

# **BUDGET RESPONSE REPORTS**

## **FY 2021-22**



FY 2021-22  
BUDGET RESPONSE REPORTS  
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# CITY OF REDONDO BEACH

## PROPOSED BUDGET RESPONSE REPORTS

### FY 2021-22 PROPOSED BUDGET

The following is a list of questions raised regarding the FY 2021-22 Proposed Budget. The corresponding answer to each of these questions (the “Budget Response Report”) follows in the sequence reflected.

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# CITY OF REDONDO BEACH

## Budget Response Report #1

June 1, 2021

### Question:

*What corrections/adjustments need to be made to the FY 2021-22 Proposed Budget document for inclusion in the Adopted Budget?*

### Response:

Corrections/adjustments that need to be made to the FY 2021-22 Proposed Budget document are listed below.

- ⇒ In the City Manager's Message, the discussion regarding pension obligation bonds incorrectly states that the City's Unfunded Accrued Liability (UAL) payment is roughly \$115.0. The correct amount is \$15.0 million. Below is the corrected paragraph.

*Pension Obligation Bonds – The City is in the process of preparing a bond issue to refinance its CalPERS pension obligation debt. The refinancing is expected to save millions of dollars in long-term costs and will significantly reduce the City's annual debt service payments. In FY 2021-22 the refinancing will also allow for the reimbursement of some, or all, of the City's roughly \$15.0 million Unfunded Accrued Liability (UAL) payment due to CalPERS in July. Staff is recommending that \$2.5 million (\$2.0 million General Fund and \$0.5 million other funds) of the 2021 UAL payment be reimbursed to the City as part of the bond issue. This anticipated reimbursement will be helpful in balancing the City's short-term budget deficit as described in Decision Package #57.*

- ⇒ Decision Package #3 incorrectly requested an appropriation of \$75,000. The correct amount is \$70,000. Below is the corrected paragraph. Additionally, attached is the revised City Manager Recommended FY 2021-22 Decision Packages for City Council Approval Summary.

*Decision Package #3. Banking Services Cost Increase. Banking services have seen both higher costs and increased usage. In this current low interest rate environment, the City's earnings credit rate has dropped thereby reducing the offset to our banking services costs. Additionally, credit card payments have increased dramatically during the pandemic-related closure of City Hall. It is anticipated that this trend will continue into the future as residents and other customers have become accustomed to the online services provided by the City. Recommended is an ongoing General Fund appropriation of \$70,000.*

⇒ Decision Package #56 uses a rounded amount of Federal COVID Recover Funds to be accepted and incorrectly states the amount to be used in FY 2021-22 is \$4.8 million (instead of the correct amount of \$3.4 million). To reflect the exact amount of funding and the correct amount for FY 2021-22, below is the corrected paragraph. Additionally, attached is the revised City Manager Recommended FY 2021-22 Decision Packages for City Council Approval Summary.

*Decision Package #56. Use of Federal COVID Recovery Funds. In early 2021 the Federal Government approved a Stimulus Bill that included Coronavirus State and Local Fiscal Recovery Funds that can be used to offset municipal government revenue losses as a result of the COVID pandemic and to pay for certain City services. The City of Redondo Beach is expected to receive approximately \$6.8 million in recovery funds (\$3.4 million in FY 2020-21 and \$3.4 million in FY 2021-22). Authorization is requested to apply \$2.4 million of the funds to FY 2020-21 expenses in the General Fund, \$1.0 million to FY 2020-21 expenses in the Harbor Uplands Fund, and \$3.4 million to FY 2021-22 expenses in the General Fund to offset lost City revenues. Recommended is a one-time acceptance of COVID Recovery Funds to the General Fund totaling \$5,801,080 and \$1,000,000 to the Harbor Uplands Fund.*

