
2002	Dec	7,402.75	1.3913140
2001	Dec	7,226.92	1.4251645
2000	Dec	7,068.04	1.4572003
1999	Dec	6,825.97	1.5088771
1998	Dec	6,851.95	1.5031560
1997	Dec	6,663.55	1.5456551
1996	Dec	6,558.44	1.5704268
1995	Dec	6,526.22	1.5781800
1994	Dec	6,532.95	1.5765542
1993	Dec	6,477.84	1.5899667
1992	Dec	6,348.55	1.6223468
1991	Dec	6,090.12	1.6911900
1990	Dec	5,994.55	1.7181523
1989	Dec	5,789.77	1.7789221
1988	Dec	5,770.84	1.7847575
1987	Dec	5,474.14	1.8814919
1986	Dec	5,452.20	1.8890631
1985	Dec	5,446.69	1.8909742
1984	Dec	5,259.93	1.9581154
1983	Dec	5,063.89	2.0339206
1982	Dec	4,934.14	2.0874053
1981	Dec	4,530.96	2.2731496
1980	Dec	4,102.37	2.5106341
1979	Dec	3,638.81	2.8304720
1978	Dec	3,421.25	3.0104640



**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GARY BROWN, CITY MANAGER *AB*

MEETING DATE: MAY 15, 2013

ORIGINATING DEPT.: PUBLIC WORKS *HAL*

SUBJECT: PROPOSED BSA EAGLE PROJECT PRESENTATION

BACKGROUND:

The south east corner of Seacoast Drive and Imperial Beach Blvd. needs landscape work following the installation of the sewer odor control station. The area is without any landscape planting and it was not part of the odor control installation to replace this landscape planting. It has been a City staff intent to replace this landscape when resources became available.

Boy Scouts of America has an award program by which boys who complete certain advancement requirements, perform a significant community service project and meet identified character standards are awarded the rank of Eagle. It is the opinion of the City staff that the project identified above – installation of landscape at the south east corner of Seacoast and Imperial Beach Blvd. - qualifies as a “significant community service project.”

DISCUSSION:

BSA Troop 53, Eagle Scout Candidate Adam Kosen has indicated an interest in performing the installation of landscape in the area at the south east corner of Seacoast and Imperial Beach Blvd. Staff is willing to work with Mr. Kosen in designing and constructing the project. Mr. Kosen would design the improvements, plan, organize and supervise the construction of the project, should City Council approve his project

ENVIRONMENTAL DETERMINATION:

This project was evaluated for CEQA requirements and is determined to be Categorical Exempt per section 15301 - Existing Facilities – Class 1.c.

FISCAL IMPACT:

The cost of the project would come from the Park Maintenance Division Operating and Maintenance (O&M) budget. The total project costs are estimated at approximately \$1,000.

DEPARTMENT RECOMMENDATION:

1. Receive this report.
2. Receive a presentation from Mr. Kosen regarding the proposed improvements.

3. Comment and direct staff and Mr. Kosen regarding the design of the proposed project
4. Authorize the City Manager to sign the Eagle Project plan for Mr. Kosen to continue the project development and construction as approved by City Council and City staff.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GARY BROWN, CITY MANAGER *GB*
MEETING DATE: May 15, 2013
ORIGINATING DEPT.: ADMINISTRATIVE SERVICES DEPARTMENT *KV*
SUBJECT: RESOLUTION 2013-7333 ADOPTING THE PROPOSED BUDGET, AS REVISED, FOR THE FISCAL YEARS 2013-2014 AND 2014-2015; AND APPROVING REVISIONS TO THE FY 2012-2013 BUDGET RELATED TO ESTABLISHING A CALPERS SIDE FUND

BACKGROUND:

On March 6, 2013, the Administrative Services Department staff presented to the City Council an overview of the General Fund financial performance for FY 2012-13 through FY 2014-15. On May 1, 2013 the Administrative Services Department staff presented for Council consideration and discussion the City Manager Proposed Budgets for FY 2013-14 and FY 2014-15 for all City funds. A five-year projection of the General Fund was also presented for review and discussion. This staff report outlines various options and items discussed by Council at the May 1, 2013 meeting that would revise the Proposed Budgets.

DISCUSSION:

At the May 15, 2013 meeting, City Council directed staff to review and revise various items in the Proposed Budgets for FY 2013-14 and FY 2014-15. The items directed to be reviewed and revised included the following areas:

- Recommend revisions to the proposed reserves of the General Fund, and
- Identify resources for capital improvement funding over the next five years.

General Fund Reserves

At the end of fiscal year 2011-12 the audited financial statements of the General Fund reflect a total fund balance of \$15,116,709, which was categorized in the following reserve components:

Table 1: General Fund FY 2011-12 Total Fund Balance Components

Reserve Description	Reserve Category	Reserve Amounts
General Fund Loan to RDA	Restricted - Nonspendable	\$3,738,100
Public Works Projects	Assigned	1,841,230
Available Fund Balance	Unassigned	9,537,379
Total Fund Balance		\$15,116,709

The two General Fund Reserves include the General Fund Loan to the former Imperial Beach Redevelopment Agency and the Public Works projects reserve of \$1,841,230, which is an assigned reserve that has been in place since fiscal year 2009-10. The restricted/nonspendable reserve for the General Fund Loan to the former Imperial Beach Redevelopment Agency were for funds the City loaned the Agency in the fiscal years prior to FY 2003-04 used to cover operational cash flow needs to fund various economic development projects. Interest on the loan balance was paid by the Agency up until January 31, 2012, when the Agency was dissolved. This loan receivable remains as an asset on the City’s General Fund balance sheet, with a corresponding restricted reserve against the General Fund’s total fund balance, as required by general accepted accounting principles (GAAP). Given the complexities and uncertainties related to repayment as outlined in the redevelopment dissolution legislation, the City should not count on receiving repayment of the loan.

The proposed budget recommended that additional reserves be adopted that would begin in FY 2012-13. The additional reserves included an Economic Uncertainty Reserve representing 10% of General Fund expenditures and transfers (or approximately \$1.8 million), a Pension Liability reserve of \$2.0 million to potentially fund a CalPERS “side fund”, and a Public Safety Communications reserve of \$800,000. In response to Council direction at the May 1st meeting, staff proposes to revise the proposed General Fund reserves as Table 2 below outlines. The “Reserve Category” includes staff’s recommendation and is discussed in more detail in the section that follows.

Table 2: Revised Proposal for General Fund Total Fund Balance Reserve Components

Reserve Description	Reserve Category	FY 2012-13 Reserve Amounts	FY 2013-14 Reserve Amounts	FY 2014-15 Reserve Amounts
General Fund Loan to RDA	Restricted - Nonspendable	\$3,738,100	\$3,738,100	\$3,738,100
Economic Uncertainty	Committed	1,800,000	1,800,000	1,800,000
Strategic Capital Improvements	Committed	1,700,000	1,700,000	1,700,000
Public Works Projects	Committed	1,841,230	1,841,230	1,841,230
CalPERS Pension Liabilities	Committed and/or Appropriated *	1,000,000	1,000,000	1,000,000
Public Safety Communications	Committed	100,000	200,000	300,000
Available Reserves (Est.)	Unassigned	5,097,052	5,181,248	5,130,226
Total Estimated Fund Balance		\$15,276,382	\$15,460,578	\$15,509,556

**The CalPERS Pension Liabilities reserve is recommended be appropriated as a transfer from fund balance to be used in the final month of FY 2012-13 for creation of a CalPERS “side fund” in order to reduce required pension contribution rates beginning in FY 2013-14 and beyond. Due to the size of the recommendation, it is reflected here as a potential restriction against fund balance.*

The above staff recommendation reduce the previously proposed pension liability reserve from \$2.0 million to \$1.0 million and reduces the public safety communication reserve from \$800,000 to \$100,000 beginning in FY 2012-13. The total \$1.7 million in reduced reserves is then

diverted to a new recommended reserve called Strategic Capital Improvements, to start in Fiscal Year 2012-13.

The Public Safety Communication Reserve is recommended be committed by the Council at a funding level of \$100,000 per year until the total reaches \$800,000 or the City enters into the agreement with the County of San Diego to purchase into the regional communication infrastructure system, expected in three or four years. These annual \$100,000 amounts will be included in the Strategic Capital Improvement Reserve.

In addition to this staff report, there is an accompanying agenda item revising City Council Policy No. 420 Fund Balance Reserves. As discussed GASB Statement No. 54 required five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Nonspendable fund balance (inherently nonspendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed City Council limitations on use)
- Assigned fund balance (limitation by City Manager for a specific intended use)
- Unassigned fund balance (residual net resources)

Staff recommendation is for Council to adopt revisions to Council Policy No. 420 that creates two new committed reserves beginning in FY 2012-13, the Economic Uncertainty Reserve and the Strategic Capital Improvements Reserve.

Further, the budget resolution attached recommends the following reserve commitments and appropriations:

- 1) Beginning in FY 2012-13 commit \$1.8 million to the Economic Uncertainty reserve;
- 2) Beginning in FY 2012-13 commit \$1.7 million to the Strategic Capital Improvements reserve to dedicate resources for potential capital improvement projects of which will be considered as part of the future update the City's Five-Year Capital Improvement Plan;
- 3) Beginning in FY 2012-13 divert \$1,841,230 in previously assigned public works projects reserve to the committed Strategic Capital Improvements reserve to dedicate resources for potential capital improvement projects of which will be considered as part of the future update the City's Five-Year Capital Improvement Plan;
- 4) Amend the FY 2012-13 General Fund budget authorizing a transfer from General Fund available fund balance and the appropriation of \$1,000,000 for the creation of a "side fund" with CalPERS during the month of June 2013, in order to implement reductions in required employer pension contribution rates for Fiscal Year 2013-14 and beyond. The \$1,000,000 side fund will result in an estimated annual savings in pension costs of approximately \$58,000 citywide.

Capital Improvement Resources

FY 2013-14 marks the fifth and final year of the City's current Five-Year Capital Improvement Plan (CIP). In the future fiscal year, Department Directors will be working closely with the City Manager, Assistant City Manager and Administrative Services Director to develop a Five-Year CIP for Council's consideration. This new CIP will be for fiscal years 2014-15 through 2018-19.

The process of developing a Five-Year CIP includes:

- (a) assessing the capital project needs of the City;
- (b) determining estimated costs of each project;
- (c) determining the optimal time (or year) for the project, how long it will take to complete, and how the project fits within the schedule of other capital projects and Public Works project management team workload; and
- (d) prioritizing the capital projects.

Funding capital improvement plans is often a challenge, but it is an important part of the capital improvement planning process. The first step is to prepare an inventory of the resources the City currently has or will receive over the future five years that can be dedicated for capital projects. The second step is to review and research potential untapped funding resources, such as grants and loans, the City can also utilize to augment its capital improvement program's funding.

At the May 1, 2013 Council meeting, staff was directed to provide information concerning the first step, that of identifying current City resources that can be dedicated to capital projects. Below is a table of the resources staff has preliminarily identified.

Table 3: Capital Improvement Funding Resources

Funding Source	Current CIP Year 5 FY 2013-14	Future CIP Year 1 FY 2014-15	Future CIP Year 2 FY 2015-16	Future CIP Year 3 FY 2016-17	Future CIP Year 4 FY 2017-18	Future CIP Year 5 FY 2018-19	GRAND TOTAL ALL 6 Yrs
GF-PW Reserve	\$1,841,000	\$0	\$0	\$0	\$0	\$0	\$1,841,000
Strategic Cap GF Reserve	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$1,700,000
Gas Tx FB	\$1,800,000	\$0	\$0	\$0	\$0	\$0	\$1,800,000
TransNet Major Proj	\$475,000	\$475,000	\$475,000	\$475,000	\$475,000	\$475,000	\$2,850,000
Gas Tx Major Proj	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$720,000
TOTALS	\$5,936,000	\$595,000	\$595,000	\$595,000	\$595,000	\$595,000	\$8,911,000
For Streets	\$2,395,000	\$595,000	\$595,000	\$595,000	\$595,000	\$595,000	\$5,370,000
For Other Needs	\$3,541,000	\$0	\$0	\$0	\$0	\$0	\$3,541,000

As discussed earlier in the staff report, \$1.7 million is recommended be reserved in the General Fund for "strategic capital improvements" and this item is one of the identified funding sources above, along with the existing public works projects General Fund reserve of \$1.841 million. Existing fund balances in the TransNet and Gas Tax funds are specifically dedicated for street major project improvements. The annual amounts estimated from TransNet and Gas Tax for major projects reflect the total amounts received after transfers to the General Fund have been made to support annual street maintenance needs.

This information regarding the identification of capital project resources is provided for the Council's information and to assist in future discussions regarding the capital improvement plan. Appropriations for capital improvements will be made as part of the Five-Year Capital

Improvement Plan process that will take place in the future fiscal year.

FISCAL IMPACT:

The total proposed budget expenditures have been revised to total \$27,029,932 for FY 2013-14 and \$25,989,256 for FY 2014-15. The General Fund expenditures within the total budget are \$17,553,619 for Fiscal Year 2013-14 and \$17,939,290 for Fiscal Year 2014-15. Total projected revenues equal or exceed expenditures, and thus the budget is balanced.

Additionally, staff recommendation includes a supplemental appropriation of \$1,000,000 from the General Fund available reserve for Fiscal Year 2012-13 for the purpose of creating an City of Imperial Beach Pension Side Fund with CalPERS in order to reduce the future pension contribution rates required by CalPERS.

DEPARTMENT RECOMMENDATION:

It is recommended that the City Council adopt Resolution 2013-7333, the Proposed Budget as revised by City Council for the fiscal years of 2013-14 and 2014-15.

CITY MANAGER'S RECOMMENDATION:

1. Discuss the content of this report; and
2. Approve the attached resolution which adopts the Proposed Budget for fiscal years 2013-14 and 2014-15.

Attachments:

1. Resolution 2013-7333, Adopting the Proposed Budget for fiscal years 2013-14 and 2014-15
2. PowerPoint Presentation of Revisions to the Proposed Budgets
3. Proposed Budget document for fiscal years 2013-14 and 2014-15

RESOLUTION NO. 2013-7333**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ADOPTING THE BUDGETS FOR FISCAL YEARS 2013-14 AND 2014-15, AND AMENDING THE GENERAL FUND APPROPRIATIONS FOR FISCAL YEAR 2012-13**

WHEREAS, the City Council reviewed and discussed on May 1 and 15th the FY 2013-2015 proposed budget and has discussed the recommendations contained therein during public meetings; and

WHEREAS, the Council held a public meeting on May 1, 2013 and May 15, 2013 for purposes of receiving public input on the proposed budget; and

WHEREAS, the proposed budget was prepared in accordance with the financial policies of the City; and

WHEREAS, the appropriation as listed within the Two-Year Budget for the 2013/2015 Fiscal Years will provide the level of services deemed appropriate by the City Manager consistent with anticipated revenues; and

WHEREAS, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2013-2015.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. That the Budget for the City of Imperial Beach totaling appropriations of \$27,029,932 in Fiscal Year 2013-14 and \$25,989,256 in Fiscal Year 2014-15, as part of the combined Two-Year Budget for the Fiscal Years 2013-2015, is adopted as the Budget of the City for said fiscal years subject to City Council review.
2. That the General Fund expenditure appropriations for fiscal year 2012-13 is hereby increased by \$1,000,000 for the purpose of creating a CalPERS side fund in order to reduce the City's unfunded pension liability;
3. That resources from the General Fund's unassigned fund balance be committed by the City Council for fiscal year 2012-13 in the amount of \$1,800,000 for the economic uncertainty reserve and \$1,700,000 for the strategic capital improvement reserve, pursuant to Council Policy 420.
4. That resources from the General Fund's assigned fund balance reserve be committed by the City Council in the amount of \$100,000 in fiscal year 2012-13 for the Public Safety Regional Communication System (RCS) in the strategic capital improvement reserve, pursuant to Council Policy 420; Further that \$100,000 be committed to this reserve in each of the future fiscal years until it reaches a total of \$800,000 or when the City is required to enter into an agreement with the County of San Diego for the purchase of the City's share of the RCS infrastructure.
5. That resources from the General Fund's assigned fund balance reserve for public works during FY 2011-12 be committed by the City Council for fiscal year 2012-13 in the amount of \$1,841,230 for the strategic capital improvement reserve, pursuant to Council Policy 420.

6. That the Administrative Services Director is authorized to adjust Fiscal Year 2013-14 General Fund department budgets within existing General Fund totals.
7. That the City Clerk of the City of Imperial Beach is hereby directed to forward a copy of said approved and adopted budget to the County Controller of San Diego County for filing pursuant to Government Code Section 53901.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May, 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

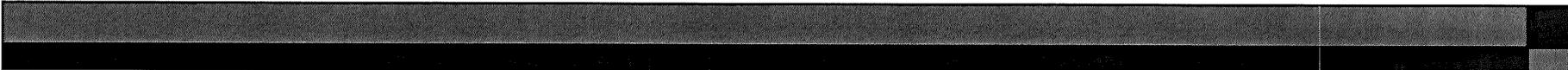
JACQUELINE M. HALD, MMC
CITY CLERK

Revisions to the Proposed Budgets for 2013-2015

City of Imperial Beach, California

City Council Meeting

May 15, 2013



Revised Budget Presentation

- Council Direction from May 1st Meeting
- General Fund Reserves
- Capital Improvement Funding
- Budget Process – Next Steps



Council Direction from May 1st Meeting

- Revised General Fund proposed reserves
- Identify resources for capital improvement funding over next six years
 - Existing one-time resources
 - Existing on-going resources

General Fund Total Fund Balance

GENERAL FUND	FY 2012-13
<i>numbers in 000's</i>	Projected
Total Fund Balance, <i>Start of Year</i>	15,117
Revenues	\$ 17,838
Expenditures	17,679
Net Change	160
Est. Total Fund Balance, <i>End of Year</i>	\$ 15,276
Current Fund Balance Reserves:	
General Fund Loan to RDA (Restricted)	3,738
Public Works Capital Projects (Assigned)	1,841
Total Current Fund Balance Reserves:	5,579
Est. Total Available Fund Balance:	\$ 9,697

- At the end of FY 2012-13 the City's total fund balance is projected to be \$15.2 million, of which \$5.6 million is reserved.
- The two General Fund Reserves are: 1) Loan to the former RDA; 2) Public Works Projects Reserve established in FY 2009-10.
- The net after reserves is an available fund balance of \$9.7 million to be carried forward into the first budget year of FY 2013-14.

Proposed Fund Balance Reserves – Revisited

From Information Presented on May 1st

GENERAL FUND (AVAILABLE AND RESERVED FUND BALANCES)

<i>numbers in 000's</i>	Projected FY 2012-13	Proposed FY 2013-14	Proposed FY 2014-15
Total Fund Balance	\$ 15,276	\$ 15,461	\$ 15,510
General Fund Loan to RDA (Restricted)	3,738	3,738	3,738
Public Works Capital Projects (Assigned)	1,841	1,841	1,841
Estimated Ending Available Fund Balance:	\$ 9,697	\$ 9,881	\$ 9,930
Proposed New Reserves:			
Economic Uncertainty Reserve	1,800	1,800	1,800
Public Safety Communications Reserve	800	800	800
Pension Liability Reserve	2,000	2,000	2,000
Proposed Fund Balance Reserves	\$ 4,600	\$ 4,600	\$ 4,600
Est. Avail Fund Balance after Reserves	\$ 5,097	\$ 5,281	\$ 5,330

- Three additional new reserves were proposed totaling \$4.6 million.
- Proposed reserves reduce FY 2012-13 available fund balance from \$9.7 million to \$5.1 million.

Reserve Policy & GASB 54

- City Council Policy No. 420 – Fund Balance Reserves
 - Adopted May 18, 2011 authorizes City Manager and/or City Council to assign residual net resources (available fund balance) for specific purposes; Per GASB Statement No. 54.
- Proposed Fund Balance Reserve Options
 - Non-Spendable (Restricted) – Not a current (cash) resource; ex: Loan Receivable or Land Held for Resale; No Council action required.
 - Restricted Reserve (Restricted) – Available current (cash) resources restricted for specific purpose due to external legal requirements.
 - Committed Reserves (Restricted) – Available current (cash) resource restricted via Council action establishing reserve for specific purpose.
 - Assigned Reserves (Unrestricted) – Available current (cash) resource reserved via City Manager “assignment” of resource for specific purpose; not restricted.

Revised Fund Balance Reserves

GENERAL FUND (AVAILABLE AND RESERVED FUND BALANCES)

<i>numbers in 000's</i>	Projected FY 2012-13	Proposed FY 2013-14	Proposed FY 2014-15
Total Fund Balance	15,276	15,461	15,510
General Fund Loan to RDA (Restricted)	3,738	3,738	3,738
Public Works Capital Projects (Committed)	1,841	1,841	1,841
Strategic Capital Improvements (Committed)	1,700	1,700	1,700
Economic Uncertainty Reserve (Committed)	1,800	1,800	1,800
Pension Liability Reserve (Committed)	1,000	1,000	1,000
Public Safety Comm. Reserve (Committed)	100	200	300
Proposed Fund Balance Reserves	\$ 10,179	\$ 10,279	\$ 10,379
Est. Avail Fund Balance after Reserves	\$ 5,097	\$ 5,181	\$ 5,130

- Of the \$15.3 million total fund balance, \$10.2 million proposed to be reserved.
- Of the 10.2 million in reserves, \$5.5 million was previously reserved and \$4.6 million are proposed new reserves.



Revisions to Fund Balance Reserves

- Phase-in Public Safety Communication System at \$100,000 per year, instead of reserving the entire \$800,000 of estimated RCS costs
- Establish \$1.0 million CalPERS “side fund”, instead of \$2 million “side fund”, saving approximately \$58,000 in operating costs
- Divert previously reserved funds to strategic capital improvement reserve, estimated at \$1.7 million

Identified Capital Funding Sources - 6 Yrs.

Funding Source	Amount
Public Works Projects Previous GF Reserve	\$1,841,000
New Strategic Capital Improvement GF Reserve	1,700,000
Est. Available Prior Fund Balances of Gas Tax funds	1,800,000
TransNet – Major Project Funding \$475K per year	2,850,000
Gas Tax – Major Projects Funding \$120K per year	720,000
TOTAL IDENTIFIED CAPITAL FUNDING SOURCES - 6 Years	\$8,911,000
or annually \$1.585 million	
Dedicated for street and transportation projects =	\$5,370,000
Funds for other capital needs =	\$3,541,000



Recommendations to Revise Budget

- Transfer \$1.0 Million out of General Fund reserve in FY 2012-2013 to creating a CalPERS “side fund” in June 2013
- Reduce department budgets Citywide by approximately \$58,000 to reflect the estimated savings of lower pension contribution rates due to creation of the CalPERS “side fund”
- Adopt revisions to City Council Policy 420 establishing:
 - Economic uncertainty reserve,
 - Strategic capital improvements reserves
- Leave the capital project reserves and identified available fund balances in place as the funding source for the upcoming Five-Year CIP Update, to be completed in the upcoming fiscal year

Proposed General Fund Budget *with Recommended Revisions*

GENERAL FUND	FY 2012-13	FY 2013-14	FY 2014-15
<i>numbers in 000's</i>	Projected	Budget	Budget
Total Fund Balance, <i>Start of Year</i>	\$ 15,117	\$ 14,276	\$ 14,518
Revenues	17,838	17,796	18,050
Expenditures	17,679	17,554	17,939
Net Change	160	242	111
Use of reserves-CalPERS side fund	(1,000)	-	-
Est. Total Fund Balance, <i>End of Year</i>	\$ 14,276	\$ 14,518	\$ 14,629
Fund Balance Reserves:			
General Fund Loan to RDA (Restricted)	3,738	3,738	3,738
Economic Uncertainty (Committed)	1,800	1,800	1,800
Public Works Capital Projects (Committed)	1,841	1,841	1,841
Strategic Capital Improvmnts (Committed)	1,700	1,700	1,700
Public Safety Comm. (Committed)	100	200	300
Total Fund Balance Reserves:	9,179	9,279	9,379
Est. Total Available Fund Balance:	\$ 5,097	\$ 5,239	\$ 5,250



Budget Process – Next Steps

- Current Discussion
- Adopt revision to Council Policy 420
- Adopt the Proposed Budget Resolution
- Adopt the GANN Appropriation Limit Calculations for FY 2013-14



BUDGET

for FY 2013 - 2015

CITY OF IMPERIAL BEACH
CALIFORNIA

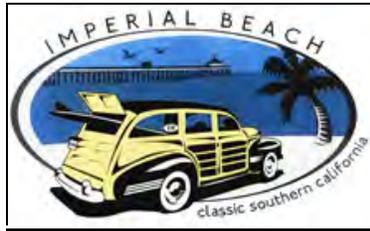
Gary Brown
City Manager

**INQUIRIES OR REQUESTS FOR MAILING
REGARDING THE FY 2013-2015 BUDGET
FOR THE CITY OF IMPERIAL BEACH, CALIFORNIA
CAN BE DIRECTED TO:**

City of Imperial Beach, CA
Administrative Services Department
Imperial Beach City Hall
825 Imperial Beach Blvd.
Imperial Beach, CA 91932

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The budget document can be downloaded in PDF form at:
www.imperialbeachca.gov



MAYOR

JIM JANNEY

MEMBERS OF THE CITY COUNCIL

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BRIAN P. BILBRAY

ROBERT PATTON

EDWARD J. SPRIGGS

CITY SENIOR STAFF

GARY BROWN
City Manager

GREG WADE
Assistant City Manager /
Community Development Director

KATHLEEN VONACHEN
Administrative Services Director

JACQUE HALD
City Clerk

HANK LEVIEN
Public Works Director

JENNIFER LYON
City Attorney

TOM CLARK
Public Safety Director/
Fire Chief

ERIKA CORTEZ
Human Resources Analyst



City of Imperial Beach

825 Imperial Beach Blvd
Imperial Beach, CA 91932
www.imperialbeachca.gov

ACKNOWLEDGEMENTS

We greatly appreciate the dedication of all City employees for their contribution towards providing quality services to Imperial Beach citizens. We would also like to acknowledge those who assisted in developing the FY 2013-2015 Budget.

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TABLE OF CONTENTS



	<u>Page #</u>
BUDGET OVERVIEW	
City Manager Letter.....	iii
FINANCIAL SUMMARIES	
Fund Structure	1
Fund Balances: Operating & Other Revenue Funds Budgets.....	3
Summary of Sources and Uses by Fund Type	6
General Fund Forecast	8
General Fund Summary.....	10
<u>REVENUES</u>	
Revenue Estimate Assumptions	12
Revenues by Major Category & Source.....	14
Revenue Detail by Fund.....	16
Allocation & Transfer Summary	22
<u>EXPENDITURES</u>	
Expenditure Budget Assumptions.....	24
Expenditure by Major Category & Source.....	25
General Fund Department Summary.....	28
Basis for Budget Preparation	31
ORGANIZATIONAL CHARTS & DEPARTMENTAL BUDGETS	
City-wide Organizational Chart	35
Major Municipal Service Lines and Operating Programs.....	36
General Government	
Mayor / City Council	37
City Manager	39
Non-Departmental.....	41
City Attorney.....	42
City Clerk.....	44
Human Resources	47
General Government Total (General Fund Only)	49
Administrative Services	
Administrative Services Department.....	51
Financial Services.....	53
Treasury	54
Administrative Services Total (General Fund Only).....	55
Risk Management Fund.....	56
Information Technology Fund	57
Community Development	
Community Development Department.....	59
Planning	62
Economic Development	63
Building	64
Code Enforcement.....	65
Abandoned Vehicle Abatement	66
Community Development Total (General Fund Only)	67
Housing Authority.....	68

TABLE OF CONTENTS



	<u>Page #</u>
Public Safety	
Public Safety Department.....	69
Fire-Rescue	72
Law Enforcement Contract.....	73
Lifeguards	74
Animal Control.....	75
Public Safety Total (General Fund Only)	76
COPS State Grant Fund	77
Local Law Enforcement Federal Block Grant Fund.....	78
Public Works	
Public Works Department.....	79
Administration/Engineering	85
Street Maintenance	86
Tidelands Maintenance	87
Parks Maintenance	88
City Facilities Maintenance (Operations)	89
Stormwater.....	90
Solid Waste Management.....	91
Graffiti Removal	92
Public Works Special Projects	93
Public Works Total (General Fund Only)	94
Wastewater Enterprise (Sewer)	95
Wastewater Enterprise (Stormwater).....	96
Wastewater Enterprise Fund Total	97
Lighting Assessment District #67 Fund.....	98
Gas Tax Fund Street Maintenance & Projects	99
TransNet (Proposition A) Traffic Improvements Fund	100
CDBG Projects Fund.....	101
Residential Parks Construction Fund.....	102
Vehicle/Equipment Replacement/Maintenance Fund	103
City Facilities-Major Projects Fund	104
Sports Park & Senior Services	
Sports Park & Senior Services Department	105
Sports Park	106
Senior Services	107
Sports Park & Senior Services Total (General Fund Only).....	108
PERSONNEL SUMMARIES	
Employee Compensation & Benefits Summary.....	111
Employee Positions & Allocations by Department	113
APPENDICES & RESOLUTIONS	
Imperial Beach Community & Economic Profile	
Location and History	121
Demographic and Economic Information.....	123
Budget Resolution for FY 2013-2015.....	125
Gann Annual Appropriation Limit -Fiscal Year 2013-14	127
Glossary	131



BUDGET OVERVIEW

For Fiscal Years 2013-2015



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City of Imperial Beach, California

OFFICE OF THE CITY MANAGER

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 423-8303 Fax: (619) 628-1395

May 15, 2013

Honorable Mayor and Members of Council:

Attached for your review are the budgets for the next two fiscal years. The proposed budgets total \$27,029,932 for FY 2013-14 and \$25,989,256 for FY 2014-15. The General Fund expenditures are \$17,553,619 for Fiscal Year 2013-14 and \$17,939,290 for Fiscal Year 2014-15.

Since the economic downturn and the dissolution of redevelopment, the City Council has made difficult choices to balance budgets. The FY 2013-2015 Proposed Budgets outline a cautiously optimistic future. The progress of the new Pier South Hotel, pending development of the 9th & Palm Shopping Area, and other business developments along Palm Avenue and Seacoast Drive are encouraging. These projects are fundamental to developing long term financial stability for our City.

Factoring in conservative or flat revenue growth and service and staff reductions, this proposed budget is a balanced budget that includes the following items.

- For the second year of the two-year budget, 2014-15, the following are recommended:
 - Filling the unfilled firefighter/paramedic position
 - Replacing two part-time code compliance officers with one full-time code enforcement person
 - Filling the vacant Deputy City Clerk position
- For both years of the two-year budget, the following are recommended:
 - \$50,000 each year is recommended for strategic marketing of the City.
 - Adequate balances will be maintained in the following funds to sustain City operations:
 - Vehicle replacement and maintenance
 - Self-insurance
 - Information technology
 - Facilities maintenance
 - \$1 million is recommended to pay off a portion of the City's unfunded pension liability totaling \$4.45 million. This will save the City approximately \$58,000 annually.
 - Setting aside \$1.8 million (approximately 10% of General Fund expenditures) from General Fund reserves into an Economic Uncertainty Reserve to sustain the City through periods of unexpected downturns and loss of revenues is suggested.



- A Strategic Capital Improvement Reserve is proposed with funds totaling \$1.7 million committed from available fund balance to provide resources for the future capital planning process. This reserve will also include \$1.841 million of Public Works Project reserves currently reflected in the General Fund financial statements.
- An annual reserve of \$100,000 is recommended be set aside for the estimated \$800,000 cost of the Public Safety Regional Communication System (RCS), expected to come due in the next three or four years.
- We plan to discuss future plans for the operations of the Sports Park in much greater depth at a June 2013 City Council meeting, and the budget will be amended to reflect Council's decisions. The currently proposed budget shows \$115,500 in FY 2013-14 and \$50,000 in FY 2014-15. This can be amended to reflect Council's decisions about the management of Sports Park.
- The budget will also be amended to reflect the results of labor negotiations.
- Finally, resources of \$8.9 million over six years have been identified for the City's upcoming Five-Year Capital Improvement Plan for FY 2015-2019. Of the total, \$5.37 million are dedicated for street and transportation projects and \$3.541 million have been identified for other City capital project needs.

There are many uncertainties in the future, but one deserving special mention is CalPERS' change in how it will manage financial losses. We'll continue to work to get a precise financial measure of its impact.

With respect to the City's wastewater fund, this budget includes a 3% average increase of the sewer service class rates for FY 2014, and 1.6% thereafter. The sewer service rate increase is necessary to address necessary sewer infrastructure improvements and rising sewer treatment costs.

In summary, this two-year budget reflects the fiscal constraints of the current slow economy, while still moving forward on major initiatives and continuing our efforts to sustain basic services. We continually endeavor to provide cost effective essential services. It is estimated that citizens pay \$1.18 per day (per capita) for the City's General Fund services such as law enforcement, fire protection, park maintenance, animal control, code enforcement, emergency services, building safety, public improvements, and other programs. I look forward to discussing this Budget with the City Council.

Sincerely,

Gary Brown
City Manager



FINANCIAL SUMMARIES

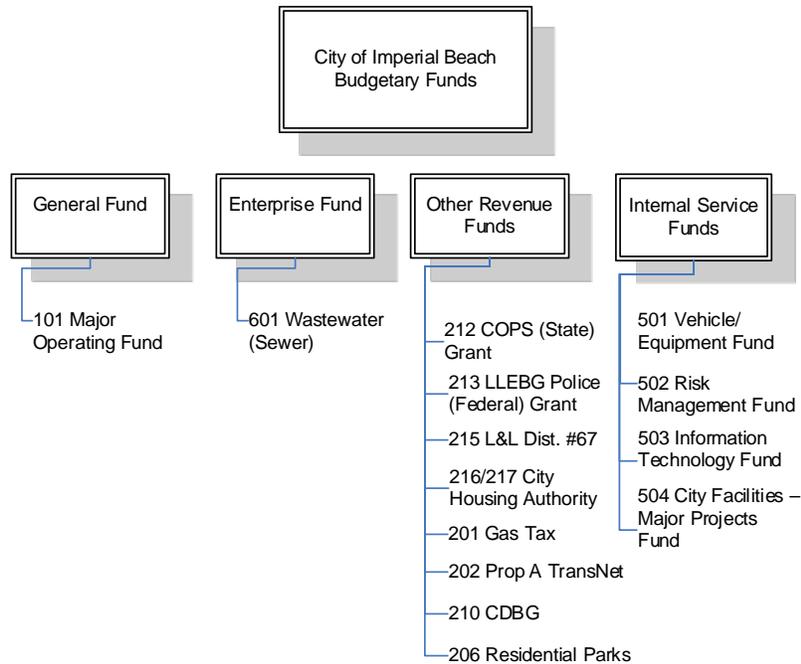
For Fiscal Years 2013-2015



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City of Imperial Beach Fund Structure



Fund Descriptions:

101 **General Fund** – The General Fund is the primary operating fund of the City and is used to account for most day-to-day activities. Revenue sources include (but are not limited to) property tax, sales tax, transient occupancy tax, charges for services, and business license fees.

601 **Enterprise Fund** – The Enterprise Fund or Wastewater (Sewer) Fund is used to account for city operations that are financed and operated like private business enterprises. The Sewer Fund is used to account for sewage treatment, transmission, major replacements and improvements to the City's sewer system.

Other Revenue Funds – Revenue funds are used to account for revenue sources for which expenditures are restricted, by law or administrative action, for specific purposes.

212/213 **Police Grants** – These funds are used to account for activities and services specific to law enforcement services paid for and reimbursed by grant funding.

- Supplemental Law Enforcement Services Funds (SLESF) – Under the SLESF program (commonly referred to as the Community Oriented Policing Services, or COPS), cities and counties receive state funds to augment public safety expenditures.
- Local Law Enforcement Block Grant (LLEBG) federal funding – This program funds a variety of public safety related projects including equipment and personnel on a reimbursement basis.



FUND STRUCTURE continued

215 Lighting & Landscape Assessment District #67 – This fund is used to account for landscaping and lighting activities within the boundaries of Assessment District #67 within the City of Imperial Beach.

216/217 Housing Authority – This fund is used to account for housing related resources which must be used to finance affordable housing for City residents.

201 Gas Tax – This fund is used to account for revenue received and expended under the State of California, Street and Highways Code Sections 2106, 2107 and 2107.5. These revenues must be expended for maintenance or construction of streets.

202 Proposition A (TransNet) – This fund is used to account for the City's share of a one-half cent sales tax administered by SANDAG and restricted for local transportation purposes. These revenues must be expended for maintenance or construction of streets.

210 CDBG Capital – This fund is used to account for block grant funds received on a sub-recipient basis from the County of San Diego. This revenue is used for a variety of capital projects that meet the criteria established by the federal Department of Housing and Urban Development (HUD) and the State of California.

206 Residential Parks Construction – This fund is used to account for development impact fees collected and used to finance the acquisition and construction of new City residential parks.

Internal Service Funds – The Internal Service Funds are used to account for special activities and services performed by a designated department for other departments on a cost reimbursement basis.

501 Vehicle/Equipment Maintenance/Replacement – This fund is used to account for the anticipated replacement of fleet, general equipment and inventory needs. Some of the items included in this fund are vehicles, park, fire, and sewer equipment. The sources of funding for maintenance and replacement are the allocations from City departments.

502 Risk Management – This fund is used to account for activities related to general liability and workers' compensation claims against the City and premiums for insurance coverage above the City's risk retention levels. The sources of funding are the allocations from City departments.

503 Information Technology/Telecommunications – This fund is used to account for activities related to the repair and replacement of all computers, networking equipment, and telecommunication needs. It also includes staffing and operating costs for technology support services. The sources of funding are allocations from City departments.

504 City Facilities – Major Projects – This fund is used to account for the anticipated replacement of City facilities and buildings. The sources of funding for replacement are the allocations from City departments.



FUND BALANCES: OPERATING AND OTHER BUDGETS

Fund Title		7/1/2012 Balance	PROJECTED 2012-2013 FISCAL YEAR BALANCES				
			Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change
101	General - Unrestricted	9,537,379	11,815,328	(15,992,543)	2,422,911	(2,686,023)	(4,440,327)
101	General - Restricted/Reserved	5,579,330	3,600,000	-	-	-	3,600,000
101	General -TOTAL	15,116,709	15,415,328	(15,992,543)	2,422,911	(2,686,023)	(840,327)
601	Wastewater - Unrestricted	3,331,141	3,963,273	(4,393,462)	576,009	(545,627)	(399,807)
601	Wastewater - Inv in Capital Assets	5,974,890	-	-	-	-	-
601	Wastewater TOTAL	9,306,031	3,963,273	(4,393,462)	576,009	(545,627)	(399,807)
OTHER REVENUE FUNDS							
216/17	Housing Authority - Unrestricted	(3,040)	-	-	3,040	-	3,040
216/17	Housing Authority - Restricted	8,955,533	-	-	1,460,739	(1,463,779)	(3,040)
216/17	Housing Authority TOTAL	8,952,493	-	-	1,463,779	(1,463,779)	-
212	SLESF / COPS State Grant	(702)	100,702	(100,000)	-	-	702
213	LLEBG Police Federal Grant	16,113	30,000	(30,000)	-	-	-
215	Lighting Maint. Assess Dist. #67	39,546	12,200	(30,000)	17,800	-	-
201	Gas Tax Street Improv Projects	1,824,922	863,054	(25,054)	-	(838,000)	-
202	TransNet (Prop A) Transp Projects	809,539	1,067,945	(1,204,484)	-	(673,000)	(809,539)
205	Prop "1B" Streets & Alley Projects	-	-	-	-	-	-
206	Residential Parks Construction	202,646	9,000	-	-	-	9,000
210	CDBG Capital Projects	(103,964)	138,000	(138,000)	103,964	-	103,964
Other Revenue Funds TOTALS		11,740,592	2,220,901	(1,527,538)	1,585,543	(2,974,779)	(695,873)
501	Vehicle/Equip Repl/Maint - Unrestricted	1,299,029	151,200	(581,475)	351,005	(80,564)	(159,834)
501	Vehicle/ Equip - Replacemt Reserves	-	-	-	-	-	-
501	Vehicle/ Equip - Cap Assets Net Deprec	638,741	-	-	-	-	-
501	Vehicle & Equip Repl/Maint TOTAL	1,937,770	151,200	(581,475)	351,005	(80,564)	(159,834)
502	Risk Management - Unrestricted	1,046,492	137,714	(623,862)	419,627	(33,361)	(99,882)
502	Risk Mgmt - Restricted LT Reserves	1,019,363	-	-	-	-	-
502	Risk Mgmt Restricted TOTAL	2,065,855	137,714	(623,862)	419,627	(33,361)	(99,882)
503	Info Technology/Comm - Unrestricted	551,258	6,000	(342,981)	291,608	(42,385)	(87,758)
503	Info Technology/Comm - Reserve	-	-	-	-	-	-
503	Info Tech - Cap Assets Net Deprec	22,348	-	-	-	-	-
503	Info Technology/Comm TOTAL	573,606	6,000	(342,981)	291,608	(42,385)	(87,758)
504	Facilities Major Projects - Unrestricted	298,044	3,000	(134,000)	10,000	-	(121,000)
504	Facilities Major -Reserve	-	-	-	-	-	-
504	Facilities Major Projects TOTAL	298,044	3,000	(134,000)	10,000	-	(121,000)
Internal Service Funds TOTALS		4,875,274	297,914	(1,682,318)	1,072,240	(156,310)	(468,474)
CITYWIDE GRAND TOTALS		41,038,606	21,897,416	(23,595,861)	5,656,703	(6,362,739)	(2,404,481)



FUND BALANCES: OPERATING AND OTHER BUDGETS

Fund Title		7/1/2013 Est Balance	BUDGETED 2013-2014 FISCAL YEAR BALANCES				
			Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change
101	General - Unrestricted	5,097,052	14,857,433	(15,056,603)	2,838,152	(2,497,016)	141,966
101	General - Restricted/Reserved	9,179,330	100,000	-	-	-	100,000
101	General -TOTAL	14,276,382	14,957,433	(15,056,603)	2,838,152	(2,497,016)	241,970
601	Wastewater - Unrestricted	2,931,334	4,360,248	(3,710,681)	-	(632,562)	17,005
601	Wastewater - Inv in Capital Assets	5,974,890	-	-	-	-	-
601	Wastewater TOTAL	8,906,224	4,360,248	(3,710,681)	-	(632,562)	17,005
OTHER REVENUE FUNDS							
216/17	Housing Authority - Unrestricted	0	-	-	-	-	-
216/17	Housing Authority - Restricted	8,952,493	-	-	-	-	-
216/17	Housing Authority TOTAL	8,952,493	-	-	-	-	-
212	SLESF / COPS State Grant	0	100,000	(100,000)	-	-	-
213	LLEBG Police Federal Grant	16,113	30,000	(30,000)	-	-	-
215	Lighting Maint. Assess Dist. #67	39,546	12,200	(30,000)	17,800	-	-
201	Gas Tax Street Improv Projects	1,824,922	797,203	(119,203)	-	(678,000)	-
202	TransNet (Prop A) Transp Projects	(0)	670,586	(477,500)	-	(193,000)	86
205	Prop "1B" Streets & Alley Projects	-	-	-	-	-	-
206	Residential Parks Construction	211,646	9,000	-	-	-	9,000
210	CDBG Capital Projects	(0)	300,000	-	-	(300,000)	-
Other Revenue Funds TOTALS		11,044,719	1,918,989	(756,703)	17,800	(1,171,000)	9,086
501	Vehicle/Equip Repl/Maint - Unrestricted	1,139,195	141,000	(1,430,743)	872,390	(291,572)	(708,925)
501	Vehicle/ Equip - Replacemt Reserves	-	-	-	120,000	-	120,000
501	Vehicle/ Equip - Cap Assets Net Deprec	638,741	-	-	-	-	-
501	Vehicle & Equip Repl/Maint TOTAL	1,777,936	141,000	(1,430,743)	992,390	(291,572)	(588,925)
502	Risk Management - Unrestricted	946,610	101,195	(612,505)	177,932	(23,125)	(356,503)
502	Risk Mgmt - Restricted LT Reserves	1,019,363	-	-	-	-	-
502	Risk Mgmt Restricted TOTAL	1,965,973	101,195	(612,505)	177,932	(23,125)	(356,503)
503	Info Technology/Comm - Unrestricted	463,500	4,000	(804,423)	471,499	(53,748)	(382,672)
503	Info Technology/Comm - Reserve	-	-	-	32,250	-	32,250
503	Info Tech - Cap Assets Net Deprec	22,348	-	-	-	-	-
503	Info Technology/Comm TOTAL	485,848	4,000	(804,423)	503,749	(53,748)	(350,422)
504	Facilities Major Projects - Unrestricted	177,044	5,000	(141,500)	39,000	-	(97,500)
504	Facilities Major -Reserve	-	-	-	100,000	-	100,000
504	Facilities Major Projects TOTAL	177,044	5,000	(141,500)	139,000	-	2,500
Internal Service Funds TOTALS		4,406,800	251,195	(2,989,172)	1,813,071	(368,445)	(1,293,351)
CITYWIDE GRAND TOTALS		38,634,126	21,487,865	(22,513,159)	4,669,023	(4,669,023)	(1,025,290)



FUND BALANCES: OPERATING AND OTHER BUDGETS

		BUDGETED 2014-2015 FISCAL YEAR BALANCES						
Fund	Title	7/1/2014 Est Balance	Revenue	Expend.	Alloc In Tran In	Alloc Out Tran Out	Net Change	6/30/2015 Est Balance
101	General - Unrestricted	5,239,018	15,112,297	(15,466,087)	2,837,523	(2,473,203)	10,529	5,249,547
101	General - Restricted/Reserved	9,279,330	100,000	-	-	-	100,000	9,379,330
101	General -TOTAL	14,518,348	15,212,297	(15,466,087)	2,837,523	(2,473,203)	110,530	14,628,877
601	Wastewater - Unrestricted	2,948,339	4,427,684	(3,686,599)	-	(634,210)	106,875	3,055,214
601	Wastewater - Inv in Capital Assets	5,974,890	-	-	-	-	-	5,974,890
601	Wastewater TOTAL	8,923,229	4,427,684	(3,686,599)	-	(634,210)	106,875	9,030,104
OTHER REVENUE FUNDS								
216/17	Housing Authority - Unrestricted	0	-	-	-	-	-	0
216/17	Housing Authority - Restricted	8,952,493	-	-	-	-	-	8,952,493
216/17	Housing Authority TOTAL	8,952,493	-	-	-	-	-	8,952,493
212	SLESF / COPS State Grant	0	100,000	(100,000)	-	-	-	0
213	LLEBG Police Federal Grant	16,113	30,000	(30,000)	-	-	-	16,113
215	Lighting Maint. Assess Dist. #67	39,546	12,200	(30,000)	17,800	-	-	39,546
201	Gas Tax Street Improv Projects	1,824,922	808,801	(120,631)	-	(688,170)	0	1,824,922
202	TransNet (Prop A) Transp Projects	86	680,249	(484,265)	-	(195,895)	89	175
205	Prop "1B" Streets & Alley Projects	-	-	-	-	-	-	-
206	Residential Parks Construction	220,646	9,000	-	-	-	9,000	229,646
210	CDBG Capital Projects	(0)	-	-	-	-	-	(0)
Other Revenue Funds TOTALS		11,053,805	1,640,250	(764,896)	17,800	(884,065)	9,089	11,062,894
501	Vehicle/Equip Repl/Maint - Unrestricted	430,269	139,000	(667,675)	452,290	(171,870)	(248,255)	182,015
501	Vehicle/ Equip - Replacemt Reserves	120,000	-	-	120,000	-	120,000	240,000
501	Vehicle/ Equip - Cap Assets Net Deprec	638,741	-	-	-	-	-	638,741
501	Vehicle & Equip Repl/Maint TOTAL	1,189,010	139,000	(667,675)	572,290	(171,870)	(128,255)	1,060,756
502	Risk Management - Unrestricted	590,107	97,195	(613,104)	173,422	(23,125)	(365,612)	224,495
502	Risk Mgmt - Restricted LT Reserves	1,019,363	-	-	-	-	-	1,019,363
502	Risk Mgmt Restricted TOTAL	1,609,470	97,195	(613,104)	173,422	(23,125)	(365,612)	1,243,858
503	Info Technology/Comm - Unrestricted	80,827	4,000	(456,925)	467,936	(53,748)	(38,737)	42,091
503	Info Technology/Comm - Reserve	32,250	-	-	32,250	-	32,250	64,500
503	Info Tech - Cap Assets Net Deprec	22,348	-	-	-	-	-	22,348
503	Info Technology/Comm TOTAL	135,425	4,000	(456,925)	500,186	(53,748)	(6,487)	128,939
504	Facilities Major Projects - Unrestricted	79,544	7,500	(126,000)	39,000	-	(79,500)	44
504	Facilities Major -Reserve	100,000	-	-	100,000	-	100,000	200,000
504	Facilities Major Projects TOTAL	179,544	7,500	(126,000)	139,000	-	20,500	200,044
Internal Service Funds TOTALS		3,113,449	247,695	(1,863,703)	1,384,898	(248,743)	(479,853)	2,633,596
CITYWIDE GRAND TOTALS		37,608,831	21,527,925	(21,781,285)	4,240,221	(4,240,221)	(253,359)	37,355,472

**SUMMARY OF SOURCES AND USES BY FUND TYPE
FY 2013-2014**



REVENUES	GENERAL FUND	WASTEWATER ENTERPRISE FUND	OTHER REVENUE FUNDS	INTERNAL SERVICE FUNDS	BUDGET FY 2014 TOTALS
BUSINESS LICENSES	365,000	-	-	-	365,000
CHARGES FOR SERVICES	4,644,945	4,315,248	-	-	8,960,193
FINES & FORFEITURES	271,500	-	-	-	271,500
FRANCHISE FEES	1,899,556	-	-	-	1,899,556
FROM OTHER AGENCIES	37,000	-	1,897,789	-	1,934,789
INVESTMENT/RENTAL INCOME	457,000	30,000	2,200	40,000	529,200
LICENSES & PERMITS	426,100	-	7,000	-	433,100
OTHER REVENUE	609,500	15,000	-	211,195	835,695
PROPERTY TAXES	2,929,500	-	12,000	-	2,941,500
SALES TAXES	874,000	-	-	-	874,000
TRANSIENT OCCUPANCY TAX	333,332	-	-	-	333,332
VEHICLE IN LIEU	2,110,000	-	-	-	2,110,000
TOTAL REVENUES	14,957,433	4,360,248	1,918,989	251,195	21,487,865

EXPENDITURES	GENERAL FUND	WASTEWATER ENTERPRISE FUND	OTHER REVENUE FUNDS	INTERNAL SERVICE FUNDS	BUDGET FY 2014 TOTALS
GENERAL GOVERNMENT	1,310,867	-	-	-	1,310,867
ADMINISTRATIVE SERVICES	567,949	-	-	1,085,679	1,653,627
COMMUNITY DEVELOPMENT	912,297	-	-	-	912,297
FIRE-RESCUE	1,811,017	-	-	-	1,811,017
LAW ENFORCEMENT	6,137,331	-	130,000	-	6,267,331
LIFEGUARDS	1,192,453	-	-	-	1,192,453
ANIMAL CONTROL	245,719	-	-	-	245,719
PUBLIC WORKS	2,750,603	-	626,703	520,243	3,897,549
SPORTS PARK & SENIOR SERVICES	128,368	-	-	-	128,368
WASTEWATER OPERATIONS	-	3,056,556	-	-	3,056,556
WASTEWATER SYST IMPROVEMENTS	-	400,000	-	-	400,000
EQUIPMENT REPLACEMENT	-	-	-	1,131,000	1,131,000
DEBT SERVICE	-	254,125	-	-	254,125
ADDITIONS TO RESERVES	-	-	-	252,250	252,250
TOTAL EXPENDITURES	15,056,603	3,710,681	756,703	2,989,172	22,513,159

TRANSFERS & ALLOCATIONS	GENERAL FUND	WASTEWATER ENTERPRISE FUND	OTHER REVENUE FUNDS	INTERNAL SERVICE FUNDS	BUDGET FY 2014 TOTALS
ALLOCATIONS IN FOR OVERHEAD	1,967,152	-	-	1,360,821	3,327,973
GENERAL TRANSFERS IN	871,000	-	17,800	300,000	1,188,800
ALLOCATIONS OUT FOR OVERHEAD	(2,479,216)	(632,562)	-	(216,195)	(3,327,973)
GENERAL TRANSFERS OUT	(17,800)	-	(1,171,000)	-	(1,188,800)
TOTAL TRANSFERS & ALLOCATIONS	341,137	(632,562)	(1,153,200)	1,444,626	-

NET CHANGES - SOURCES (USES)	241,966	17,005	9,086	(1,293,351)	(1,025,295)
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EST AVAILABLE BEGINNING BALANCES	5,097,052	2,931,334	2,092,226	2,726,348	12,846,961
Additions to Reserves	(100,000)	-	-	-	(100,000)

EST AVAILABLE ENDING FUND BALANCE	\$ 5,239,018	\$ 2,948,339	\$ 2,101,312	\$ 1,432,997	\$ 11,721,666
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**SUMMARY OF SOURCES AND USES BY FUND TYPE
FY 2014-2015**

REVENUES	GENERAL FUND	WASTEWATER ENTERPRISE FUND	OTHER REVENUE FUNDS	INTERNAL SERVICE FUNDS	BUDGET FY 2015 TOTALS
BUSINESS LICENSES	365,000	-	-	-	365,000
CHARGES FOR SERVICES	4,706,621	4,377,684	-	-	9,084,305
FINES & FORFEITURES	277,500	-	-	-	277,500
FRANCHISE FEES	1,922,075	-	-	-	1,922,075
FROM OTHER AGENCIES	37,000	-	1,619,050	-	1,656,050
INVESTMENT/RENTAL INCOME	457,000	35,000	2,200	38,500	532,700
LICENSES & PERMITS	426,100	-	7,000	-	433,100
OTHER REVENUE	641,500	15,000	-	209,195	865,695
PROPERTY TAXES	2,959,500	-	12,000	-	2,971,500
SALES TAXES	880,000	-	-	-	880,000
TRANSIENT OCCUPANCY TAX	430,000	-	-	-	430,000
VEHICLE IN LIEU	2,110,000	-	-	-	2,110,000
TOTAL REVENUES	15,212,297	4,427,684	1,640,250	247,695	21,527,925

EXPENDITURES	GENERAL FUND	WASTEWATER ENTERPRISE FUND	OTHER REVENUE FUNDS	INTERNAL SERVICE FUNDS	BUDGET FY 2015 TOTALS
GENERAL GOVERNMENT	1,377,516	-	-	-	1,377,516
ADMINISTRATIVE SERVICES	570,084	-	-	1,027,778	1,597,862
COMMUNITY DEVELOPMENT	935,779	-	-	-	935,779
FIRE-RESCUE	1,906,422	-	-	-	1,906,422
LAW ENFORCEMENT	6,373,402	-	130,000	-	6,503,402
LIFEGUARDS	1,212,578	-	-	-	1,212,578
ANIMAL CONTROL	252,637	-	-	-	252,637
PUBLIC WORKS	2,752,061	-	634,896	507,675	3,894,631
SENIOR SERVICES	85,609	-	-	-	85,609
WASTEWATER OPERATIONS	-	3,161,153	-	-	3,161,153
WASTEWATER SYST IMPROVEMENTS	-	400,000	-	-	400,000
EQUIPMENT REPLACEMENT	-	-	-	76,000	76,000
DEBT SERVICE	-	125,446	-	-	125,446
ADDITIONS TO RESERVES	-	-	-	252,250	252,250
TOTAL EXPENDITURES	15,466,087	3,686,599	764,896	1,863,703	21,781,285

TRANSFERS & ALLOCATIONS	GENERAL FUND	WASTEWATER ENTERPRISE FUND	OTHER REVENUE FUNDS	INTERNAL SERVICE FUNDS	BUDGET FY 2015 TOTALS
ALLOCATIONS IN FOR OVERHEAD	1,953,458	-	-	1,352,648	3,306,106
GENERAL TRANSFERS IN	884,065	-	17,800	-	901,865
ALLOCATIONS OUT FOR OVERHEAD	(2,455,403)	(634,210)	-	(216,493)	(3,306,106)
GENERAL TRANSFERS OUT	(17,800)	-	(884,065)	-	(901,865)
TOTAL TRANSFERS & ALLOCATIONS	364,320	(634,210)	(866,265)	1,136,155	-

NET CHANGES - SOURCES (USES)	110,529	106,875	9,089	(479,853)	(253,360)
EST AVAILABLE BEGINNING BALANCES	5,239,018	2,948,339	2,101,312	1,432,997	11,721,666
Additions to Reserves	(100,000)	-	-	-	(100,000)
EST AVAILABLE ENDING FUND BALANCE	\$ 5,249,547	\$ 3,055,214	\$ 2,110,401	\$ 953,144	\$ 11,368,307

GENERAL FUND FIVE-YEAR FORECAST



The Five-Year General Fund Forecast provides an estimate of the financial status over the next five years. The purpose of this forecast is to identify trends and an “order of magnitude” to fund existing levels of service. It is based on a set of assumptions, some of which will assuredly change in the future. Thus, the forecast should be used as a guide as to the financial direction the City is headed and not as an absolute prediction. The range of potential deficits could be significant that could require reductions in service levels if future tax revenues do not grow.

Revenue assumptions - The base projection simply looks at revenues and compares that with a status quo budget. This projection assumes limited tax growth potential. This is due to the fact that our General Fund Property Tax is frozen (due to the formation of the RDA), sales tax per capita is one of the lowest in the state, transient occupancy tax will increase only when the new hotel is open, and the VLF in Lieu is dependent on assessed value growth. Growth in assessed value is projected to be unchanged over the projection period of five years, except for a \$30,000 projected property tax revenue increase in FY 2014-15 as a result of the opening of the Pier South Hotel. Port District charges for services are projected to increase 1.5% per year. Transient Occupancy Tax is forecast to increase 3.5% in FY 2015-16 and 2.5% thereafter.

Expenditures assumptions - Salaries and benefits in the budget include some general employee compensation increases, with this amount excluded in the forecast period. Two new full-time employees costing an additional \$150,000 are included FY 2014-15 and are included in the forecast years’ assumptions. The budget years also include increases in City contributions to pensions, as required by CalPERS. Due to potential changes to CalPERS actuarial methods, \$52,000 in FY 2015-16 and \$55,000 in FY 2016-17 were added. In addition, potential cost increases resulting from implementing the new Affordable Health Care Act have been included.

The base projection illustrates that an imbalance develops with the Sheriff’s contract projected increases, estimated to be 5.6% in FY 2013-14, 4% from FY 2014-15 to FY 2016-17, and 5% in the last year. Given that the Sheriff contract is one of the largest General Fund’s expenditures, any increases above the City’s limited revenue growth results in imbalances. In other words, the Sheriff’s contract would have to be less than 1.5% per year during the three forecast years to reflect a balanced forecast over the entire period.

Potential balancing actions - There are several actions that the City can take, as well as improved revenue from the new hotel and other development projects, which can lower projected imbalances. These actions include paying off a portion of the \$4.45 million unfunded pension liability balance with the CalPERS retirement system. The City is charged, in effect, interest of 7.5% on any liability balances. Contributing to a City CalPERS “side fund” an extra \$1.0 million would result in an estimated saving to the General Fund of \$58,000 per year for the next 30 years. Any reductions to the City’s pension liability level would also mitigate the impact of future changes to actuarial methods and assumptions.

There are other areas that can be examined to bring the budget into balance. However, these measures would result in service level reductions and labor changes. Should revenue performance be weak in the future, the hiring of the two new employee positions in FY 2014-15 could be placed on hold. In summary, the forecast projections seek to provide a framework for Council and citizen discussions on the City budget. These are challenging times but, as in the past, the City will continue to provide cost effective programs for the community within its limited resources.



**CITY OF IMPERIAL BEACH
GENERAL FUND SUMMARY
BUDGETS AND FORECASTS**

	ACTUALS FY 2012	PROJECTED FY 2013	BUDGET FY 2014	BUDGET FY 2015	FORECASTED FY 2016	FORECASTED FY 2017	FORECASTED FY 2018
ESTIMATED BEGINNING FUND BAL							
Unrestricted	\$ 8,481,900	\$ 9,537,379	\$ 5,097,052	\$ 5,239,018	\$ 5,249,547	\$ 5,059,147	\$ 4,651,547
Reserved or restricted	17,198,298	5,579,330	9,179,330	9,279,330	9,379,330	9,479,330	9,579,330
TOTAL BEGINNING FUND BALANCE	\$ 25,680,198	\$ 15,116,709	\$ 14,276,382	\$ 14,518,348	\$ 14,628,877	\$ 14,538,477	\$ 14,230,877
REVENUES							
Business Licenses	362,092	360,000	365,000	365,000	368,700	372,400	376,100
Charges for Services	4,106,375	4,604,800	4,644,945	4,706,621	4,777,200	4,848,900	4,921,600
Fines & Forfeitures	271,689	271,500	271,500	277,500	283,100	288,800	296,000
Franchise Fees	1,791,100	1,866,000	1,899,556	1,922,075	1,960,500	1,999,700	2,039,700
From Other Agencies	859,070	268,565	37,000	37,000	37,700	38,500	39,300
Investment/Rental Income	589,023	455,000	457,000	457,000	466,100	475,400	484,900
Licenses & Permits	442,109	427,000	426,100	426,100	434,600	443,300	452,200
Other Revenue	989,897	1,031,963	609,500	641,500	654,300	667,400	680,700
Property Taxes	2,329,971	2,929,500	2,929,500	2,959,500	2,959,500	2,959,500	2,959,500
Sales Taxes	718,596	860,000	874,000	880,000	897,600	915,600	933,900
Transient Occupancy Tax	230,942	231,000	333,332	430,000	445,100	456,200	467,600
Vehicle in Lieu	2,053,022	2,110,000	2,110,000	2,110,000	2,110,000	2,110,000	2,110,000
One-Time Revenue Items	954,936	-	-	-	-	-	-
TOTAL REVENUES	15,698,822	15,415,328	14,957,433	15,212,297	15,394,400	15,575,700	15,761,500
EXPENDITURES							
Salaries & Benefits	6,106,954	6,365,873	6,428,351	6,598,064	6,696,000	6,799,000	6,833,000
Sheriff's Contract	5,461,738	5,588,000	5,900,000	6,136,000	6,381,400	6,636,700	6,968,500
Other Professional Services	1,013,595	1,237,440	1,226,885	1,237,657	1,262,400	1,287,600	1,313,400
Operating Expenditures	975,795	1,468,891	1,476,367	1,479,366	1,501,600	1,524,100	1,547,000
Capital Outlay	1,153,711	332,339	25,000	15,000	15,300	15,600	15,900
TOTAL EXPENDITURES	14,711,793	14,992,543	15,056,603	15,466,087	15,856,700	16,263,000	16,677,800
TRANSFERS & ALLOCATIONS							
General Transfers In From Other Funds	1,027,708	701,000	871,000	884,065	901,700	919,700	938,100
Allocations In	1,941,546	1,721,911	1,967,152	1,953,458	1,992,500	2,032,400	2,073,000
Allocations Out	(2,104,729)	(2,082,214)	(2,479,216)	(2,455,403)	(2,504,500)	(2,554,600)	(2,605,700)
General Transfers Out	(796,075)	(603,809)	(17,800)	(17,800)	(17,800)	(17,800)	(17,800)
TOTAL TRANSFERS/ALLOCS (NET)	68,450	(263,112)	341,137	364,320	371,900	379,700	387,600
TOTAL CHANGE IN OPERATING FUNDS	\$ 1,055,479	\$ 159,673	\$ 241,966	\$ 110,529	\$ (90,400)	\$ (307,600)	\$ (528,700)
OTHER SOURCES (USES) OF FUNDS							
Transfer Land Held for Resale	(11,618,968)	-	-	-	-	-	-
Use of reserves-CalPERS Side Fund	-	(1,000,000)	-	-	-	-	-
Transfer to Capital Reserve	-	-	-	-	-	-	-
One-time Funding	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES) OF FUNDS	(11,618,968)	(1,000,000)	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ (10,563,489)	\$ (840,327)	\$ 241,966	\$ 110,529	\$ (90,400)	\$ (307,600)	\$ (528,700)
GENERAL FUND BALANCE							
Unrestricted	\$ 9,537,379	\$ 5,097,052	\$ 5,239,018	\$ 5,249,547	\$ 5,059,147	\$ 4,651,547	\$ 4,022,847
Land Held for Resale	-	-	-	-	-	-	-
GF Loan to RDA	3,738,100	3,738,100	3,738,100	3,738,100	3,738,100	3,738,100	3,738,100
Non-spendable Fund Balance	3,738,100	3,738,100	3,738,100	3,738,100	3,738,100	3,738,100	3,738,100
Economic Uncertainty Reserve (a)	-	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Public Works Projects Reserve	1,841,230	1,841,230	1,841,230	1,841,230	1,841,230	1,841,230	1,841,230
Strategic Capital Improvements Reserve	-	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Public Safety Communications Reserve	-	100,000	200,000	300,000	400,000	500,000	600,000
Reserved or restricted	5,579,330	9,179,330	9,279,330	9,379,330	9,479,330	9,579,330	9,679,330
TOTAL ENDING FUND BALANCE	\$ 15,116,709	\$ 14,276,382	\$ 14,518,348	\$ 14,628,877	\$ 14,538,477	\$ 14,230,877	\$ 13,702,177

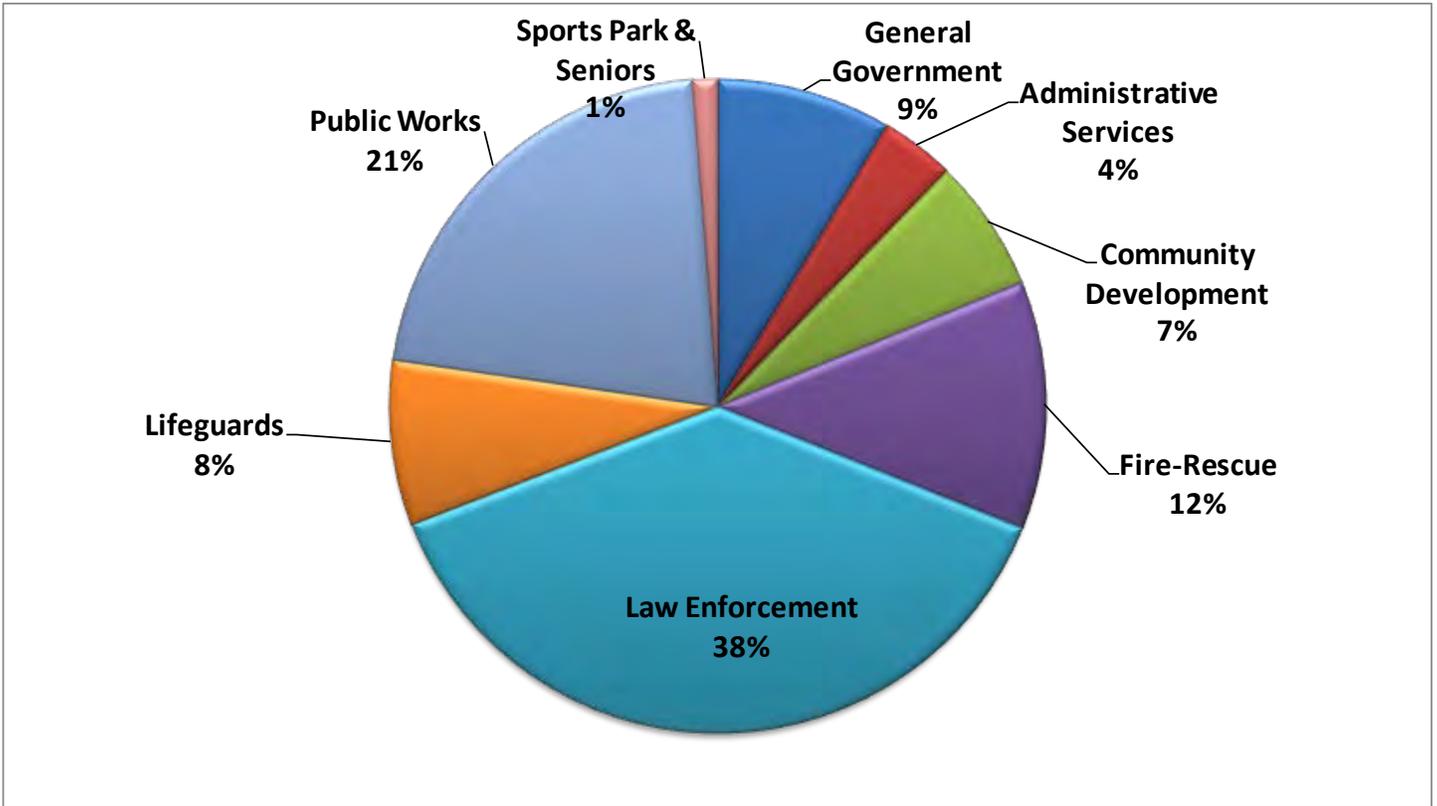
Assumptions for FY 2016 - 2018 Forecasts

- Revenues assume average annual increase of 1.2%.
- Salaries & benefits assumes in FY16 decrease of compensation items; Increase base for PERS and medical costs.
- Professional services includes 4 % increase annually beginning in FY16 for law enforcement contract and 5% in FY18.
- Operating expense assume annual increases of 1.5% depending on the vendor provisions.
- CalPERS Side Fund option \$1 million from General Fund reserves in FY13.
- Capital Outlay assumes 2% annual increases.
- Allocations and transfers assume 2% annual increases.

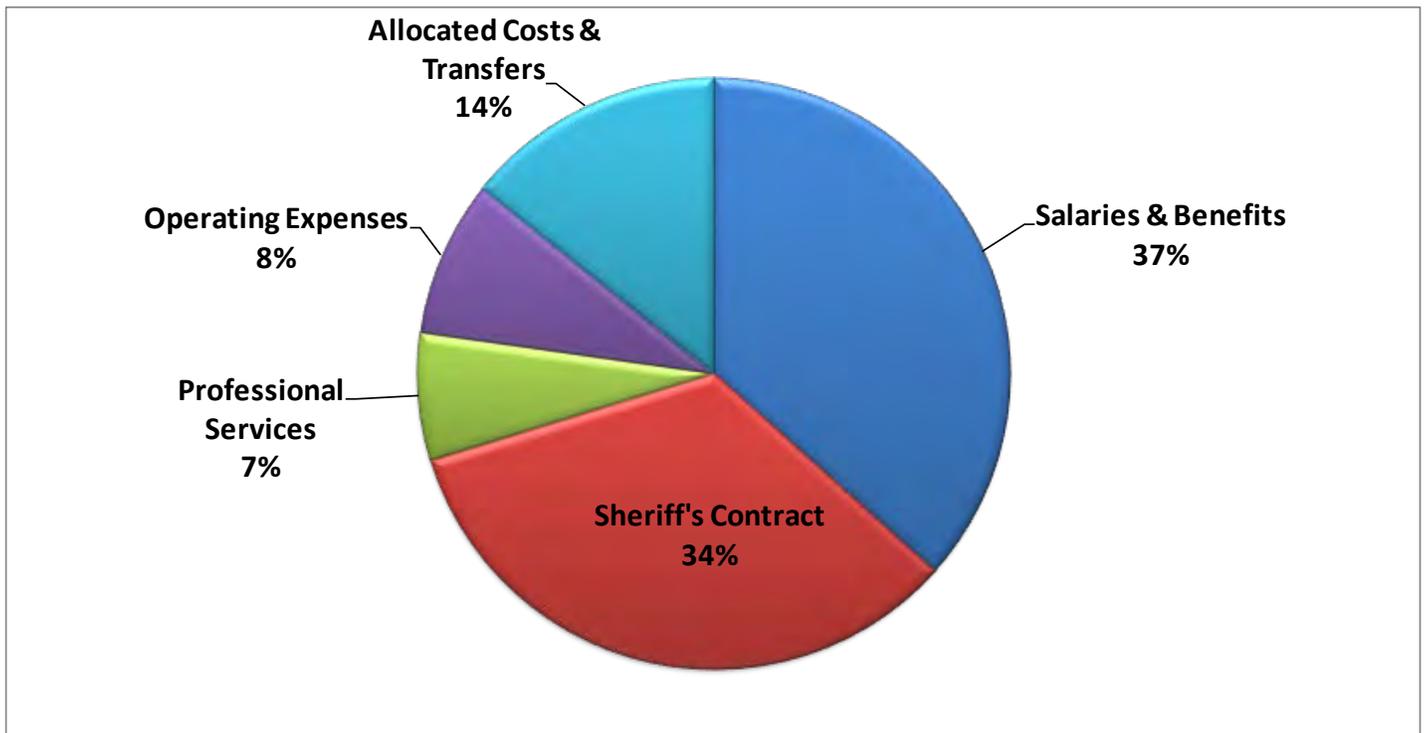
(a) Economic Uncertainty Reserve amounts to approximately 10% of total expenditures, allocations and transfers out.



General Fund FY 2013-14 Budgeted Expenditures by Department



General Fund FY 2013-14 Budgeted Expenditures by Function





GENERAL FUND SUMMARY

REVENUES, ALLOCATIONS & TRANSFERS IN	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	363,138	362,092	360,000	365,000	365,000
CHARGES FOR SERVICES	4,177,121	4,106,375	4,604,800	4,644,945	4,706,621
FINES & FORFEITURES	378,631	271,689	271,500	271,500	277,500
FRANCHISE FEES	1,864,796	1,791,100	1,866,000	1,899,556	1,922,075
FROM OTHER AGENCIES	437,037	859,070	268,565	37,000	37,000
INVESTMENT/RENTAL INCOME	856,037	589,023	455,000	457,000	457,000
LICENSES & PERMITS	522,397	442,109	427,000	426,100	426,100
OTHER REVENUE	813,230	989,897	1,031,963	609,500	641,500
PROPERTY TAXES	2,238,167	2,329,971	2,929,500	2,929,500	2,959,500
SALES TAXES	718,213	718,596	860,000	874,000	880,000
TRANSIENT OCCUPANCY TAX	224,220	230,942	231,000	333,332	430,000
VEHICLE IN LIEU	2,170,005	2,053,022	2,110,000	2,110,000	2,110,000
ALLOCATIONS IN FOR OVERHEAD	2,074,028	1,941,546	1,721,911	1,967,152	1,953,458
GENERAL TRANSFERS IN	2,256,937	1,027,708	701,000	871,000	884,065
ONE-TIME COST REIMB - ROPS I/II	-	954,936	-	-	-
TOTAL REVENUES & TRANSFERS	19,093,956	18,668,076	17,838,239	17,795,585	18,049,820
EXPENDITURES, ALLOCATIONS & TRANSFERS OUT	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
GENERAL GOVERNMENT	1,227,326	1,252,051	1,584,583	1,512,023	1,578,672
ADMINISTRATIVE SERVICES	599,369	614,701	747,177	638,350	640,485
COMMUNITY DEVELOPMENT	682,368	950,189	1,050,592	1,154,597	1,178,079
FIRE-RESCUE	2,077,562	1,996,613	2,187,236	2,150,864	2,246,269
LAW ENFORCEMENT	6,073,423	6,222,403	6,445,550	6,681,711	6,924,700
LIFEGUARDS	1,276,940	1,271,939	1,320,691	1,429,698	1,449,823
PUBLIC WORKS	3,391,030	3,941,427	4,137,861	3,769,385	3,769,715
SPORTS PARK & SENIOR SERVICES	476,542	273,876	204,876	216,991	151,548
SUB-TOTAL BEFORE ONE-TIME ITEMS	15,804,559	16,523,199	17,678,566	17,553,619	17,939,290
ONE-TIME OPERATING COSTS	1,707,850	-	-	-	-
CalPERS "SIDE FUND" PYMT	1,011,452	-	-	-	-
ONE-TIME PUBLIC WORKS PROJECTS	904,881	1,089,398	-	-	-
TOTAL EXPENDITURES & TRANSFERS	19,428,743	17,612,597	17,678,566	17,553,619	17,939,290
NET OPERATING CHANGES - SOURCES (USES)	(334,787)	1,055,479	159,673	241,966	110,529
TRANSFER LAND HELD FOR RESALE	11,618,968	(11,618,968)	-	-	-
USE OF RESERVES - CalPERS "SIDE FUND"	-	-	(1,000,000)	-	-
NET CHANGES TO FUND BALANCE	11,284,181	(10,563,489)	(840,327)	241,966	110,529
BEGINNING TOTAL FUND BALANCE	14,396,013	25,680,198	15,116,709	14,276,382	14,518,348
ENDING TOTAL FUND BALANCE	\$ 25,680,198	\$ 15,116,709	\$ 14,276,382	\$ 14,518,348	\$ 14,628,877
General Fund Available Fund Balance	\$ 8,481,900	\$ 9,537,379	\$ 5,097,052	\$ 5,239,018	\$ 5,249,547
<i>Restricted for Land Held for Resale</i>	11,618,968	-	-	-	-
<i>General Fund Loan to RDA</i>	3,738,100	3,738,100	3,738,100	3,738,100	3,738,100
Reserved for Economic Uncertainty	-	-	1,800,000	1,800,000	1,800,000
Reserved for Public Works Projects	1,841,230	1,841,230	1,841,230	1,841,230	1,841,230
Reserved for Strategic Capital Improvements	-	-	1,700,000	1,700,000	1,700,000
Reserved for Public Safety Communications	-	-	100,000	200,000	300,000
Total Fund Balance	\$ 25,680,198	\$ 15,116,709	\$ 14,276,382	\$ 14,518,348	\$ 14,628,877



REVENUE ESTIMATE ASSUMPTIONS

The Administrative Services Department prepares the revenue projections and reviews these projections with the City Manager. To make those projections as close as possible to actual, the following techniques are used depending on the revenue source's unique characteristics. In practice, most revenue source projections combine several of the methodologies:

Informed Expert Judgment: The Administrative Services Department meets with the Department Heads to discuss trends in revenues in their respective areas. In addition, the staff meets with an outside consultant who reviews the sales and property tax data on a quarterly basis to discuss potential increases or decreases to those revenue streams.

Trending: The Administrative Services Department estimates current year and projects future year revenues based on a combination of current trends and historical performance.

Economic Models: The Administrative Services Department relies on anticipated changes to local, regional and national economic conditions and their effects on individual revenue sources.

Estimates from State of California, San Diego County and SanDAG: The Administrative Services Department relies on information received from the State and County regarding property tax assessed value and transfer payments in developing these estimates.

Non-recurring revenues that are anticipated are forecasted separately and scheduled only for the year or years in which they are anticipated. Certain revenue sources are limited in use by law or local policy, such as: gasoline taxes, development charges, special proposition taxes, assessment district charges, and grants. Forecasts of expenditures for public street construction and other capital improvements are identified separately for comparison with their restricted revenue sources.

Unlike appropriations that can be established at the direction of the City, many key revenues are controlled by external forces to the City. For instance, property tax revenues vary with real estate values, and development related revenue is affected by the volume and type of building permits and plan check requests. Sales tax and transient occupancy tax (TOT) revenues are subject to local and national economic cycles, businesses' decision to locate in the community, and travel activity of tourists. When the Council acts to adopt the annual budget their action appropriates the expenditure of funds. Revenue are estimated, not budgeted, and can be modified throughout the year based on the information available at that time.

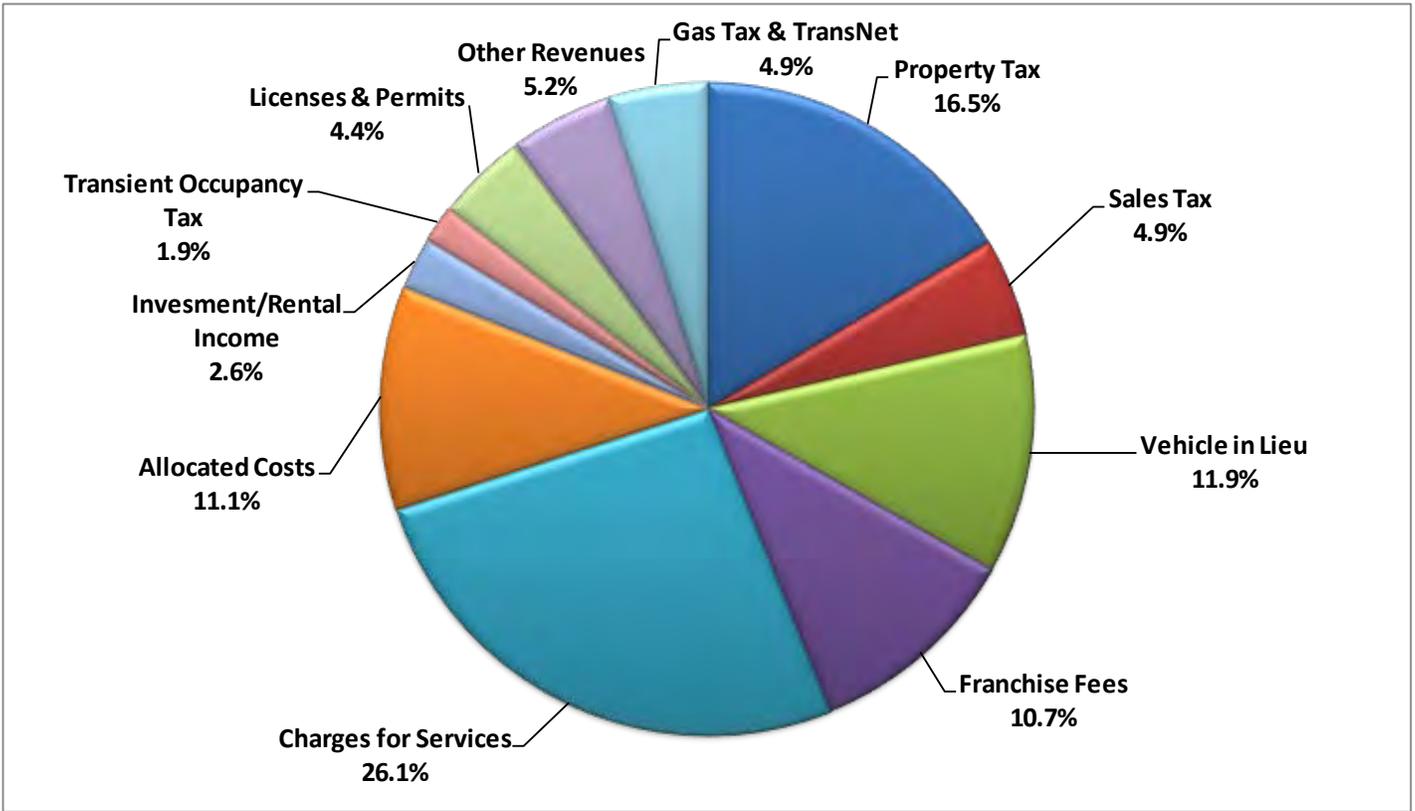
GENERAL FUND REVENUE SOURCES

Cities structure their finances through establishing various "funds" based on the legal requirements of revenues received for government programs. The largest "fund" of a city is the General Fund, so its revenues are closely monitored. The majority of the City of Imperial Beach's General Fund revenue is produced from a small number of sources, e.g.: sales tax, property tax, vehicle license fees, business licenses, charges for services, and transient occupancy tax. The following pie chart illustrates each revenue categories' portion of the total General Fund revenues. The table below outlines the General Fund revenue estimates for the FY 2013-2014 and FY 2014-2015 budgets. Overall, revenues are projected to be flat in FY 2013-14, and increase by 1.4% in FY 2014-15.



REVENUE ESTIMATE ASSUMPTIONS

General Fund estimated revenues for the FY 2013-2014 Budget



General Fund revenue estimates by category for the current year and two budget years.

General Fund Revenue Categories	FY 2013 Projected Revenues	FY 2014 Estimated Revenues	% Change from FY 2013 Projected	FY 2015 Estimated Revenues	% Change from FY 2014 Estimate
Property Tax	2,929,500	2,929,500	0%	2,959,500	1%
Vehicle in Lieu	2,110,000	2,110,000	0%	2,110,000	0%
Charges for Services	4,604,800	4,644,945	1%	4,706,621	1%
Franchise Fees	1,866,000	1,899,556	2%	1,922,075	1%
Sales Tax	860,000	874,000	2%	880,000	1%
Licenses & Permits	787,000	791,100	1%	791,100	0%
Transient Occupancy Tax	231,000	333,332	44%	430,000	29%
Gas Tax & TransNet	701,000	871,000	24%	884,065	1%
Other Revenues	1,031,963	609,500	-41%	641,500	5%
Investments / Rental Income	455,000	457,000	0%	457,000	0%
Fines & Forfeitures	271,500	271,500	0%	277,500	2%
From Other Agencies	268,565	37,000	-86%	37,000	0%
Allocated Cost Charges	1,721,911	1,967,152	14%	1,953,458	-1%
TOTAL REVENUES	\$ 17,838,239	\$ 17,795,585	0%	\$ 18,049,820	1%



REVENUES BY MAJOR CATEGORY AND SOURCE

GENERAL FUND:

REVENUES BY SOURCE:

GENERAL FUND REVENUE BY SOURCE	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	363,138	362,092	360,000	365,000	365,000
CHARGES FOR SERVICES	4,177,121	4,106,375	4,604,800	4,644,945	4,706,621
FINES & FORFEITURES	378,631	271,689	271,500	271,500	277,500
FRANCHISE FEES	1,864,796	1,791,100	1,866,000	1,899,556	1,922,075
FROM OTHER AGENCIES	437,037	859,070	268,565	37,000	37,000
INVESTMENT/RENTAL INCOME	856,037	589,023	455,000	457,000	457,000
LICENSES & PERMITS	522,397	442,109	427,000	426,100	426,100
OTHER REVENUE	813,230	989,897	1,031,963	609,500	641,500
PROPERTY TAXES	2,238,167	2,329,971	2,929,500	2,929,500	2,959,500
SALES TAXES	718,213	718,596	860,000	874,000	880,000
TRANSIENT OCCUPANCY TAX	224,220	230,942	231,000	333,332	430,000
VEHICLE IN LIEU	2,170,005	2,053,022	2,110,000	2,110,000	2,110,000
EXTRAORDINARY ITEMS	11,618,968	954,936	-	-	-
GENERAL FUND (101) TOTAL	\$ 26,381,959	\$ 15,698,822	\$ 15,415,328	\$ 14,957,433	\$ 15,212,297

REVENUES BY DEPARTMENT:

GENERAL FUND REVENUE BY DEPARTMENT	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
GENERAL GOVERNMENT	8,183,574	8,280,037	9,177,763	8,889,488	9,047,676
ADMINISTRATIVE SERVICES	944,598	653,614	529,000	536,000	536,000
COMMUNITY DEVELOPMENT	501,285	545,017	442,200	374,200	380,200
FIRE-RESCUE	607,835	643,490	700,565	672,330	704,710
LAW ENFORCEMENT	1,759,540	1,774,204	2,037,500	2,078,780	2,105,454
LIFEGUARDS	1,468,547	1,345,683	1,421,000	1,442,420	1,463,317
ANIMAL CONTROL	42,283	42,333	44,000	44,465	44,937
PUBLIC WORKS	1,239,346	1,445,853	1,053,500	915,000	928,703
SPORTS PARK & SENIOR SERVICES	15,983	13,654	9,800	4,750	1,300
EXTRAORDINARY ITEMS	11,618,968	954,936	-	-	-
GENERAL FUND (101) TOTAL	\$ 26,381,959	\$ 15,698,822	\$ 15,415,328	\$ 14,957,433	\$ 15,212,297

ENTERPRISE FUND:

WASTEWATER ENTERPRISE REVENUE (601)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
CHARGES FOR SERVICES	3,916,221	3,833,190	3,808,273	4,315,248	4,377,684
OTHER REVENUE	180,124	131,448	130,000	15,000	15,000
INVESTMENT/RENTAL INCOME	33,285	8,690	25,000	30,000	35,000
ENTERPRISE FUND (601) TOTAL	\$ 4,129,630	\$ 3,973,329	\$ 3,963,273	\$ 4,360,248	\$ 4,427,684



REVENUES BY MAJOR CATEGORY AND SOURCE

OTHER REVENUE FUNDS:

OTHER REVENUE FUNDS	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
HOUSING AUTHORITY (216/217)	-	337,853	-	-	-
SLESF / COPS STATE GRANT (212)	99,282	100,142	100,702	100,000	100,000
LOCAL LAW ENFORCE BLK GRANT (213)	27,704	10,597	30,000	30,000	30,000
LIGHTING MAINT ASSESS DIST #67 (215)	13,656	11,450	12,200	12,200	12,200
GAS TAX STREET PROJECTS (201)	740,419	822,179	863,054	797,203	808,801
PROP "A" (TRANSNET) TRAFFIC IMPRV (202)	1,503,356	546,105	1,067,945	670,586	680,249
PROP "1B" STREETS & ALLEY PRJ (205)	414,473	2,154	-	-	-
RESIDENTIAL PARKS CONSTRUCT (206)	1,853	15,369	9,000	9,000	9,000
CDBG-FUNDED CAPITAL PROJ (210)	117,934	186,096	138,000	300,000	-
OTHER REVENUE FUNDS TOTAL	\$ 2,918,676	\$ 2,031,944	\$ 2,220,901	\$ 1,918,989	\$ 1,640,250

INTERNAL SERVICE FUNDS:

INTERNAL SERVICE FUNDS REVENUE	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
VEHICLE & EQUIP REPLACE/MAINT (501)	156,197	141,845	151,200	141,000	139,000
RISK MANAGEMENT (502)	62,831	160,560	137,714	101,195	97,195
TECHNOLOGY / COMMUNICATION (503)	6,370	2,730	6,000	4,000	4,000
FACILITIES MAJOR PROJECTS (504)	3,278	1,689	3,000	5,000	7,500
INTERNAL SERVICE FUNDS TOTAL	\$ 228,676	\$ 306,823	\$ 297,914	\$ 251,195	\$ 247,695

CITYWIDE REVENUE TOTAL

\$ 33,658,941	\$ 22,010,918	\$ 21,897,416	\$ 21,487,865	\$ 21,527,925
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REVENUE DETAIL BY FUND

GENERAL FUND (101)

BUSINESS LICENSES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
32172 10-BUSINESS LICENSE	363,138	362,092	360,000	365,000	365,000
SUB TOTAL ---->	363,138	362,092	360,000	365,000	365,000

CHARGES FOR SERVICES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
34220 02-PORT DISTRICT/LAW ENFORCEMENT SERVICES	1,422,358	1,493,476	1,752,000	1,778,280	1,804,954
34220 03-PORT DISTRICT/FIRE SERVICES	176,209	191,483	222,000	225,330	228,710
34220 04-PORT DISTRICT/LIFEGUARDS SERVICES	1,442,221	1,322,946	1,371,000	1,393,140	1,414,037
34220 06-PORT DISTRICT/ANIMAL CONTROL SERVICES	27,980	29,379	31,000	31,465	31,937
34220 01-OTHER PORT REIMBURSEMENT	15,000	-	-	-	-
34220 05-PORT DISTRICT/TIDELANDS MAINTENANCE SERVICES	833,858	810,113	900,000	913,500	927,203
34330 01-SO BAY UNION (SBUSD)	-	-	20,000	20,000	20,000
34330 02-SWEEWATER (SUHSD)	60,000	60,000	60,000	65,000	65,000
34476 02-GEN GOVT ADMIN FEES	26,227	-	-	-	-
34475 02-CITY CLERK MAPS/PUB.	783	1,195	300	1,000	1,000
34476 03-FINANCE ADMIN FEES	19,187	19,984	19,000	19,000	19,000
34475 04-COMM DEV MAPS/PUB.	10	-	-	100	100
34476 01-COMM DEV ADMIN FEES	100	50	-	100	100
34174 01-BUILDING PLAN CHECK	39,446	62,382	90,000	60,000	60,000
34174 02-PLANNING PLAN CHECK FEE	-	-	-	-	-
34174 03-PLANNING & ZONING	65,620	74,533	75,000	75,000	75,000
34475 03-BUILDING MAPS/PUBLICATION	1,386	1,109	700	1,000	1,000
34476 04-BUILDING ADMIN FEES	2,575	2,150	2,000	2,000	2,000
37183 09-SB 1186 DISABILITY ACCESS	-	-	500	5,000	5,000
34477 01-PICNIC SHELTER FEE	1,890	1,185	1,500	1,500	1,500
34477 02-BALL FIELD RENTAL FEES	1,615	720	1,000	500	-
34477 03-AIR JUMP FEES	1,860	2,670	1,500	400	-
34477 04-AFTER-SCHOOL RECREATION	156	80	-	-	-
34477 05-ADULT SPORTS PROGRAMS	640	720	450	200	-
34477 06-SPORTS PARK PROGRAM FEES	2,771	1,495	1,000	325	-
34477 07-BEVERAGE VENDOR SERVICES	7,633	6,879	5,000	2,000	-
34477 08-YOUTH SOCCER FIELD	200	200	50	25	-
34577 01-SENIOR CENTER PROGRAMS	1,072	890	800	800	800
34777 02-JR.LIFEGUARD PROGRAM FEES	26,326	22,737	50,000	49,280	49,280
SUB TOTAL ---->	4,177,121	4,106,375	4,604,800	4,644,945	4,706,621

FINES & FORFEITURES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
35178 01-PARKING CITATIONS	208,391	154,713	130,000	140,000	140,000
35178 02-ORDINANCE CIVIL PENALTY	75,715	54,680	70,000	60,000	66,000
35278 01-TRAFFIC FINES	93,380	60,930	70,000	70,000	70,000
35378 01-FALSE ALARMS	1,145	1,365	1,500	1,500	1,500
SUB TOTAL ---->	378,631	271,689	271,500	271,500	277,500

FRANCHISE FEES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31810 05-SOLID WASTE (EDCO)	1,146,621	1,185,414	1,268,000	1,289,556	1,312,075
31810 10-GAS & ELECTRIC (SDG&E)	141,329	141,439	141,000	141,000	141,000
31810 15-CABLE (COX CABLE)	487,636	353,873	350,000	360,000	360,000
31810 20-WATER (CAL AMERICAN)	70,160	72,587	72,000	74,000	74,000
31810 30-AT&T	19,049	37,786	35,000	35,000	35,000
SUB TOTAL ---->	1,864,796	1,791,100	1,866,000	1,899,556	1,922,075



REVENUE DETAIL BY FUND

FROM OTHER AGENCIES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
33540 01-STATE MANDATED COST REIMB	3,697	23,570	15,000	25,000	25,000
33750 01-FEDERAL GRANTS	11,298	18,280	59,565	-	-
33440 01-STATE OF CALIFORNIA GRANT	-	72,293	-	-	-
33440 07-CALIFORNIA ENERGY COMM	2,334	126,291	-	-	-
33860 01-COUNTY FUNDING/GRANTS	(28,328)	-	-	-	-
33860 02-VEHICLE ABATEMENT (AVA)	46,308	44,918	30,000	-	-
33860 03-VEHICLE IMPOUND FEE	13,130	11,456	12,000	12,000	12,000
33440 05-CLEAN BEACH GRANT/PROP 50	388,598	562,263	152,000	-	-
SUB TOTAL ---->	437,037	859,070	268,565	37,000	37,000