**City Manager Recommended  
FY 2021-22 Decision Packages for City Council Approval  
Summary**

	<b>General Fund</b>		<b>Other Funds</b>
	<b>One-Time</b>	<b>Ongoing</b>	
1. City Clerk's Office Contract Services Cost Increase	-	11,000	-
2. City Insurance (Risk Pool) Premium Increases	-	-	710,000
3. Banking Services Cost Increase	-	70,000	-
4. Animal Licensing Services	-	-	-
5. Police Department Uniforms and Protective Equipment	-	30,000	-
6. Reinstatement of Police Department Maintenance and Operations Budget Reductions	-	59,000	-
7. Everbridge Multi-Jurisdictional Notification System	-	-	29,140
8. Emergency Medical Supplies	30,000	-	-
9. Fire Department Electronic Platforms Service Agreements	-	55,000	-
10. Increased Water Costs	-	100,000	-
11. Increased Southern California Edison Street Lighting Costs	-	100,000	-
12. Grid 3 Tree Trimming	262,818	-	-
13. SCBA/Medical Oxygen Program	-	20,000	-
14. Fire Equipment Testing and Certification	-	10,000	-
15. Refuse Rate Adjustment	-	-	-
16. Fleet Maintenance and Operations	-	-	55,000
17. Transit Center Facilities Services	-	-	217,000
18. Paramedic Specialized Training	-	15,000	-
19. Jail Services for the City of Palos Verdes Estates	-	(29,000)	-
20. Engineering Fee Increase	-	(23,000)	-
21. Police Department Harbor Enterprise Budget Reduction	-	-	(91,782)
22. Public Works Department Harbor Enterprise Budget Reduction	-	-	(246,714)
23. Waterfront and Economic Development Department Contract Services Reduction	-	-	(150,000)
24. Department of Boating and Waterways (DBAW) Loan Elimination	-	-	(415,833)
25. Enhanced Response to Homelessness	40,000	421,426	-
26. AutoPulse Resuscitation System	60,000	-	-
27. Emergency Medical Dispatcher (EMD) Training	12,000	-	-
28. Code Enforcement Personnel Transfer to the Police Department	-	-	-
29. Community Services Department Senior Management Analyst Position	-	79,000	79,000
30. Information Technology Staffing and Resources Study	-	-	65,000
31. Human Resources Analyst Position	-	78,000	78,000
32. Fire Department Administrative Support Staff	100,000	67,320	(30,120)
33. Irrigation Technician to Public Services Leadworker	-	6,000	-
34. Storm Drain Catch Basin Maintenance Contract	-	-	50,000
35. Cost Allocation Processing Services	-	8,000	-
36. Legal Services for Powerplant Property Matters	-	-	709,400
37. Human Resources Department Consulting Services	45,000	-	-
38. Election Preparation Services	50,000	-	-
39. Information Technology Equipment Replacement	-	-	392,695
40. Other Post-Employment Benefit (OPEB) Actuarial Valuation	30,000	-	-
41. Outsourced Supplemental Crossing Guard Services	57,823	-	-
42. Police Technology Service Contracts	142,670	-	-
43. Parking Meter Replacement/Installation	167,785	53,144	-
44. Fire Equipment	70,000	-	-
45. Fire Training Operations	59,000	-	-
46. AED/CPR Instructor Cadre	5,000	-	-
47. Fire Specialized Training	30,000	-	-
48. Library Materials	50,000	-	-
49. Transit Vehicle Purchase	-	-	537,000
50. Transit Infrastructure Study	-	-	100,000
51. Transit Zero Emission Bus Rollout Plan	-	-	100,000
52. Transit Planning Study - Operational Analysis	-	-	100,000
53. King Harbor Amenities Plan Preparation	-	-	300,000
54. Concept Plan for Seaside Lagoon	-	-	50,000
55. Vehicle Replacement Purchases	-	-	1,406,547
56. Use of Federal COVID Recovery Funds	(5,801,080)	-	(1,000,000)
57. Use of Bond Issue Proceeds for Reimbursement of 2021 CalPERS UAL Payment	(2,020,000)	-	(430,000)
Decision Package Totals	(6,608,984)	1,130,890	2,614,333
Deficit Ending Balance (After 8.33% "Minimum Contingency Reserve")	-	5,477,225	(32,419,829)
Revenues Under Expenditures if All Decision Packages Recommended/Adopted	(6,608,984)	6,608,115	(29,805,496)