INVESTMENT/RENTAL INCOME	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
36282 01-RENT LAND	239,869	260,019	250,000	250,000	250,000
36282 02-RENT BUILDINGS	53,894	57,466	55,000	55,000	55,000
36180 01-ALLOCATED INTEREST	112,912	85,763	150,000	150,000	150,000
36180 02-NON-ALLOCATED INTEREST	449,362	224,778	-	2,000	2,000
36180 03-MRKT VALUE OF INVESTMTS	-	(39,021)	-	-	-
36199 99-INTEREST INCOME	-	18	-	-	-
SUB TOTAL ---->	856,037	589,023	455,000	457,000	457,000

LICENSES & PERMITS	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
32472 20-ANIMAL LICENSES	14,303	12,954	13,000	13,000	13,000
32472 30-BICYCLE LICENSES	125	90	-	100	100
32473 01-MISCELLANEOUS PERMITS	9,299	10,589	13,000	13,000	13,000
32573 06-SPECIAL EVENT PERMIT FEES	3,150	2,925	3,000	3,000	3,000
32371 02-COM/FIRE INSPECTION FEES	13,682	16,522	14,000	16,000	16,000
32371 03-RES/FIRE INSPECTION FEES	236,475	242,170	235,000	235,000	235,000
32273 01-BUILDING PERMITS	193,456	111,663	105,000	105,000	105,000
32273 02-PLUMBING PERMITS	18,327	14,184	17,000	14,000	14,000
32273 03-ELECTRICAL PERMITS	21,632	21,646	20,000	20,000	20,000
32273 04-MECHANICAL PERMITS	9,549	7,566	6,000	6,000	6,000
32371 01-INSPECTION FEE	2,400	1,800	1,000	1,000	1,000
SUB TOTAL ---->	522,397	442,109	427,000	426,100	426,100

OTHER REVENUE	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31560 03-DOCUMENTARY TRANSFER TX	39,884	44,626	40,000	45,000	45,000
37485 02-DUI COST REIMBURSEMENT	2,593	3,720	4,000	4,000	4,000
37485 04-AMR PARAMEDIC BILLING	170,171	175,035	170,000	196,000	225,000
37183 06-SKATEPARK ELEMENT CONTRIB	36	-	-	-	-
37183 07-SENIOR CENTER MEMBERSHIPS	-	-	-	500	500
37183 01-CASH OVER/SHORT	-	2	-	-	-
37183 02-CONTRIBUTIONS	10,499	7,525	7,000	7,000	10,000
37183 03-MISCELLANEOUS REVENUE	45,547	91,749	6,000	25,000	25,000
37183 08-MERCHANDISE SALES 50 ANNI	761	-	-	-	-
37485 01-OTHER COST REIMBURSEMENT	135,588	-	130,000	80,000	80,000
37588 01-SALES OF I.B. T-SHIRTS	1,435	2,354	2,000	2,000	2,000
37688 02-PAYMENT IN LIEU OF TAX	-	2	-	-	-
38191 01-JURMP CHARGES	406,716	414,884	422,963	-	-
37483 03-SUCCESSOR AGENCY ADMIN REIMB	-	250,000	250,000	250,000	250,000
SUB TOTAL ---->	813,230	989,897	1,031,963	609,500	641,500



REVENUE DETAIL BY FUND

PROPERTY TAXES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31160 01-1% GENERAL PURPOSE TAX	1,679,018	1,675,980	1,700,000	1,700,000	1,700,000
31160 02-AB1290 RDA PASS-THRU	358,583	350,089	350,000	350,000	356,000
31160 03-TIJUANA SLOUGH	-	3,270	3,500	3,500	3,500
31160 05-SALES TAX ADJ-PROP 57	200,566	202,180	200,000	200,000	200,000
31160 06-RDA RESIDUAL FUNDS AB1484	-	98,453	676,000	676,000	700,000
SUB TOTAL ---->	2,238,167	2,329,971	2,929,500	2,929,500	2,959,500
SALES TAXES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31340 01-7.75% SALES TAX (1% CITY)	602,958	592,727	735,000	744,000	750,000
31360 02-PROP 172: .5% SALES TAX	115,255	125,870	125,000	130,000	130,000
SUB TOTAL ---->	718,213	718,596	860,000	874,000	880,000
TRANSIENT OCCUPANCY TAX	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31670 49-TRANSIENT OCCUPANCY TAX	224,220	230,942	231,000	333,332	430,000
SUB TOTAL ---->	224,220	230,942	231,000	333,332	430,000
VEHICLE IN LIEU	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31160 04-VLF ADJ- R & T CODE 97.70	2,039,686	2,038,833	2,080,000	2,080,000	2,080,000
33240 01-VLF REVENUE	70,822	-	-	-	-
33240 02-VLF "EXCESS"	59,497	14,189	30,000	30,000	30,000
SUB TOTAL ---->	2,170,005	2,053,022	2,110,000	2,110,000	2,110,000
EXTRAORDINARY ITEMS	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
36384 01-GAIN ON SALE OF ASSETS	11,618,968	-	-	-	-
37485 01-OTHER COST REIMBURSE-ROPS I/II	-	954,936	-	-	-
SUB TOTAL ---->	11,618,968	954,936	-	-	-
TOTAL GENERAL FUND (101)	\$ 26,381,959	\$ 15,698,822	\$15,415,328	\$ 14,957,433	\$ 15,212,297

WASTEWATER ENTERPRISE FUND (601)

WASTEWATER (601)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
34670 06-STORM WATER FEES	-	-	-	-	-
34670 01-SEWER-BLDG PERMIT FEES	91,325	1,135	1,500	1,500	1,500
34670 02-NOLF-REAM FLD- SEWER FEES	93,615	143,235	100,000	70,000	70,000
34670 03-COUNTY SEWER COLLECTIONS	3,583,082	3,336,127	3,555,773	4,122,748	4,185,184
34670 04-SEWER FEES-SPECIAL BILLED	148,199	315,383	131,000	101,000	101,000
34670 05-SEWER CAPACITY FEES	-	37,310	20,000	20,000	20,000
36180 01-ALLOCATED INTEREST	22,784	14,782	20,000	25,000	30,000
36180 02-NON-ALLOCATED INTEREST	10,501	845	5,000	5,000	5,000
36180 03-MRKT VALUE OF INVESTMNTS	-	(6,937)	-	-	-
37183 03-MISCELLANEOUS REVENUE	13,910	16,448	15,000	15,000	15,000
37183 04-SALE OF FIXED ASSETS	(5,986)	-	-	-	-
38191 01-JURMP CHARGES	172,200	115,000	115,000	-	-
TOTAL ENTERPRISE FUND ---->	\$ 4,129,630	\$ 3,973,329	\$ 3,963,273	\$ 4,360,248	\$ 4,427,684



REVENUE DETAIL BY FUND

OTHER REVENUE FUNDS

CITY HOUSING AUTHORITY FUND (216/217)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31163 11-20% LOW/MOD HOUSING	-	-	-	-	-
36180 01-ALLOCATED INTEREST	-	2,807	-	-	-
36180 02-NON-ALLOCATED INTEREST	-	4,355	-	-	-
36384 01-GAIN ON SALE OF ASSETS	-	330,691	-	-	-
37183 03-MISCELLANEOUS REVENUE	-	-	-	-	-
HOUSING AUTHORITY FUND TOTAL ---->	-	337,853	-	-	-

STATE LAW ENFORCE SAFETY (COPS) GRANT(212)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
33640 02-SLESF "COPS" FUNDING	100,000	100,000	100,000	100,000	100,000
36180 01-ALLOCATED INTEREST	(718)	142	702	-	-
SLESF GRANT FUND TOTAL ---->	99,282	100,142	100,702	100,000	100,000

LOCAL LAW ENFORCEMENT BLOCK GRANT(213)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
33650 01-LLEBG GRANT FUNDING	26,790	9,972	30,000	30,000	30,000
36180 01-ALLOCATED INTEREST	915	625	-	-	-
LLEBG GRANT FUND TOTAL ---->	27,704	10,597	30,000	30,000	30,000

LIGHTING MAINT ASSESS DIST #67 FUND (215)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
31915 01-L&LMD #67	13,352	11,393	12,000	12,000	12,000
36180 01-ALLOCATED INTEREST	299	168	200	200	200
36180 02-NON-ALLOCATED INTEREST	5	3	-	-	-
36180 03-MRKT VALUE OF INVESTMTS	-	(115)	-	-	-
L&L MAINT ASSESS DIST FUND TOTAL ---->	13,656	11,450	12,200	12,200	12,200

GAS TAX FUND (201)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
33140 01-GAS TAX SECTION 2105	147,140	130,494	169,639	124,305	126,170
33140 02-GAS TAX SECTION 2106	102,120	100,041	103,381	87,204	88,512
33140 03-GAS TAX SECTION 2107	196,514	187,304	176,676	185,069	187,845
33140 04-GAS TAX SECTION 2107.5	6,000	6,000	6,000	6,000	6,000
33140 06-GAS TAX SECTION 2103	271,538	385,665	389,358	376,625	382,274
36180 01-ALLOCATED INTEREST	17,107	17,721	18,000	18,000	18,000
36180 03-MRKT VALUE OF INVESTMTS	-	(5,046)	-	-	-
GAS TAX FUND TOTAL ---->	740,419	822,179	863,054	797,203	808,801

PROPOSITION "A" TRANSNET TRANSIT (202)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
32273 06-TRANSNET FEES	-	10,615	7,000	12,400	12,400
33140 08-PROP "A" (TRANSNET) FUND	1,502,000	528,685	1,050,945	644,186	653,849
36180 01-ALLOCATED INTEREST	1,355	9,156	10,000	14,000	14,000
36180 03-MRKT VALUE OF INVESTMTS	-	(2,351)	-	-	-
PROP "A" FUND TOTAL ---->	1,503,355	546,105	1,067,945	670,586	680,249



REVENUE DETAIL BY FUND

PROP 1B - STREETS & ALLEY (205)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
33140 10-PROP 1B	411,931	-	-	-	-
36180 01-ALLOCATED INTEREST	2,541	2,154	-	-	-
PROP "1B" STREET & ALLEY FUND TOTAL ---->	414,473	2,154	-	-	-

RESIDENTIAL PARKS CONSTR FUND (206)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
32273 05-RESIDENTIAL CONSTRUCTION	(120)	14,300	7,000	7,000	7,000
36180 01-ALLOCATED INTEREST	1,973	1,657	2,000	2,000	2,000
36180 03-MRKT VALUE OF INVESTMNTS	-	(587)	-	-	-
RESIDENTIAL PARKS FUND TOTAL ---->	1,853	15,369	9,000	9,000	9,000

CDBG - CAPITAL PROJECTS FUND (210)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
33450 01-CDBG-FEDERAL ASSISTANCE	118,272	187,794	138,000	300,000	-
36180 01-ALLOCATED INTEREST	(338)	(1,698)	-	-	-
CDBG GRANT FUND TOTAL ---->	117,934	186,096	138,000	300,000	-

OTHER REVENUE FUNDS TOTAL	\$ 2,918,675	\$ 2,031,944	\$ 2,220,901	\$ 1,918,989	\$ 1,640,250
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INTERNAL SERVICE FUNDS

VEHICLE & EQUIPMENT REPLACE/MAINT (501)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
36180 01-ALLOCATED INTEREST	14,380	11,061	15,000	10,000	10,000
36180 03-MRKT VALUE OF INVESTMNTS	-	(3,880)	-	-	-
37183 03-MISCELLANEOUS REVENUE	383	-	-	1,000	1,000
37183 04-SALE OF FIXED ASSETS	5,870	553	1,000	5,000	3,000
38191 01-JURMP CHARGES	15,200	15,200	15,200	-	-
37183 05-FUEL COST REIMBURSEMENTS	120,365	118,911	120,000	125,000	125,000
VEHICLE/EQUIP REPLACE FUND TOTAL ---->	156,197	141,845	151,200	141,000	139,000

RISK MANAGEMENT (502)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
34570 05-WRKS COMP RETENTION/3RD-PARTY ADMIN	19,500	18,783	17,500	79,195	79,195
36180 01-ALLOCATED INTEREST	34,694	28,685	28,000	22,000	18,000
36180 03-MRKT VALUE OF INVESTMNTS	-	(9,815)	-	-	-
37183 03-MISCELLANEOUS REVENUE	-	122,906	92,214	-	-
37183 04-SALE OF FIXED ASSETS	8,637	-	-	-	-
RISK MANAGEMENT FUND TOTAL ---->	62,831	160,560	137,714	101,195	97,195

TECHNOLOGY / COMMUNICATION (503)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
36180 01-ALLOCATED INTEREST	5,755	4,229	5,000	3,000	3,000
36180 03-MRKT VALUE OF INVESTMNTS	-	(1,643)	-	-	-
37183 03-MISCELLANEOUS REVENUE	137	143	500	500	500
37183 04-SALE OF FIXED ASSETS	477	-	500	500	500
INFO TECHNOLOGY FUND TOTAL ---->	6,370	2,730	6,000	4,000	4,000



REVENUE DETAIL BY FUND

FACILITIES MAJOR PROJECTS (504)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
36180 01-ALLOCATED INTEREST	3,278	2,543	3,000	5,000	7,500
36180 03-MRKT VALUE OF INVESTMTS	-	(855)	-	-	-
FACILITY MAINTENANCE FUND TOTAL ---->	3,278	1,689	3,000	5,000	7,500
INTERNAL SERVICE FUNDS TOTAL	\$ 228,676	\$ 306,823	\$ 297,914	\$ 251,195	\$ 247,695
CITYWIDE REVENUE TOTAL	\$ 33,658,939	\$ 22,010,918	\$21,897,416	\$ 21,487,865	\$ 21,527,925



ALLOCATION AND TRANSFER SUMMARY

ALLOCATIONS IN

GENERAL FUND ALLOCATIONS IN (101) FOR SERVICES PROVIDED	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
ALLOCATIONS IN FOR OVERHEAD/GF ADMIN	1,595,248	1,486,677	1,306,297	1,352,018	1,337,506
ALLOCATIONS IN FOR OVERHEAD/PW ADMIN	478,780	454,869	415,614	615,134	615,952
SUB TOTAL GENERAL FUND ---->	2,074,028	1,941,546	1,721,911	1,967,152	1,953,458
VEHICLE & EQUIPMENT ALLOC IN (501) FOR SERVICES PROVIDED	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
ALLOCATIONS IN FOR VEHICLE-EQUIP	361,032	362,943	351,005	572,390	572,290
SUB TOTAL VEHICLE & EQUIP ---->	361,032	362,943	351,005	572,390	572,290
RISK MANAGEMENT ALLOC IN (502) FOR SERVICES PROVIDED	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
ALLOCATIONS IN FOR RISK MGMT	602,221	496,442	419,627	177,932	173,422
SUB TOTAL RISK MGMT ---->	602,221	496,442	419,627	177,932	173,422
TECHNOLOGY/COMM ALLOC IN (503) FOR SERVICES PROVIDED	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
ALLOCATIONS IN FOR TECHNOLOGY	335,708	309,180	291,608	471,499	467,936
SUB TOTAL TECHNOLOGY ---->	335,708	309,180	291,608	471,499	467,936
FACILITIES MAJOR PROJECTS ALLOC IN (504) FOR SERVICES PROVIDED	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
ALLOCATIONS IN FOR FACILITIES MAJOR	-	-	-	139,000	139,000
SUB TOTAL FACILITIES ---->	-	-	-	139,000	139,000
CITYWIDE TOTAL ALLOCATIONS IN	\$ 3,372,989	\$ 3,110,111	\$ 2,784,151	\$ 3,327,973	\$ 3,306,106



ALLOCATION AND TRANSFER SUMMARY

TRANSFERS IN

GENERAL FUND TRANSFERS IN (101)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
TRANSFER IN-OTHER FUNDS	8,000	5,000	-	-	-
TRANSFER IN-GAS TAX FUND	382,437	403,155	528,000	678,000	688,170
TRANSFER IN-PROP "A" FUND	166,500	172,300	173,000	193,000	195,895
TRANSFER IN-RDA FUNDS	1,700,000	447,253	-	-	-
SUB TOTAL ---->	2,256,937	1,027,708	701,000	871,000	884,065
WASTEWATER (STORM) TRANSFERS IN (601)	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
TRANSFER IN-GENERAL FUND	703,187	773,075	576,009	-	-
SUB TOTAL ---->	703,187	773,075	576,009	-	-
HOUSING AUTHORITY (216/217) TRANSFERS IN	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
TRANSFER IN-HOUSING FUNDS	7,742,648	640,509	-	-	-
SUB TOTAL ---->	7,742,648	640,509	-	-	-
LIGHTING MAINT AD #67 (215) TRANSFERS IN	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
TRANSFER IN-GENERAL FUND	10,385	18,000	17,800	17,800	17,800
SUB TOTAL ---->	10,385	18,000	17,800	17,800	17,800
VEHICLE & EQUIP REPLACE/MAINT FUND (501) TRANSFERS IN	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
TRANSFER IN-CDBG	-	-	-	300,000	-
SUB TOTAL ---->	-	-	-	300,000	-
FACILITY MAINTENANCE (504) TRANSFERS IN	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
TRANSFER IN-GENERAL FUND	5,000	5,000	10,000	-	-
SUB TOTAL ---->	5,000	5,000	10,000	-	-
CITYWIDE TOTAL TRANSFERS IN ---->	\$ 10,718,157	\$ 2,464,292	\$ 1,304,809	\$ 1,188,800	\$ 901,865



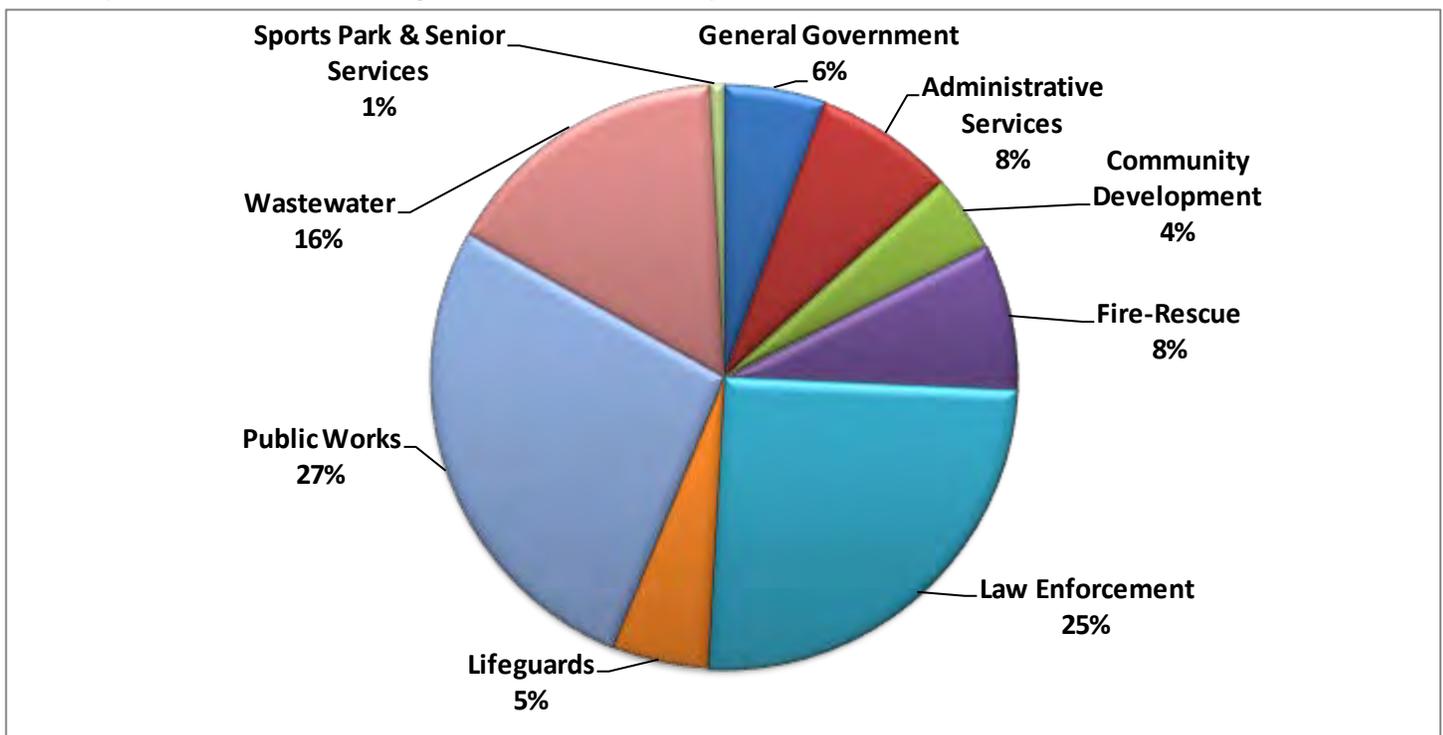
EXPENDITURE ASSUMPTIONS

In December 2012, the Administrative Services Department staff issued to each City Department budget instructions for the two-year budget beginning July 1, 2013 and ending June 30, 2015. Budget projections were submitted by Department Directors to the Finance Division. The Administrative Services Director submitted drafts of the proposed City budget to the City Manager for review. When the sum of the departments' expenditure requests exceeded the total of the City's anticipated revenues, the City Manager and Administrative Services Director worked with the Department Directors to reach consensus in order to present the City Council with a balanced budget.

Assumptions used for determining expenditure levels for the budget were based on a variety of sources and techniques. The knowledge of the Department Directors concerning their areas of expertise were relied upon, and trends in the general economy, construction industry, labor and compensation were considered. Research on known current events impacting municipalities and the legal/ legislative environment related to employee benefits and other areas were reviewed. A majority of the cost estimates for the budget come from external factors, such as the cost increases for the Sheriff's law enforcement contract and the cost of wastewater treatment provided by the City of San Diego. Department Directors also incorporated their costs for program improvements planned for the budget years, as well of operational efficiencies achieved from prior year efforts.

Below is a pie chart of total budgeted expenditures, including allocations and transfers, for the entire City of Imperial Beach. This chart organizes the budgeted expenditures by the City department responsible for oversight of the proposed expenditures. The two largest City departments are Public Works and Law Enforcement, at 27% and 25% respectively. The third largest department is Wastewater with 16% of total City expenditures.

Citywide FY 2013-14 Budgeted Expenditures by Department





EXPENDITURES BY MAJOR CATEGORY AND SOURCE

GENERAL FUND:

EXPENDITURES BY FUNCTION:

GENERAL FUND BY FUNCTION	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES & BENEFITS	5,577,997	6,106,954	6,365,873	6,428,351	6,598,064
SHERIFF'S CONTRACT	5,329,156	5,461,738	5,588,000	5,900,000	6,136,000
PROFESSIONAL SERVICES	1,023,461	1,013,595	1,237,440	1,226,885	1,237,657
OTHER OPERATING EXPENSES	1,181,660	975,795	1,468,891	1,476,367	1,479,366
CAPITAL OUTLAY	1,102,281	1,153,711	332,339	25,000	15,000
ONE-TIME OPERATING COSTS	1,707,850	-	-	-	-
CalPERS SIDE FUND PAYMENT	1,011,452	-	1,000,000	-	-
TRANSFER LAND HELD FOR RESALE	-	11,618,969	-	-	-
GENERAL FUND (101) TOTAL	\$ 16,933,857	\$ 26,330,762	\$ 15,992,543	\$ 15,056,603	\$ 15,466,087

EXPENDITURES BY DEPARTMENT:

GENERAL GOVERNMENT	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
CITY COUNCIL / MAYOR	85,106	101,994	103,092	112,925	123,472
CITY MANAGER	191,604	229,945	469,222	340,952	342,634
CITY ATTORNEY	242,443	173,849	205,000	205,000	205,000
CITY CLERK	221,829	208,286	277,086	270,477	343,196
HUMAN RESOURCES	202,491	207,081	225,665	158,913	140,615
GF NON-DEPARTMENTAL	155,741	202,784	176,404	222,600	222,600
CalPERS SIDE FUND PAYMENT	1,011,452	-	1,000,000	-	-
ONE-TIME OPERATING COSTS	1,707,850	11,618,969	-	-	-
GENERAL GOVERNMENT SUB TOTAL ---->	3,818,516	12,742,907	2,456,469	1,310,867	1,377,516

ADMINISTRATIVE SERVICES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
FINANCIAL SERVICES	514,189	529,521	661,996	448,836	450,595
TREASURY	-	-	-	119,113	119,490
ADMINISTRATIVE SRVCS SUB TOTAL ---->	514,189	529,521	661,996	567,949	570,084

COMMUNITY DEVELOPMENT	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
PLANNING	236,184	426,200	510,587	405,714	407,936
ECONOMIC DEVELOPMENT	-	-	-	105,549	105,897
BUILDING & PLANNING	224,426	237,106	253,290	288,064	289,775
CODE ENFORCEMENT	25,437	96,139	92,525	104,824	123,988
ABANDONED VEHICLE ABATEMENT	24,082	18,520	21,958	8,146	8,182
COMMUNITY DEVELOPMENT SUB TOTAL -->	510,128	777,965	878,360	912,297	935,779

PUBLIC SAFETY	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
FIRE-RESCUE	1,646,982	1,566,033	1,756,658	1,811,017	1,906,422
LAW ENFORCEMENT CONTRACT	5,529,181	5,608,721	5,829,561	6,137,331	6,373,402
LIFEGUARDS	1,079,960	1,070,859	1,119,607	1,192,453	1,212,578
ANIMAL CONTROL	164,879	233,521	235,830	245,719	252,637
PUBLIC SAFETY SUB TOTAL ---->	8,421,002	8,479,135	8,941,656	9,386,520	9,745,039



EXPENDITURES BY MAJOR CATEGORY AND SOURCE

PUBLIC WORKS	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
PUBLIC WORKS/ENGINEERING ADMIN	495,320	570,705	597,327	447,232	448,024
STREET MAINTENANCE	605,293	584,482	737,645	667,712	673,674
TIDELANDS MAINTENANCE	629,464	633,206	720,859	728,135	730,755
PARKS MAINTENANCE	313,865	325,619	306,901	347,177	337,831
CITY FACILITIES MAINTENANCE	232,829	254,471	259,810	258,543	258,860
SOLID WASTE	63,884	70,375	67,090	57,677	57,861
GRAFFITI REMOVAL	386	51,544	-	-	-
STORM WATER	-	-	-	244,128	245,056
TIJUANA RIVER SOURCE STUDY-GRANT	388,598	526,076	152,000	-	-
PW SPECIAL PROJECTS	516,284	563,321	60,000	-	-
PUBLIC WORKS SUB TOTAL ---->	3,245,923	3,579,801	2,901,632	2,750,603	2,752,061

SPORTS PARK AND SENIOR SERVICES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SPORTS PARK	403,076	201,470	130,525	92,823	50,000
SENIOR SERVICES	21,022	19,962	21,905	35,545	35,609
SPORTS PARK / SR SERVICES SUB TOTAL -->	424,098	221,432	152,430	128,368	85,609

GENERAL FUND (101) TOTAL	\$ 16,933,857	\$ 26,330,761	\$ 15,992,543	\$ 15,056,603	\$ 15,466,087
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ENTERPRISE FUND:

WASTEWATER ENTERPRISE FUND	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SEWER (601-5060)	3,910,649	3,272,118	3,632,349	3,710,681	3,686,599
STORM WATER (601-5050)	799,580	732,712	761,113	-	-
ENTERPRISE FUND TOTAL	4,710,229	4,004,830	4,393,462	3,710,681	3,686,599

OTHER REVENUE FUNDS:

MULTIPLE PURPOSES	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
HOUSING AUTHORITY (216/217)	806,552	18,551	-	-	-
SLESF / COPS STATE GRANT (212)	100,000	100,000	100,000	100,000	100,000
LOCAL LAW ENFORCE BLK GRANT (213)	26,790	16,599	30,000	30,000	30,000
LIGHTING MAINT ASSESS DIST #67 (215)	24,046	23,467	30,000	30,000	30,000
RESIDENTIAL PARKS CONSTRUCT (206)	-	-	-	-	-
CDBG GRANT FUND (210)	265,336	122,096	33,836	-	-
OTHER REVENUE FUNDS SUB TOTAL ->	1,222,724	280,713	193,836	160,000	160,000

STREET / TRAFFIC MANAGEMENT	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
GAS TAX STREET PROJECTS (201)	80,039	182,774	25,054	119,203	120,631
PROP "A" (TRANSNET) TRAFFIC IMPRV (202)	876,919	116,700	1,204,484	477,500	484,265
PROP "1B" STREETS & ALLEY PRJ (205)	117,603	320,211	-	-	-
STREET / TRAFFIC SUB TOTAL ---->	1,074,561	619,685	1,229,538	596,703	604,896
OTHER REVENUE FUNDS TOTAL	\$ 2,297,284	\$ 900,398	\$ 1,423,374	\$ 756,703	\$ 764,896



EXPENDITURES BY MAJOR CATEGORY AND SOURCE

INTERNAL SERVICE FUNDS:

INTERNAL SERVICE FUNDS	Actuals 2010-11	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
VEHICLE & EQUIP REPLACE/MAINT (501)	585,930	564,634	581,475	1,430,743	667,675
RISK MANAGEMENT (502)	493,197	1,132,553	623,862	612,505	613,104
TECHNOLOGY / COMMUNICATION (503)	357,524	321,128	342,981	804,423	456,925
FACILITIES MAJOR PROJECTS (504)	28,805	6,817	134,000	141,500	126,000
INTERNAL SERVICE FUNDS TOTAL	\$ 1,465,456	\$ 2,025,132	\$ 1,682,318	\$ 2,989,172	\$ 1,863,703

CITYWIDE EXPENDITURE TOTAL	\$ 25,406,827	\$ 33,261,122	\$ 23,491,697	\$ 22,513,159	\$ 21,781,285
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**GENERAL FUND DEPARTMENT
FINANCIAL PERFORMANCE SUMMARIES**

MAYOR / CITY COUNCIL	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	-	-	-	-
ALLOCATIONS IN	92,417	81,204	71,573	57,061
SALARIES & BENEFITS	(69,292)	(76,523)	(86,425)	(86,672)
OPERATING EXPENSES	(32,702)	(26,569)	(26,500)	(36,800)
CAPITAL OUTLAY	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	(9,888)	(9,887)	(46,532)	(46,532)
NET: FROM OTHER GF RESOURCES ---->	19,465	31,775	87,884	112,943

CITY MANAGER	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	-	-	-	-
ALLOCATIONS IN	215,236	189,121	267,088	267,088
SALARIES & BENEFITS	(185,721)	(359,922)	(277,002)	(278,684)
OPERATING EXPENSES	(44,225)	(109,300)	(63,950)	(63,950)
CAPITAL OUTLAY	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	(49,400)	(49,400)	(24,585)	(24,585)
NET: FROM OTHER GF RESOURCES ---->	64,109	329,501	98,449	100,131

CITY ATTORNEY / LEGAL SERVICES	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	-	-	-	-
ALLOCATIONS IN	172,943	151,960	67,650	67,650
SALARIES & BENEFITS	-	-	-	-
OPERATING EXPENSES	(173,849)	(205,000)	(205,000)	(205,000)
CAPITAL OUTLAY	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	-	-	-	-
NET: FROM OTHER GF RESOURCES ---->	906	53,040	137,350	137,350

CITY CLERK	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	1,195	300	1,000	1,000
ALLOCATIONS IN	223,843	196,684	97,369	97,369
SALARIES & BENEFITS	(194,458)	(218,609)	(228,327)	(301,046)
OPERATING EXPENSES	(13,828)	(58,477)	(42,150)	(42,150)
CAPITAL OUTLAY	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	(31,852)	(31,854)	(16,953)	(16,953)
NET: FROM OTHER GF RESOURCES ---->	15,099	111,956	189,061	261,780

HUMAN RESOURCES	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	-	-	-	-
ALLOCATIONS IN	181,970	159,891	118,846	118,846
SALARIES & BENEFITS	(160,594)	(128,265)	(111,913)	(112,615)
OPERATING EXPENSES	(46,487)	(97,400)	(47,000)	(28,000)
CAPITAL OUTLAY	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	(26,212)	(26,213)	(44,628)	(44,628)
NET: FROM OTHER GF RESOURCES ---->	51,323	91,987	84,695	66,397



**GENERAL FUND DEPARTMENT
FINANCIAL PERFORMANCE SUMMARIES**

NON-DEPARTMENTAL	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	9,233,778	9,177,463	8,888,488	9,046,676
ALLOCATIONS IN	-	-	199,095	199,095
SALARIES & BENEFITS	(8,089)	-	-	-
OPERATING EXPENSES	(11,807,270)	(1,176,404)	(217,600)	(217,600)
CAPITAL OUTLAY	(6,393)	-	(5,000)	(5,000)
ALLOCATIONS & TRANSFERS OUT	(10,760)	(10,760)	(68,458)	(68,458)
NET: (FOR) / FROM OTHER GF RESOURCES ---->	2,598,735	(7,990,299)	(8,796,525)	(8,954,713)
ADMINISTRATIVE SERVICES (includes: Financial Reporting, Budgeting, Revenue Collection, Investments, and Debt Mgmt; Risk/Liability Insurance and IT management shown separately)	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	653,614	529,000	536,000	536,000
ALLOCATIONS & TRANSFERS IN	600,268	527,437	336,023	336,023
SALARIES & BENEFITS	(467,442)	(505,696)	(433,799)	(435,934)
OPERATING EXPENSES	(62,079)	(139,300)	(134,150)	(134,150)
CAPITAL OUTLAY	-	(17,000)	-	-
ALLOCATIONS & TRANSFERS OUT	(85,180)	(85,181)	(70,401)	(70,401)
NET: (FOR) / FROM OTHER GF RESOURCES ---->	(639,181)	(309,260)	(233,673)	(231,538)
COMMUNITY DEVELOPMENT (includes: Planning, Building, Code Enforcement, Abandoned Vehicles, and Economic Development; Successor Agency/RDA oversight shown separately)	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	545,017	442,200	374,200	380,200
ALLOCATIONS IN	-	-	50,023	50,023
SALARIES & BENEFITS	(747,698)	(777,592)	(793,447)	(816,929)
OPERATING EXPENSES	(30,267)	(100,768)	(118,850)	(118,850)
CAPITAL OUTLAY	-	-	-	-
ALLOCATIONS & TRANSFERS OUT	(172,224)	(172,232)	(242,300)	(242,300)
NET: FROM OTHER GF RESOURCES ---->	405,172	608,392	730,374	747,856
PUBLIC SAFETY (includes: Fire-Rescue, Law Enforcement, Lifeguards and Animal Control)	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	3,805,711	4,203,065	4,237,995	4,318,418
ALLOCATIONS IN	-	-	-	-
SALARIES & BENEFITS	(2,387,087)	(2,488,030)	(2,619,193)	(2,732,616)
OPERATING EXPENSES	(6,020,021)	(6,355,106)	(6,737,327)	(6,982,423)
CAPITAL OUTLAY	(72,026)	(98,520)	(30,000)	(30,000)
ALLOCATIONS & TRANSFERS OUT	(1,011,820)	(1,011,821)	(875,753)	(875,753)
NET: FROM OTHER GF RESOURCES ---->	5,685,244	5,750,412	6,024,278	6,302,374



**GENERAL FUND DEPARTMENT
FINANCIAL PERFORMANCE SUMMARIES**

PUBLIC WORKS (includes: Admin; Maintenance of Streets, Tidelands, Parks and City Facilities; Solid Waste and Graffiti Abatement; Sewer, Storm, Special Projects, and Vehicle/Equipment oversight shown separately)	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	1,445,853	1,053,500	915,000	928,703
ALLOCATIONS & TRANSFERS IN	1,482,577	1,116,614	1,630,485	1,644,368
SALARIES & BENEFITS	(1,724,617)	(1,690,556)	(1,793,303)	(1,800,961)
OPERATING EXPENSES	(1,839,289)	(1,203,876)	(938,200)	(942,100)
CAPITAL OUTLAY	(15,894)	(7,200)	(19,100)	(9,000)
ALLOCATIONS & TRANSFERS OUT	(1,451,024)	(1,236,229)	(1,018,782)	(1,017,654)
NET: FROM OTHER GF RESOURCES ---->	2,102,394	1,967,747	1,223,900	1,196,644
SPORTS PARK AND SENIOR SERVICES (includes: Sports Park & Senior Services)	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
REVENUES	13,654	9,800	4,750	1,300
ALLOCATIONS IN	-	-	-	-
SALARIES & BENEFITS	(161,956)	(120,680)	(84,943)	(32,609)
OPERATING EXPENSES	(59,476)	(31,040)	(43,070)	(53,000)
CAPITAL OUTLAY	-	(710)	(355)	-
ALLOCATIONS & TRANSFERS OUT	(52,444)	(52,446)	(88,624)	(65,939)
NET: FROM OTHER GF RESOURCES ---->	260,222	195,076	212,241	150,248
TOTAL NET: (FOR) / FROM OTHER GF RESOURCES --->	\$ 10,563,489	\$ 840,327	\$ (241,966)	\$ (110,529)



BASIS OF BUDGET PREPARATION

The City of Imperial Beach adopts a two-year budget that contains the revenues, appropriations and other financial information pertaining to all City operating and other revenue funds. These budgets are accounted for using the modified accrual basis of accounting. The City's budget goals are to achieve a balanced budget with revenues, including reimbursements from other funds for services provided, equal to or greater than expenditures.

Budget Development Process

The City Manager and Administrative Services Director provide guidance to the departments prior to preparation of department budgets related to economic outlook and parameters for budgeting. The biennial budget cycle begins with the development of budget instructions, including policy directives and a budget calendar. Budget projections are submitted by Department Heads to the Finance Division. The Administrative Services Director submits the draft proposed City budget to the City Manager for review. If the sum of the departments' proposed expenditure requests are more than the total sum of the City's anticipated revenues, the City Manager and Administrative Services Director work with the Department Heads to reach consensus in order to present the City Council with a proposed balanced budget. The City Council holds public meetings and adopts the City budget no later than June 30th. The second year of the two-year budget is reviewed and if needed revised in the subsequent year again by June 30th.

Cost Allocation Method

In an effort to clarify and simplify the allocation process, staff worked to develop a methodology and model to ensure the equitable allocation of overhead costs to departments, in a manner that is more transparent and sustainable. Through this approach, each department's budget reflects total departmental costs, including all staff assigned to the department. Then the model calculates how much should be recovered from the other City funds, based on average time spent on other/non-general fund programs, as well as employing other service utilization factors. These indirect and direct overhead costs are represented as cost allocations to and from department budgets. Allocated costs include general support overhead, vehicle maintenance and replacement, City facilities major repairs, information technology operating support, equipment and software system replacement, and general liability, property and workers' compensation insurance.

Budgetary Control

Budgetary control is maintained at the Department/Division level. The City Manager may approve transfers of appropriation from one program, activity or line-item within or across departments. However, total appropriations within a fund may only be increased with Council approval. Departments monitor and control budgets using the citywide financial system, and through monthly reports of revenue and expenditure accounts. The Council is also provided with semi-annual financial status reports that reflect year-to-date expenditures and revenues compared to budget. In addition, financial status reports and five-year forecasts will be provided as part of the mid-year budget review and adjustment process each February and submitted to the Council for review and approval.

The City Council was provided with a General Fund overview on March 6, 2013. On May 1, 2013 and May 15, 2013 the City Manager presented for Council's consideration the FY 2013-2015 Proposed Two-Year Budget. The budget is required to be adopted by Council by the end of June each year.



Budgetary Reserves

On May 18, 2011 the Council adopted the City's Fund Balance Policy. The policy states fund balances (or reserves) fall into the following categories: Nonspendable, Restricted, Committed, Assigned or Unassigned. In accordance with the City policy and GASB Statement No. 54 requirements, the City Council may adopt the commitment of fund balances for specific purposes. The policy and GASB 54 also authorizes the City Manager, or a designee, has the authority to established assigned fund balance reserves.

Several Council committed reserves were recommended for this budget:

- Economic Uncertainties – This committed fund balance would be equal to a minimum of 10% of General Fund expenses, or approximately \$1.8 million. Formal Council action is required for any use of these funds, based on approved criteria.
- Strategic Capital Improvement Reserve – This committed fund balance accumulates resources for capital improvement projects, as part of the City's Five-Year Capital Improvement Plan (CIP).

Basic Accounting

The City's accounting system is maintained on a fund basis in accordance with governmental accounting standards. Each fund is considered a separate accounting entity with a self-balancing set of accounts that record assets, liabilities, fund equity, revenue and expenditures. All governmental funds are budgeted and accounted for using the modified accrual basis of accounting, which recognizes revenues when they become susceptible to accrual - i.e. measurable and available. Expenditures are recognized when the fund liability is incurred. The City's Wastewater Enterprise Fund and four internal service funds follow the full accrual accounting standards, the same as private sector businesses.



DEPARTMENTAL BUDGETS

For Fiscal Years 2013-2015

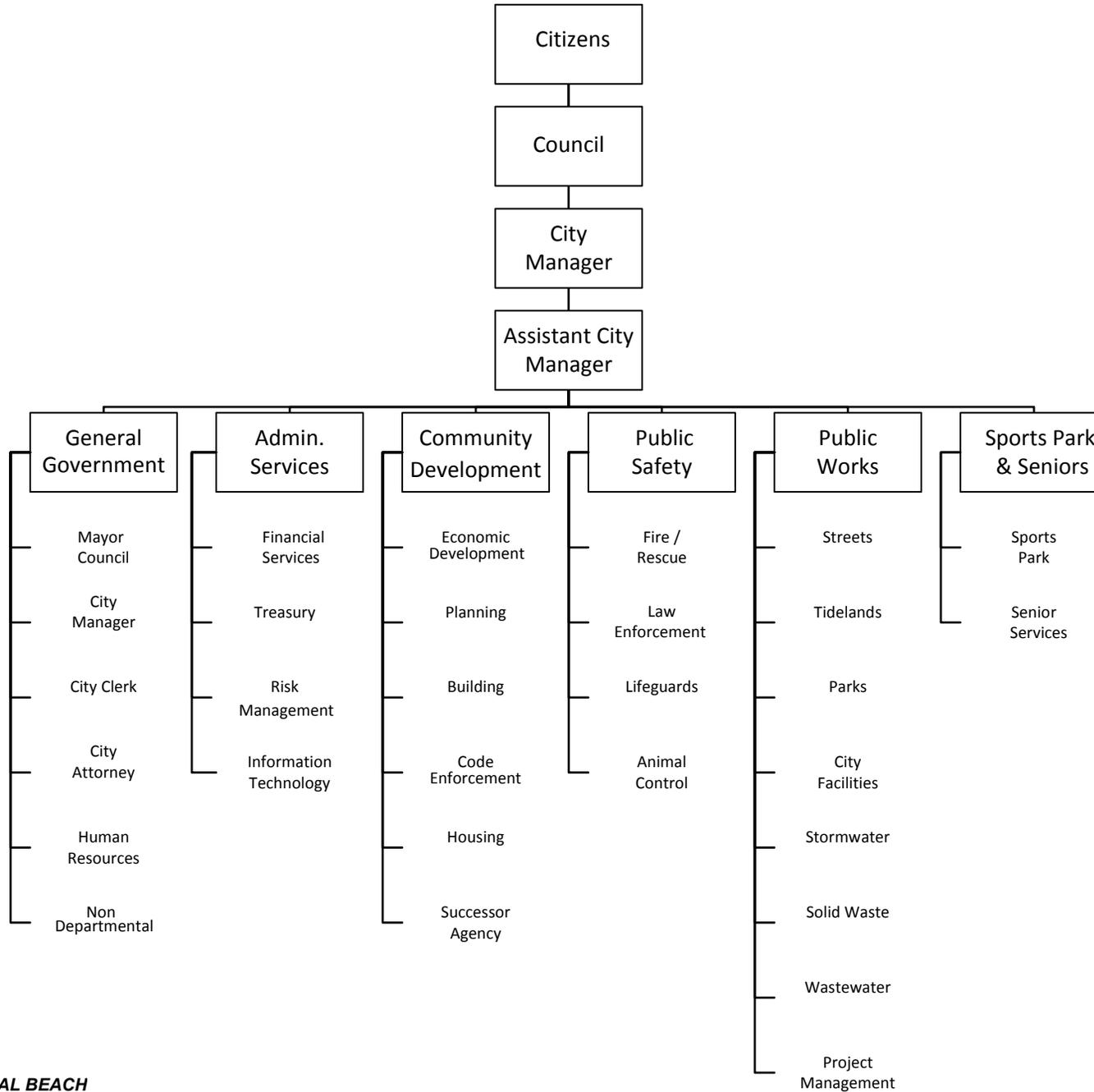


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City of Imperial Beach

FY 2013 14 Organizational Chart





MAJOR MUNICIPAL SERVICE LINES AND OPERATING PROGRAMS

The City of Imperial Beach is a municipal corporation providing a wide range of services and functions to Imperial Beach. Following is a list of 38 specific services and functions, in the form of operating programs, which the City is currently providing.

INTERNAL SERVICES

- A. MAYOR / CITY COUNCIL**
Mayor / City Council
- B. CITY MANAGER**
Executive Management
- C. CITY ATTORNEY**
General Legal Services
Litigation and Specialized Services
- D. CITY CLERK**
Council and City Manager Support
Elections Management
Permanent Records Management
- E. HUMAN RESOURCES**
Recruitment
Benefits Administration
Labor and Employee Relations
Training
- F. ADMINISTRATIVE SERVICES**
Financial Services
Treasury
Information Technology
Risk Management
- G. PUBLIC WORKS SERVICES**
City Facilities Maintenance
Vehicle Maintenance / Replacement

SERVICES TO THE PUBLIC

- H. COMMUNITY DEVELOPMENT SERVICES**
General Community Development
Long Range Planning
Development and Permitting Services
Code Enforcement
Key Development Project Facilitation
Successor Agency Administration
Housing Compliance and Assistance
Economic Development
- I. PUBLIC SAFETY SERVICES**
Law Enforcement
Fire-Rescue
Lifeguards
Animal Control
- J. PUBLIC WORKS SERVICES**
Public Works Administration
Street Maintenance
Tidelands Maintenance
Parks Maintenance
Stormwater
Wastewater (Sewer)
Solid Waste
- K. SPORTS PARK & SENIOR SERVICES**
Sports Park
Senior Services



MAYOR / CITY COUNCIL

The City of Imperial Beach Mayor and City Council maintain and enhance Imperial Beach as “Classic Southern California”; a beach-oriented community with a safe, small town, family atmosphere, rich in natural and cultural resources.

ORGANIZATION:

The Council is composed of a Mayor and four Councilmembers all of whom are elected at-large on a non-partisan basis for 4-year staggered terms. The City Council also acts as the Planning Commission, Successor Agency, Housing Authority, and Public Financing Authority.

MAYOR / CITY COUNCIL SUMMARY

Mayor / City Council

Purpose The City Council is the governing board of the city. It provides community leadership, enacts laws, adopts resolutions and establishes policies for the city government.

Description The Mayor and City Council serve as the governing body and legislative branch of Imperial Beach's municipal government. The Mayor and Council develop public policy through enactment of formal actions, resolutions and ordinances which provide direction to the City Manager. The City Council also adopts the two-year budget. The Mayor appoints members of the City Council to working committees that are reviewed by the full City Council at the beginning each year.

The City Council meets the first and third Wednesday of each month in formal, public sessions and occasionally in additional study sessions. All City Council meetings are open to the public. Imperial Beach residents that subscribe to Cox Cable television may also view the Council meetings on the Imperial Beach Government Access TV Channel, Cox Cable TV Channel 24. City Council agendas, reports, packets, and minutes of the meetings are also posted on the City of Imperial Beach Council & Commissions Meeting Website at www.imperialbeachca.gov.

The Mayor and City Council represent the City of Imperial Beach on various local, regional, and State policy committees and commissions. The Council also reviews proposed State of California legislation and provides formal input into the legislative process. The Mayor and City Council act as ombudsmen on behalf of citizens, conduct community events, and represent the City on international, national, state, county and local issues. The Mayor and City Council also act as the Successor Agency Board. The Mayor serves as the official head for all political, representative and ceremonial purposes. A Mayor Pro-temp serves in absence of the Mayor.

- Major Services**
- Legislation
 - Policy
 - Budget



GENERAL GOVERNMENT DEPARTMENT

**MAYOR/CITY COUNCIL (101-1010)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	34,655	42,000	54,672	54,672
BENEFITS	34,637	34,523	31,753	32,000
PERSONNEL TOTAL ---->	69,292	76,523	86,425	86,672
UTILITIES	106	900	400	400
OFFICE ADMINISTRATIVE	1,943	2,269	2,000	2,000
PROFESSIONAL SERVICES	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	18,144	16,200	21,100	21,100
COMMUNITY RELATIONS	11,399	5,700	1,000	11,300
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	28	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	1,082	1,500	2,000	2,000
OPERATING EXPENSE TOTAL ---->	32,702	26,569	26,500	36,800
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	101,994	103,092	112,925	123,472
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	3,548	3,547	34,120	34,120
ALLOCATION OUT FOR RISK MANAGEMENT	6,340	6,340	392	392
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	12,020	12,020
TRANSFER & ALLOCATIONS OUT TOTAL -->	9,888	9,887	46,532	46,532
EXPENDITURES & TRANSFERS TOTAL -->	111,882	112,979	159,457	170,004
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	92,417	81,204	71,573	57,061
TRANSFER & ALLOCATIONS IN TOTAL -->	92,417	81,204	71,573	57,061
REVENUE & TRANSFERS TOTAL ---->	92,417	81,204	71,573	57,061
NET: FROM OTHER GF RESOURCES ---->	19,465	31,775	87,884	112,943



CITY MANAGER'S OFFICE

The City Manager's Office provides overall management of the City, executes Council policy, and ensures that Imperial Beach remains "Classic Southern California".

ORGANIZATION:

The City Manager's Office is comprised of the City Manager, Assistant City Manager and an Administrative Secretary.

PROGRAMS & SERVICES SUMMARY

Executive Management

Purpose	The purpose of City Manager's Office is to provide overall management of City operations in order to implement the City Council's strategic and policy direction and ensure effective, efficient and responsive services to the community in a financially sustainable manner.
Description	<p>Serving as Chief Administrative Officer of the City, the City Manager is appointed by the City Council and also as serves as the Executive Director of the Imperial Beach Redevelopment Successor Agency. All actions/policies approved by the City Council are the responsibility of the City Manager to implement. These responsibilities include managing all City Departments; serving as a liaison to citizens, businesses, governmental and private agencies; oversight of the development and implementation of new and on-going administrative policies and programs; conveying necessary information to the Mayor and City Council for public policy formulation and implementation; coordinating legislative advocacy programs; serving as public information officer; and handling dissemination of information to the general public, press and various other groups;</p> <p>The City Manager's Office is also supported by an Assistant City Manager/Community Development Director who assists the City Manager with all day-to-day operations and provides general administrative direction to City Departments.</p>
Major Services	<ul style="list-style-type: none"> • Management of City departments, programs and contracts • Department head liaison, coordination • Representative of the City to community groups/government entities • Council support • Strategic planning • Special reports and projects



GENERAL GOVERNMENT DEPARTMENT

**CITY MANAGER'S OFFICE (101-1110)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	140,629	290,800	202,061	202,061
BENEFITS	45,092	69,122	74,941	76,623
PERSONNEL TOTAL ---->	185,721	359,922	277,002	278,684
UTILITIES	1,251	2,500	2,000	2,000
OFFICE ADMINISTRATIVE	2,176	1,950	2,650	2,650
PROFESSIONAL SERVICES	18,438	80,000	30,000	30,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	6,722	6,750	8,250	8,250
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	200	50	50
EQUIPMENT MAINTENANCE	1,879	400	2,000	2,000
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	13,759	17,500	19,000	19,000
OPERATING EXPENSE TOTAL ---->	44,225	109,300	63,950	63,950
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	229,945	469,222	340,952	342,634
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	21,280	21,280	15,842	15,842
ALLOCATION OUT FOR RISK MANAGEMENT	28,120	28,120	157	157
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	8,586	8,586
TRANSFER & ALLOCATIONS OUT TOTAL -->	49,400	49,400	24,585	24,585
EXPENDITURES & TRANSFERS TOTAL -->	279,345	518,622	365,537	367,219
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	215,236	189,121	267,088	267,088
TRANSFER & ALLOCATIONS IN TOTAL -->	215,236	189,121	267,088	267,088
REVENUE & TRANSFERS TOTAL ---->	215,236	189,121	267,088	267,088
NET: FROM OTHER GF RESOURCES ---->	64,109	329,501	98,449	100,131



GENERAL GOVERNMENT DEPARTMENT

**GENERAL FUND NON-DEPARTMENTAL (101-0000/1920)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	8,089	-	-	-
PERSONNEL TOTAL ---->	8,089	-	-	-
UTILITIES	2,051	3,000	3,000	3,000
OFFICE ADMINISTRATIVE	18,103	30,300	39,300	39,300
PROFESSIONAL SERVICES	81,912	66,273	95,000	95,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	11,376	16,520	20,000	20,000
COMMUNITY RELATIONS	-	311	300	300
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	3,000	3,000	3,000
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	74,860	57,000	57,000	57,000
EXTRAORDINARY ITEMS	11,618,969	1,000,000	-	-
OPERATING EXPENSE TOTAL ---->	11,807,270	1,176,404	217,600	217,600
CAPITAL OUTLAY	6,393	-	5,000	5,000
CAPITAL OUTLAY TOTAL ---->	6,393	-	5,000	5,000
EXPENDITURES TOTAL ---->	11,821,752	1,176,404	222,600	222,600
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	23,867	23,867
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	10,760	10,760	20,824	20,824
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	23,767	23,767
TRANSFER & ALLOCATIONS OUT TOTAL -->	10,760	10,760	68,458	68,458
EXPENDITURES & TRANSFERS TOTAL -->	11,832,512	1,187,164	291,058	291,058
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	1,791,100	1,866,000	1,899,556	1,922,075
FROM OTHER AGENCIES	23,570	15,000	25,000	25,000
LICENSES & PERMITS	3,015	3,000	3,100	3,100
OTHER REVENUE	1,766,077	857,963	409,000	412,000
PROPERTY TAXES	2,329,971	2,929,500	2,929,500	2,959,500
SALES TAXES	718,596	860,000	874,000	880,000
TRANSIENT OCCUPANCY TAX	230,942	231,000	333,332	430,000
INVESTMENT/RENTAL INCOME	317,485	305,000	305,000	305,000
VEHICLE IN LIEU	2,053,022	2,110,000	2,110,000	2,110,000
REVENUE TOTAL ---->	9,233,778	9,177,463	8,888,488	9,046,676
GENERAL TRANSFERS IN	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	-	-	199,095	199,095
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	199,095	199,095
REVENUE & TRANSFERS TOTAL ---->	9,233,778	9,177,463	9,087,583	9,245,771
NET: (FOR) / FROM OTHER GF RESOURCES	2,598,735	(7,990,299)	(8,796,525)	(8,954,713)



CITY ATTORNEY'S OFFICE

The City Attorney's Office provides the City Council and City Staff with high quality, prompt legal service.

ORGANIZATION:

The City Attorney's Office is under contract with the law firm of McDougal, Love, Eckis, Boehmer & Foley. The contract with the law firm provides for a monthly retainer for general legal services and hourly rates for specialized legal services. Attorneys with the law firm also perform legal services for the City related to code enforcement, employment law matters, training, general liability, and other litigation.

PROGRAMS & SERVICES SUMMARY

General Legal Services

Purpose	The purpose of the General Legal Services is to provide high quality legal support to implement City Council goals and objectives and City projects as directed by the City Council and City Manager.
Major Services	<ul style="list-style-type: none"> • Prompt legal response and review related to all legal inquiries • Review and drafting of official documents, such as contracts, ordinances, resolutions, and MOU's • Human resources legal support • Litigation review and support • Advising City Council and City Staff regarding all municipal issues such as the Brown Act, conflict of interest laws and Public Records Act

Litigation and Specialized Services

Purpose	The purpose of the Specialized Litigation Counsel is to evaluate, analyze and make recommendations to the City Manager and City Council with a goal of reducing litigation costs, claims liabilities, and cost of lawsuits.
Major Services	<ul style="list-style-type: none"> • Review of potential claims, filed claims, and lawsuits • Unanticipated and specialized legal services



GENERAL GOVERNMENT DEPARTMENT

**CITY ATTORNEY'S OFFICE (101-1220)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	173,849	205,000	205,000	205,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	173,849	205,000	205,000	205,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	173,849	205,000	205,000	205,000
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	173,849	205,000	205,000	205,000
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	172,943	151,960	67,650	67,650
TRANSFER & ALLOCATIONS IN TOTAL -->	172,943	151,960	67,650	67,650
REVENUE & TRANSFERS TOTAL ---->	172,943	151,960	67,650	67,650
NET: FROM OTHER GF RESOURCES ---->	906	53,040	137,350	137,350



CITY CLERK'S OFFICE

The majority of the functions of the City Clerk's Office are defined and mandated by various California Statutes, City Ordinances, Resolutions and City Council policy. The department has five programs: Administration, City Manager and Council Support, Elections, Records Management and Cable Television.

ORGANIZATION:

The City Clerk's Office is comprised of the City Clerk, Deputy City Clerk (currently unfilled), and a Clerk Typist.

PROGRAMS & SERVICES SUMMARY

Administration

Purpose	The Administration program provides document and information notification, management services, maintenance of the department's budget, and overall direction to staff.
Major Services	<ul style="list-style-type: none"> • Maintains the City's Municipal Code • Administers legal documents such as liability claims, subpoenas and summons • Posts, mails, and publishes public notices and ordinances • Assists in the development and administration of city-wide goals, objectives and procedures • Develop, train and supervise staff • Directs and participates in the development and implementation of goals, objectives, policies and priorities related to the City Clerk's Office • Provides city departments with research services and reference assistance • Maintains custody of the City Seal • The City Clerk serves as the City's Notary Public

Council and City Manager Support

Purpose	The purpose of City Council and City Manager Support program is to facilitate the Council agenda process for the City Manager and support the City Council during its meetings to facilitate the legislative process in compliance with legal requirements for timely notifications and open meetings.
Major Services	<ul style="list-style-type: none"> • Provides legal notification of meetings and public hearings • Manages the City Council agenda process • Attends all council meetings, providing support, and maintaining the official record for the City Council, Planning Commission, Public Financing Authority, Housing Authority, and Imperial Beach Redevelopment Agency Successor Agency • Attests, publishes and indexes ordinances of the City Council • Maintains the index of City Council and other agency resolutions • Administers the recruitment and selection process for members of City boards, committees and commissions



Elections Management	
Purpose	As the City's Election Official, the City Clerk administers all general/special municipal elections.
Major Services	<ul style="list-style-type: none"> • Administers the candidate nomination process • Assists and orients local candidates in meeting their legal responsibilities before, during and after elections • Manages the receipt and processing of petitions relating to initiatives, referendums or recalls on behalf of the City • Oversees the contract with the Registrar of Voters Office for the County of San Diego for polling places, vote by mail voting, placement on ballot and for certification of election results according to State law • As the Political Reform Act Filing Officer, the City Clerk is responsible for receiving, reviewing, and maintaining campaign finance disclosure statements submitted by candidates and committees, as well as Statements of Economic Interests
Records Management	
Purpose	The purpose of the Records Management program is to preserve, maintain and protect City records.
Major Services	<ul style="list-style-type: none"> • The City Clerk serves as the custodian of official City records • Coordinates the city-wide records management program including purging, imaging and transferring of department files to inactive storage • Conduct city-wide reviews of records while providing City staff with guidelines and training covering records retention and disposition • Manages the document imaging system • Maintains the official records and documents such as contracts, official bonds, resolutions and ordinances, legislative history • Responds to requests for information from citizens and outside organizations in accordance with the Public Records Act • Certifies copies of City documents • Updates records retention schedule to reflect legal requirements • Records documents • Processes documents necessary for contract approvals • Maintains contract database • Processes documents for recording or filing with the County Recorder's Office
Cable Television	
Purpose	The purpose of the Cable Television program is to administer the live broadcast and playback of the City Council meetings on the City's cable television channels.
Major Services	<ul style="list-style-type: none"> • Manage professional services agreements for the production of City Council meeting broadcasts • Investigate and arrange for broadcasting of City Council meetings and other information on AT&T Channel 99 • Manage live broadcast and playback of City Council meetings • Reestablish message posting



GENERAL GOVERNMENT DEPARTMENT

**CITY CLERK'S OFFICE (101-1020)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	142,005	157,801	159,671	210,057
BENEFITS	52,453	60,808	68,656	90,989
PERSONNEL TOTAL ---->	194,458	218,609	228,327	301,046
UTILITIES	351	1,197	1,200	1,200
OFFICE ADMINISTRATIVE	455	4,880	2,400	2,400
PROFESSIONAL SERVICES	4,334	24,850	17,000	17,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	3,205	7,100	6,400	6,400
COMMUNITY RELATIONS	2,415	4,600	4,500	4,500
INSURANCE	-	-	-	-
VEHICLE USAGE	-	150	100	100
EQUIPMENT MAINTENANCE	28	400	250	250
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	3,039	15,300	10,300	10,300
OPERATING EXPENSE TOTAL ---->	13,828	58,477	42,150	42,150
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	208,286	277,086	270,477	343,196
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	17,732	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	14,120	17,734	15,842	15,842
ALLOCATION OUT FOR RISK MANAGEMENT	-	14,120	157	157
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	954	954
TRANSFER & ALLOCATIONS OUT TOTAL -->	31,852	31,854	16,953	16,953
EXPENDITURES & TRANSFERS TOTAL -->	240,138	308,940	287,430	360,149
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	1,195	300	1,000	1,000
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	1,195	300	1,000	1,000
ALLOCATIONS IN FOR OVERHEAD/ADMIN	223,843	196,684	97,369	97,369
TRANSFER & ALLOCATIONS IN TOTAL -->	223,843	196,684	97,369	97,369
REVENUE & TRANSFERS TOTAL ---->	225,038	196,984	98,369	98,369
NET: FROM OTHER GF RESOURCES ---->	15,099	111,956	189,061	261,780



HUMAN RESOURCES

The Human Resources Division encompasses the activities of recruitment, retention, termination, testing, reporting to the Federal and State Government, administering the employee benefits package, establishing the employee compensation plan and assisting departmental management in Human Resources administration.

ORGANIZATION:

The Division consists of the Assistant City Manager and Human Resources Analyst.

PROGRAMS & SERVICES SUMMARY

Recruitment

Purpose	The purpose of Recruitment is to recruit and select talented, productive, and motivated employees.
Major Services	<ul style="list-style-type: none"> • Job announcement and advertising • Review and evaluate applications for conformance; Interviews • Conduct and proctor examinations and assessment centers • Conduct pre-employment verification and references • Establish and maintain: employee compensation plan, job descriptions and essential job functions

Benefits Administration

Purpose	The purpose of Benefits Administration is to administer the day-to-day activities of the City's benefit plans and retirement programs.
Major Services	<ul style="list-style-type: none"> • Assist employees with benefits and retirement programs • Annual open enrollment and health fair • Manage the workers' compensation program • Coordinate City's leave administration program • Coordinate the health insurance committee • Ensure compliance with federal and state health care regulations

Labor and Employee Relations

Purpose	The purpose of Labor and Employee Relations is to successfully manage labor negotiations with various bargaining units.
Major Services	<ul style="list-style-type: none"> • Maintain a positive labor relations climate between the bargaining units and management • Conduct collective bargaining sessions with bargaining units • Collect and analyze information to prepare for negotiations • Provide assistance to departments, individual employees and the unions with questions regarding the interpretation MOU provisions

Training

Purpose	The purpose of Training is to make available a variety of programs, classes, and services including management and supervisory training, computer skills, and professional development courses.
Major Services	<ul style="list-style-type: none"> • Provide mandatory employee training



GENERAL GOVERNMENT DEPARTMENT

**HUMAN RESOURCES (101-1130)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	108,882	102,770	77,472	77,472
BENEFITS	51,712	25,495	34,441	35,143
PERSONNEL TOTAL ---->	160,594	128,265	111,913	112,615
UTILITIES	811	1,000	-	-
OFFICE ADMINISTRATIVE	2,050	2,400	2,900	2,900
PROFESSIONAL SERVICES	31,530	60,900	34,200	15,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	2,129	2,800	4,000	4,000
COMMUNITY RELATIONS	951	2,300	2,000	2,000
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	500	500
EQUIPMENT MAINTENANCE	28	-	400	400
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	8,986	28,000	3,000	3,000
OPERATING EXPENSE TOTAL ---->	46,487	97,400	47,000	28,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	207,081	225,665	158,913	140,615
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	7,092	7,093	9,749	9,749
ALLOCATION OUT FOR RISK MANAGEMENT	19,120	19,120	33,925	33,925
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	954	954
TRANSFER & ALLOCATIONS OUT TOTAL -->	26,212	26,213	44,628	44,628
EXPENDITURES & TRANSFERS TOTAL -->	233,293	251,878	203,541	185,243
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	181,970	159,891	118,846	118,846
TRANSFER & ALLOCATIONS IN TOTAL -->	181,970	159,891	118,846	118,846
REVENUE & TRANSFERS TOTAL ---->	181,970	159,891	118,846	118,846
NET: FROM OTHER GF RESOURCES ---->	51,323	91,987	84,695	66,397



GENERAL GOVERNMENT DEPARTMENT

**GENERAL GOVERNMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	426,171	593,371	493,876	544,262
BENEFITS	191,983	189,948	209,791	234,754
PERSONNEL TOTAL ---->	618,154	783,319	703,667	779,016
UTILITIES	4,569	8,597	6,600	6,600
OFFICE ADMINISTRATIVE	24,727	41,799	49,250	49,250
PROFESSIONAL SERVICES	310,064	437,023	381,200	362,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	41,577	49,370	59,750	59,750
COMMUNITY RELATIONS	14,765	12,911	7,800	18,100
INSURANCE	-	-	-	-
VEHICLE USAGE	-	350	650	650
EQUIPMENT MAINTENANCE	1,964	3,800	5,650	5,650
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	101,726	119,300	91,300	91,300
EXTRAORDINARY ITEMS	11,618,969	1,000,000	-	-
OPERATING EXPENSE TOTAL ---->	12,118,360	1,673,150	602,200	593,500
CAPITAL OUTLAY	6,393	-	5,000	5,000
CAPITAL OUTLAY TOTAL ---->	6,393	-	5,000	5,000
EXPENDITURES TOTAL ---->	12,742,907	2,456,469	1,310,867	1,377,516
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	17,732	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	46,040	49,654	75,553	75,553
ALLOCATION OUT FOR RISK MANAGEMENT	53,580	67,700	58,498	58,498
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	10,760	10,760	20,824	20,824
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	46,281	46,281
TRANSFER & ALLOCATIONS OUT TOTAL -->	128,112	128,114	201,156	201,156
EXPENDITURES & TRANSFERS TOTAL -->	12,871,019	2,584,583	1,512,023	1,578,672
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	1,195	300	1,000	1,000
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	1,791,100	1,866,000	1,899,556	1,922,075
FROM OTHER AGENCIES	23,570	15,000	25,000	25,000
LICENSES & PERMITS	3,015	3,000	3,100	3,100
OTHER REVENUE	1,766,077	857,963	409,000	412,000
PROPERTY TAXES	2,329,971	2,929,500	2,929,500	2,959,500
SALES TAXES	718,596	860,000	874,000	880,000
TRANSIENT OCCUPANCY TAX	230,942	231,000	333,332	430,000
INVESTMENT/RENTAL INCOME	317,485	305,000	305,000	305,000
VEHICLE IN LIEU	2,053,022	2,110,000	2,110,000	2,110,000
REVENUE TOTAL ---->	9,234,973	9,177,763	8,889,488	9,047,676
GENERAL TRANSFERS IN	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	886,409	778,860	821,621	807,109
TRANSFER & ALLOCATIONS IN TOTAL -->	886,409	778,860	821,621	807,109
REVENUE & TRANSFERS TOTAL ---->	10,121,382	9,956,623	9,711,109	9,854,785
NET: (FOR) / FROM OTHER GF RESOURCES	2,749,637	(7,372,040)	(8,199,085)	(8,276,113)



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ADMINISTRATIVE SERVICES

The Administrative Services Department provides overall management of the City's administrative services, executes the City's administrative policies, and ensures that the City organization, including officials, management and staff, receive high quality effective and efficient support services.

ORGANIZATION:

The Department is comprised of the divisions of Finance, Treasury, Information Technology, and Risk Management (Worker's Compensation & General Liability/Property), as well as Successor Agency debt service management.

PROGRAMS & SERVICES SUMMARY

Financial Services

Purpose	<p>The purpose of the Financial Services Division is to provide timely and accurate financial services that effectively protect and maximize the use of City resources for the good of the community.</p> <p>The Financial Services Division maintains all financial accounting systems and records, including cash receipts, receivables, payables, and payroll. It provides budgeting, financial management and accounting services for all City departments, divisions, funds and enterprises.</p>
Major Services	<ul style="list-style-type: none"> • Financial planning/ budgeting • Accountability and financial reporting • Audit • Disbursements • Payroll

Treasury

Purpose	<p>The purpose of the Treasury Division is to provide accountability of City funds to the public and to promote superior financial practices and internal controls related to the investment, security, and collections of the City's money. The department is also responsible for developing and monitoring a system of internal controls to protect the City's assets against loss or theft. Budgeted within the General Fund, this division's costs are 100% supported by investment income and business licenses fee revenue.</p>
Major Services	<ul style="list-style-type: none"> • Oversee investment of City funds • Collections and accounting of revenues • Banking/cashiering/revenue management • Business licensing • Respond to rating agencies and public inquiries on financial data • Administration of the Successor Agency's outstanding debt, issuance of potential new debt, and refinancing of existing debt • Conduct internal control and financial efficiency reviews



Information Technology	
Purpose	The purpose of the Information Technology Division is to provide quality, accessible, technology infrastructure and automated systems support to all users for receipt of timely information, to conduct city business efficiently without interruption, and to provide highly reliable telephone and mobile device services for City employees. All operating and information technology equipment replacement costs of this program are budgeted in the Information/ Telecommunications Equipment/Replacement Internal Service Fund, to which all City departments contribute on an allocated basis.
Major Services	<ul style="list-style-type: none"> • Network infrastructure • Help desk support • Telephonic and Cell Phone support • Software integration • Hardware support • Technology replacement • On-line services and resources
Risk Management	
Purpose	<p>The purpose of the Risk Management Division is to develop City safety policies and procedures and insure assets in order to minimize risk and costs to the City. The program seeks to minimize the exposure to loss from unexpected occurrences. The greatest deterrent to such losses is through prevention, which comes in the form of employee training, safety checks and a variety of other means.</p> <p>Risk Management includes participation in self-insured programs for liability (SANDPIPA) and workers compensation insurance (CSAC excess insurance authority). Through self-insurance JPA's, the City maintains a self-insured retention (SIR) of \$125,000 per occurrence for liability and \$250,000 for workers' compensation. The City is therefore responsible for up to the first \$125k/\$250k on each 'covered' claim, and for the full cost of 'non-covered' claims. The City's policy is to reserve a minimum of three (3) times the SIR for general liability and an actuarially established reserve for workers' compensation. This policy objective is achieved in this Two Year Budget. All operating costs of this program are budgeted in the Risk Management Internal Service Fund, to which all City departments contribute on an allocated basis.</p>
Major Services	<ul style="list-style-type: none"> • General liability • Insurance • Workers' compensation



ADMINISTRATIVE SERVICES DEPARTMENT

**FINANCIAL SERVICES (101-1210)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	330,361	378,740	251,735	251,735
BENEFITS	137,081	126,956	107,751	109,510
PERSONNEL TOTAL ---->	467,442	505,696	359,486	361,245
UTILITIES	2,402	3,000	4,500	4,500
OFFICE ADMINISTRATIVE	7,137	15,700	10,100	10,100
PROFESSIONAL SERVICES	42,978	40,250	42,750	42,750
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	6,825	16,350	10,500	10,500
COMMUNITY RELATIONS	-	1,000	1,000	1,000
INSURANCE	-	-	-	-
VEHICLE USAGE	6	500	500	500
EQUIPMENT MAINTENANCE	1,800	2,000	3,000	3,000
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	932	60,500	17,000	17,000
OPERATING EXPENSE TOTAL ---->	62,079	139,300	89,350	89,350
CAPITAL OUTLAY	-	17,000	-	-
CAPITAL OUTLAY TOTAL ---->	-	17,000	-	-
EXPENDITURES TOTAL ---->	529,521	661,996	448,836	450,595
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	53,200	53,201	40,213	40,213
ALLOCATION OUT FOR RISK MANAGEMENT	31,980	31,980	25,418	25,418
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	4,770	4,770
TRANSFER & ALLOCATIONS OUT TOTAL -->	85,180	85,181	70,401	70,401
EXPENDITURES & TRANSFERS TOTAL -->	614,701	747,177	519,237	520,996
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	19,984	19,000	19,000	19,000
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	19,984	19,000	19,000	19,000
ALLOCATIONS IN FOR OVERHEAD/ADMIN	600,268	527,437	336,023	336,023
TRANSFER & ALLOCATIONS IN TOTAL -->	600,268	527,437	336,023	336,023
REVENUE & TRANSFERS TOTAL ---->	620,252	546,437	355,023	355,023
NET: (FOR) / FROM OTHER GF RESOURCES ->	(5,551)	200,740	164,214	165,973



ADMINISTRATIVE SERVICES DEPARTMENT

**TREASURY (101-1211)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	52,139	52,139
BENEFITS	-	-	22,174	22,550
PERSONNEL TOTAL ---->	-	-	74,313	74,690
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	-	-	15,000	15,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	1,300	1,300
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	28,500	28,500
OPERATING EXPENSE TOTAL ---->	-	-	44,800	44,800
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	-	-	119,113	119,490
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	-	-	119,113	119,490
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	362,092.47	360,000	365,000	365,000
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	271,538	150,000	152,000	152,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	633,630	510,000	517,000	517,000
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	633,630	510,000	517,000	517,000
NET: (FOR) / FROM OTHER GF RESOURCES ->	(633,630)	(510,000)	(397,887)	(397,510)



ADMINISTRATIVE SERVICES DEPARTMENT

**ADMINISTRATIVE SERVICES
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	330,361	378,740	303,874	303,874
BENEFITS	137,081	126,956	129,924	132,060
PERSONNEL TOTAL ---->	467,442	505,696	433,799	435,934
UTILITIES	2,402	3,000	4,500	4,500
OFFICE ADMINISTRATIVE	7,137	15,700	10,100	10,100
PROFESSIONAL SERVICES	42,978	40,250	57,750	57,750
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	6,825	16,350	11,800	11,800
COMMUNITY RELATIONS	-	1,000	1,000	1,000
INSURANCE	-	-	-	-
VEHICLE USAGE	6	500	500	500
EQUIPMENT MAINTENANCE	1,800	2,000	3,000	3,000
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	932	60,500	45,500	45,500
EXTRAORDINARY ITEMS	-	-	-	-
OPERATING EXPENSE TOTAL ---->	62,079	139,300	134,150	134,150
CAPITAL OUTLAY	-	17,000	-	-
CAPITAL OUTLAY TOTAL ---->	-	17,000	-	-
EXPENDITURES TOTAL ---->	529,521	661,996	567,949	570,084
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	53,200	53,201	40,213	40,213
ALLOCATION OUT FOR INFO TECHNOLOGY	31,980	31,980	25,418	25,418
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	4,770	4,770
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	85,180	85,181	70,401	70,401
EXPENDITURES & TRANSFERS TOTAL -->	614,701	747,177	638,350	640,485
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	362,092	360,000	365,000	365,000
CHARGES FOR SERVICES	19,984	19,000	19,000	19,000
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	271,538	150,000	152,000	152,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	653,614	529,000	536,000	536,000
GENERAL TRANSFERS IN	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	600,268	527,437	336,023	336,023
TRANSFER & ALLOCATIONS IN TOTAL -->	600,268	527,437	336,023	336,023
REVENUE & TRANSFERS TOTAL ---->	1,253,882	1,056,437	872,023	872,023
NET: (FOR) / FROM OTHER GF RESOURCES ->	(639,181)	(309,260)	(233,673)	(231,538)



ADMINISTRATIVE SERVICES DEPARTMENT

**RISK MANAGEMENT INTERNAL SERVICE FUND (502)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	63,368	111,662	81,388	81,388
BENEFITS	21,451	14,600	35,117	35,716
PERSONNEL TOTAL ---->	84,818	126,262	116,505	117,104
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	1,478	2,750	3,750	3,750
PROFESSIONAL SERVICES	292,498	180,600	177,000	177,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	250	250	250
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	753,561	314,000	315,000	315,000
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	197	-	-	-
OPERATING EXPENSE TOTAL ---->	1,047,734	497,600	496,000	496,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENSES TOTAL ---->	1,132,553	623,862	612,505	613,104
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	33,360	33,361	19,469	19,469
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	3,656	3,656
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
OTHER FINANCING USES TOTAL -->	33,360	33,361	23,125	23,125
EXPENSES & FINANCING USES TOTAL -->	1,165,913	657,223	635,630	636,229
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	141,689	109,714	79,195	79,195
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	18,871	28,000	22,000	18,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	160,560	137,714	101,195	97,195
GENERAL TRANSFERS IN	-	-	-	-
ALLOCATIONS IN FOR RISK MGMT	496,442	419,627	177,932	173,422
OTHER FINANCING SOURCES TOTAL -->	496,442	419,627	177,932	173,422
REVENUE & FINANCING SOURCES TOTAL -->	657,002	557,341	279,127	270,617
RISK MGMT FUND NET REV (EXP) ---->	(508,911)	(99,882)	(356,503)	(365,612)



ADMINISTRATIVE SERVICES DEPARTMENT

**INFORMATION TECHNOLOGY/COMMUNICATIONS INTERNAL SERVICE FUND (503)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	106,831	100,363	216,563	216,563
BENEFITS	36,271	32,188	68,910	70,412
PERSONNEL TOTAL ---->	143,103	132,551	285,473	286,975
UTILITIES	14,176	16,000	16,000	16,000
OFFICE ADMINISTRATIVE	265	9,000	8,200	7,700
PROFESSIONAL SERVICES	41,317	56,030	56,000	50,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	6,230	10,000	10,500	9,500
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	83,603	96,500	96,000	44,000
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	131	500	1,000	500
OPERATING EXPENSE TOTAL ---->	145,723	188,030	187,700	127,700
CAPITAL OUTLAY	32,303	22,400	299,000	10,000
RESERVE	-	-	32,250	32,250
CAPITAL OUTLAY TOTAL ---->	32,303	22,400	331,250	42,250
EXPENSES TOTAL ---->	321,128	342,981	804,423	456,925
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	33,360	33,361	20,387	20,387
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	9,024	9,024	157	157
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	954	954
OTHER FINANCING USES TOTAL -->	42,384	42,385	21,498	21,498
EXPENSES & FINANCING USES TOTAL -->	363,512	385,366	825,921	478,423
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	143	1,000	1,000	1,000
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	2,586	5,000	3,000	3,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	2,730	6,000	4,000	4,000
GENERAL TRANSFERS IN	-	-	-	-
ALLOCATIONS IN FOR TECHNOLOGY	309,180	291,608	471,499	467,936
OTHER FINANCING SOURCES TOTAL -->	309,180	291,608	471,499	467,936
REVENUE & FINANCING SOURCES TOTAL -->	311,910	297,608	475,499	471,936
TECH/COMM FUND NET REV (EXP) ---->	(51,602)	(87,758)	(350,422)	(6,487)



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COMMUNITY DEVELOPMENT

The Community Development Department manages the future development of the City to promote orderly development within the City and to assure a high quality of life and safety for its residents and economic viability of the community through the coordination of current and long-range planning, economic development, housing programs, plan review, permit issuance, inspection services and administration of the appropriate City Ordinances to preserve neighborhood character and enhance the City's quality of life within the context of the City's General Plan.

ORGANIZATION:

The Department is comprised of Planning Division, Economic Development Division, Building Division, Code Compliance Division, Housing Division, and Successor Agency (whose budget is presented separately from this City budget document).

PROGRAMS & SERVICES SUMMARY

General Community Development Services

Purpose	The purpose of General Community Development Services is to provide administrative oversight of all community development activities of the City.
Major Services	<ul style="list-style-type: none"> • Internal Administration • Master Planning • GIS and maps • Emergency response • Intergovernmental relations • Grant applications • Staff training, development and supervision • Municipal Code updates • Regulatory compliance • City Council strategic plan initiatives • Consultant contract administration • Budgeting, file management, and purchasing • Storm Water Pollution Prevention Program administration • Prepare reports and recommendations and provide presentations to City Council, Planning Commission, Design Review Board, Tidelands Advisory Committee, Housing Authority, Successor Agency, Oversight Board and other advisory or sub-committee meetings • Prepare agendas and minutes and facilitate meetings

Long Range Planning

Purpose	The purpose of the Long Range Planning Division is to prepare and update the General Plan, zoning ordinance, specific area plans and design guidelines to implement the community's long term vision for future growth and development and to provide professional recommendations and administrative support services to the Design Review Board, Planning Commission, City Council and other appointed advisory committees or City Council sub-committees.
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Major Services	<ul style="list-style-type: none"> • Preparation of statements on planning policy • Implementation of Resolutions • Updating the Zoning Ordinance and General Plan, and preparation of design guidelines and specific plans • Prepare reports and recommendations and provide presentations for decision makers • Prepare Design Review Board minutes • Attend meetings of regional or local agencies such as the San Diego County Association of Governments, California Coastal Commission, Urban Land Institute, and others, and prepare reports and presentations regarding state and regional legislation and recommendations for City Council consideration
Current Planning/Development and Permitting Services	
Purpose	<p>The purpose of the Development and Permitting Services Division is to review applications for compliance with federal, state, and local codes and ordinances to ensure compliance and a safe community for the citizens of Imperial Beach. It is also to process, review and approve plans for both public and private development and project/permit applications to ensure conformance with local, State and Federal requirements.</p>
Major Services	<ul style="list-style-type: none"> • Review development and construction permit plans and applications. • Issue permit approvals • Prepare reports and recommendations and provide presentations for the Design Review Board, Planning Commission, and City Council meetings • Facilitate Development Review Committee meetings and any appointed advisory committee or sub-committee • Review new construction projects in the public right-of-way or on any City facility • Inspect and manage construction field work • Plan check and inspect private development projects • Issue encroachment permits in the City's public right-of-way • Review subdivision maps for conformance with City ordinances • Issue grading permits and building permits • Conduct state mandated construction site inspections
Code Compliance	
Purpose	<p>The purpose of the Code Compliance Division is to enforce property, zoning, land use-related, and property maintenance codes to promote a safe, healthy, and attractive community.</p>
Major Services	<ul style="list-style-type: none"> • Provide Code Enforcement services to efficiently resolve municipal code violations in the City of Imperial Beach • Work with property owners to successfully abate code violations



Key Development Project Facilitation	
Purpose	The purpose of the Key Development Project Facilitation program is to ensure that high profile development projects are high quality, appropriate, feasible and fiscally and economically beneficial for the community.
Major Services	<ul style="list-style-type: none">• Provide project management services to facilitate the review and processing of large scale and/or complex development proposals through the City's regulatory process• Prepare reports and presentations to the Design Review Board, Planning Commission and City Council• Facilitate community informational meetings, web site updates and negotiate agreements and conditions of project approvals
Successor Agency Administration	
Purpose	The purpose of the Successor Agency Administration program is to comply with State law AB1X 26 and AB 1484 regarding the dissolution of the former RDA and liquidation of assets in compliance with the Long Range Property Management Plan.
Major Services	<ul style="list-style-type: none">• Make payments on enforceable obligations• Complete projects with third-party contracts for service• Prepare for approval the Administrative Budget and Recognized Obligation Payment Schedules for each six-month period• Interact with the Department of Finance on the approval of Recognized Obligation Payment Schedules• Prepare and present reports for Successor Agency, Successor Housing Entity and Oversight Board review• Evaluate and conduct orderly disposition of properties and assets in a manner that maximizes value
Housing Element Compliance and Assistance	
Purpose	The purpose of the Housing Element Compliance and Assistance program is to provide for safe, healthy and affordable housing that is available to all households in Imperial Beach regardless of income by encouraging and facilitating new development or rehabilitation of units priced for very low, low and moderate income households.
Major Services	<ul style="list-style-type: none">• Implementing goals, objectives and requirements of the Adopted 2013-2021 Housing Element• Monitoring existing below market rate units and ensuring compliance with regulatory agreements• Assisting with the production, preservation and rehabilitation of affordable housing units and projects• Assisting local and regional housing organizations• Providing housing resource information



COMMUNITY DEVELOPMENT DEPARTMENT

**PLANNING (101-1230)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	303,114	328,875	273,851	273,851
BENEFITS	106,792	122,994	103,963	106,185
PERSONNEL TOTAL ---->	409,905	451,869	377,814	380,036
UTILITIES	3,843	4,550	4,200	4,200
OFFICE ADMINISTRATIVE	1,758	6,100	5,100	5,100
PROFESSIONAL SERVICES	6,102	35,228	12,500	12,500
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	1,194	9,490	3,800	3,800
COMMUNITY RELATIONS	-	1,000	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	50	100	100
EQUIPMENT MAINTENANCE	1,866	500	1,500	1,500
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	1,256	-	-	-
OPERATING EXPENSE	275	1,800	700	700
OPERATING EXPENSE TOTAL ---->	16,295	58,718	27,900	27,900
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	426,200	510,587	405,714	407,936
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	26,384	26,385	76,461	76,461
ALLOCATION OUT FOR INFO TECHNOLOGY	28,372	28,374	31,683	31,683
ALLOCATION OUT FOR RISK MANAGEMENT	24,992	24,990	1,670	1,670
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	1,908	1,908
TRANSFER & ALLOCATIONS OUT TOTAL -->	79,748	79,749	111,722	111,722
EXPENDITURES & TRANSFERS TOTAL -->	505,948	590,336	517,436	519,658
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	50	-	200	200
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	126,291	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	126,341	-	200	200
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	126,341	-	200	200
NET: FROM OTHER GF RESOURCES ---->	379,607	590,336	517,236	519,458



COMMUNITY DEVELOPMENT DEPARTMENT

**ECONOMIC DEVELOPMENT (101-1120)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	38,355	38,355
BENEFITS	-	-	13,594	13,942
PERSONNEL TOTAL ---->	-	-	51,949	52,297
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	900	900
PROFESSIONAL SERVICES	-	-	50,000	50,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	1,700	1,700
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	1,000	1,000
OPERATING EXPENSE TOTAL ---->	-	-	53,600	53,600
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	-	-	105,549	105,897
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	-	-	105,549	105,897
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	-	-	50,023	50,023
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	50,023	50,023
REVENUE & TRANSFERS TOTAL ---->	-	-	50,023	50,023
NET: FROM OTHER GF RESOURCES ---->	-	-	55,526	55,874



COMMUNITY DEVELOPMENT DEPARTMENT

**BUILDING (101-3040)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	165,274	162,690	189,048	189,048
BENEFITS	60,988	60,700	70,616	72,327
PERSONNEL TOTAL ---->	226,262	223,390	259,664	261,375
UTILITIES	1,092	3,000	1,500	1,500
OFFICE ADMINISTRATIVE	862	3,500	3,500	3,500
PROFESSIONAL SERVICES	8,889	18,500	18,500	18,500
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	4,500	4,500	4,500
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	100	100	100
EQUIPMENT MAINTENANCE	-	300	300	300
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	10,844	29,900	28,400	28,400
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	237,106	253,290	288,064	289,775
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	36,428	36,430	33,486	33,486
ALLOCATION OUT FOR INFO TECHNOLOGY	12,412	12,413	15,842	15,842
ALLOCATION OUT FOR RISK MANAGEMENT	10,992	10,990	1,513	1,513
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	720	721	10,412	10,412
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	3,816	3,816
TRANSFER & ALLOCATIONS OUT TOTAL -->	60,552	60,554	65,069	65,069
EXPENDITURES & TRANSFERS TOTAL -->	297,658	313,844	353,133	354,844
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	140,174	168,200	143,000	143,000
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	167,448	162,000	159,000	159,000
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	307,622	330,200	302,000	302,000
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	307,622	330,200	302,000	302,000
NET: (FOR) / FROM OTHER GF RESOURCES -->	(9,964)	(16,356)	51,133	52,844



COMMUNITY DEVELOPMENT DEPARTMENT

**CODE ENFORCEMENT (101-3070)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	72,414	71,475	88,369	91,072
BENEFITS	20,770	14,450	10,555	27,016
PERSONNEL TOTAL ---->	93,184	85,925	98,924	118,088
UTILITIES	1,094	1,100	800	800
OFFICE ADMINISTRATIVE	575	1,500	1,100	1,100
PROFESSIONAL SERVICES	1,012	1,000	1,000	1,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	275	1,500	1,500	1,500
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	1,500	1,500	1,500
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	2,955	6,600	5,900	5,900
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	96,139	92,525	104,824	123,988
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	5,596	5,595	29,664	29,664
ALLOCATION OUT FOR INFO TECHNOLOGY	7,092	7,093	21,934	21,934
ALLOCATION OUT FOR RISK MANAGEMENT	6,448	6,450	1,591	1,591
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	1,000	1,000	10,412	10,412
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	1,908	1,908
TRANSFER & ALLOCATIONS OUT TOTAL -->	20,136	20,138	65,509	65,509
EXPENDITURES & TRANSFERS TOTAL -->	116,275	112,663	170,333	189,497
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	54,680	70,000	60,000	66,000
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	54,680	70,000	60,000	66,000
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	54,680	70,000	60,000	66,000
NET: FROM OTHER GF RESOURCES ---->	61,594	42,663	110,333	123,497



COMMUNITY DEVELOPMENT DEPARTMENT

**ABANDONED VEHICLE ABATEMENT (101-3080)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	13,257	13,000	4,064	4,064
BENEFITS	5,089	3,408	1,032	1,068
PERSONNEL TOTAL ---->	18,346	16,408	5,096	5,132
UTILITIES	-	250	250	250
OFFICE ADMINISTRATIVE	-	3,800	1,300	1,300
PROFESSIONAL SERVICES	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	174	1,500	1,500	1,500
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	174	5,550	3,050	3,050
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	18,520	21,958	8,146	8,182
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	5,340	5,341	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	6,448	6,450	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	11,788	11,791	-	-
EXPENDITURES & TRANSFERS TOTAL -->	30,308	33,749	8,146	8,182
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	56,374	42,000	12,000	12,000
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	56,374	42,000	12,000	12,000
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	56,374	42,000	12,000	12,000
NET: (FOR) / FROM OTHER GF RESOURCES ->	(26,065)	(8,251)	(3,854)	(3,818)



COMMUNITY DEVELOPMENT DEPARTMENT

**COMMUNITY DEVELOPMENT DEPARTMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	554,059	576,040	593,687	596,390
BENEFITS	193,639	201,552	199,760	220,539
PERSONNEL TOTAL ---->	747,698	777,592	793,447	816,929
UTILITIES	6,029	8,900	6,750	6,750
OFFICE ADMINISTRATIVE	3,195	14,900	11,900	11,900
PROFESSIONAL SERVICES	16,004	54,728	82,000	82,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	1,469	15,490	11,500	11,500
COMMUNITY RELATIONS	-	1,000	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	150	200	200
EQUIPMENT MAINTENANCE	1,866	800	1,800	1,800
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	1,430	3,000	3,000	3,000
OPERATING EXPENSE	275	1,800	1,700	1,700
OPERATING EXPENSE TOTAL ---->	30,267	100,768	118,850	118,850
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	777,965	878,360	912,297	935,779
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	73,748	73,751	139,611	139,611
ALLOCATION OUT FOR INFO TECHNOLOGY	47,876	47,880	69,459	69,459
ALLOCATION OUT FOR RISK MANAGEMENT	48,880	48,880	4,774	4,774
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	1,720	1,721	20,824	20,824
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	7,632	7,632
TRANSFER & ALLOCATIONS OUT TOTAL -->	172,224	172,232	242,300	242,300
EXPENDITURES & TRANSFERS TOTAL -->	950,189	1,050,592	1,154,597	1,178,079
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	140,224	168,200	143,200	143,200
FINES & FORFEITURES	54,680	70,000	60,000	66,000
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	182,665	42,000	12,000	12,000
LICENSES & PERMITS	167,448	162,000	159,000	159,000
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	545,017	442,200	374,200	380,200
GENERAL TRANSFERS IN	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	-	-	50,023	50,023
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	50,023	50,023
REVENUE & TRANSFERS TOTAL ---->	545,017	442,200	424,223	430,223
NET: FROM OTHER GF RESOURCES ---->	405,172	608,392	730,374	747,856



COMMUNITY DEVELOPMENT DEPARTMENT

**CITY HOUSING AUTHORITY SPECIAL REVENUE FUND (216 & 217)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	18,551	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	18,551	-	-	-
CAPITAL OUTLAY	-	-	-	-
CAPITAL PROJECTS	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	18,551	-	-	-
TRANSFERS OUT	1,981,703	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	1,981,703	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	2,000,254	-	-	-
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	337,853	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	337,853	-	-	-
GENERAL TRANSFERS IN	640,509	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	640,509	-	-	-
REVENUE & TRANSFERS TOTAL ---->	978,361	-	-	-
HOUSING AUTH FUND NET REV (EXP) ---->	(1,021,893)	-	-	-



PUBLIC SAFETY

The Imperial Beach Public Safety Department provides administration, management and oversight for the Law Enforcement, Fire-Rescue, EMS, Lifeguard, Animal Control, and other related Public Safety services in the City of Imperial Beach. The Department is headed by the Public Safety Director/Fire Chief, who also represents Public Safety matters with City Council, other governmental agencies, the media and the community on behalf of the City Manager. The Public Safety Department works in partnership with the community and other City departments to improve the quality of life of all our community members and business owners.

ORGANIZATION: The Public Safety Department is comprised of Administration that includes: Law Enforcement Services contracted with San Diego County Sheriff's Department; Fire-Rescue and Fire Prevention Services; contract EMS paramedic transport services with American Medical Response (AMR); Lifeguard Services; Parking Management and Enforcement Services; contract Animal Control Services with the City of Chula Vista; Disaster and Emergency Preparedness; and the coordination of Special Events within the City.