# **CITY OF REDONDO BEACH**

## **Budget Response Report #2**

**June 1, 2021**

### **Question:**

*What is the status of:*

- A) Installing lighting at the beach access walkways at Sapphire Street, Topaz Street and Knob Hill Avenue, and*
- B) Replacing the existing lighting along the upper beachfront pedestrian walkway between Veterans Park and Knob Hill Avenue?*

### **Response:**

Funding in the amount of \$300,000 is proposed in the Capital Improvement Program for a combined project to address both of these areas.

#### **Beach Access Walkways at Sapphire Street, Topaz Street and Knob Hill Avenue**

The three walkways, which are located between apartment/condominium buildings, provide public access to the beach from Esplanade. The walkways, which range from 125 to 150 feet in length, currently do not have lighting and can be quite dark during the evening and early mornings.

A project to install lighting would include:

- Installation of six light fixtures and poles on each walkway
- Installation of concrete foundations for each light and pole
- Installation of underground electrical conduit to each pole from Esplanade
- Project design

A rough cost estimate is \$5,000 per light plus a 20% contingency for a total of roughly \$100,000.

Staff explored using solar-powered lighting with a local vendor, but concluded it was not feasible due to the lack of available sunlight between the adjacent tall buildings.

#### **Beachfront Pedestrian Walkway between Veterans Park and Knob Hill Avenue**

The beachfront pedestrian walkway located west of the Esplanade properties between Veterans Park and Knob Hill Avenue contains lighting that has reached the end of its useful life and needs to be replaced. A project to replace the 35 lights would include the following:

- New solar light fixtures
- New poles
- Replacement of the light pole foundations
- Project design, installation and inspection

The estimated cost to implement the replacement project is approximately \$200,000, including a 20% contingency.

# **CITY OF REDONDO BEACH**

## **Budget Response Report #3**

**June 1, 2021**

### **Question:**

*What City vehicles and equipment are scheduled for replacement by the Public Works Department in the 2021-22 Fiscal Year, what makes up the large fund balance of the Vehicle Replacement Fund, and what modifications to allocations are recommended as part of the FY 2021-22 budget?*

### **Response:**

The Vehicle Replacement Fund (VRF) was established by the City during the 1983-84 Fiscal year. It is a best management practice tool that allows the City to efficiently replace vehicles and equipment. The purpose of the Vehicle and Heavy Equipment Replacement Program is to evaluate, maintain, and replace vehicles and equipment on a schedule that optimizes their usefulness, avoids major repairs and periods of downtime, and captures ongoing technological improvements in vehicle safety, efficiency, and performance. Most Redondo Beach vehicles historically have been replaced every 4 to 12 years, depending on their type and function, at an aggregate cost of between \$600,000 and \$1,500,000 each year.

This year staff is recommending, via Decision Package #55, that sixteen vehicles/equipment be replaced at a total cost to the Vehicle Replacement Fund of \$1,406,547. The vehicles/equipment proposed for replacement are used for Police Patrol, Fire operations, Community Development, Harbor Division, and City generators for buildings and sewer pump stations. All sixteen vehicles/equipment were part of thirty vehicles initially scheduled for replacement in FY 2019-20. However, the replacement of these vehicles was deferred due to the approved extension of most vehicles/equipment via decision package #25 in the FY 2019-20 Budget. Furthermore, with the approval of Decision Package #21 in the FY 2020-21 Adopted Budget, these particular vehicles/equipment were deferred for purchase until FY 2021-22.