PROGRAMS & SERVICES SUMMARY

Department Administration

Purpose The purpose of Department Administration is to provide effective management and direction to each of the divisions and programs within the Public Safety Department and to ensure that related services are appropriately staffed, organized, prioritized and funded. The Public Safety Director/Fire Chief and staff accomplish this through creating a sense of partnership between its respective teams and leaders through setting policies aimed to optimize the organization and the delivery of services efficiently, economically, and appropriately for the needs of the community. Additionally, the Director and/or staff make recommendations to the City Council regarding public safety policy and they represent the City's relating to regional initiatives. This division is also responsible for management and daily operations of the following programs:

- Special Events: The Administration Division provides management and oversight of the entire program, which averages over 60 events of various size annually
- Parking Management: The Administration Division provides management and oversight of the entire program
- Animal Control: The Administration Division provides management and oversight of the entire program, consisting of contractual services from the City of Chula Vista which includes one animal control officer four days a week

- Major Services**
- Administration/Direction of all Public Safety Divisions
 - Regional coordination with other Public Safety agencies
 - Represents public safety matters before City Council
 - Provides command and control functions to major fires or incidents



- Liaises with City Council, the public and the media on issues/incidents
- Coordinates addressing of complaints and inquiries for the department
- Problem and conflict mediation
- Public Safety Information and Community Education
- Prioritization of services and resources within the City
- Strives for appropriate staffing and resources to meet the mission

Law Enforcement Services

Purpose The City has contracted with the San Diego Sheriff’s Department to provide law enforcement services within the City of Imperial Beach since 1983. The Sheriff’s Department has been a part of the IB community ever since, and has consistently provided high quality and effective law enforcement services with the highest standards. The City recently negotiated a new five-year contract with the County of San Diego for law enforcement services to continue to be provided by the Sheriff’s Department at least through June of 2017.

- Major Services**
- Response to emergency and non-emergency calls
 - Community Outreach and Neighborhood Policing
 - Investigations including criminal activity, gangs and narcotics
 - Quad and Bike Patrols near the beach during the summer season
 - Traffic Enforcement including DUI and Driving Safety Efforts
 - School Resource Officer serving the high school and elementary schools
 - Special Events planning with City Staff
 - Community Service Officers; evidence collection, crime reports and parking enforcement
 - Public Safety Information and Crime Prevention Education
 - Reserve/Explorer/Senior Volunteer Program

Fire-Rescue Services

Purpose Fire-Rescue Services consists of three main operation sections: the Fire-Rescue Department provides Fire suppression, emergency medical responses, and disaster preparedness. Emergency Medical Services consists of trained firefighter paramedics on the Engine Company with paramedic transport ambulances through contract with American Medical Response. The Fire Prevention Bureau provides commercial and residential inspections, and construction design review to ensure compliance with relevant safety regulations.

- Major Services** Fire-Rescue Department
- Responds to fire, medical and rescue emergencies and special service calls
 - Participates in the County/State Automatic and Mutual Aid System
 - Identifies and corrects fire and safety hazards



- Provides public education of potential threats and dangers
- Community Education in the schools and at the public library
- Helps coordinate emergency services during larger scale incidents

Emergency Medical Services

- Every Fire Company has a paramedic who responds to and provides initial patient care at medical emergencies and then coordinates with the emergency transport ambulance
- AMR provides the transport services and ensures that one ambulance is always posted within or close to the City
- Fire Companies are paramedic trained and provide rescue services in a wide variety of possible emergency incidents
- The City's membership in the Regional Cooperative Care Program (RCCP) results in standardized, up-to-date medical training, and quality assurance efforts

Fire Prevention Bureau

- Inspects commercial and residential rental properties to ensure compliance with federal, state and local safety regulations
- Plan checks construction plans to ensure they are designed to code
- Site inspects the construction as it progresses to ensure it is built to plan.
- Field checks the set ups of complex special events that are held in the City to identify and address potential safety issues
- Provides for Fire and Hazard Information and Public Education

Lifeguard Services

Purpose Lifeguard Services conducts ocean and beach area observation and lifesaving efforts to provide a safe and healthy beach experience for residents and visitors. During the summer season, 7 lifeguard towers are staffed and specialized quads and pick-up trucks are deployed to provide quick response along the beach. Lifeguards also have authority to enforce laws and codes in and around the beach area and provide overall emergency services in case of a tsunami.

- Major Services**
- Provides beach patrol and water rescue efforts in the ocean and along the shoreline of Imperial Beach
 - Enforces municipal codes in the area meant to promote safe and healthy conditions for everyone using the public spaces on and around the beach
 - Provides primary response in case of a tsunami, and plan and train for response should the need arise
 - Water Safety Information and Education
 - Sponsor the seasonal Jr. Lifeguard Program



PUBLIC SAFETY DEPARTMENT

**FIRE-RESCUE (101-3020/3060)
BUDGET SUMMARY**

Includes Disaster Preparedness Program

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	1,005,665	1,010,650	1,054,469	1,111,276
BENEFITS	411,117	405,980	454,074	492,671
PERSONNEL TOTAL ---->	1,416,781	1,416,630	1,508,542	1,603,947
UTILITIES	35,826	37,183	46,200	46,200
OFFICE ADMINISTRATIVE	14,753	22,550	59,500	59,500
PROFESSIONAL SERVICES	51,866	121,482	142,575	142,575
UNIFORMS & SAFETY EQUIPMENT	410	9,270	5,000	5,000
PROFESSIONAL DEVELOPMENT	1,791	20,010	9,000	9,000
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	3,835	2,060	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	4,298	10,333	10,200	10,200
OPERATING EXPENSE	963	24,620	-	-
OPERATING EXPENSE TOTAL ---->	113,743	247,508	272,475	272,475
CAPITAL OUTLAY	35,508	92,520	30,000	30,000
CAPITAL OUTLAY TOTAL ---->	35,508	92,520	30,000	30,000
EXPENDITURES TOTAL ---->	1,566,033	1,756,658	1,811,017	1,906,422
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	250,672	250,672	158,047	158,047
ALLOCATION OUT FOR INFO TECHNOLOGY	39,016	39,014	71,896	71,896
ALLOCATION OUT FOR RISK MANAGEMENT	72,080	72,080	43,295	43,295
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	68,812	68,812	62,472	62,472
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	4,137	4,137
TRANSFER & ALLOCATIONS OUT TOTAL -->	430,580	430,578	339,847	339,847
EXPENDITURES & TRANSFERS TOTAL -->	1,996,613	2,187,236	2,150,864	2,246,269
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	191,483	222,000	225,330	228,710
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	18,280	59,565	-	-
LICENSES & PERMITS	258,692	249,000	251,000	251,000
OTHER REVENUE	175,035	170,000	196,000	225,000
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	643,490	700,565	672,330	704,710
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	643,490	700,565	672,330	704,710
NET: FROM OTHER GF RESOURCES ---->	1,353,123	1,486,671	1,478,534	1,541,559



PUBLIC SAFETY DEPARTMENT

**LAW ENFORCEMENT CONTRACT (101-3010)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	23,470	40,550	35,433	35,433
BENEFITS	7,579	8,169	8,948	9,019
PERSONNEL TOTAL ---->	31,049	48,719	44,381	44,452
UTILITIES	98	594	600	600
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	5,461,738	5,588,000	5,900,000	6,136,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	1,650	1,650	1,650
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	115,836	189,398	189,500	189,500
OPERATING EXPENSE	-	1,200	1,200	1,200
OPERATING EXPENSE TOTAL ---->	5,577,673	5,780,842	6,092,950	6,328,950
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	5,608,721	5,829,561	6,137,331	6,373,402
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	215,192	215,192	234,591	234,591
ALLOCATION OUT FOR INFO TECHNOLOGY	7,092	7,093	7,311	7,311
ALLOCATION OUT FOR RISK MANAGEMENT	14,980	14,980	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	118,368	118,368	15,618	15,618
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	11,749	11,749
TRANSFER & ALLOCATIONS OUT TOTAL -->	355,632	355,633	269,269	269,269
EXPENDITURES & TRANSFERS TOTAL -->	5,964,353	6,185,194	6,406,600	6,642,671
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	1,553,476	1,832,000	1,863,280	1,889,954
FINES & FORFEITURES	217,008	201,500	211,500	211,500
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	3,720	4,000	4,000	4,000
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	1,774,204	2,037,500	2,078,780	2,105,454
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	1,774,204	2,037,500	2,078,780	2,105,454
NET: FROM OTHER GF RESOURCES ---->	4,190,149	4,147,694	4,327,820	4,537,216



PUBLIC SAFETY DEPARTMENT

**LIFEGUARDS (101-3030/3035)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	745,668	805,598	773,784	784,708
BENEFITS	177,605	182,083	276,377	283,342
PERSONNEL TOTAL ---->	923,273	987,681	1,050,161	1,068,050
UTILITIES	8,479	15,063	11,526	11,757
OFFICE ADMINISTRATIVE	29,481	33,650	34,600	35,212
PROFESSIONAL SERVICES	25,488	20,500	33,600	34,212
UNIFORMS & SAFETY EQUIPMENT	15,834	29,350	25,200	25,404
PROFESSIONAL DEVELOPMENT	16,017	14,550	16,660	16,823
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	73	-	-	-
EQUIPMENT MAINTENANCE	15,696	12,813	20,706	21,120
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	111,068	125,926	142,292	144,528
CAPITAL OUTLAY	36,518	6,000	-	-
CAPITAL OUTLAY TOTAL ---->	36,518	6,000	-	-
EXPENDITURES TOTAL ---->	1,070,859	1,119,607	1,192,453	1,212,578
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	126,488	126,488	128,793	128,793
ALLOCATION OUT FOR INFO TECHNOLOGY	9,612	9,614	31,683	31,683
ALLOCATION OUT FOR RISK MANAGEMENT	24,208	24,209	14,297	14,297
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	40,772	40,773	62,472	62,472
TRANSFER & ALLOCATIONS OUT TOTAL -->	201,080	201,084	237,245	237,245
EXPENDITURES & TRANSFERS TOTAL -->	1,271,939	1,320,691	1,429,698	1,449,823
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	1,345,683	1,421,000	1,442,420	1,463,317
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	1,345,683	1,421,000	1,442,420	1,463,317
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	1,345,683	1,421,000	1,442,420	1,463,317
NET: FROM OTHER GF RESOURCES ---->	(73,744)	(100,309)	(12,722)	(13,494)



PUBLIC SAFETY DEPARTMENT

**ANIMAL CONTROL (101-3050)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	12,632	31,550	12,219	12,219
BENEFITS	3,352	3,450	3,890	3,948
PERSONNEL TOTAL ---->	15,984	35,000	16,109	16,167
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	830	950	950
PROFESSIONAL SERVICES	217,537	200,000	228,660	235,520
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	217,537	200,830	229,610	236,470
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	233,521	235,830	245,719	252,637
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	16,392	16,392	15,324	15,324
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	3,656	3,656
ALLOCATION OUT FOR RISK MANAGEMENT	4,436	4,434	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	3,700	3,700	10,412	10,412
TRANSFER & ALLOCATIONS OUT TOTAL -->	24,528	24,526	29,392	29,392
EXPENDITURES & TRANSFERS TOTAL -->	258,049	260,356	275,111	282,029
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	29,379	31,000	31,465	31,937
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	12,954	13,000	13,000	13,000
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	42,333	44,000	44,465	44,937
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	42,333	44,000	44,465	44,937
NET: FROM OTHER GF RESOURCES ---->	215,716	216,356	230,646	237,092



PUBLIC SAFETY DEPARTMENT

**PUBLIC SAFETY DEPARTMENT
BUDGET SUMMARY (General Fund only)**

[Includes Fire-Rescue, Law Enforcement, Lifeguards and Animal Control]

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	1,787,435	1,888,348	1,875,905	1,943,636
BENEFITS	599,652	599,682	743,288	788,980
PERSONNEL TOTAL ---->	2,387,087	2,488,030	2,619,193	2,732,616
UTILITIES	44,403	52,840	58,326	58,557
OFFICE ADMINISTRATIVE	44,234	57,030	95,050	95,662
PROFESSIONAL SERVICES	5,756,629	5,929,982	6,304,835	6,548,307
UNIFORMS & SAFETY EQUIPMENT	16,245	38,620	30,200	30,404
PROFESSIONAL DEVELOPMENT	17,808	36,210	27,310	27,473
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	73	-	-	-
EQUIPMENT MAINTENANCE	19,531	14,873	20,706	21,120
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	120,135	199,731	199,700	199,700
OPERATING EXPENSE	963	25,820	1,200	1,200
OPERATING EXPENSE TOTAL ---->	6,020,021	6,355,106	6,737,327	6,982,423
CAPITAL OUTLAY	72,026	98,520	30,000	30,000
CAPITAL OUTLAY TOTAL ---->	72,026	98,520	30,000	30,000
EXPENDITURES TOTAL ---->	8,479,135	8,941,656	9,386,520	9,745,039
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	608,744	608,744	536,755	536,755
ALLOCATION OUT FOR INFO TECHNOLOGY	55,720	55,721	114,546	114,546
ALLOCATION OUT FOR RISK MANAGEMENT	115,704	115,703	57,592	57,592
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	231,652	231,653	150,974	150,974
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	15,886	15,886
TRANSFER & ALLOCATIONS OUT TOTAL -->	1,011,820	1,011,821	875,753	875,753
EXPENDITURES & TRANSFERS TOTAL -->	9,490,955	9,953,477	10,262,273	10,620,792
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	3,120,021	3,506,000	3,562,495	3,613,918
FINES & FORFEITURES	217,008	201,500	211,500	211,500
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	18,280	59,565	-	-
LICENSES & PERMITS	271,646	262,000	264,000	264,000
OTHER REVENUE	178,755	174,000	200,000	229,000
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	3,805,711	4,203,065	4,237,995	4,318,418
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	3,805,711	4,203,065	4,237,995	4,318,418
NET: FROM OTHER GF RESOURCES ---->	5,685,244	5,750,412	6,024,278	6,302,374



PUBLIC SAFETY DEPARTMENT

**STATE LAW ENFORCEMENT SAFETY - COPS - GRANT FUND (212-3036)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Audited 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	100,000	100,000	100,000	100,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	100,000	100,000	100,000	100,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	100,000	100,000	100,000	100,000
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	100,000	100,000	100,000	100,000
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	100,000	100,000	100,000	100,000
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	142	702	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	100,142	100,702	100,000	100,000
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	100,142	100,702	100,000	100,000
SLESF (COPS) FUND NET REV (EXP) ---->	142	702	-	-



PUBLIC SAFETY DEPARTMENT

**LOCAL LAW ENFORCEMENT BLOCK GRANT (FEDERAL) FUND (LLEBG) (213-3037)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	16,599	30,000	30,000	30,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	16,599	30,000	30,000	30,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	16,599	30,000	30,000	30,000
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	16,599	30,000	30,000	30,000
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	9,972	30,000	30,000	30,000
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	625	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	10,597	30,000	30,000	30,000
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	10,597	30,000	30,000	30,000
LLEBG FUND NET REV (EXP) ---->	(6,002)	-	-	-



PUBLIC WORKS

The Department of Public Works is responsible for design, construction, contract administration, and overall maintenance and operation of the City's public facilities and equipment, including buildings, streets, beachfront, parks, storm water, solid waste and wastewater systems.

ORGANIZATION:

The Department of Public Works is comprised of Administration/Engineering, Street Maintenance, Tidelands Maintenance, Parks Maintenance, Facility maintenance, Fleet and equipment, Solid Waste, Wastewater (Sewer), and Stormwater and three other budget units – Lighting & Landscape District #67, Gas Tax, TransNet Proposition A, Capital Improvement Program (CIP).

PROGRAMS & SERVICES SUMMARY

Administration

Purpose	The purpose of Public Works Administration Division is to provide leadership, oversight and support in order maintain the public good in a "like new" condition.
Description	This Division administers, the central office functions of Public Works Department, the City's GIS administration and City's CIP administration. It also manages customer billing for the Wastewater (Sewer) Enterprise. Although the expenditures of this division are budgeted in the General Fund, all costs are reimbursed on an allocated basis among the remaining Public Works Department's eight divisions.
Major Services	<ul style="list-style-type: none"> • Internal administration • GIS and maps • Emergency response • Intergovernmental relations • Grant applications • Staff training, development and supervision • Municipal Code updates • Regulatory compliance • Consultant contract administration • Capital Improvement Program (CIP) administration

Street Maintenance

Purpose	The purpose of the Street Maintenance Division is to maintain street and highway systems for residents and the public at a pavement condition index of 65% or greater. The Division goal is also to provide sidewalk repair and inspection services to ensure they are well maintained and free of obstructions
Description	The Street Maintenance Division repairs and maintains roads, sidewalks, improved alleys, Bayshore Bikeway, signs, street striping, street lights, easements, and assists the Wastewater (Sewer) Division in the repair and maintenance of storm drain systems, contracts services for street



tree trimming, and signal light maintenance. This budget also includes State Route 75 landscape maintenance contract. The Division funds the electrical costs for right of way landscaping, street lights, and signal lights, as well as water costs for right of way landscaping. The Street Maintenance Division does all the basic electrical maintenance for street and right-of-way lighting. The General Fund cost of this program is offset from Gas Tax and Proposition A (TransNet) funds.

Major Services

- Street lights and traffic signal operations
- Street paving and pothole repair
- Public right-of-way management
- Retaining wall inspections
- Curb painting and maintenance
- Street furniture repair and maintenance
- Pavement marking and maintenance
- Signage for traffic control and City facilities
- Banner hanging and removal
- Sidewalk repair and inspection
- ADA access improvements
- Tripping hazard elimination
- Street Tree inspections and maintenance
- Sidewalk ADA program
- Graffiti Removal

Tidelands Maintenance

Purpose The purpose of the Tidelands Maintenance Division is to provide services for the maintenance of all facilities owned and leased by the San Diego Unified Port District in the City's tidelands.

Description The Tideland Maintenance Division activities include cleaning and general maintenance for the beach facilities, the fishing pier, Dunes Park, Mel Portwood Plaza, designated street ends, and Seacoast Drive parking lots. The Division also provides basic beach lifeguard support. The budgeted costs of the Tidelands Maintenance program are reimbursed by the San Diego Unified Port District.

Major Services

- Landscape Maintenance
- Beach maintenance including trash removal and seaweed disposal
- Building facility maintenance, including restrooms
- Pier cleanliness and general maintenance
- Tot-lot repair and maintenance
- Lighting maintenance
- Picnic area maintenance including benches and trellises
- Beachfront and street-end signage
- Street-end maintenance, less major maintenance
- Parking Lot maintenance, less major maintenance



Fleet Maintenance / Replacement	
Purpose	The purpose of the Fleet Maintenance/Replacement Division is to provide City vehicle and equipment maintenance services to ensure the equipment is kept in a safe and reliable condition. It is also responsible for the replacement of vehicles, when needed.
Description	The Fleet Maintenance Division performs routine corrective and preventative maintenance on all City vehicles, small and large equipment and machinery. The division maintains extensive fleet records, inspection reports, and payroll. The division also manages the City's hazardous waste program, and coordinates City's auction surplus property with the County of San Diego. This division also is responsible to train employees on the proper use of numerous vehicles and other equipment. The division recommends vehicle and equipment replacement schedule and purchases, prepares the specifications for new purchases, fabricates gates, handrails, brackets, etc. for numerous City projects, and prepares and manages the fleet operating and maintenance budget. All operating costs and fleet/equipment replacement costs of this program are budgeted in the Fleet/Equipment Maintenance/Replacement Internal Service Fund, to which all City departments contribute on an allocated basis.
Major Services	<ul style="list-style-type: none"> • Maintain/ repair all City vehicles and equipment including basic Fire vehicle maintenance and Vactor truck maintenance • Vehicle and equipment purchasing and disposal of surplus • Fuel station operation and maintenance • Complies with State and Federal regulations
Parks Maintenance	
Purpose	The purpose of the Parks Maintenance Division is to provide safe, attractive, and well maintained parks, trails and open space utilizing a combination of in-house staff and contract services.
Description	<p>The program provides funds for landscape maintenance of all parks in the City, including Sports Park. This division includes landscape maintenance services provided under contract by inmates from the Richard J. Donovan Correctional Facility. Under this agreement, the City provides all equipment and supplies and pays the Richard J. Donovan Correctional Facility contract amount to cover supervision of labor and certain established inmate related charges. Richard J. Donovan Correctional Facility provides inmate labor and a guard for supervision of labor.</p> <p>City landscape maintenance workers maintain City building grounds, right-of-way planters, Reama Park, Triangle Park, Veterans Park, Rose Teeple Park, Silverstrand Pocket Park/Serenity Garden, 10th and Iris property, including irrigation systems, tree, plant and lawn maintenance, playgrounds, picnic areas, and equipment. City staff members in this division also provide technical assistance to inmates.</p>



Major Services	<p>This division is budgeted in the General Fund.</p> <ul style="list-style-type: none"> • Oversees contract for parks and roadside landscape maintenance services for 17 acres of parks and 31 medians • Maintain landscape for developed parks • Conduct playground safety inspections • Provides advice for capital improvement projects containing new landscape elements
City Facilities Maintenance	
Purpose	<p>The purpose of the City Facilities Maintenance Division is to ensure that all City buildings are safe, functional and clean by performing regular maintenance, cleaning and inspections utilizing a combination of in-house staff and contract services.</p>
Description	<p>The City Facilities Maintenance Division is responsible for the maintenance, repair, and rehabilitation of all City owned buildings and building furniture. Janitorial services for City facilities are also provided. The staff members in this Division also provide all facility meeting and workshop set-up and tear-down for other City departments and other public events.</p> <p>Ongoing facility maintenance operational costs are budgeted as a division within the General Fund. In addition, the City Facilities – Major Projects Internal Service Fund is dedicated for the major repair and replacement of general capital facilities, including City Hall buildings, roofs, parking lots and other facilities used in City operations. All such major repair costs in this program are budgeted in the City Facilities – Major Projects Internal Service Fund, to which all City departments contribute on an allocated basis.</p>
Major Services	<ul style="list-style-type: none"> • Maintain eight (8) facilities • Oversee daily housekeeping and cleaning • Help implement Capital Improvement Program
Stormwater	
Purpose	<p>The purpose of the Stormwater Division is to manage, maintain, repair and enhance the City’s drains, pipes and culverts for the residents and businesses of Imperial Beach in conformance with local, State, and Federal requirements.</p>
Description	<p>Federal and state law mandates that all jurisdictions minimize or eliminate watershed pollution caused by stormwater runoff, urban runoff, and illegal discharges or connections to the stormwater conveyance system.</p> <p>In accordance with the Municipal Stormwater Permit issued by the San</p>



Diego Regional Water Quality Control Board, the division is responsible for public education, implementation of best management practices (BMPs) to minimize pollution of receiving waters, and oversight of third parties to ensure compliance with the City's stormwater ordinances. The program includes ensuring that municipal, residential, construction, business, and development-related BMPs are implemented. It also funds water quality monitoring during both dry and wet weather conditions at various locations throughout the City.

Other tasks related to implementation of the City's Urban Runoff Management Program include collaboration with watershed and regional partner agencies, inspections, public complaint response, effectiveness assessment, and regulatory reporting.

Major Services

- Maintain National Pollution Discharge Elimination System (NPDES) mandated by Municipal Regional Permit (MRP)
- Funds for drain inlet cleaning
- Funds for pipe/culvert cleaning
- Funds for pump station maintenance
- Utilize new technologies to reduce local flooding, design, construct and enhance the storm water system
- Coordinate with other regional cities within the San Diego Bay and Tijuana River Watersheds within the City

Wastewater (Sewer)

Purpose

The purpose of the Wastewater (Sewer) Division is to manage, maintain, repair and enhance the City's sewer system for the residents and businesses in conformance with local, State and Federal requirements.

Description

The Wastewater (Sewer) Division has the primary responsibility for the operation, maintenance, and rehabilitation of the City's eleven pump stations and forty-four miles of waste water collection system to ensure that sewerage flows continuously and without overflows. It also provides routine maintenance and cleaning of the City's six miles of storm drain systems to ensure the maximum efficiency of the system and minimizes storm drain outfall contamination. This budget also pays the waste disposal costs charged by the City of San Diego Metropolitan Sewerage System for treatment of raw wastewater. The Wastewater Division is an enterprise fund whose costs are entirely recovered by sewer service rates and other related charges for services, and operates as a business.

Major Services

- Emergency response
- Maintenance of sewer system mains
- Lift station and Manhole maintenance
- State and local reports
- Suggest major maintenance projects to keep the system compliant with federal, state and local regulations and to reduce regular maintenance efforts
- Funds major sewer system maintenance projects



Solid Waste	
Purpose	The purpose of the Solid Waste Management Division is to manage solid waste franchise agreements, address citizen service issues in order to provide quality refuse collection and recycling services to the public and businesses.
Description	<p>The Solid Waste Division manages integrated solid waste programs. The City of Imperial Beach contracts with a private refuse collector, EDCO Disposal Corporation, for the City's solid waste and recycling services. This includes curbside collection of trash, recyclables, and green waste from single-family residences; collection of trash and recyclables from multi-family residential complexes and commercial businesses; and roll-off box service for temporary collection needs. EDCO remits to the City a franchise fee based on its gross receipts from its operations in the City.</p> <p>Within the General Fund, the Solid Waste budget provides funds sufficient to meet the AB939 mandate, as modified by SB 1016. This State legislation requires the City to achieve a 50% reduction in the per capita solid waste sent to landfills, using the calendar year 2003-2005 per capita average as a baseline. The solid waste franchise also includes payment for services to collect hazardous waste and waste abandoned in the public right-of-way. EDCO, through sub-contractors, also provides street sweeping services to the City.</p> <p>The City is working to comply with AB 341 requiring municipalities to target waste disposal reduction target to 75% diversion.</p> <p>Additional services provided by City staff in this division include promotion of recycling through education and outreach, facilitation of recycling at special events in the City, and organization of events that promote reuse, recycling, and proper waste disposal, including the Citywide Garage Sale and the Homefront Clean-up.</p>
Major Services	<ul style="list-style-type: none">• Negotiate and manage franchise• Develop solid waste customer rates annually• Address unresolved complaints from residents• Work with the EDCO to implement new programs to increase recycling/reuse with customers



PUBLIC WORKS DEPARTMENT

**PUBLIC WORKS / ENGINEERING ADMINISTRATION (101-5020)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	291,649	345,671	296,659	296,659
BENEFITS	98,005	108,080	105,223	106,015
PERSONNEL TOTAL ---->	389,654	453,751	401,882	402,674
UTILITIES	23,466	28,500	7,500	7,500
OFFICE ADMINISTRATIVE	5,178	7,600	6,600	6,600
PROFESSIONAL SERVICES	127,129	79,976	5,000	5,000
UNIFORMS & SAFETY EQUIPMENT	8,824	11,800	11,800	11,800
PROFESSIONAL DEVELOPMENT	3,485	13,100	6,500	6,500
COMMUNITY RELATIONS	450	200	400	400
INSURANCE	-	-	-	-
VEHICLE USAGE	-	100	100	100
EQUIPMENT MAINTENANCE	1,854	1,800	3,250	3,250
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	10,620	-	-	-
OPERATING EXPENSE	46	500	4,100	4,100
OPERATING EXPENSE TOTAL ---->	181,051	143,576	45,250	45,250
CAPITAL OUTLAY	-	-	100	100
CAPITAL OUTLAY TOTAL ---->	-	-	100	100
EXPENDITURES TOTAL ---->	570,705	597,327	447,232	448,024
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	86,465	86,465
ALLOCATION OUT FOR INFO TECHNOLOGY	28,372	28,374	40,213	40,213
ALLOCATION OUT FOR RISK MANAGEMENT	24,200	24,200	470	470
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	31,236	31,236
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	9,085	9,085
TRANSFER & ALLOCATIONS OUT TOTAL -->	52,572	52,574	167,469	167,469
EXPENDITURES & TRANSFERS TOTAL -->	623,277	649,901	614,701	615,493
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	72,293	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	72,293	-	-	-
GENERAL TRANSFERS IN	-	-	-	-
ALLOCATIONS IN FOR OVERHEAD/PW ADMIN	454,869	415,614	615,134	615,952
TRANSFER & ALLOCATIONS IN TOTAL -->	454,869	415,614	615,134	615,952
REVENUE & TRANSFERS TOTAL ---->	527,162	415,614	615,134	615,952
NET: FROM OTHER GF RESOURCES ---->	96,115	234,287	(433)	(459)



PUBLIC WORKS DEPARTMENT

**STREET MAINTENANCE (101-5010)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	245,531	297,000	242,680	242,680
BENEFITS	100,875	102,945	114,132	116,294
PERSONNEL TOTAL ---->	346,407	399,945	356,812	358,974
UTILITIES	106,167	126,000	126,000	127,500
OFFICE ADMINISTRATIVE	33,200	51,600	49,500	49,500
PROFESSIONAL SERVICES	52,609	99,200	83,000	85,300
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	4,609	4,400	5,600	5,600
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	37,343	53,000	45,800	45,800
OPERATING EXPENSE TOTAL ---->	233,928	334,200	309,900	313,700
CAPITAL OUTLAY	4,148	3,500	1,000	1,000
CAPITAL OUTLAY TOTAL ---->	4,148	3,500	1,000	1,000
EXPENDITURES TOTAL ---->	584,482	737,645	667,712	673,674
TRANSFERS OUT	18,000	17,800	17,800	17,800
ALLOCATION OUT FOR PW-ADMIN	91,072	91,072	88,937	76,476
ALLOCATION OUT FOR OVERHEAD SRVCS	87,344	87,344	84,662	84,662
ALLOCATION OUT FOR INFO TECHNOLOGY	14,188	14,187	19,497	19,497
ALLOCATION OUT FOR RISK MANAGEMENT	23,360	23,360	10,427	10,427
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	29,684	29,683	171,427	171,427
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	263,648	263,446	392,750	380,289
EXPENDITURES & TRANSFERS TOTAL -->	848,130	1,001,091	1,060,462	1,053,963
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
GENERAL TRANSFERS IN	575,455	701,000	871,000	884,065
TRANSFER & ALLOCATIONS IN TOTAL -->	575,455	701,000	871,000	884,065
REVENUE & TRANSFERS TOTAL ---->	575,455	701,000	871,000	884,065
NET: FROM OTHER GF RESOURCES ---->	272,675	300,091	189,462	169,898



PUBLIC WORKS DEPARTMENT

**TIDELANDS MAINTENANCE (101-6040)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	429,048	429,666	442,405	442,405
BENEFITS	111,726	109,993	132,830	135,150
PERSONNEL TOTAL ---->	540,774	539,659	575,235	577,555
UTILITIES	1,121	2,500	2,500	2,600
OFFICE ADMINISTRATIVE	55,470	74,350	77,350	77,350
PROFESSIONAL SERVICES	33,034	41,500	51,000	51,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	30,000	15,000	15,000
EQUIPMENT MAINTENANCE	413	15,000	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	20	15,550	1,050	1,050
OPERATING EXPENSE TOTAL ---->	90,059	178,900	146,900	147,000
CAPITAL OUTLAY	2,373	2,300	6,000	6,200
CAPITAL OUTLAY TOTAL ---->	2,373	2,300	6,000	6,200
EXPENDITURES TOTAL ---->	633,206	720,859	728,135	730,755
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	63,352	63,353	58,256	69,319
ALLOCATION OUT FOR OVERHEAD SRVCS	89,000	89,001	110,947	110,947
ALLOCATION OUT FOR INFO TECHNOLOGY	7,092	7,093	15,842	15,842
ALLOCATION OUT FOR RISK MANAGEMENT	25,800	25,800	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	16,336	16,338	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	201,580	201,585	185,045	196,108
EXPENDITURES & TRANSFERS TOTAL -->	834,786	922,444	913,180	926,863
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	810,113	900,000	913,500	927,203
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	810,113	900,000	913,500	927,203
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	810,113	900,000	913,500	927,203
NET: FROM OTHER GF RESOURCES ---->	24,673	22,444	(320)	(340)



PUBLIC WORKS DEPARTMENT

**PARK MAINTENANCE (101-6020)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	112,333	79,770	99,545	99,545
BENEFITS	37,804	36,781	36,132	36,786
PERSONNEL TOTAL ---->	150,137	116,551	135,677	136,331
UTILITIES	73,499	80,500	85,000	85,000
OFFICE ADMINISTRATIVE	20,297	21,050	25,600	25,600
PROFESSIONAL SERVICES	60,670	74,600	72,900	72,900
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	11,237	12,700	16,000	16,000
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	406	300	300	300
OPERATING EXPENSE TOTAL ---->	166,109	189,150	199,800	199,800
CAPITAL OUTLAY	9,373	1,200	11,700	1,700
CAPITAL OUTLAY TOTAL ---->	9,373	1,200	11,700	1,700
EXPENDITURES TOTAL ---->	325,619	306,901	347,177	337,831
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	28,940	28,942	29,461	29,605
ALLOCATION OUT FOR OVERHEAD SRVCS	40,380	40,380	45,221	45,221
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	10,967	10,967
ALLOCATION OUT FOR RISK MANAGEMENT	7,388	7,390	1,513	1,513
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	11,116	11,116	36,442	36,442
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	87,824	87,828	123,604	123,748
EXPENDITURES & TRANSFERS TOTAL -->	413,443	394,729	470,781	461,579
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	1,185	1,500	1,500	1,500
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	1,185	1,500	1,500	1,500
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	1,185	1,500	1,500	1,500
NET: FROM OTHER GF RESOURCES ---->	412,258	393,229	469,281	460,079



PUBLIC WORKS DEPARTMENT

**CITY FACILITIES MAINTENANCE (101-1910 and 101-5060)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	142,794	91,170	101,265	101,265
BENEFITS	44,694	46,140	38,578	39,195
PERSONNEL TOTAL ---->	187,487	137,310	139,843	140,460
UTILITIES	9,267	33,200	55,200	55,200
OFFICE ADMINISTRATIVE	17,412	19,300	19,600	19,600
PROFESSIONAL SERVICES	21,275	45,500	15,000	15,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	700	700	700
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	16,381	12,000	14,500	14,500
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	2,648	11,600	13,400	13,400
OPERATING EXPENSE TOTAL ---->	66,984	122,300	118,400	118,400
CAPITAL OUTLAY	-	200	300	-
CAPITAL OUTLAY TOTAL ---->	-	200	300	-
EXPENDITURES TOTAL ---->	254,471	259,810	258,543	258,860
TRANSFERS OUT	5,000	10,000	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	9,749	9,749
ALLOCATION OUT FOR RISK MANAGEMENT	7,592	7,590	835	835
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	5,884	5,884	10,412	10,412
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	3,311	3,311
TRANSFER & ALLOCATIONS OUT TOTAL -->	18,476	23,474	24,307	24,307
EXPENDITURES & TRANSFERS TOTAL -->	272,947	283,284	282,850	283,167
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
GENERAL TRANSFERS IN	5,000	-	-	-
ALLOCATIONS IN FOR OVERHEAD/ADMIN	-	-	144,351	144,351
TRANSFER & ALLOCATIONS IN TOTAL -->	5,000	-	144,351	144,351
REVENUE & TRANSFERS TOTAL ---->	5,000	-	144,351	144,351
NET: FROM OTHER GF RESOURCES ---->	267,947	283,284	138,499	138,816



PUBLIC WORKS DEPARTMENT

**STORM WATER (101-5050)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	103,250	103,250
BENEFITS	-	-	50,178	51,106
PERSONNEL TOTAL ---->	-	-	153,428	154,356
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	6,500	6,500
PROFESSIONAL SERVICES	526,076	152,000	28,200	28,200
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	13,000	13,000
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	1,000	1,000
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	42,000	42,000
OPERATING EXPENSE TOTAL ---->	526,076	152,000	90,700	90,700
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	526,076	152,000	244,128	245,056
TRANSFERS OUT	773,075	576,009	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	24,507	24,605
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	28,830	28,830
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	17,365	17,365
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	1,621	1,621
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	26,030	26,030
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	773,075	576,009	98,353	98,451
EXPENDITURES & TRANSFERS TOTAL -->	1,299,151	728,009	342,481	343,507
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	562,263	152,000	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	562,263	152,000	-	-
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	562,263	152,000	-	-
NET: FROM OTHER GF RESOURCES ---->	736,889	576,009	342,481	343,507



PUBLIC WORKS DEPARTMENT

**SOLID WASTE MANAGEMENT (101-5040)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	29,723	29,700	20,323	20,323
BENEFITS	13,406	13,640	10,104	10,287
PERSONNEL TOTAL ---->	43,129	43,340	30,427	30,611
UTILITIES	172	-	-	-
OFFICE ADMINISTRATIVE	606	3,000	3,000	3,000
PROFESSIONAL SERVICES	16,729	15,000	16,000	16,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	230	250	250	250
COMMUNITY RELATIONS	302	500	500	500
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	9,208	5,000	7,500	7,500
OPERATING EXPENSE TOTAL ---->	27,246	23,750	27,250	27,250
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	70,375	67,090	57,677	57,861
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	4,824	4,824	5,794	5,822
ALLOCATION OUT FOR OVERHEAD SRVCS	11,092	11,092	14,288	14,288
ALLOCATION OUT FOR INFO TECHNOLOGY	3,548	3,547	5,788	5,788
ALLOCATION OUT FOR RISK MANAGEMENT	10,152	10,150	1,384	1,384
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	1,700	1,700	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	31,316	31,313	27,254	27,282
EXPENDITURES & TRANSFERS TOTAL -->	101,691	98,403	84,931	85,143
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	-	-	-	-
NET: FROM OTHER GF RESOURCES ---->	101,691	98,403	84,931	85,143



PUBLIC WORKS DEPARTMENT

**GRAFFITI REMOVAL (101-5030)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	35,149	-	-	-
BENEFITS	13,228	-	-	-
PERSONNEL TOTAL ---->	48,377	-	-	-
UTILITIES	94	-	-	-
OFFICE ADMINISTRATIVE	2,797	-	-	-
PROFESSIONAL SERVICES	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	276	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	3,167	-	-	-
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	51,544	-	-	-
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	3,291	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	10,030	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	3,700	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	5,512	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	22,533	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	74,077	-	-	-
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	-	-	-	-
NET: FROM OTHER GF RESOURCES ---->	74,077	-	-	-



PUBLIC WORKS DEPARTMENT

**PUBLIC WORKS SPECIAL PROJECTS (101-5000)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	13,284	-	-	-
BENEFITS	5,369	-	-	-
PERSONNEL TOTAL ---->	18,653	-	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	544,669	60,000	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	544,669	60,000	-	-
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	563,321	60,000	-	-
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	563,321	60,000	-	-
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	-	-	-	-
GENERAL TRANSFERS IN	447,253	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	447,253	-	-	-
REVENUE & TRANSFERS TOTAL ---->	447,253	-	-	-
NET: FROM OTHER GF RESOURCES ---->	116,068	60,000	-	-



PUBLIC WORKS DEPARTMENT

**PUBLIC WORKS DEPARTMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	1,299,511	1,272,977	1,306,127	1,306,127
BENEFITS	425,107	417,579	487,176	494,833
PERSONNEL TOTAL ---->	1,724,617	1,690,556	1,793,303	1,800,961
UTILITIES	213,785	270,700	276,200	277,800
OFFICE ADMINISTRATIVE	134,960	176,900	188,150	188,150
PROFESSIONAL SERVICES	1,382,191	567,776	271,100	273,400
UNIFORMS & SAFETY EQUIPMENT	8,824	11,800	11,800	11,800
PROFESSIONAL DEVELOPMENT	3,715	14,050	20,450	20,450
COMMUNITY RELATIONS	752	700	900	900
INSURANCE	-	-	-	-
VEHICLE USAGE	-	30,100	15,100	15,100
EQUIPMENT MAINTENANCE	34,770	45,900	40,350	40,350
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	10,620	-	-	-
OPERATING EXPENSE	49,671	85,950	114,150	114,150
OPERATING EXPENSE TOTAL ---->	1,839,289	1,203,876	938,200	942,100
CAPITAL OUTLAY	15,894	7,200	19,100	9,000
CAPITAL OUTLAY TOTAL ---->	15,894	7,200	19,100	9,000
EXPENDITURES TOTAL ---->	3,579,801	2,901,632	2,750,603	2,752,061
TRANSFERS OUT	796,075	603,809	17,800	17,800
ALLOCATION OUT FOR PW-ADMIN	191,479	188,191	206,955	205,827
ALLOCATION OUT FOR OVERHEAD SRVCS	237,846	227,817	370,413	370,413
ALLOCATION OUT FOR INFO TECHNOLOGY	53,200	53,201	119,421	119,421
ALLOCATION OUT FOR RISK MANAGEMENT	102,192	98,490	16,250	16,250
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	70,232	64,721	275,547	275,547
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	12,396	12,396
TRANSFER & ALLOCATIONS OUT TOTAL -->	1,451,024	1,236,229	1,018,782	1,017,654
EXPENDITURES & TRANSFERS TOTAL -->	5,030,825	4,137,861	3,769,385	3,769,715
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	811,298	901,500	915,000	928,703
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	634,556	152,000	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	1,445,853	1,053,500	915,000	928,703
GENERAL TRANSFERS IN	1,027,708	701,000	871,000	884,065
ALLOCATIONS IN FOR OVERHEAD/PW ADMIN	454,869	415,614	615,134	615,952
ALLOCATIONS IN FOR OVERHEAD/ADMIN	-	-	144,351	144,351
TRANSFER & ALLOCATIONS IN TOTAL -->	1,482,577	1,116,614	1,630,485	1,644,368
REVENUE & TRANSFERS TOTAL ---->	2,928,430	2,170,114	2,545,485	2,573,071
NET: FROM OTHER GF RESOURCES ---->	2,102,394	1,967,747	1,223,900	1,196,644



PUBLIC WORKS DEPARTMENT

**WASTEWATER ENTERPRISE FUND - SEWER (601-5060)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	311,341	324,340	294,190	294,190
BENEFITS	116,463	119,190	119,596	121,743
PERSONNEL TOTAL ---->	427,804	443,530	413,786	415,933
UTILITIES	66,192	75,100	72,100	75,500
OFFICE ADMINISTRATIVE	13,710	14,645	14,595	15,045
PROFESSIONAL SERVICES	2,415,021	2,442,800	2,484,100	2,584,100
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	2,526	5,100	3,175	3,175
COMMUNITY RELATIONS	100	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	57,710	38,400	48,400	47,000
DEBT SERVICE	124,811	258,374	254,125	125,446
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	15,544	13,000	13,400	13,400
OPERATING EXPENSE TOTAL ---->	2,695,614	2,847,419	2,889,895	2,863,666
CAPITAL OUTLAY	525	11,400	7,000	7,000
CAPITAL PROJECTS	148,175	330,000	400,000	400,000
CAPITAL OUTLAY TOTAL ---->	148,700	341,400	407,000	407,000
EXPENSES TOTAL ---->	3,272,118	3,632,349	3,710,681	3,686,599
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	233,224	208,226	347,234	348,882
ALLOCATION OUT FOR OVERHEAD SRVCS	228,276	228,277	146,527	146,527
ALLOCATION OUT FOR INFO TECHNOLOGY	7,092	7,093	25,590	25,590
ALLOCATION OUT FOR RISK MANAGEMENT	17,948	17,950	10,419	10,419
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	41,448	41,450	93,709	93,709
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	9,083	9,083
OTHER FINANCING USES TOTAL -->	527,988	502,996	632,562	634,210
EXPENSES & FINANCING USES TOTAL -->	3,800,106	4,135,345	4,343,243	4,320,809
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	3,833,190	3,808,273	4,315,248	4,377,684
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	16,448	15,000	15,000	15,000
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	8,690	25,000	30,000	35,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	3,858,329	3,848,273	4,360,248	4,427,684
GENERAL TRANSFERS IN	-	-	-	-
OTHER FINANCING SOURCES TOTAL -->	-	-	-	-
REVENUE & FINANCING SOURCES TOTAL -->	3,858,329	3,848,273	4,360,248	4,427,684
WW-SEWER FUND NET REV (EXP) ---->	58,223	(287,072)	17,005	106,875



PUBLIC WORKS DEPARTMENT

**WASTEWATER ENTERPRISE FUND - STORM WATER (601-5050)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	88,083	88,300	-	-
BENEFITS	39,267	39,460	-	-
PERSONNEL TOTAL ---->	127,350	127,760	-	-
UTILITIES	(215)	-	-	-
OFFICE ADMINISTRATIVE	1,033	6,300	-	-
PROFESSIONAL SERVICES	7,927	37,800	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	12,131	13,000	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	812	1,000	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	30,422	42,000	-	-
OPERATING EXPENSE TOTAL ---->	52,109	100,100	-	-
CAPITAL OUTLAY	553,252	533,253	-	-
CAPITAL OUTLAY TOTAL ---->	553,252	533,253	-	-
EXPENSES TOTAL ---->	732,712	761,113	-	-
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	9,196	9,197	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	12,644	12,644	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	10,640	10,640	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	10,148	10,150	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
OTHER FINANCING USES TOTAL -->	42,628	42,631	-	-
EXPENSES & FINANCING USES TOTAL -->	775,340	803,744	-	-
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	115,000	115,000	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	115,000	115,000	-	-
GENERAL TRANSFERS IN	773,075	576,009	-	-
OTHER FINANCING SOURCES TOTAL -->	773,075	576,009	-	-
REVENUE & FINANCING SOURCES TOTAL -->	888,075	691,009	-	-
WW-STORM FUND NET REV (EXP) ---->	112,735	(112,735)	-	-



PUBLIC WORKS DEPARTMENT

**WASTEWATER ENTERPRISE FUND
TOTAL BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	399,424	412,640	294,190	294,190
BENEFITS	155,730	158,650	119,596	121,743
PERSONNEL TOTAL ---->	555,154	571,290	413,786	415,933
UTILITIES	65,977	75,100	72,100	75,500
OFFICE ADMINISTRATIVE	14,744	20,945	14,595	15,045
PROFESSIONAL SERVICES	2,422,948	2,480,600	2,484,100	2,584,100
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	14,657	18,100	3,175	3,175
COMMUNITY RELATIONS	100	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	58,522	39,400	48,400	47,000
DEBT SERVICE	124,811	258,374	254,125	125,446
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	45,966	55,000	13,400	13,400
OPERATING EXPENSE TOTAL ---->	2,747,724	2,947,519	2,889,895	2,863,666
CAPITAL OUTLAY	553,777	544,653	7,000	7,000
CAPITAL PROJECTS	148,175	330,000	400,000	400,000
CAPITAL OUTLAY TOTAL ---->	701,952	874,653	407,000	407,000
EXPENSES TOTAL ---->	4,004,830	4,393,462	3,710,681	3,686,599
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	242,420	217,423	347,234	348,882
ALLOCATION OUT FOR OVERHEAD SRVCS	240,920	240,921	146,527	146,527
ALLOCATION OUT FOR INFO TECHNOLOGY	17,732	17,733	25,590	25,590
ALLOCATION OUT FOR RISK MANAGEMENT	28,096	28,100	10,419	10,419
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	41,448	41,450	93,709	93,709
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	9,083	9,083
OTHER FINANCING USES TOTAL -->	570,616	545,627	632,562	634,210
EXPENSES & FINANCING USES TOTAL -->	4,575,446	4,939,089	4,343,243	4,320,809
REVENUE SUMMARY	Audited 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	3,833,190	3,808,273	4,315,248	4,377,684
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	131,448	130,000	15,000	15,000
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	8,690	25,000	30,000	35,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	3,973,329	3,963,273	4,360,248	4,427,684
GENERAL TRANSFERS IN	773,075	576,009	-	-
OTHER FINANCING SOURCES TOTAL -->	773,075	576,009	-	-
REVENUE & FINANCING SOURCES TOTAL -->	4,746,404	4,539,282	4,360,248	4,427,684
WASTEWATER FUND NET REV (EXP) ---->	170,958	(399,807)	17,005	106,875