### **VRF Funding Structure**

With regards to the funding structure of the VRF, the total cost to the Fund is comprised of multiple funding sources including the General Fund, Sewer Fund, Building Occupancy Fund, Harbor Fund, Vehicle Replacement Fund, among other sources. Each vehicle is assigned for a specific use and charged against the appropriate fund using the approved

replacement formulas. There are two main components of the VRF, which are the maintenance and operations component and the vehicle replacement component.

With regards to the maintenance and operations component of the fund, each department is charged based on the fuel consumption and labor costs associated with vehicles assigned to the respective departments. The funding mechanism used for the replacement of the vehicles/equipment is through a depreciation formula. First, the replacement value is calculated by taking the purchase price of the vehicle, multiplying it by a 3% compounding rate to account for inflation, and then aggregating that compounding amount over the life cycle of the vehicle/equipment. The replacement value is then evenly divided for the duration of the life span of the vehicle/ equipment to calculate the annual amount. Below is a simplified example of the calculation for the vehicle replacement component.

<b>Vehicle</b>	<b>Purchase Price</b>	<b>Life Span</b>	<b>Replacement Value (3% compounding rate)</b>	<b>Annual Cost for 13 years</b>
Administrative Sedan	\$ 50,000	13	\$ 73,866	\$ 5,682

### Fund Balance

In the proposed FY 2021-22 Budget the expected beginning fund balance of the VRF is \$7.26 million prior to any decision packages being approved. It's important to note that the funding for the VRF is comprised of multiple parts including the vehicle replacement/acquisition, vehicle maintenance and operation, sale of fuel, and other miscellaneous revenue. The expenditures of the VRF also are comprised of multiple items including, personnel, maintenance and operations, internal service fund, and overhead. Therefore, depending on the amount of vehicles/equipment that are due for replacement in the given fiscal year, the fund balance can increase or decrease significantly. Historically, the ebbs and flows in the fund balance are dependent on the amount and type of vehicles being replaced. For example, the beginning fund balance for FY 2017-18 was \$6,036,593 which decreased to \$4,273,204 for FY 2018-19 due to the purchase of several Fire Department vehicles. Only eight vehicles were replaced in FY 2019-20, coupled with the adopted additional one-year extension for FY 2020-21, which has caused the fund balance to remain at a relatively higher total fund balance. Although the fund balance may increase due to the delayed replacement of vehicles/equipment, the need and funding to replace those vehicles/equipment remains.

### Allocation Modifications

During the FY 2019-20 budget adoption the City Council approved Decision Package #25, which extended the life of vehicles/equipment by 10%, except for police patrol vehicles. The change allowed the City to realize on-going savings from reduced internal service fund (ISF) charges of approximately \$487,000 annually across all funds. The FY 2020-21 adopted budget included Decision Package #21, which reduced the annual cost per vehicle by 50% for FY 2020-21 and will continue in FY 2021-22. The regular annual cost will resume in FY 2022-23. This decision package in essence delayed the replacement of all vehicles/equipment by an additional year, while realizing one-time savings of approximately \$ 790,000 annually across all funds during FY 2020-21 and FY 2021-22. Those one-time savings will end in FY 2022-23 as normal annual costs resume for all vehicles. Below is a table that illustrates the recommended annual cost modifications for a hypothetical vehicle over three fiscal years.

<b>Vehicle</b>	<b>Purchase Price</b>	<b>Life Span</b>	<b>Replacement Value</b> (3% compounding rate)	<b>Annual Cost</b>	<b>FY 20-21</b> (50% cost)	<b>FY 21-22</b> (50% cost)	<b>FY 22-23</b> (normal cost)
Administrative Sedan	\$50,000	13	\$73,862	\$5,682	\$2,841	\$2,841	\$5,862

Staff will continue to reassess the VRF structure on a year to year basis and evaluate individual vehicles/equipment to ensure the replacement cycle is in line with optimizing the full life of a vehicle/equipment without creating excessive maintenance and repair costs. However, given the adopted extension and modifications for all vehicles, maintenance and repair costs will increase as additional vehicle components reach their useful life while replacement of the vehicles/equipment is further delayed.