PUBLIC WORKS DEPARTMENT

**LIGHTING & LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT #67 FUND
(215) BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-
UTILITIES	22,519	28,000	28,000	28,000
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	948	2,000	2,000	2,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	23,467	30,000	30,000	30,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	23,467	30,000	30,000	30,000
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	23,467	30,000	30,000	30,000
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	11,393	12,000	12,000	12,000
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	56	200	200	200
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	11,450	12,200	12,200	12,200
GENERAL TRANSFERS IN	18,000	17,800	17,800	17,800
TRANSFER & ALLOCATIONS IN TOTAL -->	18,000	17,800	17,800	17,800
REVENUE & TRANSFERS TOTAL ---->	29,450	30,000	30,000	30,000
L&L FUND NET REV (EXP) ---->	5,983	-	-	-



PUBLIC WORKS DEPARTMENT

**GAS TAX STREET MAINTENANCE / PROJECTS FUND (201)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	9,137	500	15,300	15,300
BENEFITS	4,015	270	5,100	5,100
PERSONNEL TOTAL ---->	13,152	770	20,400	20,400
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	169,622	24,284	98,803	100,231
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	169,622	24,284	98,803	100,231
CAPITAL OUTLAY	-	-	-	-
CAPITAL PROJECTS	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	182,774	25,054	119,203	120,631
TRANSFERS OUT	403,155	838,000	678,000	688,170
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	403,155	838,000	678,000	688,170
EXPENDITURES & TRANSFERS TOTAL -->	585,929	863,054	797,203	808,801
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	809,505	845,054	779,203	790,801
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	12,675	18,000	18,000	18,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	822,179	863,054	797,203	808,801
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	822,179	863,054	797,203	808,801
GAS TAX FUND NET REV (EXP) ---->	236,250	-	-	0



PUBLIC WORKS DEPARTMENT

**TRANSNET (PROPOSITION A) TRAFFIC IMPROVEMENTS FUND (202)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	7,706	14,000	20,400	20,400
BENEFITS	2,864	5,300	6,100	6,100
PERSONNEL TOTAL ---->	10,570	19,300	26,500	26,500
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-
CAPITAL PROJECTS	106,130	1,185,184	451,000	457,765
CAPITAL OUTLAY TOTAL ---->	106,130	1,185,184	451,000	457,765
EXPENDITURES TOTAL ---->	116,700	1,204,484	477,500	484,265
TRANSFERS OUT	172,300	673,000	193,000	195,895
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	172,300	673,000	193,000	195,895
EXPENDITURES & TRANSFERS TOTAL -->	289,000	1,877,484	670,500	680,160
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	528,685	1,050,945	644,186	653,849
LICENSES & PERMITS	10,615	7,000	12,400	12,400
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	6,805	10,000	14,000	14,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	546,105	1,067,945	670,586	680,249
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	546,105	1,067,945	670,586	680,249
PROP A FUND NET REV (EXP) ---->	257,104	(809,539)	86	89



PUBLIC WORKS DEPARTMENT

**CDBG - CAPITAL PROJECTS FUND (210)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	8,918	20,000	-	-
BENEFITS	3,454	7,000	-	-
PERSONNEL TOTAL ---->	12,372	27,000	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	109,725	111,000	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	109,725	111,000	-	-
CAPITAL OUTLAY	-	(104,164)	-	-
CAPITAL OUTLAY TOTAL ---->	-	(104,164)	-	-
EXPENDITURES TOTAL ---->	122,096	33,836	-	-
TRANSFERS OUT	-	-	300,000	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	300,000	-
EXPENDITURES & TRANSFERS TOTAL -->	122,096	33,836	300,000	-
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	187,794	138,000	300,000	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	(1,698)	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	186,096	138,000	300,000	-
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	186,096	138,000	300,000	-
CDBG PROJECTS FUND NET REV (EXP) ---->	63,999	104,164	-	-



PUBLIC WORKS DEPARTMENT

**RESIDENTIAL PARKS CONSTRUCTION FUND (206)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	-	-	-	-
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	-	-	-	-
EXPENDITURES & TRANSFERS TOTAL -->	-	-	-	-
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	14,300	7,000	7,000	7,000
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	1,069	2,000	2,000	2,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	15,369	9,000	9,000	9,000
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	15,369	9,000	9,000	9,000
RES. PARKS PRJ FUND NET REV (EXP) ---->	15,369	9,000	9,000	9,000



PUBLIC WORKS DEPARTMENT

**VEHICLE & EQUIPMENT REPLACEMENT / MAINTENANCE
INTERNAL SERVICE FUND (501)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	119,777	123,600	114,029	114,029
BENEFITS	47,359	47,275	52,914	53,946
PERSONNEL TOTAL ---->	167,136	170,875	166,943	167,975
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	3,499	4,100	4,100	4,100
PROFESSIONAL SERVICES	(1,100)	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	2,683	3,500	3,500	4,000
INSURANCE	-	-	-	-
VEHICLE USAGE	246,465	295,000	296,700	298,000
EQUIPMENT MAINTENANCE	10,691	15,000	5,000	5,100
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	4,883	2,500	2,500	2,500
OPERATING EXPENSE TOTAL ---->	267,121	320,100	311,800	313,700
CAPITAL OUTLAY	130,377	90,500	832,000	66,000
RESERVE	-	-	120,000	120,000
CAPITAL OUTLAY TOTAL ---->	130,377	90,500	952,000	186,000
EXPENSES TOTAL ---->	564,634	581,475	1,430,743	667,675
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	10,000	10,000	60,945	61,243
ALLOCATION OUT FOR OVERHEAD SRVCS	54,232	54,231	73,597	73,597
ALLOCATION OUT FOR INFO TECHNOLOGY	7,092	7,093	9,749	9,749
ALLOCATION OUT FOR RISK MANAGEMENT	8,740	8,740	157	157
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	500	500	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	27,124	27,124
OTHER FINANCING USES TOTAL -->	80,564	80,564	171,572	171,870
EXPENSES & FINANCING USES TOTAL -->	645,198	662,039	1,602,315	839,545
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	134,663	136,200	131,000	129,000
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
INVESTMENT/RENTAL INCOME	7,181	15,000	10,000	10,000
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	141,845	151,200	141,000	139,000
GENERAL TRANSFERS IN	-	-	300,000	-
ALLOCATIONS IN FOR VEHICLE-EQUIP	362,943	351,005	572,390	572,290
OTHER FINANCING SOURCES TOTAL -->	362,943	351,005	872,390	572,290
REVENUE & FINANCING SOURCES TOTAL -->	504,788	502,205	1,013,390	711,290
VEH/EQUIP FUND NET REV (EXP) ---->	(140,410)	(159,834)	(588,925)	(128,255)



PUBLIC WORKS DEPARTMENT

**CITY FACILITIES MAJOR PROJECTS INTERNAL SERVICE FUND (504)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
PERSONNEL TOTAL ---->	-	-	-	-
UTILITIES	-	-	-	-
OFFICE ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES	6,817	-	41,500	26,000
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	6,817	-	41,500	26,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL PROJECTS	-	134,000	-	-
RESERVE	-	-	100,000	100,000
CAPITAL OUTLAY TOTAL ---->	-	134,000	100,000	100,000
EXPENSES TOTAL ---->	6,817	134,000	141,500	126,000
TRANSFERS OUT	5,000	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	-	-	-	-
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	-	-
ALLOCATION OUT FOR RISK MANAGEMENT	-	-	-	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	-	-
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	-	-
OTHER FINANCING USES TOTAL -->	5,000	-	-	-
EXPENSES & FINANCING USES TOTAL -->	11,817	134,000	141,500	126,000
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	1,689	3,000	5,000	7,500
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	1,689	3,000	5,000	7,500
GENERAL TRANSFERS IN	5,000	10,000	-	-
ALLOCATIONS IN FOR FACILITIES MAJOR	-	-	139,000	139,000
OTHER FINANCING SOURCES TOTAL -->	5,000	10,000	139,000	139,000
REVENUE & FINANCING SOURCES TOTAL -->	6,689	13,000	144,000	146,500
FACILITIES ISF FUND NET REV (EXP) ---->	(5,129)	(121,000)	2,500	20,500



SPORTS PARK / SENIOR SERVICES

The Sports Park / Senior Services Department is intended to provide recreational services and other programs to citizens of all ages in Imperial Beach and to enhance the quality of life of residents of Imperial Beach. This Department seeks to provide and expand recreational opportunities, strengthen community image and sense of place, strengthen safety and security, promote health and wellness, foster human development, increase cultural unity, and facilitate community problem solving.

ORGANIZATION:

The Department is organized into the Sports Park Division and the Senior Services Division.

PROGRAMS & SERVICES SUMMARY

Sports Park

Purpose	<p>The purpose of the Sports Park Division is to offer athletic facilities and sports and fitness programs for City residents that foster sportsmanship, encourage fitness, and promote health and wellness.</p> <p>Given the inability of this program to provide an acceptable level of recreation programs and services while generating very little revenue, the City has proposed to eliminate this City program and transfer operation and management of the Sports Park facility to a non-profit Recreation Program and Service provider to offer greatly expanded, enhanced and specialized recreation services and programs to the residents of Imperial Beach on behalf of the City.</p>
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Senior Services

Purpose	<p>The purpose of Senior Services Division is to provide City residents a variety of programs and activities that promote health and wellness, social interaction, and foster a sense of belonging.</p>
Major Services	<ul style="list-style-type: none"> • Organize and promote Senior trips • Operate Senior programs • Organize and promote free and/or reduced rate recreation classes • Develop and implement special events for seniors



SPORTS PARK & SENIOR SERVICES DEPARTMENT

**SPORTS PARK (101-6010)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	112,904	73,905	37,692	-
BENEFITS	30,187	27,870	14,706	-
PERSONNEL TOTAL ---->	143,091	101,775	52,398	-
UTILITIES	8,217	8,500	4,250	-
OFFICE ADMINISTRATIVE	8,671	5,000	3,550	-
PROFESSIONAL SERVICES	38,213	10,000	30,000	50,000
UNIFORMS & SAFETY EQUIPMENT	-	450	225	-
PROFESSIONAL DEVELOPMENT	97	540	270	-
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	-	-
VEHICLE USAGE	-	100	50	-
EQUIPMENT MAINTENANCE	1,492	2,000	1,000	-
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	1,689	1,450	725	-
OPERATING EXPENSE TOTAL ---->	58,379	28,040	40,070	50,000
CAPITAL OUTLAY	-	710	355	-
CAPITAL OUTLAY TOTAL ---->	-	710	355	-
EXPENDITURES TOTAL ---->	201,470	130,525	92,823	50,000
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	29,024	29,024	14,512	-
ALLOCATION OUT FOR INFO TECHNOLOGY	7,124	7,125	3,563	-
ALLOCATION OUT FOR RISK MANAGEMENT	9,020	9,020	4,510	-
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	200	200	100	-
TRANSFER & ALLOCATIONS OUT TOTAL -->	45,368	45,369	22,685	-
EXPENDITURES & TRANSFERS TOTAL -->	246,838	175,894	115,507	50,000
REVENUE SUMMARY	Audited 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	12,764	9,000	3,450	-
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	-	-
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	12,764	9,000	3,450	-
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	12,764	9,000	3,450	-
NET: FROM OTHER GF RESOURCES ---->	234,074	166,894	112,057	50,000



SPORTS PARK & SENIOR SERVICES DEPARTMENT

**SENIOR SERVICES (101-6030)
BUDGET SUMMARY**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	17,127	16,900	29,319	29,319
BENEFITS	1,738	2,005	3,226	3,290
PERSONNEL TOTAL ---->	18,865	18,905	32,545	32,609
UTILITIES	935	1,500	1,500	1,500
OFFICE ADMINISTRATIVE	163	1,175	1,100	1,100
PROFESSIONAL SERVICES	-	-	-	-
UNIFORMS & SAFETY EQUIPMENT	-	-	-	-
PROFESSIONAL DEVELOPMENT	-	125	125	125
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	75	75
VEHICLE USAGE	-	-	-	-
EQUIPMENT MAINTENANCE	-	200	200	200
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	-	-	-	-
OPERATING EXPENSE TOTAL ---->	1,098	3,000	3,000	3,000
CAPITAL OUTLAY	-	-	-	-
CAPITAL OUTLAY TOTAL ---->	-	-	-	-
EXPENDITURES TOTAL ---->	19,962	21,905	35,545	35,609
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	5,088	5,087	30,747	30,747
ALLOCATION OUT FOR INFO TECHNOLOGY	-	-	9,749	9,749
ALLOCATION OUT FOR RISK MANAGEMENT	1,988	1,990	157	157
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	-	-	10,412	10,412
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	14,874	14,874
TRANSFER & ALLOCATIONS OUT TOTAL -->	7,076	7,077	65,939	65,939
EXPENDITURES & TRANSFERS TOTAL -->	27,038	28,982	101,484	101,548
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	890	800	800	800
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	500	500
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	890	800	1,300	1,300
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	890	800	1,300	1,300
NET: FROM OTHER GF RESOURCES ---->	26,148	28,182	100,184	100,248



SPORTS PARK & SENIOR SERVICES DEPARTMENT

**SPORTS PARK & SENIOR SERVICES DEPARTMENT
BUDGET SUMMARY (General Fund only)**

EXPENDITURES SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
SALARIES	130,031	90,805	67,011	29,319
BENEFITS	31,925	29,875	17,932	3,290
PERSONNEL TOTAL ---->	161,956	120,680	84,943	32,609
UTILITIES	9,152	10,000	5,750	1,500
OFFICE ADMINISTRATIVE	8,833	6,175	4,650	1,100
PROFESSIONAL SERVICES	38,213	10,000	30,000	50,000
UNIFORMS & SAFETY EQUIPMENT	-	450	225	-
PROFESSIONAL DEVELOPMENT	97	665	395	125
COMMUNITY RELATIONS	-	-	-	-
INSURANCE	-	-	75	75
VEHICLE USAGE	-	100	50	-
EQUIPMENT MAINTENANCE	1,492	2,200	1,200	200
DEBT SERVICE	-	-	-	-
SERIAL BONDS	-	-	-	-
PROGRAM COSTS	-	-	-	-
OPERATING EXPENSE	1,689	1,450	725	-
OPERATING EXPENSE TOTAL ---->	59,476	31,040	43,070	53,000
CAPITAL OUTLAY	-	710	355	-
CAPITAL OUTLAY TOTAL ---->	-	710	355	-
EXPENDITURES TOTAL ---->	221,432	152,430	128,368	85,609
TRANSFERS OUT	-	-	-	-
ALLOCATION OUT FOR PW-ADMIN	-	-	-	-
ALLOCATION OUT FOR OVERHEAD SRVCS	34,112	34,111	45,259	30,747
ALLOCATION OUT FOR INFO TECHNOLOGY	7,124	7,125	13,312	9,749
ALLOCATION OUT FOR RISK MANAGEMENT	11,008	11,010	4,667	157
ALLOCATION OUT FOR VEHICLE & EQUIPMENT	200	200	10,512	10,412
ALLOCATION OUT FOR FACILITIES MAJOR	-	-	14,874	14,874
TRANSFER & ALLOCATIONS OUT TOTAL -->	52,444	52,446	88,624	65,939
EXPENDITURES & TRANSFERS TOTAL -->	273,876	204,876	216,991	151,548
REVENUE SUMMARY	Actuals 2011-12	Projected 2012-13	Budget 2013-14	Budget 2014-15
BUSINESS LICENSES	-	-	-	-
CHARGES FOR SERVICES	13,654	9,800	4,250	800
FINES & FORFEITURES	-	-	-	-
FRANCHISE FEES	-	-	-	-
FROM OTHER AGENCIES	-	-	-	-
LICENSES & PERMITS	-	-	-	-
OTHER REVENUE	-	-	500	500
PROPERTY TAXES	-	-	-	-
SALES TAXES	-	-	-	-
TRANSIENT OCCUPANCY TAX	-	-	-	-
INVESTMENT/RENTAL INCOME	-	-	-	-
VEHICLE IN LIEU	-	-	-	-
REVENUE TOTAL ---->	13,654	9,800	4,750	1,300
GENERAL TRANSFERS IN	-	-	-	-
TRANSFER & ALLOCATIONS IN TOTAL -->	-	-	-	-
REVENUE & TRANSFERS TOTAL ---->	13,654	9,800	4,750	1,300
NET: FROM OTHER GF RESOURCES ---->	260,222	195,076	212,241	150,248



PERSONNEL SUMMARIES

For Fiscal Years 2013-2015



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SUMMARY OF EMPLOYEE BENEFITS AND COMPENSATION

The Human Resources Department is committed to providing superior services to employees, departments and the public; to ensure an informed, quality work force and community, while treating everyone with fairness, dignity and respect.

The Human Resources Department develops and manages the delivery of personnel services and programs including recruitment and selection of qualified employees, classification and compensation, administration of benefit programs, workers' compensation, labor negotiation process and employee relations, coordination of City-wide training and development for employees, conflict resolution and employee counseling on human resources related matters. The Department ensures compliance with employment regulations and the integrity of the City's personnel policies and practices and state and federal laws. In addition, the Department advises departments on the interpretation and application of City policies, procedures and interpretation of provisions within labor Memorandum of Understandings.

The Human Resources Department administers a variety of programs and is committed to implementing comprehensive employee benefits by providing support and personal assistance to our valued employees, retirees, dependents, and service providers. The City of Imperial Beach participates in CalPERS health and retirement programs and offers the following benefits and services to employees. Below is a sample of these benefits:

MEDICAL/ DENTAL/ VISION Employees and dependents may choose from several medical plans available through the California Public Employees' Retirement system (CalPERS). The City pays a monthly Cafeteria Plan contribution towards the premium for employee and dependent medical as well as dental, vision benefits.

MEDICAL/ DEPENDENT FLEXIBLE SPENDING PLAN Employees may participate in the Health Care and Dependent Care Reimbursement plans on a pre-tax contribution basis.

RETIREMENT The City contracts with CalPERS for the provisions of its retirement benefits.

Miscellaneous Employee Benefit Formulas:

Tier 1 Retirement Local Miscellaneous 2.7% @ 55 Employee Deduction: 8%

Tier 2 Retirement Local Miscellaneous 2% @ 60 Employee Deduction: 8%

Tier 3 Retirement Local Miscellaneous 2% @ 62 Employee Deduction: 6.25%

Safety-Lifeguards Employee Benefit Formulas:

Tier 1 Retirement Local Miscellaneous 2% @ 50 Employee Deduction: 9%

Tier 2 Retirement Local Miscellaneous 2% @ 50 Employee Deduction: 9%

Tier 3 Retirement Local Miscellaneous 2.7% @ 57 Employee Deduction: 11.50%

Safety-Fire Employee Benefit Formulas:

Tier 1 Retirement Local Miscellaneous 3% @ 50 Employee Deduction: 9%

Tier 2 Retirement Local Miscellaneous 2% @ 50 Employee Deduction: 9%

Tier 3 Retirement Local Miscellaneous 2.7% @ 57 Employee Deduction: 11.50%

SOCIAL SECURITY The City participates in the Federal Social Security Administration program.

DEFERRED COMPENSATION The City contracts with ICMA-RC to provide a supplemental retirement program that allows employees to make contributions.



LIFE INSURANCE/ ACCIDENTAL DEATH & DISMEMBERMENT The City of Imperial Beach pays basic life insurance AD&D coverage for employees. Volunteer Life Insurance is also available for employee to purchase for self, spouse, and children.

SHORT/ LONG TERM DISABILITY The City provides employees with Short and Long Term Disability Plans. These plans are paid 100% by the employees. These plans provide financial protection to the employee by paying a portion of their income while they are disabled..

SICK LEAVE Employees accrue sick leave hours for each full month of service.

VACATION Employees accrue vacation based on years of service.

HOLIDAYS The City observes 12 scheduled holidays for miscellaneous employees and 13 for fire employees; plus, two floating holidays per year.

WORKERS' COMPENSATION INSURANCE The City provides workers' compensation coverage and which is self-funded, and the benefits are administered by a third party vendor.

EMPLOYEE ASSISTANCE PROGRAM The City provides an employee assistance program for employees and their dependents.

OTHER PROGRAMS The City provides Bilingual Pay Differential, Uniforms, Notary Pay Differential and an Employee Computer Purchase Program.



EMPLOYEE POSITIONS ALLOCATIONS BY DEPARTMENT

	Adopted Budget 2012-2013	Proposed Budget 2013-2014	Proposed Budget 2014-2015
GENERAL GOVERNMENT			
MAYOR/CITY COUNCIL 101-1010			
Mayor	1.00	1.00	1.00
City Council	4.00	4.00	4.00
Administrative Secretary II	0.25	0.25	0.25
TOTAL MAYOR/CITY COUNCIL	5.25	5.25	5.25
CITY MANAGER 101-1110			
City Manager	1.00	1.00	1.00
Administrative Secretary II	0.65	0.65	0.65
TOTAL CITY MANAGER	1.65	1.65	1.65
CITY CLERK 101-1020			
City Clerk	1.00	1.00	1.00
Clerk Typist	1.00	1.00	1.00
Deputy City Clerk	-	-	1.00
TOTAL CITY CLERK	2.00	2.00	3.00
HUMAN RESOURCES 101-1130			
Asst City Mgr/CD Director	-	0.35	0.25
Human Resources Analyst	-	0.90	0.90
Human Resources Technician	1.00	-	-
Human Resources Manager	0.90	-	-
TOTAL HUMAN RESOURCES	1.90	1.25	1.15
TOTAL - GENERAL GOV'T:	10.80	10.15	11.05
ADMINISTRATIVE SERVICES			
FINANCE 101-1210			
Administrative Services Director	-	0.50	0.50
Finance Director	0.70	-	-
Finance Supervisor	0.80	-	-
Financial Services Assistant	1.00	0.70	0.70
Senior/Account Clerk Tech	0.80	0.60	0.60
Account/Clerk Technician	1.00	0.50	0.50
Account/Clerk Technician	1.00	1.00	1.00
Account/Clerk Technician	1.00	1.00	1.00
TOTAL FINANCE	6.30	4.30	4.30
TREASURY 101-1211			
Administrative Services Director	-	0.10	0.10
Financial Services Assistant	-	0.10	0.10
Senior/Account Clerk Tech	-	0.20	0.20
Account/Clerk Technician	-	0.50	0.50
TOTAL TREASURY	-	0.90	0.90



EMPLOYEE POSITIONS ALLOCATIONS BY DEPARTMENT

	Adopted Budget 2012-2013	Proposed Budget 2013-2014	Proposed Budget 2014-2015
RISK MGMT FUND 502-1922			
Administrative Services Director	-	0.20	0.20
Finance Director	0.20	-	-
Finance Supervisor	0.20	-	-
Financial Services Assistant	-	0.20	0.20
Senior/Account Clerk Tech	0.20	0.20	0.20
Human Resources Manager	0.10	-	-
Human Resource Analyst	-	0.10	0.10
Administrative Secretary II	0.10	0.10	0.10
TOTAL RISK MGMT	0.80	0.80	0.80
INFORMATION TECHNOLOGY FUND 503-1923			
Administrative Services Director	-	0.20	0.20
Finance Director	0.10	-	-
Network Systems Administrator	1.00	1.00	1.00
Network Systems Technician (PT)	0.50	0.50	0.50
TOTAL INFO TECHNOLOGY FUND	1.60	1.70	1.70
TOTAL - ADMIN SRVCS:	8.70	7.70	7.70
COMMUNITY DEVELOPMENT DEPARTMENT			
PLANNING 101-1230			
Asst City Mgr/CD Director	1.00	0.30	0.30
Administrative Secretary II	1.00	1.00	1.00
City Planner	1.00	1.00	1.00
Redevelopment Coordinator	1.00		
Assistant Project Manager	1.00		
Associate Planner	1.00	1.00	1.00
Administrative Intern (PT)	0.50	-	-
TOTAL PLANNING	6.50	3.30	3.30
ECONOMIC DEVELOPMENT 101-1120			
Asst City Mgr/CD Director	-	0.25	0.25
TOTAL ECO DEVELOPMENT	-	0.25	0.25
BUILDING 101-3040			
Asst City Mgr/CD Director	-	0.15	0.15
Building Official	1.00	1.00	1.00
Building/Inspector I	1.00	1.00	1.00
Deputy Building Official (PT)	0.50	-	-
TOTAL BUILDING	2.50	2.15	2.15
CODE ENFORCEMENT 101-3070			
Asst City Mgr/CD Director	-	0.05	0.05
Building/Code Compliance Specialist (PT)	0.40	0.40	0.40
Code Compliance Officer	-	-	1.00
Code Compliance Officer (PT)	0.40	1.00	-
TOTAL CODE ENFORCEMENT	0.80	1.45	1.45



EMPLOYEE POSITIONS ALLOCATIONS BY DEPARTMENT

	Adopted Budget 2012-2013	Proposed Budget 2013-2014	Proposed Budget 2014-2015
ABANDONED VEHICLE ABATEMENT 101-3080			
Code Compliance Officer	1.40	-	-
Building/Code Compliance Specialist (PT)	0.10	0.10	0.10
TOTAL ABANDONED VEHICLE	1.50	0.10	0.10
TOTAL - COMMUNITY DEVLPMNT:	11.30	7.25	7.25
PUBLIC SAFETY DEPARTMENT			
LAW ENFORCEMENT CONTRACT 101-3010			
Public Safety Director/Fire Chief	0.25	0.25	0.25
Management Analyst	0.10	0.10	0.10
TOTAL LAW ENFORCEMENT	0.35	0.35	0.35
LIFEGUARDS 101-3030			
Lifeguard Captain	1.00	1.00	1.00
Beach Lifeguard Sergeant	1.00	2.00	2.00
Beach Lifeguard II	3.00	6.00	6.00
Beach Lifeguard I/II (PT)	11.00	8.00	8.00
Public Safety Director/Fire Chief	0.30	0.30	0.30
Management Analyst	0.30	0.30	0.30
TOTAL LIFEGUARDS	16.60	17.60	17.60
ANIMAL CONTROL 101-3050			
Public Safety Director/Fire Chief	0.05	0.05	0.05
Management Analyst	0.10	0.10	0.10
TOTAL ANIMAL CONTROL	0.15	0.15	0.15
FIRE-RESCUE 101-3020			
Public Safety Director/Fire Chief	0.30	0.40	0.40
Fire Captain	3.00	3.00	3.00
Fire Engineer Paramedic	3.00	3.00	3.00
Firefighter/Paramedic	4.00	4.00	5.00
Fire/Safety Inspector II	1.00	1.00	1.00
Residential Fire/Safety Inspector (PT)	0.50	-	-
Management Analyst	0.30	0.50	0.50
Office Specialist (PT)	0.50	0.50	0.50
TOTAL FIRE-RESCUE	12.60	12.40	13.40
DISASTER PREPAREDNESS 101-3060 (moved into Fire in FY 14)			
Management Analyst	0.20	-	-
Public Safety Director/Fire Chief	0.10	-	-
TOTAL DISASTER PREPAREDNESS	0.30	-	-
TOTAL - PUBLIC SAFETY:	30.00	30.50	31.50



EMPLOYEE POSITIONS ALLOCATIONS BY DEPARTMENT

	Adopted Budget 2012-2013	Proposed Budget 2013-2014	Proposed Budget 2014-2015
PUBLIC WORKS DEPARTMENT			
PUBLIC WORKS ADMINISTRATION 101-5020			
Public Works Director	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00
Administrative Secretary II	1.00	1.00	1.00
Capital Improvement Project Manager	1.00	1.00	1.00
Public Works Inspector	1.00	-	-
Customer Service Specialist (PT)	0.50	0.50	0.50
Geographic Info System Administrator (a)	1.00	1.00	1.00
TOTAL PW ADMINISTRATION	6.50	5.50	5.50
STREET MAINTENANCE 101-5010			
Street Supervisor	1.00	1.00	1.00
Graffiti Coordinator	1.00	-	-
Graffiti Maintenance Worker	1.00	-	-
Maintenance Worker	2.00	1.00	1.00
Maintenance Worker I	2.00	2.00	2.00
Maintenance Worker II	1.00	1.00	1.00
TOTAL STREET MAINT	8.00	5.00	5.00
TIDELANDS MAINTENANCE 101-6040			
Grounds/Facilities Supervisor	0.50	0.50	0.50
Tidelands Supervisor	1.00	-	-
Beach Maintenance Worker (PT)	8.00	8.00	8.00
Maintenance Worker	-	-	-
Maintenance Worker I	1.00	2.00	2.00
Maintenance Worker II	2.00	2.00	2.00
TOTAL TIDELAND MAINT	12.50	12.50	12.50
PARK MAINTENANCE 101-6020			
Grounds/Facilities Supervisor	0.25	0.25	0.25
Maintenance Worker I	0.50	0.20	0.20
Maintenance Worker II	1.00	1.00	1.00
TOTAL PARK MAINT	1.75	1.45	1.45
CITY FACILITIES MAINTENANCE 101-1910			
Grounds/Facilities Supervisor	0.25	0.25	0.25
Maintenance Worker I	0.50	0.80	0.80
Custodian	1.00	1.00	1.00
TOTAL FACILITIES MAINT	1.75	2.05	2.05
STORM WATER 101-5050			
Environmental Program Manager	-	0.90	0.90
Environmental Program Specialist	-	0.75	0.75
TOTAL STORM WATER	-	1.65	1.65
SOLID WASTE MANAGEMENT 101-5040			
Environmental Program Manager	0.85	0.10	0.10
Environmental Program Specialist	0.60	0.25	0.25
TOTAL SOLID WASTE MANAGEMENT	1.45	0.35	0.35



EMPLOYEE POSITIONS ALLOCATIONS BY DEPARTMENT

	Adopted Budget 2012-2013	Proposed Budget 2013-2014	Proposed Budget 2014-2015
WASTEWATER ENTERPRISE FUND - SEWER 601-5060			
Sewer Supervisor	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	2.00
Maintenance Worker I	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00
TOTAL WASTEWATER - SEWER	5.00	5.00	5.00
WASTEWATER ENTERPRISE FUND - STORM WATER 601-5050			
Environmental Program Manager	0.15	-	-
Environmental Program Specialist	0.40	-	-
TOTAL STORM WATER	0.55	-	-
VEHICLE/EQUIP REPLACE/MAINT FUND 501-1910			
Fleet Supervisor	1.00	1.00	1.00
Mechanic II	1.00	1.00	1.00
TOTAL VEHICLE MAINT	2.00	2.00	2.00
TOTAL FTE - PUBLIC WORKS:	38.95	35.50	35.50
SPORTS PARK & SENIOR SERVICES DEPARTMENT			
SPORTS PARK 101-6010 (Funded for 6 months in FY 2014)			
Recreation Leader	1.00	0.50	-
Recreation Leader (PT)	0.50	-	-
Recreation Program Aide (PT)	2.00	0.75	-
Recreation Program Coordinator (PT)	0.50	0.25	-
TOTAL RECREATION PARKS	4.00	1.50	-
SENIOR SERVICES 101-6030			
Program Aide (PT)	0.50	0.50	0.50
Program Coordinator (PT)	0.50	0.50	0.50
TOTAL SENIOR SERVICES	1.00	1.00	1.00
TOTAL FTE - SPORTS PARK/SENIORS:	5.00	2.50	1.00
TOTAL FTE - CITYWIDE:	104.75	93.60	94.00

* 1.0 FTE = 2,080 hrs worked per yr.
 Partial year funding reflected on a pro-rata basis.

(a) GIS Administrator funded by Info Technology Fund, but reports to PW Admin.



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APPENDICES & RESOLUTIONS

For Fiscal Years 2013-2015



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City of Imperial Beach Community Profile

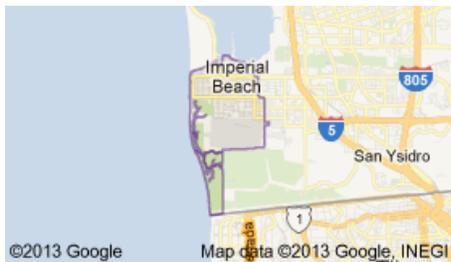
Over the years, the personality of Imperial Beach has been shaped by its residents; from early visitors seeking a carefree beachside respite to escape the inland heat, military families finding a sanctuary to call home, dedicated environmentalists, and classic California laid-back surfers. During real estate booms, wars, and sandcastle building, this quiet bedroom community near regional employment has attracted and welcomed all, and celebrates its citizens' diversity and character.

Location

While “personalities” may change with the times, Imperial Beach holds one distinguishing title that will never change: ‘the southwestern most city in the continental United States’. Its boundaries cover as far south as you can go in San Diego County as it abuts against the United States/Mexico international border, and as far west as at the edge of the Pacific Ocean.



History



The “official” history of Imperial Beach begins in 1956 when the act of incorporation was recorded in the California State Secretary's office on July 18th. Filed under the category of “the more things change, the more they stay the same...” it seems that developers were interested in building a commercial center in the area of 9th and Palm Avenue. The development eventually proceeded and was called “Miracle Center.”

However, the actual origins of Imperial Beach date to 1887 when an earlier developer filed subdivision maps for what was then known as “South San Diego Beach.” Within these plans, came the idea for creating a summer haven for residents of heat-inflicted Imperial County. The name Imperial Beach emerged as a marketing ploy.



Community Profile-History continued



Capitalizing on the beachfront, the first of several piers was built in 1909, but not merely as a scenic or sport-fishing attraction. Imperial Beach ventured into new inventions of the future as one of the first homes to a “wave machine” that could, and did, generate electricity.

The military has long been a part of the fabric of Imperial Beach. While the Navy has figured prominently in San Diego, in Imperial Beach it was the Army who first planted a flag. Whichever the service, aviation seems to play a recurring role in the military presence in Imperial Beach. Today, while in the past, Imperial Beach serves as home to “Camps,” “Forts,” and “Stations,” and is home to the “Naval Auxiliary Landing Field.” Navy pilots and helicopters are a regular fixture in the airspace above Imperial Beach, performing training exercises at what some history buffs still refer to “Ream Field.”

Owing to the presence of the international border to the south, the military presence also provided a buffer between the two nations. In the 1960’s voters approved funds to create the “Border Fields State Park” which became a reality in the 1970’s. Throughout this period competing interests promoted plans for marinas and other commercial/residential ideas, while at the same time environmental preservationists pushed for the establishment of a natural estuary. Those plans became a reality, and today, Imperial Beach is flanked by the Tijuana River [National Estuarine Research Reserve](#) and the [San Diego National Wildlife Refuge](#), making it one of the most environmentally friendly cities in the United States.

Today, Imperial Beach remains a primarily residential community, with international borders, oceans, and environmental space forming boundaries and limitations. Imperial Beach citizens are looking forward to sustaining their small beach town charm, while also looking forward to future opportunities for additional shopping and visiting new restaurants and entertainment venues.



DEMOGRAPHIC & SOCIO ECONOMIC ESTIMATES Imperial Beach

Jan 1, 2012

Total Population	26,609
Household Population	25,972
Group Quarters Population	637
Persons Per Household	2.82

HOUSING AND OCCUPANCY

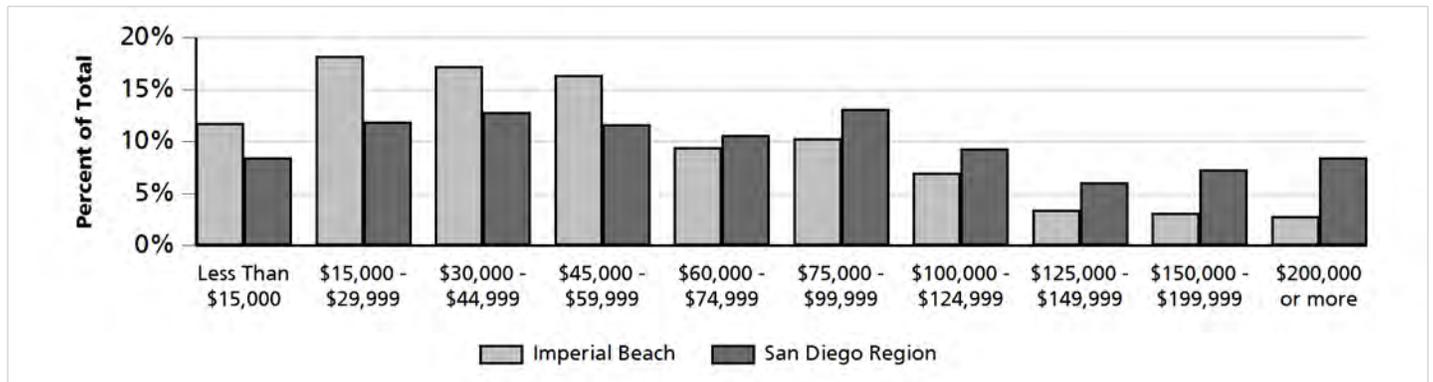
	Total Housing Units	Occupied Households	Vacancy Rate
Total Housing Units	9,863	9,202	6.7%
Single Family - Detached	2,783	2,630	5.5%
Single Family - Multiple-Unit	2,764	2,608	5.6%
Multi-Family	4,007	3,690	7.9%
Mobile Home and Other	309	274	11.3%

HOUSEHOLD INCOME

Households by Income Category (2010 \$, adjusted for inflation)

	Less than \$15,000	\$15,000-\$29,999	\$30,000-\$44,999	\$45,000-\$59,999	\$60,000-\$74,999	\$75,000-\$99,999	\$100,000-\$124,999	\$125,000-\$149,999	\$150,000-\$199,999	\$200,000 or more
% of Total	12%	18%	17%	16%	9%	10%	7%	3%	3%	3%

Median Household Income	2011
Adjusted for Inflation (2010 \$)	\$47,485
Not adjusted for inflation (current 2011\$)	\$48,925



IMPORTANT ADVISORY:

Caution should be taken when using data for small population groups, particularly at small levels of geography. Minor adjustments were made (such as correcting the location of housing units that were erroneously allocated by the Census Bureau to roads and open space) to more accurately reflect the region's true population and housing distribution.

In addition, Census 2010 does not include information about structure type or household income. Those details and other demographic estimates shown here are developed from other sources, including the California Department of Finance E-5 estimates for cities and the County of San Diego; San Diego County Assessor Records, vital events records from the California Department of Health, and income data from the U.S. Census Bureau American Community Survey.

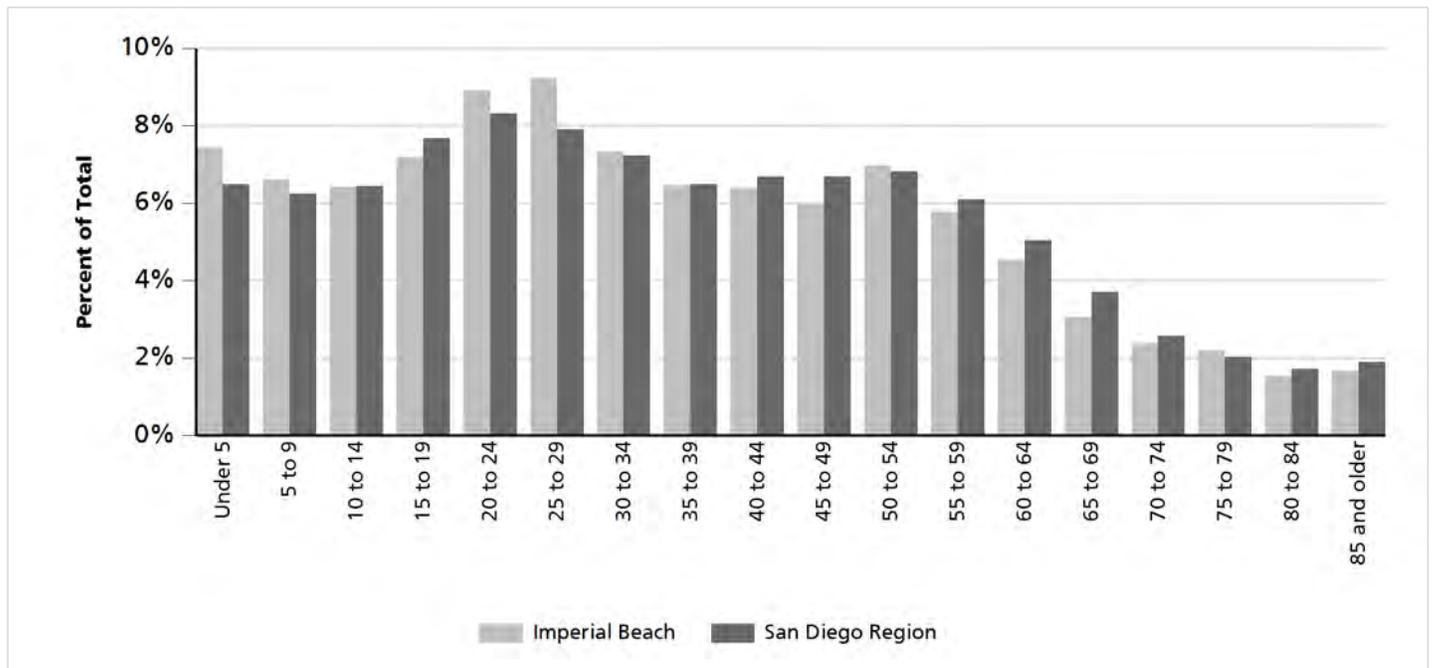
Caution should always be taken when using data for small population groups, particularly at small levels of geography.



POPULATION BY GENDER AND AGE

	Total	Male	Female	Percent Female
Total Population	26,609	13,379	13,230	50%
Under 5	1,976	1,035	941	48%
5 to 9	1,758	866	892	51%
10 to 14	1,710	900	810	47%
15 to 17	1,061	557	504	48%
18 and 19	851	442	409	48%
20 to 24	2,371	1,238	1,133	48%
25 to 29	2,451	1,299	1,152	47%
30 to 34	1,949	995	954	49%
35 to 39	1,718	877	841	49%
40 to 44	1,698	831	867	51%
45 to 49	1,591	792	799	50%
50 to 54	1,855	902	953	51%
55 to 59	1,540	741	799	52%
60 and 61	536	274	262	49%
62 to 64	671	330	341	51%
65 to 69	809	384	425	53%
70 to 74	630	279	351	56%
75 to 79	582	272	310	53%
80 to 84	409	181	228	56%
85 and older	443	184	259	58%
Under 18	6,505	3,358	3,147	48%
65 and older	2,873	1,300	1,573	55%
Median Age	32.9	31.8	34.1	N/A

POPULATION BY AGE





PROPOSED RESOLUTION NO. 2013-7333

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ADOPTING THE BUDGETS FOR FISCAL YEARS 2013-14 AND 2014-15, AND AMENDING THE GENERAL FUND APPROPRIATIONS FOR FISCAL YEAR 2012-13

WHEREAS, the City Council reviewed and discussed on May 1 and 15th the FY 2013-2015 proposed budget and has discussed the recommendations contained therein during public meetings; and

WHEREAS, the Council held a public meeting on May 1, 2013 and May 15, 2013 for purposes of receiving public input on the proposed budget; and

WHEREAS, the proposed budget was prepared in accordance with the financial policies of the City; and

WHEREAS, the appropriation as listed within the Two-Year Budget for the 2013/2015 Fiscal Years will provide the level of services deemed appropriate by the City Manager consistent with anticipated revenues; and

WHEREAS, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2013-2015.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. That the Budget for the City of Imperial Beach totaling appropriations of \$27,029,932 in Fiscal Year 2013-14 and \$25,989,256 in Fiscal Year 2014-15, as part of the combined Two-Year Budget for the Fiscal Years 2013-2015, is adopted as the Budget of the City for said fiscal years subject to City Council review.
2. That the General Fund expenditure appropriations for fiscal year 2012-13 is hereby increased by \$1,000,000 for the purpose of creating a CalPERS side fund in order to reduce the City's unfunded pension liability;
3. That resources from the General Fund's unassigned fund balance be committed by the City Council for fiscal year 2012-13 in the amount of \$1,800,000 for the economic uncertainty reserve and \$1,700,000 for the strategic capital improvement reserve, pursuant to Council Policy 420.
4. That resources from the General Fund's assigned fund balance reserve be committed by the City Council in the amount of \$100,000 in fiscal year 2012-13 for the Public Safety Regional Communication System (RCS) in the strategic capital improvement reserve, pursuant to Council Policy 420; Further that \$100,000 be committed to this reserve in each of the future fiscal years until it reaches a total of \$800,000 or when the City is required to enter into an agreement with the County of San Diego for the purchase of the City's share of the RCS infrastructure.
5. That resources from the General Fund's assigned fund balance reserve for public works during FY 2011-12 be committed by the City Council for fiscal year 2012-13 in the amount of \$1,841,230 for the strategic capital improvement reserve, pursuant to Council Policy 420.



- 6. That the Administrative Services Director is authorized to adjust Fiscal Year 2013-14 General Fund department budgets within existing General Fund totals.
- 7. That the City Clerk of the City of Imperial Beach is hereby directed to forward a copy of said approved and adopted budget to the County Controller of San Diego County for filing pursuant to Government Code Section 53901.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May, 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK



PROPOSED RESOLUTION NO. 2013-7336

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ELECTING THE POPULATION AND PRICE ADJUSTMENT FACTORS AND ESTABLISHING THE 2013-2014 APPROPRIATIONS LIMIT OF THE CITY OF IMPERIAL BEACH PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII B, AND SECTION 7900 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE

WHEREAS, pursuant to Article XIII B of the California Constitution, and Section 7900 et seq. of the California Government Code, the City of Imperial Beach is responsible for determination of the appropriations limit for the 2013-2014 fiscal year; and

WHEREAS, pursuant to amendments to Article XIII B enacted in 1990, the City Council is required to elect the population and price adjustment factors used to calculate the appropriations limit; and

WHEREAS, the City Council has considered the matter at a regularly scheduled Council meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. For the calculation of the appropriations limit for 2013-2014 fiscal year, the City Council elects the following annual adjustment factors: (1) the percentage change in California's per capita income growth; and (2) the population adjustment factor of the County population growth.
2. It is hereby determined that the appropriations limit for the 2013-2014 fiscal year for the City of Imperial Beach is Twenty Million Eight Hundred Five Thousand and Eight Hundred and Six Dollars (\$20,805,806) based on applicable funds subject to the limit totaling \$10,951,471.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May, 2013, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK



GANN ANNUAL APPROPRIATION LIMIT FISCAL YEAR 2013-2014

Appropriations Limitation, imposed by Propositions 4 and 111, establishes a formula to restrict the amount of revenues that can be appropriated in any fiscal year. The Limit is based on actual appropriations for base fiscal year 1978-79 and is increased annually using the growth in population and a price adjustment index, as well as commercial property development within the City during the year. Revenues that are restricted to the limitation are those which are referred to as “proceeds of taxes,” such as sales tax, property tax and business license tax.

The City must adopt an appropriation limit for each fiscal year. Beginning with the fiscal year 1990-1991, the law provides the local agency an option to calculate the adjustment factors by the following:

Price Factor: Either the percentage change in the California Per Capita Income or the percentage change in the local assessment roll from the preceding year due to the addition of local non-residential construction.

Population Factor: Either the City’s own population growth or the population growth of the entire County.

TEN YEAR HISTORY OF PRICE AND POPULATION FACTORS & TAX APPROPRIATIONS LIMIT ⁽¹⁾ FOR FISCAL YEARS 2005 to 2014

Fiscal Year	Price Adjustment	Population Adjustment	Total Adjustment	Appropriations Limit ⁽²⁾	% of City Appropriations Subject to the GANN Limit
2005	1.0328	x 1.0010	= 1.0338	\$14,850,594	39%
2006	1.0526	x 1.0040	= 1.0568	\$15,694,262	46%
2007	1.0396	x 1.0094	= 1.0494	\$16,469,123	49%
2008	1.0442	x 1.0050	= 1.0494	\$17,283,044	45%
2009	1.0429	x 1.0170	= 1.0606	\$18,330,903	45%
2010	1.0062	x 1.0050	= 1.0112	\$18,536,777	39%
2011	0.9746	x 1.0116	= 0.9859	\$18,275,508	39%
2012	1.0251	x 1.0035	= 1.0287	\$18,799,793	36%
2013	1.0377	x 1.0065	= 1.0444	\$19,635,351	38%
2014	1.0512	x 1.0080	= 1.0596	\$20,805,806	53%

- (1) In 1980, the State Legislature added Division 9 to Title I of the Government Code to implement Article XIII B. This legislation required the governing body of each local jurisdiction in California to establish a tax appropriations limit on or before June 30 of each year for the following fiscal year, pursuant to which the City of Imperial Beach has been establishing this limit since 1981.
- (2) From Fiscal Year 2005 through 2014, California’s per capita income growth was used as the price factor adjustment, and the City’s population was used as the growth factor. For Fiscal Year 2014, the calculation to determine the Gann Limit is based on the County’s population growth. Annual changes in the price factor adjustment or population factor do not affect the City’s compliance with the GANN Tax Appropriations Limit in prior years.



**GANN APPROPRIATIONS LIMIT CALCULATIONS
FISCAL YEAR 2013-2014**

Step 1	Total all appropriations (2013-2014 operating and capital from general and special funds)	\$ 22,513,159
Step 2	Deduct:	
	1. Non-Tax Proceeds	\$ (11,307,563)
	2. Debt Service Payments	\$ (254,125)
	Add:	
	1. Excess user fees which exceed actual costs	\$ -
Step 3	Equals appropriations subject to limit (Step 1 - Step 2)	\$ 10,951,471
Step 4	Compare against 2013-2014 Appropriations Limit (from below)	\$ 20,805,806
	Dollar Amount Under Limit (Step 4 - Step 3)	\$ 9,854,335
	Percentage of Limit (Step 3/Step 4)	52.64%
Step 5	Fiscal Year 12-13 Appropriation Limit	\$ 19,635,351
Step 6	Fiscal year Growth Factor based on California Per Capital Income Change (5.12%) and County of San Diego change in population (.80) (1.0512*1.0080)	105.96%
Step 7	FY 13-14 Appropriations Limit (Step 5 x Step 6)	\$ 20,805,806
Step 8	FY 13-14 Appropriations Subject to Limit (from above)	\$ 10,951,471
Step 9	Dollar Amount Under Limit (Step 7 - Step 8)	\$ 9,854,335
Step 10	Percentage of Limit (Step 8/Step 7)	52.64%



CHART OF FUNDS SUBJECT TO APPROPRIATION

2013-2014 Appropriation from Operating, Capital Improvement and Other

General Fund	\$ 15,056,603
Other Programs	3,745,875
Enterprise Sewer System	3,710,681
Total Expenditures:	\$ 22,513,159

Non-Tax Proceeds and Debt Services

Licenses & Permits	433,100
Business Registration	365,000
Fines & Forfeitures	271,500
Investment/Rental Income	499,200
From Other Agencies	167,000
Charges for Services	4,644,945
Other Revenue	820,695
Sewer Operation & Maint.	4,106,123
Non-Tax Proceeds:	11,307,563
Debt Service:	254,125
Total Appropriations Subject to Limit	\$ 10,951,471



GLOSSARY OF TERMS

AB1X26: The Dissolution Act signed by Governor Brown to dissolve all redevelopment agencies by February 1st, 2012.

Accounting System: The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

Adopted Budget: The official budget as approved by the City Council at the start of each fiscal year.

Agency Fund: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

Amended Budget: The official budget as adopted and as amended by the City Council through the course of a fiscal year.

Annual Budget: A budget applicable to a single fiscal year.

Annual Financial Report: A financial report applicable to a single fiscal year.

Appropriated Budget: The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

Appropriation: A legal authorization granted by a legislative body for a given period to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

Assessed Valuation: The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.

Audit: Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles.

Authority: A government or public agency created to perform a single function or restricted group of related activities.

Bond Covenant: A legally enforceable promise made by an issuer of bonds to the bondholders, normally contained in the bond resolution or indenture.

Budget: A plan of financial operation embodying an estimate of the proposed expenditures for a given period and the proposed means of financing them.

Budget Message: A written discussion of the proposed budget presented by the City Manager to the City Council.

Capital Budget: A plan or proposed capital outlays and the means of financing them.

Capital Improvement Program: A plan for capital improvements to be implemented each year over a fixed period of years to meet capital needs arising from the assessment of long-term needs. It sets forth each project in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.



Capitalized Expenditures: Expenditures resulting in the acquisition and/or construction of fixed assets.

Capital Investment Program: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

Contracted Services: Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

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

Cost Accounting: The method of accounting that provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

Cost of Services: Payments made by customers for publicly provided services that benefit specific individuals and exhibit "public good" characteristics. They include such fees as recreational fees, building permit fees, etc..

Debt Service Fund: A fund established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

Department: A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Division: An organizational subgroup of a department.

Employee Services: Salaries plus fringe benefits earned by employees of the organization for work performed.

Encumbrance: The commitment of appropriated funds to purchase goods that have not yet been received, or services that have yet to be rendered.

Enterprise Fund: A fund established to account for operations financed and operated in a manner similar to private business enterprises. In this case, the governing body intends that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Entitlement: The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

ERAF: Educational Revenue Augmentation Fund. A shift of property tax revenue from local agencies to State.

Expenditure: Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.



Fiscal Year: A 12-month period (usually July 1st through June 30th) to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

Fixed Assets: Equipment costing \$5,000 or more, including tax, and not qualifying as a capital improvement project.

Full-Time Equivalent (FTE): The conversion of full-time and part-time employee hours to an equivalent of a full-time position. For example: one person working half-time would count as 0.5 FTE.

Fund: A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance: The difference between fund assets and fund liabilities of governmental and similar trust funds.

GASB 34: The Government Accounting Standards Board (GASB), which defines the criteria that auditors use to judge the adequacy of local and state government financial statements, has changed long-standing practices by requiring that government entities include reporting of their capital assets in their annual balance sheet and income statement. GASB Statement No. 34, adopted in June, 1999, for the first time highlights the costs of acquiring, owning, operating, and maintaining public works infrastructure for government-bond holders and the public at large.

GASB 45: GASB Statement No. 45, new accounting standards for Other Post Employment Benefits (OPEB) addresses how state and local governments account for and report post-employment healthcare and other non-pension benefits. The statement generally requires that the state and local governments account for and report the annual cost of OPEB and the outstanding obligations and commitments related to OPEB in essentially the same manner as they currently do for pensions..

General Fund: The fund used to account for all financial resources, except those required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

Grants: Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.

Housing Authority: Responsible for handling Housing assets and operations of former RDA.

Infrastructure: All City owned facilities supporting the operation of the governmental unit. It includes: streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, water pump stations and reservoirs, water wells, sewer lift stations, all government buildings and related facilities.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

Investment: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.



Lease Purchase: Contractual agreements which are termed leases, but whose lease amount is applied to the purchase (as with a COP debt).

Long Term Debt: Debt with a maturity of more than one year after the date of the issues.

Materials & Services: Expenses which are charged directly as a part of the cost of a service.

Maturities: The dates on which the principal or state values of investments or debt obligations mature and may be reclaimed.

Modified Accrual Basis: The accrual basis of accounting where revenues are recognized when they become both “measurable” and “available” to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

Net Income (Loss): Proprietary fund excess (deficit) of operating revenues and operating transfers- in over operating expenses, non-operating expenses and operating transfers-out.

Non-Operating Expenses: Proprietary fund expenses not directly related to the fund’s primary activities (e.g. interest).

Non-Operating Revenues: Proprietary fund revenues incidental to, or by-products of, the fund’s primary activities.

Operating Expenses: Proprietary fund expenses related directly to the fund’s primary activities.

Operating Income: The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues: Proprietary funds revenues directly related to the fund’s primary activities. They consist primarily of user charges for goods and services.

Operating Transfers: Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, such as transfers from the General Fund to a Special Revenue or Capital Projects Fund.

Ordinance: A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.

Oversight Board: Composed of seven members to direct the staff of the successor agency to perform work in furtherance of the oversight board’s duties and responsibilities. The board shall have fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distribution of property tax and other revenues.

Preliminary Budget: A budget in its preliminary preparation stage prior to review and formulation by the City Council. In the preliminary stage, a budget forecasts current costs into the future and new or modified spending proposals for the future.

Program: Group activities, operations, or organization units directed to attaining specific purposes or objectives.

Program Purpose: A general statement explaining the reason a particular program or division exists.

Proprietary Fund: The classification used to account for a government’s ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government’s business and quasi-business activities are accounted for through proprietary funds.



Reserved Fund Balance: Those portions of fund balance that have not been appropriated for expenditure or that are legally segregated for a specific future use.

Resolution: A special or temporary order of the City Council requiring less formality than an ordinance.

Retained Earnings: An equity account reflecting the accumulated earning of an enterprise or internal service fund.

Revenues: (1) Increases in net current assets of a governmental fund type from other than expenditure refunds and residual equity transfer. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers.

Risk Management: All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

Self-Insurance: A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

Service Reimbursements: Transactions that constitute reimbursements to a department/division for expenditures or expenses initially made from it but that properly apply to another department/division.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Specific Program Objectives: An "action" statement indicating the new or special activities proposed for a program.

Successor Agency: Agency established to comply with State law AB1X26 regarding the dissolution of the former RDA and liquidation of assets in a manner that maximizes value for local taxing entities.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.

Transfers: Payments from one fund to another ideally for work or services provided, or to cover operating expense shortfalls.

Triple Flip: Backfill of the confiscated local sales tax reimbursed through a series of revenue swapping procedures to guarantee repayment for the California Economic Recovery Bond.

Trust Fund: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or funds.

Yield: The rate earned on an investment based on the price paid.



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AGENDA ITEM NO. 6.3

STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GARY BROWN, CITY MANAGER *GB*
MEETING DATE: MAY 15, 2013
ORIGINATING DEPT.: ADMINISTRATIVE SERVICES *KW*
SUBJECT: RESOLUTION 2013-7334 REVISING CITY COUNCIL POLICY NO. 420 RELATED TO FUND BALANCE RESERVE

BACKGROUND:

In 2010 the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54. This statement, titled *Fund Balance Reporting and Governmental Fund Type Definitions*, changed the classifications utilized by cities to clarify the components of the fund balance. The objective of the accounting statement was to improve the usefulness and understandability of governmental fund balance information.

GASB Statement No. 54 requires that policy and procedures be set up for formally reserving certain portions of the fund balance. The City Council in May of 2011 adopted such a policy, "GASB 54 Fund Balance Policy" found in City Council Policy No. 420 approved by Resolution No. 2011-7039.

DISCUSSION:

Staff has compared the current policy with additional accounting guidance related to GASB Statement No. 54. As a result of this review and Council comments about the establishment of reserve, staff recommends the following:

- Establishing a committed reserve in the General Fund titled "Economic Uncertainty" which would be equal to a minimum of 10% of total General Fund expenditures and transfers. Once established, appropriations from the Economic Uncertainty fund balance commitment can only be made by formal action of the City Council. Generally, appropriations and access to these funds will be reserved for emergency situations. Examples of such emergencies include, but are not limited to: catastrophic disaster (declared by Governor); budgeted revenue taken by another government entity; or a more than 5% drop in projected revenue to the General Fund.
- Establishing a committed reserve in the General fund titled "Strategic Capital Improvements Reserve". This reserve should accumulate General Fund resources dedicated to capital improvement needs of the City and to assist in funding the City's Capital Improvement Plan, as directed by the City Council. Appropriations from the Strategic Capital Improvements Reserve can only be made by formal action of the City Council. The reserve is funded through dedication of available fund balance.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

There is no financial impact to the new classifications of fund balance.

DEPARTMENT RECOMMENDATION:

It is recommended that the City Council adopt Resolution 2013-7334 approving revisions to City Council Policy No. 420.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Resolution 2013-7334 Approving the City Financial Policies
2. City Council Policy No. 420, as revised
3. Red-Line version of City Council Policy No. 420, as revised

RESOLUTION NO. 2013-7334

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, CLASSIFYING THE VARIOUS COMPONENTS OF FUND BALANCE AS DEFINED IN GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54 AND APPROVING REVISIONS TO THE COUNCIL POLICY FUND BALANCE RESERVE POLICY

WHEREAS, the Governmental Accounting Standards Board has issued Statement No. 54 entitled "Fund Balance Reporting and Governmental Fund Type Definitions;

WHEREAS, this City Council desires to classify the various components of fund balance reported by the City as defined in Governmental Accounting Standards Board Statement No. 54; and

WHEREAS, this City Council desires to establish various committed reserves in the General Fund to ensure that sufficient resources are available on a contingency basis to address Economic Uncertainty and Strategic Capital Improvements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The City Council hereby approves revisions to Council Policy 420: Fund Balance Reserve Policy (GASB 54).
2. The City Council is the City's highest level of decision making authority and may commit fund balances for specific purposes.
3. The City Council designates the City Manager or his designee to determine and define the amounts of those components of fund balance that are classified as "Assigned Fund Balance".

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May 2013, by the following roll call vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK

SUBJECT: Fund Balance Reserve Policy (GASB 54)	POLICY NUMBER	EFFECTIVE DATE	PAGE
	420	5/16/13	1 of 3

ADOPTED BY: Resolution No. 2011-7039	DATED: 5/18/2011
AMENDED BY: Resolution No. 2013-7334	DATED: 5/15/2013

FUND BALANCE RESERVE POLICY

BACKGROUND

The Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54. This statement, titled *Fund Balance Reporting and Governmental Fund Type Definitions*, changes the classifications utilized by cities to clarify the components of the fund balance. GASB 54 requires that policies and procedures be adopted to formally reserving certain portions of the fund balance.

PURPOSE

The objective is to improve the usefulness and understandability of governmental fund balance information.

POLICY

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events, such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Administrative Services Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

PROCEDURES

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Nonspendable fund balance (*inherently nonspendable*)
- Restricted fund balance (*externally enforceable limitations on use*)
- Committed fund balance (*self-imposed limitations on use*)
- Assigned fund balance (*limitation resulting from intended use*)
- Unassigned fund balance (*residual net resources*)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. Examples of nonspendable fund balance are loan receivables and inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however the amount can be determined subsequently. For example, the City Council may establish an emergency reserve policy such as setting aside a percentage of revenues but the actual dollar amount can be calculated after the close of the fiscal year.

The following two committed reserves are hereby established in the General Funds:

- "Economic Uncertainty" which would be equal to a minimum of 10% of total General Fund expenditures and transfers. Once established, appropriations from the Economic Uncertainty fund balance commitment can only be made by formal action of the City Council. Generally, appropriations and access to these funds will be reserved for emergency situations. Examples of such emergencies include, but are not limited to: catastrophic disaster (declared by Governor); budgeted revenue taken by another government entity; or a more than 5% drop in projected revenue to the General Fund.
- "Strategic Capital Improvements Reserve" which would accumulate General Fund resources dedicated to capital improvement needs of the City and to assist in funding the City's Capital Improvement Plan, as directed by the City Manager and City Council. Appropriations from the Strategic Capital Improvements Reserve can only be made by formal action of the City Council. The reserve is funded through dedication of available fund balance.

Assigned Fund Balance

Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager or his designee for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow.

Continuing Appropriations

Fund balance levels must be sufficient to meet funding requirements for projects approved in prior years and which must be carried forward into the new fiscal year.

Other Contingencies and Future Obligations

Fund balance levels, as directed by the City Manager, or his/her designee, that are assigned a reserve for specific known future obligations or for other such contingency appropriations.

Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

**CITY OF IMPERIAL BEACH
CITY COUNCIL POLICY**

SUBJECT: Fund Balance Reserve Policy (GASB 54)	POLICY NUMBER	EFFECTIVE DATE	PAGE
	420	5/16/13	1 of 3

ADOPTED BY: Resolution No. 2011-7039

DATED: 5/18/2011

AMENDED BY: Resolution No. 2013-7334

DATED: 5/15/2013

FUND BALANCE RESERVE POLICY

BACKGROUND

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PURPOSE

The objective is to improve the usefulness and understandability of governmental fund balance information.

POLICY

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events, such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the **Administrative Services** Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

PROCEDURES

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Nonspendable fund balance (*inherently nonspendable*)
- Restricted fund balance (*externally enforceable limitations on use*)
- Committed fund balance (*self-imposed limitations on use*)
- Assigned fund balance (*limitation resulting from intended use*)
- Unassigned fund balance (*residual net resources*)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. Examples of nonspendable fund balance are loan receivables and inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however the amount can be determined subsequently. For example, the City Council may establish an emergency reserve policy such as setting aside a percentage of revenues but the actual dollar amount can be calculated after the close of the fiscal year.

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Amounts that are constrained by the City's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager or his designee for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow.

Continuing Appropriations

Fund balance levels must be sufficient to meet funding requirements for projects approved in prior years and which must be carried forward into the new fiscal year.

GASB 31 Adjustment:

Used to account for that portion of fund balance that is a result of unrealized investment gains that have been recorded in accordance with Government Accounting Standards Board Statement No. 31.

Encumbrances:

Used to account for that portion of fund balance that is being used to fund appropriations

~~being carried over from the prior fiscal year into the current fiscal year.~~

Other Contingencies and Future Obligations

Fund balance levels, as directed by the City Manager, or his/her designee, that are assigned a reserve for specific known future obligations or for other such contingency appropriations.

Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GARY BROWN, CITY MANAGER *AB*
MEETING DATE: May 15, 2013
ORIGINATING DEPT.: ADMINISTRATIVE SERVICES *KV*
SUBJECT: RESOLUTION 2013-7336 CONSIDERATION OF ADOPTING A RESOLUTION ELECTING THE POPULATION AND PRICE ADJUSTMENT FACTORS AND ESTABLISHING THE 2013-2014 APPROPRIATIONS LIMIT OF THE CITY OF IMPERIAL BEACH, PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII B AND SECTION 7900 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE

BACKGROUND:

Pursuant to the requirements of Proposition 4 and Proposition 111, the City must adopt an appropriation limit for each fiscal year. The 2013-2014 Limit is calculated based upon the approved appropriations limit from the prior fiscal year. Beginning with fiscal year 1990-91, the law provides local agencies an option in the adjustment factors used to compute the limit, using the following methods:

- Price Factor – Either the percentage change in the California per capita Income or the City's percentage change in the local assessment property tax roll from the preceding year due to the addition of new non-residential construction.
- Population Factor – Either the City's own population growth or the population growth of the County of San Diego.

DISCUSSION:

The indexes proposed to be used for calculating the appropriation limit for Fiscal Year 2013-14 are the percentage change in the California's per capita income growth rate (5.12%) and the San Diego County's population growth (0.80%), totaling a combined growth rate of 5.96%. The resulting appropriation limit for 2013-2014 is \$20,805,806. Appropriations subject to the limit, which is the difference between total appropriations less non-tax proceeds and debt service, are \$10,951,471 or 53% of the appropriation limit. The City is substantially below the maximum allowable appropriation limit.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

None.

DEPARTMENT RECOMMENDATION:

It is recommended that the City Council adopt a Resolution Electing the Population and Price Adjustment Factors and Establishing the 2013-2014 Appropriations Limit of the City of Imperial Beach, pursuant to California Constitution Article XIII B and Section 7900 et seq. of the California Government Code.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Resolution 2013-7336 Approving the GANN Appropriations Limit for FY 2013-14
2. Gann Appropriation Limit – 5 Year History
3. Gann Appropriation Limit Calculation for FY 2013-14
4. Chart of Funds Subject to Appropriation Limit

RESOLUTION NO. 2013-7336

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ELECTING THE POPULATION AND PRICE ADJUSTMENT FACTORS AND ESTABLISHING THE 2013-2014 APPROPRIATIONS LIMIT OF THE CITY OF IMPERIAL BEACH PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII B, AND SECTION 7900 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE

WHEREAS, pursuant to Article XIII B of the California Constitution, and Section 7900 et seq. of the California Government Code, the City of Imperial Beach is responsible for determination of the appropriations limit for the 2013-2014 fiscal year; and

WHEREAS, pursuant to amendments to Article XIII B enacted in 1990, the City Council is required to elect the population and price adjustment factors used to calculate the appropriations limit; and

WHEREAS, the City Council has considered the matter at a regularly scheduled Council meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. For the calculation of the appropriations limit for 2013-2014 fiscal year, the City Council elects the following annual adjustment factors: (1) the percentage change in California's per capital income growth; and (2) the population adjustment factor of the County population growth.
2. It is hereby determined that the appropriations limit for the 2013-2014 fiscal year for the City of Imperial Beach is Twenty Million Eight Hundred Five Thousand and Eight Hundred and Six Dollars (\$20,805,806) based on applicable funds subject to the limit totaling \$10,951,471.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May, 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK

**GANN ANNUAL APPROPRIATION LIMIT
FISCAL YEAR 2013-2014**

Appropriations Limitation, imposed by Propositions 4 and 111, establishes a formula to restrict the amount of revenues that can be appropriated in any fiscal year. The Limit is based on actual appropriations for base fiscal year 1978-79 and is increased annually using the growth in population and a price adjustment index, as well as commercial property development within the City during the year. Revenues that are restricted to the limitation are those which are referred to as “proceeds of taxes,” such as sales tax, property tax and business license tax.

The City must adopt an appropriation limit for each fiscal year. Beginning with the fiscal year 1990-1991, the law provides the local agency an option to calculate the adjustment factors by the following:

Price Factor: Either the percentage change in the California Per Capita Income or the percentage change in the local assessment roll from the preceding year due to the addition of local non-residential construction.

Population Factor: Either the City’s own population growth or the population growth of the entire County.

**TEN YEAR HISTORY OF PRICE AND POPULATION FACTORS &
TAX APPROPRIATIONS LIMIT ⁽¹⁾
FOR FISCAL YEARS 2005 to 2014**

Fiscal Year	Price Adjustment	Population Adjustment	Total Adjustment	Appropriations Limit ⁽²⁾	% of City Appropriations Subject to the GANN Limit
2005	1.0328	x 1.0010	= 1.0338	\$14,850,594	39%
2006	1.0526	x 1.0040	= 1.0568	\$15,694,262	46%
2007	1.0396	x 1.0094	= 1.0494	\$16,469,123	49%
2008	1.0442	x 1.0050	= 1.0494	\$17,283,044	45%
2009	1.0429	x 1.0170	= 1.0606	\$18,330,903	45%
2010	1.0062	x 1.0050	= 1.0112	\$18,536,777	39%
2011	0.9746	x 1.0116	= 0.9859	\$18,275,508	39%
2012	1.0251	x 1.0035	= 1.0287	\$18,799,793	36%
2013	1.0377	x 1.0065	= 1.0444	\$19,635,351	38%
2014	1.0512	x 1.0080	= 1.0596	\$20,805,806	53%

(1) In 1980, the State Legislature added Division 9 to Title I of the Government Code to implement Article XIII B. This legislation required the governing body of each local jurisdiction in California to establish a tax appropriations limit on or before June 30 of each year for the following fiscal year, pursuant to which the City of Imperial Beach has been establishing this limit since 1981.

(2) From Fiscal Year 2005 through 2014, California's per capita income growth was used as the price factor adjustment, and the City's population was used as the growth factor. For Fiscal Year 2014, the calculation to determine the Gann Limit is based on the County's population growth. Annual changes in the price factor adjustment or population factor do not affect the City's compliance with the GANN Tax Appropriations Limit in prior years.

GANN APPROPRIATIONS LIMIT CALCULATIONS
FISCAL YEAR 2013-2014

Step 1	Total all appropriations (2013-2014 operating and capital from general and special funds)	\$ 22,513,159
Step 2	Deduct:	
	1. Non-Tax Proceeds	\$ (11,307,563)
	2. Debt Service Payments	\$ (254,125)
	Add:	
	1. Excess user fees which exceed actual costs	\$ -
Step 3	Equals appropriations subject to limit (Step 1 - Step 2)	\$ 10,951,471
Step 4	Compare against 2013-2014 Appropriations Limit (from below)	\$ 20,805,806
	Dollar Amount Under Limit (Step 4 - Step 3)	\$ 9,854,335
	Percentage of Limit (Step 3/Step 4)	52.64%
Step 5	Fiscal Year 12-13 Appropriation Limit	\$ 19,635,351
Step 6	Fiscal year Growth Factor based on California Per Capital Income Change (5.12%) and County of San Diego change in population (.80) (1.0512*1.0080)	105.96%
Step 7	FY 13-14 Appropriations Limit (Step 5 x Step 6)	\$ 20,805,806
Step 8	FY 13-14 Appropriations Subject to Limit (from above)	\$ 10,951,471
Step 9	Dollar Amount Under Limit (Step 7 - Step 8)	\$ 9,854,335
Step 10	Percentage of Limit (Step 8/Step 7)	52.64%

CHART OF FUNDS SUBJECT TO APPROPRIATION

2013-2014 Appropriation from Operating, Capital Improvement and Other

General Fund	\$ 15,056,603
Other Programs	3,745,875
Enterprise Sewer System	3,710,681
Total Expenditures:	\$ 22,513,159

Non-Tax Proceeds and Debt Services

Licenses & Permits	433,100
Business Registration	365,000
Fines & Forfeitures	271,500
Investment/Rental Income	499,200
From Other Agencies	167,000
Charges for Services	4,644,945
Other Revenue	820,695
Sewer Operation & Maint.	4,106,123
Non-Tax Proceeds:	11,307,563
Debt Service:	254,125
Total Appropriations Subject to Limit	\$ 10,951,471



**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GARY BROWN, CITY MANAGER/EXECUTIVE DIRECTOR *AB*

MEETING DATE: MAY 15, 2013

SUBJECT: RESOLUTION NO. 2013-7335 AUTHORIZING SECOND AMENDMENT TO THE AGREEMENT WITH MCDUGAL, LOVE, ECKIS, BOEHMER & FOLEY TO EXTEND THE TERM FOR TWO YEARS FOR LEGAL SERVICES

BACKGROUND:

The law firm of McDougal, Love, Eckis, Boehmer & Foley has provided legal services to the City for over seventeen years. The term of the current agreement expires as of June 30, 2013.

DISCUSSION:

The proposed Second Amendment to the Agreement extends the term of the current agreement by two years, through June 30, 2015 and authorizes house-keeping amendments to the agreement now that the Redevelopment Agency no longer exists. All remaining terms, including the retainer and hourly rates, of the current agreement will remain the same.

There is a companion item on the 5/15/13 agenda for the Successor Agency Board to approve this same amendment. The Successor Agency may be required to send the proposed Second Amendment to the Oversight Board for approval and/or ratification prior to execution, therefore the proposed Second Amendment has a clause that allows the Second Amendment to take effect between the City and the Firm before any necessary authorization is obtained by the Successor Agency.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

There will be no changes to the fiscal matters of the current agreement, and the City's proposed FY 13-14/FY 14-15 budget has funds available for this purpose.

DEPARTMENT RECOMMENDATION:

Staff recommends that Council adopt City Resolution No. 2013-7335 approving the Second Amendment to the Agreement with McDougal, Love, Eckis, Boehmer and Foley for legal services for an additional two year term.

CITY MANAGER'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Resolution No. 2013-7335
2. Second Amendment to Agreement
3. Original Agreement and First Amendment

RESOLUTION NO. 2013-7335

A RESOLUTION OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING A SECOND AMENDMENT TO THE AGREEMENT WITH MCDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY TO EXTEND THE TERM FOR TWO YEARS FOR LEGAL SERVICES

WHEREAS, the City desires effective, efficient, and cost effective legal services; and

WHEREAS, the current Agreement with the law firm expires on June 30, 2013 pursuant to the terms of the First Amendment executed on May 4, 2011; and

WHEREAS, the City Council now wishes to extend the term of the current Agreement by two years because it is necessary and convenient for the management of City affairs pursuant to Imperial Beach Municipal Code section 3.04.160.G; and

WHEREAS, McDougal, Love, Eckis, Boehmer & Foley will perform these services and responsibilities as stated in the Agreement and the First and Second Amendments to the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above-listed recitals are true and correct and are hereby incorporated as findings.
2. The City Council hereby approves the Second Amendment to the Agreement with McDougal, Love, Eckis, Boehmer & Foley to extend the term of the Agreement to June 30, 2015.
3. The City Council hereby authorizes and directs the Mayor to execute said Second Amendment to the Agreement for and on behalf of the City of Imperial Beach.
4. The City Council hereby declares that the Second Amendment shall be enforceable as to the City upon execution by the Mayor of the City of Imperial Beach and that approval and/or execution by the Imperial Beach Redevelopment Agency Successor Agency shall have no effect on the Second Amendment as it pertains to the City.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 15th day of May 2013, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JAMES C. JANNEY, MAYOR

ATTEST:

JACQUELINE M. HALD, CMC
CITY CLERK

**SECOND AMENDMENT TO THE AGREEMENT FOR CITY ATTORNEY SERVICES
BETWEEN
THE CITY OF IMPERIAL BEACH, IMPERIAL BEACH REDEVELOPMENT AGENCY
SUCCESSOR AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY
A Professional Corporation**

THIS SECOND AMENDMENT TO AGREEMENT (hereinafter referred to as "Second Amendment") is made this 15th day of May 2013, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency Successor Agency (hereinafter referred to as "Successor Agency"), and McDougal, Love, Eckis, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"), (collectively the "Parties").

RECITALS

- A. The City and former Imperial Beach Redevelopment Agency entered into an agreement with the Firm for legal services (hereinafter referred to as "Agreement") on July 1, 2009.
- B. On May 4th, 2011, the Parties executed the First Amendment to the Agreement ("First Amendment") to extend the term of the Agreement to June 30, 2013.
- C. Pursuant to Health & Safety Code Sections 34173 (b) and 34175(b), the City of Imperial Beach became the Successor Agency to the Imperial Beach Redevelopment Agency and assumed all obligations of the former Imperial Beach Redevelopment Agency as of February 1, 2012. The Imperial Beach Redevelopment Agency Successor Agency, therefore, became the successor-in-interest to the contract for legal services that existed between the former Imperial Beach Redevelopment Agency and the Firm at that time.
- D. The Parties are executing this Second Amendment to the Agreement in accordance with Resolutions _____ and _____, which among other minor changes authorize a change in the term for an additional two years.

NOW, THEREFORE, the Parties hereby agree as follows:

1. Section 1.1 "Designation of City and Agency Attorney" is amended as follows:

"The City and Agency appoint the following designated members of the law firm of McDougal, Love, Eckis, Boehmer & Foley in the following capacities:

Jennifer M. Lyon City Attorney, General Counsel (hereinafter "City Attorney")

~~Hilda R. Mendoza Deputy City Attorney~~

~~David M. Stotland Deputy City Attorney~~

Steven E. Boehmer Special Counsel"

(The remainder of Section 1.1 is unchanged.)

2. Section 6 "Term" of the Agreement is amended in its entirety to read as follows:

"The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2015."

3. Section B.7., of Exhibit "A" "Attorney Services" is hereby added to read as follows:

"Notwithstanding anything in the Agreement or the First Amendment, all legal advice pertaining to the Imperial Beach Redevelopment Agency Successor Agency shall be billed at the hourly rates set forth on Exhibit B."

4. All references to "Imperial Beach Redevelopment Agency," "Redevelopment Agency" or "Agency" in the Agreement and First Amendment shall refer to the "Successor Agency."

5. This Second Amendment shall become effective and enforceable with respect to the City and Firm upon execution by the City and Firm. The Second Amendment shall become effective and enforceable with respect to the Successor Agency upon both: (1) the Successor Agency's approval and execution of the Amendment; and (2) the Oversight Board's approval of the Amendment by Resolution, subject to the Oversight Board's actions and approval becoming effective pursuant to Health and Safety Code Section 34179(h) of the Dissolution Act.

6. Capitalized Terms. Capitalized terms used but not otherwise defined in this Second Amendment shall have the meanings assigned to them in the Agreement.

7. Continuing Effect. Except as expressly modified or amended by this Second Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

8. Conflicts. If there is a conflict between any provisions of the Agreement, the First Amendment and/or this Second Amendment, all provisions of this Second Amendment shall control.

9. Execution in Counterparts. This Second Amendment may be executed in any number of counterparts, each of which shall be deemed an original.

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

McDOUGAL, LOVE, ECKIS, BOEHMER
& FOLEY, a Professional Corporation

By _____
JIM JANNEY, Mayor

By _____
STEVEN E. BOEHMER

IMPERIAL BEACH REDEVELOPMENT
AGENCY SUCCESSOR AGENCY

By _____
JIM JANNEY, CHAIRMAN

Concurrence:

Jennifer M. Lyon

**AGREEMENT FOR CITY ATTORNEY SERVICES BETWEEN
THE CITY OF IMPERIAL BEACH AND
THE IMPERIAL BEACH REDEVELOPMENT AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, SMITH, BOEHMER & FOLEY
A Professional Corporation**

THIS AGREEMENT is made this 1st day of July 2009, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency, (hereinafter referred to as "Agency"), and McDougal, Love, Eckis, Smith, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"). The parties agree that City and Agency shall retain the Attorneys to perform legal services on the terms and conditions set forth herein.

RECITALS

- A. The City and Agency require legal services customarily provided by the offices of a city attorney appointed by the City Council.
- B. Attorneys are fully qualified to provide the legal services sought by the City and Agency and willing to provide such legal services.
- C. Attorneys are willing to devote such time as may be necessary to provide such services in keeping with the highest standards of the legal profession and refrain from any employment that would conflict with representation of the City and Agency.

NOW, THEREFORE, the parties hereby agree as follows:

1. GENERAL RETAINER SERVICES

1.1 Designation of City and Agency Attorney.

The City and Agency shall appoint the following designated members of the law firm of McDougal, Love, Eckis, Smith, Boehmer & Foley in the following capacities:

James P. Lough	City Attorney, General Counsel (hereinafter "City Attorney")
David Stotland	Deputy City Attorney
Steven E. Boehmer	Special Counsel

The City Attorney may assign other attorneys in the Firm to work on City and Agency matters on an as-needed basis.

Attorneys shall not replace the designated City Attorney without the City Council's prior approval, except as may be necessary from time to time due to illness or vacation scheduling, in which case approval of a substitute attorney shall be obtained from the City Manager.

The City Attorney shall devote such time as necessary to perform those duties set forth on Exhibit "A", including the provision of Political Reform Act conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the City to City employees and officials upon appropriate request. The Attorneys shall represent the City in all litigation except where the City Council may otherwise direct.

General Counsel shall perform those duties set forth on Exhibit "A" applicable to general counsel, including the provision of conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the Agency to Agency employees and officials upon appropriate request. General Counsel shall represent the Agency in all litigation except where the Agency may otherwise direct.

The Attorneys' duties shall specifically include those set forth in Exhibit "A" attached and shall be performed by such members of the law firm as designated by the City Attorney and under the City Attorney's supervision.

1.2 Independent Contractor.

No employment relationship is created by this Agreement. Attorneys shall, for all purposes, be independent contractors to the City.

Attorneys shall not at any time or in any manner represent that they or any of their employees or agents are in any manner employees of the City. City acknowledges and agrees that the City Attorney, Assistant City Attorney, Deputy City Attorney and special counsel representing the City and the Agency will need to represent to others their capacity and relationship to the City.

Attorneys shall fulfill the professional responsibilities and duties under this Agreement in the manner that in Attorneys' sole discretion is deemed appropriate, subject to customary limitations that exist between an attorney and the client. Attorneys shall maintain independent ethical judgment in the conduct of legal services on behalf of the City and Agency.

1.3 Client is the City

Attorneys have been retained to represent the City and Agency as organizations, and owe a duty of loyalty to the organization. In the event the City's interest becomes adverse to the interest of a Council Member or staff member, Attorneys shall explain to the individual(s) that the organization is the client, that he/she cannot represent the individual(s) due to the conflict or potential conflict of interest, and that the individual(s) may wish to obtain independent counsel. When appropriate, Attorneys shall advise such individual(s) that any discussions with Attorneys may no longer be privileged.

In the event that Attorneys know that an individual intends to act (or refuses to act) in a manner related to the representation that is (1) a violation of a legal duty to the City, or (2) a violation of law which reasonably might be imputed to the City, and the individual's act (or refusal to act) is likely to result in substantial injury to the City, Attorneys shall proceed as is reasonably necessary in the best interest of the City.

1.4 City Attorney Services.

Attorneys shall perform those services as set forth in Exhibit "A" hereto.

2. COMPENSATION

2.1 Basic Retainer for General Services

The City agrees to initially pay to Attorneys a monthly retainer in the amount of Eight Thousand Two Hundred Twenty-seven and No/100 Dollars (\$8,227.00) for all services defined as "general services" in Exhibit "A". All services rendered which are not "general services" shall be approved by the City Manager in advance of the services being performed, and are deemed "special services" and shall be compensated at the rates set forth in Exhibit "B" attached hereto.

2.2 Payment Terms

The monthly retainer for City Attorney services and the monthly retainer for General Counsel services shall become due and payable on receipt of invoice no sooner than the first day of the month immediately following the month in which such services were provided. Payment for special services shall be made upon receipt of a detailed and itemized invoice. Payment for special services shall be made within thirty (30) days from the last day of the month in which Attorneys' services were provided.

2.3 Payments for Travel and Meeting Expenses

The City shall reimburse the City Attorney for travel and meeting expenses approved by the City Council that are deemed necessary and reasonable. Meal costs, excluding alcoholic beverages, will be reimbursed if deemed necessary in connection with the approved travel authorized by the City.

2.4 Invoice Requirements

2.4.1 General Legal Services. Billing for monthly legal services, including those services set forth in Exhibit "A", shall be submitted on separate invoices for each matter being handled.

2.4.2 Billing Increments. All invoices shall be detailed in six (6) minute, or one-tenth (0.1) hour increments.

2.4.3 Description of Work Performed. The invoice must briefly describe each item of work performed, the identity of the attorney, paralegal, or expert who performed the work and the date of the work. For example, if four distinct tasks were done on a file in one day, the tasks shall be separately noted on the bill with an individual time charge for each.

2.5 Prohibition Against Payment for Specified Activities

Absent special circumstances and the prior written approval by the City, the City is not obligated to pay for the following:

2.5.1 New Attorneys. Time spent by new attorneys to become familiar with the matter.

2.5.2 One Attorney. More than one attorney to attend any court hearing, deposition, or a meeting with the City's officers and/or employees.

2.5.3 Paralegals. Paralegals may perform discovery, coordination of witnesses and other support services normally associated with civil litigation. Paralegal time shall include calendaring, issuance of subpoenas and discovery and coordinating offers in criminal matters filed under the Imperial Beach Municipal Code. No more than one paralegal working shall be tasked to work on the same matter or charge for consulting with another paralegal.

2.5.4 Expert Consultants and Witnesses. The need for, identify and qualifications of experts should be timely reported to the City. The City recognizes the need for well-qualified experts for the successful evaluation of and defense of matters. The City encourages the use of experts not only for defense purposes, but to assist in early evaluation of cases.

2.5.5 Secretarial Time. The City will not pay for secretarial time or secretarial overtime. The City does not pay attorneys or paralegals for secretarial tasks or tasks that should be subsumed into the City Attorney's overhead. For example, the City will not reimburse its City Attorney for time spent faxing, mailing, arranging for messengers, or calendaring.

2.5.6 Word Processing. The City does not reimburse for the costs of word processing.

2.6 Reimbursable Expenses.

2.6.1 Photocopying Charges. The City will reimburse for photocopying costs only on a per-copy basis. The maximum charge reimbursable is \$0.20 per page for the copying of documents less than 25 pages; and \$0.10 per page for the copying of documents 25 pages or greater, including any time spent making the copies. Outside copying services will be used when possible, if the cost of doing so is less expensive to the City, or for special copying services that cannot be performed by Attorneys' staff.

2.6.2 Facsimile Charges. Facsimile transmissions may be used when necessary. The City will pay for facsimile transmissions based upon reasonable rates associated with actual cost, excluding secretarial time.

2.6.3 Telephone/Mail/Delivery Charges. Long distance telephone, cellular phone, and postal charges will be reimbursed at actual cost. Federal Express and similar delivery services shall be reimbursed only if Attorneys have obtained the prior approval of the City. Charges associated with delivery of materials, service of subpoenas and other documents, and filing by messenger services will be reimbursed at actual cost. Attorney should use reasonable efforts to accomplish work sufficiently in advance to allow delivery, filing, and service by U.S. Mail when not otherwise prescribed by law. Rush delivery costs will be reimbursed only if Attorneys have obtained the prior approval of the City.

2.6.4 Invoice Review and Discussion. The City will not pay for time used to prepare invoices or for discussion of invoices. If the City has questions about invoices or requires additional information on invoices, Attorneys must provide the information without charge to the City.

2.6.5 Unit Billing Time. The City will not pay unit billing time charges. Attorneys shall charge only for actual time spent.

2.6.6 File Opening and Closing. The City will not pay for time for file opening or file closing. These are not true tasks or adequate descriptions of legal activities.

2.6.7 Prior Work. The City will not pay for products that Attorneys have performed and billed for in other matters. This applies to the use of forms.

2.6.8 Payment. The City agrees to pay reimbursable costs within thirty (30) days from the last day of the month in which Attorneys incurred such costs.

3. INSURANCE

Attorneys shall maintain their own liability, health, worker's compensation, disability and other insurance and the City shall not be responsible therefore. At a minimum, Attorneys shall maintain two million dollars (\$2,000,000) in general liability and two million (\$2,000,000) in malpractice insurance or such other amounts as may be required by the State Bar of California.

4. INDEMNIFICATION AND HOLD HARMLESS

Attorneys shall defend, indemnify, and hold the City harmless from any and all claims, liabilities, obligations, and causes of action for injury or death of any person and for injury or damage or destruction of property that directly results from Attorneys' sole and exclusive professional negligence, or sole and exclusive negligence involving the operation of any motor vehicle. This provision shall not be construed to waive or affect the immunities of the parties provided to public agencies, their agents, and employees by law.

5. CONFLICT OF INTEREST

Attorneys shall not knowingly represent any person or entity in any matter that may reasonably result in a contrary position to that of the City. However, upon full disclosure to the City, the City may waive this provision in writing.

6. TERM

The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2011.

7. TERMINATION

The City may immediately terminate this Agreement for cause at any time. Either the City or Attorneys may terminate this Agreement with or without cause at any time by providing ninety (90) days' notice in writing to the other party.

8. FILES

Attorneys' files for matters involving the City, and works in progress thereof, are the property of the City and upon termination of this Agreement, shall, upon demand, be immediately delivered to the City. Attorneys may retain copies of pertinent documents, unless expressly prohibited or restricted by the City.

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

Signature on File

By

~~JAMES C. JANNEY, Mayor~~

IMPERIAL BEACH REDEVELOPMENT
AGENCY

Signature on File

By

~~JAMES C. JANNEY, Chair~~

McDOUGAL, LOVE, ECKIS, SMITH,
BOEHMER & FOLEY, a Professional
Corporation

Signature on File

By

~~STEVEN E. BOEHMER~~

EXHIBIT "A"

Attorney Services

Except as provided elsewhere in this Agreement, Attorneys shall provide, in a professional manner, all of the usual, customary and necessary services, normally provided by a City Attorney and Redevelopment Agency General Counsel, to City and the Redevelopment Agency, as those services are required. Scope of services to be provided shall include the following:

A. General Services

1. Attendance at City Council/Redevelopment Agency meetings;
2. Regular established office hours at City Hall;
3. Attendance at departmental meetings, staff meetings or committee meetings deemed necessary and appropriate, or as requested by the City Manager or City Council;
4. Review and comment on City Council agenda items referred by the City Manager;
5. Research, preparation or review of routine written opinions, ordinances, resolutions, agreements, leases, public works contracts, and other routine documents of a legal nature necessary or requested by the City Manager or City Council;
6. Promptly respond to all requests for legal advice from the City Council Members, City Manager, Commissioners, department heads, and other designated personnel as appropriate;
7. Monitoring and advising the City Council and staff of legislation and case law affecting the City;
8. Rendering general advice and assistance in the administration of the City's general liability risk management and insurance programs;
9. Monitoring activities of any special outside counsel retained by the City;
10. Providing conflict of interest assistance to Council/Agency and staff on behalf of the City/Redevelopment Agency, and assisting

members and staff in seeking advice from the Fair Political Practices Commission;

11. Providing advice on issues related to the Brown Act (California Government Code section 54950 et seq.) and the California Public Records Act (California Government Code section 6250 et seq.); and
12. Represent the City in non-adversarial administrative proceedings, legislative hearings, and other intergovernmental meetings.

B. Special Services:

Special Services will be performed upon the request of the City Manager or City Council.

1. Provide legal advice and counsel to commissions and boards and attend commission meetings, board meetings, or committee meetings as deemed necessary by the City Manager or City Council;
2. Commence and prosecute all criminal or civil actions necessary and appropriate to enforce municipal ordinances, including enforcement through administrative proceedings, and the representation of the City and Agency, and their officers, agents and employees in matters in state and federal courts, as well as state and federal administrative agencies (such as the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Worker's Compensation Appeals Board, etc);
3. Represent the Redevelopment Agency as General Counsel, in administrative and civil litigation and in public finance matters such as assessments and tax related matters;
4. Render advice and assistance to City's representatives on labor relations matters, complex public records requests, review memoranda of understanding or other labor agreements, development agreements, advise on complex CEQA matters, draft implementing legislation or other pertinent documents and represent City before mediators or arbitrators on matters arising from memoranda of understanding or the City's personnel rules;
5. Render advice and assistance and represent the City/Agency in the administration of all claims and litigation filed by or against it; provided, however, that special counsel may be retained to defend or prosecute actions requiring special expertise, or in the event of a

conflict of interest which disqualifies the Attorneys from such representation; and

6. Real property transactions in which the City/Agency is the seller or purchaser, or is involved in any exchange, or is involved in any sale/leaseback or lease/leaseback arrangement.

EXHIBIT "B"

Hourly Billing Rates

City Attorney	\$144.50
Deputy City Attorney	\$144.50
Special Counsel	\$144.50
Paralegal	\$85.00

**AGREEMENT FOR CITY ATTORNEY SERVICES BETWEEN
THE CITY OF IMPERIAL BEACH AND THE IMPERIAL BEACH REDEVELOPMENT
AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY
A Professional Corporation**

THIS AGREEMENT is made this 1st day of July 2009 and amended as of February 3, 2010, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency, (hereinafter referred to as "Agency"), and McDougal, Love, Eckis, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"). The parties agree that City and Agency shall retain the Attorneys to perform legal services on the terms and conditions set forth herein.

RECITALS

- A. The City and Agency require legal services customarily provided by the offices of a city attorney appointed by the City Council.
- B. Attorneys are fully qualified to provide the legal services sought by the City and Agency and willing to provide such legal services.
- C. Attorneys are willing to devote such time as may be necessary to provide such services in keeping with the highest standards of the legal profession and refrain from any employment that would conflict with representation of the City and Agency.

NOW, THEREFORE, the parties hereby agree as follows:

1. GENERAL RETAINER SERVICES

1.1 Designation of City and Agency Attorney.

The City and Agency shall appoint the following designated members of the law firm of McDougal, Love, Eckis, Boehmer & Foley in the following capacities:

Jennifer M. Lyon	City Attorney, General Counsel (hereinafter "City Attorney")
Hilda R. Mendoza	Deputy City Attorney

David M. Stotland Deputy City Attorney

Steven E. Boehmer Special Counsel

The City Attorney may assign other attorneys in the Firm to work on City and Agency matters on an as-needed basis.