The vehicles/equipment recommended for purchase would be acquired through the City's regular purchasing procedures. The procedures contain a number of competitive purchasing options including the use of a "Piggyback" Bid which is a procedure of procuring goods or services by utilizing another public entity's recent Request for Proposal (RFP) or Request for Bid (RFB), or the National Joint Powers Alliance (NJPA) Contract Cooperative Purchasing Program. Cooperative purchasing programs provide valuable benefits to state and local governments. By attaching to national or regional cooperatives, an agency has immediate access to competitively solicited contracts and guaranteed pricing and delivery options without expending staff resources on the preparation of its own RFB. Pricing is often attractive because of the purchasing power of these cooperatives.



### Zero/Low Emission Vehicles (ZEV/LEV)

Staff is recommending the replacement of 16 vehicles/equipment in the 2021-22 Fiscal Year for multiple city departments. While there continues to be the development of hybrid pursuit rated police vehicles there is still not sufficient data on their performance that would allow staff to recommend moving in that direction at this time. In accordance with Council direction, the Public Works Department is looking to replace all standard light/medium duty trucks with alternative fuel trucks when feasible. The Public Works Department will also continue to work with other Departments to recommend ZEV/LEV whenever possible and feasible.

All of the vehicles/equipment recommended for replacement are listed in the following table:

#### **FY 2021-2022 Vehicle Replacement List**

<b>Unit #</b>	<b>Year</b>	<b>Type</b>	<b>Assignment</b>	<b>Replacement Revised Budget</b>	<b>ZEV/LEV</b>
104	2008	CHEVROLET SUBURBAN-EQ	FIRE DEPARTMENT	\$191,492	N/A
651	2017	CHEVROLET TAHOE	PATROL-Sergeants	\$79,298	N/A
652	2017	CHEVROLET TAHOE	PATROL-Sergeants	\$79,298	N/A
660	2017	FORD UTILITY	PATROL	\$66,112	N/A
661	2017	FORD UTILITY	PATROL	\$66,112	N/A
672	2017	FORD UTILITY	PATROL	\$65,717	N/A
675	2017	DODGE RAM CHARGER SLICK TOP	PATROL	\$55,205	N/A
678	2017	DODGE RAM CHARGER	PATROL	\$55,748	N/A
51-06	2006	GMC CANYON P/U XTRA CAB	CODE ENFORCEMENT	\$29,074	LEV
59-07	2007	GMC CANYON P/U XTRA CAB	BUILDING	\$29,074	LEV
261-08	2008	FORD RANGER	UPLANDS MAINTENANCE	\$18,869	LEV
G-1	1999	CATEPILLAR 3306 GENERATOR	SEWER (Nelson Pump Stations)	\$150,969	N/A
G-11	1999	GENERAC 99A03799-S GENERATOR	BUILDING OCCUPANCY (Police Department)	\$246,145	N/A
G-12	1999	ONAN 175DGFB GENERATOR	BUILDING OCCUPANCY (EOC)	\$149,210	N/A

<b>Unit #</b>	<b>Year</b>	<b>Type</b>	<b>Assignment</b>	<b>Replacement Revised Budget</b>	<b>ZEV/LEV</b>
G-16	1999	GENERAC 98A06019-S GENERATOR	BUILDING OCCUPANCY (Electrical Warehouse)	\$96,804	N/A
G-2	1999	MQ POWER DCA-25SSIU	SEWER (Wylie Pump Station)	\$27,420	N/A
<b>Total</b>				<b>\$1,406,547</b>	