Attorneys shall not replace the designated City Attorney without the City Council's prior approval, except as may be necessary from time to time due to illness or vacation scheduling, in which case approval of a substitute attorney shall be obtained from the City Manager.

The City Attorney shall devote such time as necessary to perform those duties set forth on Exhibit "A", including the provision of Political Reform Act conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the City to City employees and officials upon appropriate request. The Attorneys shall represent the City in all litigation except where the City Council may otherwise direct.

General Counsel shall perform those duties set forth on Exhibit "A" applicable to general counsel, including the provision of conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the Agency to Agency employees and officials upon appropriate request. General Counsel shall represent the Agency in all litigation except where Agency may otherwise direct.

The Attorneys' duties shall specifically include those set forth in Exhibit "A" attached and shall be performed by such members of the law firm as designated by the City Attorney and under the City Attorney's supervision.

1.2 Independent Contractor.

No employment relationship is created by this Agreement. Attorneys shall, for all purposes, be independent contractors to the City.

Attorneys shall not at any time or in any manner represent that they or any of their employees or agents are in any manner employees of the City. City acknowledges and agrees that the City Attorney, Assistant City Attorney, Deputy City Attorney and special counsel representing the City and the Agency will need to represent to others their capacity and relationship to the City.

Attorneys shall fulfill the professional responsibilities and duties under this Agreement in the manner that in Attorneys' sole discretion is deemed appropriate, subject to customary limitations that exist between an attorney and the client. Attorneys shall maintain independent ethical judgment in the conduct of legal services on behalf of the City and Agency.

1.3 Client is the City

Attorneys have been retained to represent the City and Agency as organizations, and owe a duty of loyalty to the organization. In the event the City's interest becomes adverse to the interest of a Council Member or staff member, Attorneys shall explain to the individual(s) that the organization is the client, that he/she cannot represent the individual(s) due to the conflict or potential conflict of interest, and that the individual(s) may wish to obtain independent counsel. When appropriate, Attorneys shall advise such individual(s) that any discussions with Attorneys may no longer be privileged.

In the event that Attorneys know that an individual intends to act (or refuses to act) in a manner related to the representation that is (1) a violation of a legal duty to the City, or (2) a violation of law which reasonably might be imputed to the City, and the individual's act (or refusal to act) is likely to result in substantial injury to the City, Attorneys shall proceed as is reasonably necessary in the best interest of the City.

1.4 City Attorney Services.

Attorneys shall perform those services as set forth in Exhibit "A" hereto.

2. COMPENSATION

2.1 Basic Retainer for General Services

The City agrees to initially pay to Attorneys a monthly retainer in the amount of Eight Thousand Two Hundred Twenty-seven and No/100 Dollars (\$8,227.00) for all services defined as "general services" in Exhibit "A". All services rendered which are not "general services" shall be approved by the City Manager in advance of the services being performed, and are deemed "special services" and shall be compensated at the rates set forth in Exhibit "B" attached hereto.

2.2 Payment Terms

The monthly retainer for City Attorney services and the monthly retainer for General Counsel services shall become due and payable on receipt of invoice no sooner than the first day of the month immediately following the month in which such services were provided. Payment for special services shall be made upon receipt of a detailed and itemized invoice. Payment for special services shall be made within thirty (30) days from the last day of the month in which Attorneys' services were provided.

2.3 Payments for Travel and Meeting Expenses

The City shall reimburse the City Attorney for travel and meeting expenses approved by the City Council that are deemed necessary and reasonable. Meal costs, excluding

alcoholic beverages, will be reimbursed if deemed necessary in connection with the approved travel authorized by the City.

2.4 Invoice Requirements

2.4.1 General Legal Services. Billing for monthly legal services, including those services set forth in Exhibit "A", shall be submitted on separate invoices for each matter being handled.

2.4.2 Billing Increments. All invoices shall be detailed in six (6) minute, or one-tenth (0.1) hour increments.

2.4.3 Description of Work Performed. The invoice must briefly describe each item of work performed, the identity of the attorney, paralegal, or expert who performed the work and the date of the work. For example, if four distinct tasks were done on a file in one day, the tasks shall be separately noted on the bill with an individual time charge for each.

2.5 Prohibition Against Payment for Specified Activities

Absent special circumstances and the prior written approval by the City, the City is not obligated to pay for the following:

2.5.1 New Attorneys. Time spent by new attorneys to become familiar with the matter.

2.5.2 One Attorney. More than one attorney to attend any court hearing, deposition, or a meeting with the City's officers and/or employees.

2.5.3 Paralegals. Paralegals may perform discovery, coordination of witnesses and other support services normally associated with civil litigation. Paralegal time shall include calendaring, issuance of subpoenas and discovery and coordinating offers in criminal matters filed under the Imperial Beach Municipal Code. No more than one paralegal working shall be tasked to work on the same matter or charge for consulting with another paralegal.

2.5.4 Expert Consultants and Witnesses. The need for, identity, and qualifications of experts should be timely reported to the City. The City recognizes the need for well-qualified experts for the successful evaluation of and defense of matters. The City encourages the use of experts not only for defense purposes, but to assist in early evaluation of cases.

2.5.5 Secretarial Time. The City will not pay for secretarial time or secretarial overtime. The City does not pay attorneys or paralegals for secretarial tasks or tasks that should be subsumed into the City Attorney's overhead. For example, the City will

not reimburse its City Attorney for time spent faxing, mailing, arranging for messengers, or calendaring.

2.5.6 Word Processing. The City does not reimburse for the costs of word processing.

2.6 Reimbursable Expenses.

2.6.1 Photocopying Charges. The City will reimburse for photocopying costs only on a per-copy basis. The maximum charge reimbursable is \$0.20 per page for the copying of documents less than 25 pages; and \$0.10 per page for the copying of documents 25 pages or greater, including any time spent making the copies. Outside copying services will be used when possible, if the cost of doing so is less expensive to the City, or for special copying services that cannot be performed by Attorneys' staff.

2.6.2 Facsimile Charges. Facsimile transmissions may be used when necessary. The City will pay for facsimile transmissions based upon reasonable rates associated with actual cost, excluding secretarial time.

2.6.3 Telephone/Mail/Delivery Charges. Long distance telephone, cellular phone, and postal charges will be reimbursed at actual cost. Federal Express and similar delivery services shall be reimbursed only if Attorneys have obtained the prior approval of the City. Charges associated with delivery of materials, service of subpoenas and other documents, and filing by messenger services will be reimbursed at actual cost. Attorney should use reasonable efforts to accomplish work sufficiently in advance to allow delivery, filing, and service by U.S. Mail when not otherwise prescribed by law. Rush delivery costs will be reimbursed only if Attorneys have obtained the prior approval of the City.

2.6.4 Invoice Review and Discussion. The City will not pay for time used to prepare invoices or for discussion of invoices. If the City has questions about invoices or requires additional information on invoices, Attorneys must provide the information without charge to the City.

2.6.5 Unit Billing Time. The City will not pay unit billing time charges. Attorneys shall charge only for actual time spent.

2.6.6 File Opening and Closing. The City will not pay for time for file opening or file closing. These are not true tasks or adequate descriptions of legal activities.

2.6.7 Prior Work. The City will not pay for products that Attorneys have performed and billed for in other matters. This applies to the use of forms.

2.6.8 Payment. The City agrees to pay reimbursable costs within thirty (30) days from the last day of the month in which Attorneys incurred such costs.

3. INSURANCE

Attorneys shall maintain their own liability, health, worker's compensation, disability and other insurance and the City shall not be responsible therefor. At a minimum, Attorneys shall maintain two million dollars (\$2,000,000) in malpractice insurance, or such other amounts as may be required by the State Bar of California.

4. INDEMNIFICATION AND HOLD HARMLESS

Attorneys shall defend, indemnify, and hold the City harmless from any and all claims, liabilities, obligations, and causes of action for injury or death of any person and for injury or damage or destruction of property that directly results from Attorneys' sole and exclusive professional negligence, or sole and exclusive negligence involving the operation of any motor vehicle. This provision shall not be construed to waive or affect the immunities of the parties provided to public agencies, their agents, and employees by law.

5. CONFLICT OF INTEREST

Attorneys shall not knowingly represent any person or entity in any matter that may reasonably result in a contrary position to that of the City. However, upon full disclosure to the City, the City may waive this provision in writing.

6. TERM

The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2011.

7. TERMINATION

The City may immediately terminate this Agreement for cause at any time. Either the City or Attorneys may terminate this Agreement with or without cause at any time by providing ninety (90) days' notice in writing to the other party.

8. PERFORMANCE EVALUATION

There will be an evaluation of Attorneys' performance on or about May 1, 2010 and thereafter as deemed necessary and appropriate by the City Council.

9. FILES

Attorneys' files for matters involving the City, and works in progress thereof, are the property of the City and upon termination of this Agreement, shall, upon demand, be immediately delivered to the City. Attorneys may retain copies of pertinent documents, unless expressly prohibited or restricted by the City.

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

Signature on File

By _____
JIM JANNEY, Mayor

McDOUGAL, LOVE, ECKIS, BOEHMER
& FOLEY, a Professional Corporation

Signature on File

By _____
STEVEN E. BOEHMER

IMPERIAL BEACH REDEVELOPMENT
AGENCY

Signature on File

By _____
Jim Janney, Chair

Concurrence:

Signature on File

Jennifer M. Lyon

EXHIBIT "A"

Attorney Services

Except as provided elsewhere in this Agreement, Attorneys shall provide, in a professional manner, all of the usual, customary and necessary services, normally provided by a City Attorney and Redevelopment Agency General Counsel, to City and the Redevelopment Agency, as those services are required. Scope of services to be provided shall include the following:

A. General Services

1. Attendance at City Council/Redevelopment Agency meetings;
2. Regular established office hours at City Hall;
3. Attendance at departmental meetings, staff meetings or committee meetings deemed necessary and appropriate, or as requested by the City Manager or City Council;
4. Review and comment on City Council agenda items referred by the City Manager;
5. Research, preparation or review of routine written opinions, ordinances, resolutions, agreements, leases, public works contracts, and other routine documents of a legal nature necessary or requested by the City Manager, or City Council;
6. Promptly respond to all requests for legal advice from the City Council Members, City Manager, Commissioners, department heads, and other designated personnel as appropriate;
7. Monitoring and advising the City Council and staff of legislation and case law affecting the City;
8. Rendering general advice and assistance in the administration of the City's general liability risk management and insurance programs;
9. Monitoring activities of any special outside counsel retained by the City;
10. Providing conflict of interest assistance to Council/Agency and staff on behalf of the City/Redevelopment Agency, and assisting members and staff in seeking advice from the Fair Political Practices Commission;

11. Providing advice on issues related to the Brown Act (California Government Code section 54950 et seq.) and the California Public Records Act (California Government Code section 6250 et seq.); and
12. Represent the City in non-adversarial administrative proceedings, legislative hearings, and other intergovernmental meetings.

B. Special Services:

Special Services will be performed upon the request of the City Manager or City Council.

1. Provide legal advice and counsel to commissions and boards and attend commission meetings, board meetings, or committee meetings as deemed necessary by the City Manager or City Council;
2. Commence and prosecute all criminal or civil actions necessary and appropriate to enforce municipal ordinances, including enforcement through administrative proceedings, and the representation of the City and Agency, and their officers, agents and employees in matters in state and federal courts, as well as state and federal administrative agencies (such as the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Worker's Compensation Appeals Board, etc);
3. Represent the Redevelopment Agency as General Counsel, in administrative and civil litigation and in public finance matters such as assessments and tax related matters;
4. Render advice and assistance to City's representatives on labor relations matters, complex public records requests, review memoranda of understanding or other labor agreements, development agreements, advise on complex CEQA matters, draft implementing legislation or other pertinent documents and represent City before mediators or arbitrators on matters arising from memoranda of understanding or the City's personnel rules;
5. Render advice and assistance and represent the City/Agency in the administration of all claims and litigation filed by or against it; provided, however, that special counsel may be retained to defend or prosecute actions requiring special expertise, or in the event of a conflict of interest which disqualifies the Attorneys from such representation; and

6. Real property transactions in which the City/Agency is the seller or purchaser, or is involved in any exchange, or is involved in any sale/leaseback or lease/leaseback arrangement.

EXHIBIT "B"

Hourly Billing Rates

Attorney	\$144.50
Deputy City Attorney	\$144.50
Special Counsel	\$144.50
Paralegal	\$ 85.00

**AMENDMENT TO THE AGREEMENT FOR CITY ATTORNEY SERVICES BETWEEN
THE CITY OF IMPERIAL BEACH AND THE IMPERIAL BEACH REDEVELOPMENT
AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY
A Professional Corporation**

THIS AMENDMENT TO AGREEMENT (hereinafter referred to as "Amendment") is made this 4th day of May 2011, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency, (hereinafter referred to as "Agency"), and McDougal, Love, Eckis, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"), (collectively the "Parties").

RECITALS

- A. The City and Agency entered into an agreement with the Attorneys for legal services (hereinafter referred to as "Agreement") on February 3, 2010.
- B. The Parties are executing this Amendment to the Agreement in accordance with Resolution No. 2011-7033 and Resolution No. R-11-256, which authorize a change in the term for an additional two years.

NOW, THEREFORE, the parties hereby agree as follows:

- 1. Section 6, Term, of the Agreement is amended in its entirety to read as follows:

"The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2013."
- 2. Capitalized Terms. Capitalized terms used but not otherwise defined in this Amendment shall have the meanings assigned to them in the Agreement.
- 3. Continuing Effect. Except as expressly modified or amended by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

4. Execution in Counterparts. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original.

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

Signature on File

By _____
JIM JANNEY, Mayor

IMPERIAL BEACH REDEVELOPMENT
AGENCY

Signature on File

By _____
Jim Janney, Chair

Concurrence:

Signature on File

Jennifer M. Lyon

McDOUGAL, LOVE, ECKIS, BOEHMER
& FOLEY, a Professional Corporation

Signature on File

By _____
STEVEN E. BOEHMER



**STAFF REPORT
IMPERIAL BEACH
REDEVELOPMENT AGENCY
SUCCESSOR AGENCY**

TO: HONORABLE CHAIR AND MEMBERS OF THE BOARD

FROM: GARY BROWN, EXECUTIVE DIRECTOR *AB*

MEETING DATE: MAY 15, 2013

SUBJECT: AUTHORIZATION OF SECOND AMENDMENT TO THE AGREEMENT WITH MCDUGAL, LOVE, ECKIS, BOEHMER & FOLEY TO EXTEND THE TERM FOR TWO YEARS FOR LEGAL SERVICES

BACKGROUND:

The law firm of McDougal, Love, Eckis, Boehmer & Foley has provided legal services to the City and former Redevelopment Agency for over seventeen years. The current legal services agreement was entered into with the former Redevelopment Agency in 2009, amended in 2010 and amended again in 2011. Pursuant to Health and Safety Code sections 34173 (b) and 34175(b), the City of Imperial Beach became the Successor Agency to the Imperial Beach Redevelopment Agency and assumed all obligations of the former Imperial Beach Redevelopment Agency as of February 1, 2012. The Imperial Beach Redevelopment Agency Successor Agency, therefore, became the successor-in-interest to the contract for legal services that existed between the former Imperial Beach Redevelopment Agency and the Firm at that time. The term of the current agreement expires as of June 30, 2013.

DISCUSSION:

The proposed Second Amendment to the Agreement extends the term of the current agreement by two years, through June 30, 2015 and authorizes house-keeping amendments to the agreement now that the Redevelopment Agency no longer exists. All remaining terms, including the hourly rates, of the current agreement will remain the same.

There is a companion item on the 5/15/13 agenda for the City Council to approve this same amendment. The Successor Agency may be required to send the proposed Second Amendment to the Oversight Board for approval and/or ratification prior to execution, therefore the proposed Second Amendment has a clause that allows the Second Amendment to take effect between the City and the Firm upon execution by the Mayor before any necessary authorization is obtained by the Successor Agency.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

All attorney work for the Successor Agency will be billed at the same rate of \$144.50 per hour. The Successor Agency has budgeted for as-needed legal costs in its biannual administrative budgets provided to the Department of Finance.

DEPARTMENT RECOMMENDATION:

Staff recommends that the Board adopt Successor Agency Resolution No. SA-13-23 approving the Second Amendment to the Agreement with McDougal, Love, Eckis, Boehmer and Foley for legal services for an additional two year term.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve Department recommendation.

Attachments:

1. Resolution No. SA-13-23
2. Second Amendment to Agreement
3. Original Agreement and First Amendment

RESOLUTION NO. SA-13-23

A RESOLUTION OF THE IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY, CALIFORNIA, AUTHORIZING THE SECOND AMENDMENT TO THE AGREEMENT WITH MCDUGAL, LOVE, ECKIS, BOEHMER & FOLEY TO EXTEND THE TERM FOR TWO YEARS FOR LEGAL SERVICES

WHEREAS, the Imperial Beach Redevelopment Agency Successor Agency desires effective, efficient, and cost effective legal services; and

WHEREAS, pursuant to Health & Safety Code Sections 34173 (b) and 34175(b), the City of Imperial Beach became the Successor Agency to the Imperial Beach Redevelopment Agency and assumed all obligations of the former Imperial Beach Redevelopment Agency as of February 1, 2012. The Imperial Beach Redevelopment Agency Successor Agency, therefore, became the successor-in-interest to the contract for legal services that existed between the former Imperial Beach Redevelopment Agency and McDougal, Love, Eckis, Boehmer & Foley ("Firm") at that time; and

WHEREAS, the current Agreement with the Firm and the former Imperial Beach Redevelopment Agency expires on June 30, 2013 pursuant to the terms of the First Amendment and the Board now wishes to extend the term of the current Agreement by two years because it is necessary and convenient for the management of Successor Agency affairs; and

WHEREAS, the Firm will perform these services and responsibilities as stated in the Agreement and the First and Second Amendments to the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Imperial Beach Redevelopment Agency Successor Agency as follows:

1. The above-listed recitals are true and correct and are hereby incorporated as findings.
2. The Board hereby approves the Second Amendment to the Agreement with McDougal, Love, Eckis, Boehmer & Foley to extend the term of the Agreement to June 30, 2015 and to pay the hourly rate as indicated in the Second Amendment.
2. The Board hereby authorizes and directs the Chairman to execute said Second Amendment to the Agreement for and on behalf of the Imperial Beach Redevelopment Agency Successor Agency upon taking any necessary steps for approval as required by law.

PASSED, APPROVED, AND ADOPTED by the Imperial Beach Redevelopment Agency Successor Agency at its meeting held on the 15th day of May 2013, by the following vote:

AYES: BOARDMEMBERS:
NOES: BOARDMEMBERS:
ABSENT: BOARDMEMBERS:

JAMES C. JANNEY
CHAIRPERSON

ATTEST:

JACQUELINE M. HALD, CMC
SECRETARY

**SECOND AMENDMENT TO THE AGREEMENT FOR CITY ATTORNEY SERVICES
BETWEEN
THE CITY OF IMPERIAL BEACH, IMPERIAL BEACH REDEVELOPMENT AGENCY
SUCCESSOR AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY
A Professional Corporation**

THIS SECOND AMENDMENT TO AGREEMENT (hereinafter referred to as "Second Amendment") is made this 15th day of May 2013, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency Successor Agency (hereinafter referred to as "Successor Agency"), and McDougal, Love, Eckis, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"), (collectively the "Parties").

RECITALS

- A. The City and former Imperial Beach Redevelopment Agency entered into an agreement with the Firm for legal services (hereinafter referred to as "Agreement") on July 1, 2009.
- B. On May 4th, 2011, the Parties executed the First Amendment to the Agreement ("First Amendment") to extend the term of the Agreement to June 30, 2013.
- C. Pursuant to Health & Safety Code Sections 34173 (b) and 34175(b), the City of Imperial Beach became the Successor Agency to the Imperial Beach Redevelopment Agency and assumed all obligations of the former Imperial Beach Redevelopment Agency as of February 1, 2012. The Imperial Beach Redevelopment Agency Successor Agency, therefore, became the successor-in-interest to the contract for legal services that existed between the former Imperial Beach Redevelopment Agency and the Firm at that time.
- D. The Parties are executing this Second Amendment to the Agreement in accordance with Resolutions _____ and _____, which among other minor changes authorize a change in the term for an additional two years.

NOW, THEREFORE, the Parties hereby agree as follows:

1. Section 1.1 "Designation of City and Agency Attorney" is amended as follows:

"The City and Agency appoint the following designated members of the law firm of McDougal, Love, Eckis, Boehmer & Foley in the following capacities:

Jennifer M. Lyon City Attorney, General Counsel (hereinafter "City Attorney")

~~Hilda R. Mendoza Deputy City Attorney~~

~~David M. Stotland Deputy City Attorney~~

Steven E. Boehmer Special Counsel"

(The remainder of Section 1.1 is unchanged.)

2. Section 6 "Term" of the Agreement is amended in its entirety to read as follows:

"The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2015."

3. Section B.7., of Exhibit "A" "Attorney Services" is hereby added to read as follows:

"Notwithstanding anything in the Agreement or the First Amendment, all legal advice pertaining to the Imperial Beach Redevelopment Agency Successor Agency shall be billed at the hourly rates set forth on Exhibit B."

4. All references to "Imperial Beach Redevelopment Agency," "Redevelopment Agency" or "Agency" in the Agreement and First Amendment shall refer to the "Successor Agency."

5. This Second Amendment shall become effective and enforceable with respect to the City and Firm upon execution by the City and Firm. The Second Amendment shall become effective and enforceable with respect to the Successor Agency upon both: (1) the Successor Agency's approval and execution of the Amendment; and (2) the Oversight Board's approval of the Amendment by Resolution, subject to the Oversight Board's actions and approval becoming effective pursuant to Health and Safety Code Section 34179(h) of the Dissolution Act.

6. Capitalized Terms. Capitalized terms used but not otherwise defined in this Second Amendment shall have the meanings assigned to them in the Agreement.

7. Continuing Effect. Except as expressly modified or amended by this Second Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

8. Conflicts. If there is a conflict between any provisions of the Agreement, the First Amendment and/or this Second Amendment, all provisions of this Second Amendment shall control.

9. Execution in Counterparts. This Second Amendment may be executed in any number of counterparts, each of which shall be deemed an original.

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

McDOUGAL, LOVE, ECKIS, BOEHMER
& FOLEY, a Professional Corporation

By _____
JIM JANNEY, Mayor

By _____
STEVEN E. BOEHMER

IMPERIAL BEACH REDEVELOPMENT
AGENCY SUCCESSOR AGENCY

By _____
JIM JANNEY, CHAIRMAN

Concurrence:

Jennifer M. Lyon

**AGREEMENT FOR CITY ATTORNEY SERVICES BETWEEN
THE CITY OF IMPERIAL BEACH AND
THE IMPERIAL BEACH REDEVELOPMENT AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, SMITH, BOEHMER & FOLEY
A Professional Corporation**

THIS AGREEMENT is made this 1st day of July 2009, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency, (hereinafter referred to as "Agency"), and McDougal, Love, Eckis, Smith, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"). The parties agree that City and Agency shall retain the Attorneys to perform legal services on the terms and conditions set forth herein.

RECITALS

- A. The City and Agency require legal services customarily provided by the offices of a city attorney appointed by the City Council.
- B. Attorneys are fully qualified to provide the legal services sought by the City and Agency and willing to provide such legal services.
- C. Attorneys are willing to devote such time as may be necessary to provide such services in keeping with the highest standards of the legal profession and refrain from any employment that would conflict with representation of the City and Agency.

NOW, THEREFORE, the parties hereby agree as follows:

1. GENERAL RETAINER SERVICES

1.1 Designation of City and Agency Attorney.

The City and Agency shall appoint the following designated members of the law firm of McDougal, Love, Eckis, Smith, Boehmer & Foley in the following capacities:

James P. Lough	City Attorney, General Counsel (hereinafter "City Attorney")
David Stotland	Deputy City Attorney
Steven E. Boehmer	Special Counsel

The City Attorney may assign other attorneys in the Firm to work on City and Agency matters on an as-needed basis.

Attorneys shall not replace the designated City Attorney without the City Council's prior approval, except as may be necessary from time to time due to illness or vacation scheduling, in which case approval of a substitute attorney shall be obtained from the City Manager.

The City Attorney shall devote such time as necessary to perform those duties set forth on Exhibit "A", including the provision of Political Reform Act conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the City to City employees and officials upon appropriate request. The Attorneys shall represent the City in all litigation except where the City Council may otherwise direct.

General Counsel shall perform those duties set forth on Exhibit "A" applicable to general counsel, including the provision of conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the Agency to Agency employees and officials upon appropriate request. General Counsel shall represent the Agency in all litigation except where the Agency may otherwise direct.

The Attorneys' duties shall specifically include those set forth in Exhibit "A" attached and shall be performed by such members of the law firm as designated by the City Attorney and under the City Attorney's supervision.

1.2 Independent Contractor.

No employment relationship is created by this Agreement. Attorneys shall, for all purposes, be independent contractors to the City.

Attorneys shall not at any time or in any manner represent that they or any of their employees or agents are in any manner employees of the City. City acknowledges and agrees that the City Attorney, Assistant City Attorney, Deputy City Attorney and special counsel representing the City and the Agency will need to represent to others their capacity and relationship to the City.

Attorneys shall fulfill the professional responsibilities and duties under this Agreement in the manner that in Attorneys' sole discretion is deemed appropriate, subject to customary limitations that exist between an attorney and the client. Attorneys shall maintain independent ethical judgment in the conduct of legal services on behalf of the City and Agency.

1.3 Client is the City

Attorneys have been retained to represent the City and Agency as organizations, and owe a duty of loyalty to the organization. In the event the City's interest becomes adverse to the interest of a Council Member or staff member, Attorneys shall explain to the individual(s) that the organization is the client, that he/she cannot represent the individual(s) due to the conflict or potential conflict of interest, and that the individual(s) may wish to obtain independent counsel. When appropriate, Attorneys shall advise such individual(s) that any discussions with Attorneys may no longer be privileged.

In the event that Attorneys know that an individual intends to act (or refuses to act) in a manner related to the representation that is (1) a violation of a legal duty to the City, or (2) a violation of law which reasonably might be imputed to the City, and the individual's act (or refusal to act) is likely to result in substantial injury to the City, Attorneys shall proceed as is reasonably necessary in the best interest of the City.

1.4 City Attorney Services.

Attorneys shall perform those services as set forth in Exhibit "A" hereto.

2. COMPENSATION

2.1 Basic Retainer for General Services

The City agrees to initially pay to Attorneys a monthly retainer in the amount of Eight Thousand Two Hundred Twenty-seven and No/100 Dollars (\$8,227.00) for all services defined as "general services" in Exhibit "A". All services rendered which are not "general services" shall be approved by the City Manager in advance of the services being performed, and are deemed "special services" and shall be compensated at the rates set forth in Exhibit "B" attached hereto.

2.2 Payment Terms

The monthly retainer for City Attorney services and the monthly retainer for General Counsel services shall become due and payable on receipt of invoice no sooner than the first day of the month immediately following the month in which such services were provided. Payment for special services shall be made upon receipt of a detailed and itemized invoice. Payment for special services shall be made within thirty (30) days from the last day of the month in which Attorneys' services were provided.

2.3 Payments for Travel and Meeting Expenses

The City shall reimburse the City Attorney for travel and meeting expenses approved by the City Council that are deemed necessary and reasonable. Meal costs, excluding alcoholic beverages, will be reimbursed if deemed necessary in connection with the approved travel authorized by the City.

2.4 Invoice Requirements

2.4.1 General Legal Services. Billing for monthly legal services, including those services set forth in Exhibit "A", shall be submitted on separate invoices for each matter being handled.

2.4.2 Billing Increments. All invoices shall be detailed in six (6) minute, or one-tenth (0.1) hour increments.

2.4.3 Description of Work Performed. The invoice must briefly describe each item of work performed, the identity of the attorney, paralegal, or expert who performed the work and the date of the work. For example, if four distinct tasks were done on a file in one day, the tasks shall be separately noted on the bill with an individual time charge for each.

2.5 Prohibition Against Payment for Specified Activities

Absent special circumstances and the prior written approval by the City, the City is not obligated to pay for the following:

2.5.1 New Attorneys. Time spent by new attorneys to become familiar with the matter.

2.5.2 One Attorney. More than one attorney to attend any court hearing, deposition, or a meeting with the City's officers and/or employees.

2.5.3 Paralegals. Paralegals may perform discovery, coordination of witnesses and other support services normally associated with civil litigation. Paralegal time shall include calendaring, issuance of subpoenas and discovery and coordinating offers in criminal matters filed under the Imperial Beach Municipal Code. No more than one paralegal working shall be tasked to work on the same matter or charge for consulting with another paralegal.

2.5.4 Expert Consultants and Witnesses. The need for, identify and qualifications of experts should be timely reported to the City. The City recognizes the need for well-qualified experts for the successful evaluation of and defense of matters. The City encourages the use of experts not only for defense purposes, but to assist in early evaluation of cases.

2.5.5 Secretarial Time. The City will not pay for secretarial time or secretarial overtime. The City does not pay attorneys or paralegals for secretarial tasks or tasks that should be subsumed into the City Attorney's overhead. For example, the City will not reimburse its City Attorney for time spent faxing, mailing, arranging for messengers, or calendaring.

2.5.6 Word Processing. The City does not reimburse for the costs of word processing.

2.6 Reimbursable Expenses.

2.6.1 Photocopying Charges. The City will reimburse for photocopying costs only on a per-copy basis. The maximum charge reimbursable is \$0.20 per page for the copying of documents less than 25 pages; and \$0.10 per page for the copying of documents 25 pages or greater, including any time spent making the copies. Outside copying services will be used when possible, if the cost of doing so is less expensive to the City, or for special copying services that cannot be performed by Attorneys' staff.

2.6.2 Facsimile Charges. Facsimile transmissions may be used when necessary. The City will pay for facsimile transmissions based upon reasonable rates associated with actual cost, excluding secretarial time.

2.6.3 Telephone/Mail/Delivery Charges. Long distance telephone, cellular phone, and postal charges will be reimbursed at actual cost. Federal Express and similar delivery services shall be reimbursed only if Attorneys have obtained the prior approval of the City. Charges associated with delivery of materials, service of subpoenas and other documents, and filing by messenger services will be reimbursed at actual cost. Attorney should use reasonable efforts to accomplish work sufficiently in advance to allow delivery, filing, and service by U.S. Mail when not otherwise prescribed by law. Rush delivery costs will be reimbursed only if Attorneys have obtained the prior approval of the City.

2.6.4 Invoice Review and Discussion. The City will not pay for time used to prepare invoices or for discussion of invoices. If the City has questions about invoices or requires additional information on invoices, Attorneys must provide the information without charge to the City.

2.6.5 Unit Billing Time. The City will not pay unit billing time charges. Attorneys shall charge only for actual time spent.

2.6.6 File Opening and Closing. The City will not pay for time for file opening or file closing. These are not true tasks or adequate descriptions of legal activities.

2.6.7 Prior Work. The City will not pay for products that Attorneys have performed and billed for in other matters. This applies to the use of forms.

2.6.8 Payment. The City agrees to pay reimbursable costs within thirty (30) days from the last day of the month in which Attorneys incurred such costs.

3. INSURANCE

Attorneys shall maintain their own liability, health, worker's compensation, disability and other insurance and the City shall not be responsible therefore. At a minimum, Attorneys shall maintain two million dollars (\$2,000,000) in general liability and two million (\$2,000,000) in malpractice insurance or such other amounts as may be required by the State Bar of California.

4. INDEMNIFICATION AND HOLD HARMLESS

Attorneys shall defend, indemnify, and hold the City harmless from any and all claims, liabilities, obligations, and causes of action for injury or death of any person and for injury or damage or destruction of property that directly results from Attorneys' sole and exclusive professional negligence, or sole and exclusive negligence involving the operation of any motor vehicle. This provision shall not be construed to waive or affect the immunities of the parties provided to public agencies, their agents, and employees by law.

5. CONFLICT OF INTEREST

Attorneys shall not knowingly represent any person or entity in any matter that may reasonably result in a contrary position to that of the City. However, upon full disclosure to the City, the City may waive this provision in writing.

6. TERM

The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2011.

7. TERMINATION

The City may immediately terminate this Agreement for cause at any time. Either the City or Attorneys may terminate this Agreement with or without cause at any time by providing ninety (90) days' notice in writing to the other party.

8. FILES

Attorneys' files for matters involving the City, and works in progress thereof, are the property of the City and upon termination of this Agreement, shall, upon demand, be immediately delivered to the City. Attorneys may retain copies of pertinent documents, unless expressly prohibited or restricted by the City:

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

Signature on File

By

~~JAMES C. JANNEY, Mayor~~

IMPERIAL BEACH REDEVELOPMENT
AGENCY

Signature on File

By

~~JAMES C. JANNEY, Chair~~

McDOUGAL, LOVE, ECKIS, SMITH,
BOEHMER & FOLEY, a Professional
Corporation

Signature on File

By

STEVEN E. BOEHMER

EXHIBIT "A"

Attorney Services

Except as provided elsewhere in this Agreement, Attorneys shall provide, in a professional manner, all of the usual, customary and necessary services, normally provided by a City Attorney and Redevelopment Agency General Counsel, to City and the Redevelopment Agency, as those services are required. Scope of services to be provided shall include the following:

A. General Services

1. Attendance at City Council/Redevelopment Agency meetings;
2. Regular established office hours at City Hall;
3. Attendance at departmental meetings, staff meetings or committee meetings deemed necessary and appropriate, or as requested by the City Manager or City Council;
4. Review and comment on City Council agenda items referred by the City Manager;
5. Research, preparation or review of routine written opinions, ordinances, resolutions, agreements, leases, public works contracts, and other routine documents of a legal nature necessary or requested by the City Manager or City Council;
6. Promptly respond to all requests for legal advice from the City Council Members, City Manager, Commissioners, department heads, and other designated personnel as appropriate;
7. Monitoring and advising the City Council and staff of legislation and case law affecting the City;
8. Rendering general advice and assistance in the administration of the City's general liability risk management and insurance programs;
9. Monitoring activities of any special outside counsel retained by the City;
10. Providing conflict of interest assistance to Council/Agency and staff on behalf of the City/Redevelopment Agency, and assisting

members and staff in seeking advice from the Fair Political Practices Commission;

11. Providing advice on issues related to the Brown Act (California Government Code section 54950 et seq.) and the California Public Records Act (California Government Code section 6250 et seq.); and
12. Represent the City in non-adversarial administrative proceedings, legislative hearings, and other intergovernmental meetings.

B. Special Services:

Special Services will be performed upon the request of the City Manager or City Council.

1. Provide legal advice and counsel to commissions and boards and attend commission meetings, board meetings, or committee meetings as deemed necessary by the City Manager or City Council;
2. Commence and prosecute all criminal or civil actions necessary and appropriate to enforce municipal ordinances, including enforcement through administrative proceedings, and the representation of the City and Agency, and their officers, agents and employees in matters in state and federal courts, as well as state and federal administrative agencies (such as the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Worker's Compensation Appeals Board, etc);
3. Represent the Redevelopment Agency as General Counsel, in administrative and civil litigation and in public finance matters such as assessments and tax related matters;
4. Render advice and assistance to City's representatives on labor relations matters, complex public records requests, review memoranda of understanding or other labor agreements, development agreements, advise on complex CEQA matters, draft implementing legislation or other pertinent documents and represent City before mediators or arbitrators on matters arising from memoranda of understanding or the City's personnel rules;
5. Render advice and assistance and represent the City/Agency in the administration of all claims and litigation filed by or against it; provided, however, that special counsel may be retained to defend or prosecute actions requiring special expertise, or in the event of a

conflict of interest which disqualifies the Attorneys from such representation; and

6. Real property transactions in which the City/Agency is the seller or purchaser, or is involved in any exchange, or is involved in any sale/leaseback or lease/leaseback arrangement.

EXHIBIT "B"

Hourly Billing Rates

City Attorney	\$144.50
Deputy City Attorney	\$144.50
Special Counsel	\$144.50
Paralegal	\$85.00

**AGREEMENT FOR CITY ATTORNEY SERVICES BETWEEN
THE CITY OF IMPERIAL BEACH AND THE IMPERIAL BEACH REDEVELOPMENT
AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY
A Professional Corporation**

THIS AGREEMENT is made this 1st day of July 2009 and amended as of February 3, 2010, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency, (hereinafter referred to as "Agency"), and McDougal, Love, Eckis, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"). The parties agree that City and Agency shall retain the Attorneys to perform legal services on the terms and conditions set forth herein.

RECITALS

- A. The City and Agency require legal services customarily provided by the offices of a city attorney appointed by the City Council.
- B. Attorneys are fully qualified to provide the legal services sought by the City and Agency and willing to provide such legal services.
- C. Attorneys are willing to devote such time as may be necessary to provide such services in keeping with the highest standards of the legal profession and refrain from any employment that would conflict with representation of the City and Agency.

NOW, THEREFORE, the parties hereby agree as follows:

1. GENERAL RETAINER SERVICES

1.1 Designation of City and Agency Attorney.

The City and Agency shall appoint the following designated members of the law firm of McDougal, Love, Eckis, Boehmer & Foley in the following capacities:

Jennifer M. Lyon	City Attorney, General Counsel (hereinafter "City Attorney")
Hilda R. Mendoza	Deputy City Attorney

David M. Stotland

Deputy City Attorney

Steven E. Boehmer

Special Counsel

The City Attorney may assign other attorneys in the Firm to work on City and Agency matters on an as-needed basis.

Attorneys shall not replace the designated City Attorney without the City Council's prior approval, except as may be necessary from time to time due to illness or vacation scheduling, in which case approval of a substitute attorney shall be obtained from the City Manager.

The City Attorney shall devote such time as necessary to perform those duties set forth on Exhibit "A", including the provision of Political Reform Act conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the City to City employees and officials upon appropriate request. The Attorneys shall represent the City in all litigation except where the City Council may otherwise direct.

General Counsel shall perform those duties set forth on Exhibit "A" applicable to general counsel, including the provision of conflict of interest assistance (related to the Political Reform Act and other applicable conflict of interest laws) on behalf of the Agency to Agency employees and officials upon appropriate request. General Counsel shall represent the Agency in all litigation except where Agency may otherwise direct.

The Attorneys' duties shall specifically include those set forth in Exhibit "A" attached and shall be performed by such members of the law firm as designated by the City Attorney and under the City Attorney's supervision.

1.2 Independent Contractor.

No employment relationship is created by this Agreement. Attorneys shall, for all purposes, be independent contractors to the City.

Attorneys shall not at any time or in any manner represent that they or any of their employees or agents are in any manner employees of the City. City acknowledges and agrees that the City Attorney, Assistant City Attorney, Deputy City Attorney and special counsel representing the City and the Agency will need to represent to others their capacity and relationship to the City.

Attorneys shall fulfill the professional responsibilities and duties under this Agreement in the manner that in Attorneys' sole discretion is deemed appropriate, subject to customary limitations that exist between an attorney and the client. Attorneys shall maintain independent ethical judgment in the conduct of legal services on behalf of the City and Agency.

1.3 Client is the City

Attorneys have been retained to represent the City and Agency as organizations, and owe a duty of loyalty to the organization. In the event the City's interest becomes adverse to the interest of a Council Member or staff member, Attorneys shall explain to the individual(s) that the organization is the client, that he/she cannot represent the individual(s) due to the conflict or potential conflict of interest, and that the individual(s) may wish to obtain independent counsel. When appropriate, Attorneys shall advise such individual(s) that any discussions with Attorneys may no longer be privileged.

In the event that Attorneys know that an individual intends to act (or refuses to act) in a manner related to the representation that is (1) a violation of a legal duty to the City, or (2) a violation of law which reasonably might be imputed to the City, and the individual's act (or refusal to act) is likely to result in substantial injury to the City, Attorneys shall proceed as is reasonably necessary in the best interest of the City.

1.4 City Attorney Services.

Attorneys shall perform those services as set forth in Exhibit "A" hereto.

2. COMPENSATION

2.1 Basic Retainer for General Services

The City agrees to initially pay to Attorneys a monthly retainer in the amount of Eight Thousand Two Hundred Twenty-seven and No/100 Dollars (\$8,227.00) for all services defined as "general services" in Exhibit "A". All services rendered which are not "general services" shall be approved by the City Manager in advance of the services being performed, and are deemed "special services" and shall be compensated at the rates set forth in Exhibit "B" attached hereto.

2.2 Payment Terms

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Attorneys shall maintain their own liability, health, worker's compensation, disability and other insurance and the City shall not be responsible therefor. At a minimum, Attorneys shall maintain two million dollars (\$2,000,000) in malpractice insurance, or such other amounts as may be required by the State Bar of California.

4. INDEMNIFICATION AND HOLD HARMLESS

Attorneys shall defend, indemnify, and hold the City harmless from any and all claims, liabilities, obligations, and causes of action for injury or death of any person and for injury or damage or destruction of property that directly results from Attorneys' sole and exclusive professional negligence, or sole and exclusive negligence involving the operation of any motor vehicle. This provision shall not be construed to waive or affect the immunities of the parties provided to public agencies, their agents, and employees by law.

5. CONFLICT OF INTEREST

Attorneys shall not knowingly represent any person or entity in any matter that may reasonably result in a contrary position to that of the City. However, upon full disclosure to the City, the City may waive this provision in writing.

6. TERM

The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2011.

7. TERMINATION

The City may immediately terminate this Agreement for cause at any time. Either the City or Attorneys may terminate this Agreement with or without cause at any time by providing ninety (90) days' notice in writing to the other party.

8. PERFORMANCE EVALUATION

There will be an evaluation of Attorneys' performance on or about May 1, 2010 and thereafter as deemed necessary and appropriate by the City Council.

9. FILES

Attorneys' files for matters involving the City, and works in progress thereof, are the property of the City and upon termination of this Agreement, shall, upon demand, be immediately delivered to the City. Attorneys may retain copies of pertinent documents, unless expressly prohibited or restricted by the City.

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

Signature on File

By _____
JIM JANNEY, Mayor

McDOUGAL, LOVE, ECKIS, BOEHMER
& FOLEY, a Professional Corporation

Signature on File

By _____
STEVEN E. BOEHMER

IMPERIAL BEACH REDEVELOPMENT
AGENCY

Signature on File

By _____
Jim Janney, Chair

Concurrence:

Signature on File

Jennifer M. Lyon

EXHIBIT "A"

Attorney Services

Except as provided elsewhere in this Agreement, Attorneys shall provide, in a professional manner, all of the usual, customary and necessary services, normally provided by a City Attorney and Redevelopment Agency General Counsel, to City and the Redevelopment Agency, as those services are required. Scope of services to be provided shall include the following:

A. General Services

1. Attendance at City Council/Redevelopment Agency meetings;
2. Regular established office hours at City Hall;
3. Attendance at departmental meetings, staff meetings or committee meetings deemed necessary and appropriate, or as requested by the City Manager or City Council;
4. Review and comment on City Council agenda items referred by the City Manager;
5. Research, preparation or review of routine written opinions, ordinances, resolutions, agreements, leases, public works contracts, and other routine documents of a legal nature necessary or requested by the City Manager, or City Council;
6. Promptly respond to all requests for legal advice from the City Council Members, City Manager, Commissioners, department heads, and other designated personnel as appropriate;
7. Monitoring and advising the City Council and staff of legislation and case law affecting the City;
8. Rendering general advice and assistance in the administration of the City's general liability risk management and insurance programs;
9. Monitoring activities of any special outside counsel retained by the City;
10. Providing conflict of interest assistance to Council/Agency and staff on behalf of the City/Redevelopment Agency, and assisting members and staff in seeking advice from the Fair Political Practices Commission;

11. Providing advice on issues related to the Brown Act (California Government Code section 54950 et seq.) and the California Public Records Act (California Government Code section 6250 et seq.); and
12. Represent the City in non-adversarial administrative proceedings, legislative hearings, and other intergovernmental meetings.

B. Special Services:

Special Services will be performed upon the request of the City Manager or City Council.

1. Provide legal advice and counsel to commissions and boards and attend commission meetings, board meetings, or committee meetings as deemed necessary by the City Manager or City Council;
2. Commence and prosecute all criminal or civil actions necessary and appropriate to enforce municipal ordinances, including enforcement through administrative proceedings, and the representation of the City and Agency, and their officers, agents and employees in matters in state and federal courts, as well as state and federal administrative agencies (such as the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Worker's Compensation Appeals Board, etc);
3. Represent the Redevelopment Agency as General Counsel, in administrative and civil litigation and in public finance matters such as assessments and tax related matters;
4. Render advice and assistance to City's representatives on labor relations matters, complex public records requests, review memoranda of understanding or other labor agreements, development agreements, advise on complex CEQA matters, draft implementing legislation or other pertinent documents and represent City before mediators or arbitrators on matters arising from memoranda of understanding or the City's personnel rules;
5. Render advice and assistance and represent the City/Agency in the administration of all claims and litigation filed by or against it; provided, however, that special counsel may be retained to defend or prosecute actions requiring special expertise, or in the event of a conflict of interest which disqualifies the Attorneys from such representation; and

6. Real property transactions in which the City/Agency is the seller or purchaser, or is involved in any exchange, or is involved in any sale/leaseback or lease/leaseback arrangement.

EXHIBIT "B"

Hourly Billing Rates

Attorney	\$144.50
Deputy City Attorney	\$144.50
Special Counsel	\$144.50
Paralegal	\$ 85.00

**AMENDMENT TO THE AGREEMENT FOR CITY ATTORNEY SERVICES BETWEEN
THE CITY OF IMPERIAL BEACH AND THE IMPERIAL BEACH REDEVELOPMENT
AGENCY**

AND

**McDOUGAL, LOVE, ECKIS, BOEHMER & FOLEY
A Professional Corporation**

THIS AMENDMENT TO AGREEMENT (hereinafter referred to as "Amendment") is made this 4th day of May 2011, by and between the City of Imperial Beach, a Municipal Corporation, (hereinafter referred to as "City"), the Imperial Beach Redevelopment Agency, (hereinafter referred to as "Agency"), and McDougal, Love, Eckis, Boehmer & Foley, a Professional Corporation, (hereinafter referred to as "Attorneys" or "Firm"), (collectively the "Parties").

RECITALS

- A. The City and Agency entered into an agreement with the Attorneys for legal services (hereinafter referred to as "Agreement") on February 3, 2010.
- B. The Parties are executing this Amendment to the Agreement in accordance with Resolution No. 2011-7033 and Resolution No. R-11-256, which authorize a change in the term for an additional two years.

NOW, THEREFORE, the parties hereby agree as follows:

- 1. Section 6, Term, of the Agreement is amended in its entirety to read as follows:

"The services to be provided by Attorneys under this Agreement shall begin on July 1, 2009 and end on June 30, 2013."
- 2. Capitalized Terms. Capitalized terms used but not otherwise defined in this Amendment shall have the meanings assigned to them in the Agreement.
- 3. Continuing Effect. Except as expressly modified or amended by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

4. Execution in Counterparts. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original.

Executed on the date and year first indicated above at Imperial Beach, California.

CITY OF IMPERIAL BEACH,
a Municipal Corporation

Signature on File

By _____
JIM JANNEY, Mayor

McDOUGAL, LOVE, ECKIS, BOEHMER
& FOLEY, a Professional Corporation

Signature on File

By _____
STEVEN E. BOEHMER

IMPERIAL BEACH REDEVELOPMENT
AGENCY

Signature on File

By _____
Jim Janney, Chair

Concurrence:

Signature on File

Jennifer M. Lyon