# **CITY OF REDONDO BEACH**

## **Budget Response Report #4**

**June 1, 2021**

### **Question:**

*What is the status of Transit Funding for FY 2021-22?*

### **Response:**

All transportation programming is projected to be fully funded for Fiscal Year (FY) 2021-22. Beach Cities Transit (BCT), as a recognized Municipal Transit Operator, receives its primary sources of funding from the Los Angeles County Metropolitan Transportation Authority (Metro) under the Countywide Formula Allocation Procedure (FAP) Transit Funds. Many elements of transit funding are voter-approved sales tax measures that are stable sources of funding for transit operations and programming. The use of Transit Funds and revenues are restricted to transit services and programs and are not eligible for non-transit related or associated uses. Due to the Novel Coronavirus (COVID-19) pandemic, the Federal Government recently approved the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) which provides the Los Angeles-Long Beach-Anaheim region \$954 million for public transit formula operating and capital grants to prevent, prepare for, and respond to COVID-19. The CRRSAA Act authorizes the City to use existing 5307 Federal Grant capital funds for these expenses, along with new funds that will be available to BCT for reimbursement of operating, COVID-29 related costs, and transit revenue losses. In addition, BCT may receive funding under the “American Rescue Plan”, and other future Federal COVID-19 related funding.

Metro will approve the Countywide FAP Transit Funds for the Municipal Transit Operators, and Proposition A/C, Measure R and Measure M Local Return Fund Allocations in June 2021. Metro projected an FAP funding increase by approximately 2.9% over FY 2020-21 Local Return revenue estimates based on economic forecasting data. However, State Transit Assistance (STA) and SB1-State of Good Repair program funds continue to be negatively impacted due to Statewide losses from gas tax revenues, and the FY 2021-22 funding allocations are below prior year fund estimates.

The City’s FAP allocation is based on Metro’s fare-unit formula that uses vehicle service miles and passenger revenues as factors to determine the proportionate share of revenue distributed to Municipal Transit Operators. Due to COVID-19, Municipal Transit Operators in the region suspended fare collection, so the Municipal Transit Operators determined to use an average of FY 2019-20 and FY 2020-21 statistics to determine the allocations for FY 2021-22. The CRRSAA Act transit allocations will support FAP and farebox funding shortfalls in FY 2021-22.

The total transit funds inclusive of FAP revenues, Proposition A Local Return Funds and CRRSAA funds, which will be used for services, is estimated at approximately \$5,044,273

(pending updated personnel, maintenance/operations, Internal Service Fund and overhead adjustments) for Fiscal Year 2021-22. Following is a summary of transit revenues for FY 2021-22:

**Anticipated FY 2021-22 Transit Fund Revenues**

Proposition A Fund Local Return Allocation Reserve Fund	\$ 1,874,381
Metro Transit FAP Funds Allocation FY 2021-22	\$ 2,339,344
Other Transit Revenues	\$ 2,500
CRRSAA Federal Transit Funds	\$ 828,048
Total Estimated Transit Fund Revenue	<u>\$ 5,044,273</u>

Transportation program expenditures include programming for BCT and WAVE service operations, transit center facilities maintenance and security, transit marketing, transit security, the bus pass sales and subsidy programs, senior and youth recreational trips, professional consultants, personnel costs, general transportation administration, and rideshare programming related to Rule 2202 compliance (SCAQMD regulation). In addition to the regular program costs, there will be increased costs related to the additional COVID-19 safety measures that have been implemented to ensure public and operator safety, for bus operations, transit operations facility and equipment cleaning.

Transit Fund expenditures will increase when the new transit center facility is operational as a result of new costs related to building, landscaping and parking lot maintenance, increased utility usage and security protocols.

Proposition A Fund Local Return funds are required to be spent within three years of allocation. The City receives and spends approximately \$1.5 million Proposition A Fund Local Return funds per year; unexpended Proposition A Fund Local Return funds are placed in the Proposition A Special Revenue Fund for future allocation. The FY 2019-20 CAFR lists a fund balance of \$2,492,321. The City also receives funds from the South Coast Air Quality Management District (SCAQMD), the Federal Transit Administration (FTA), and California Department of Transportation (CALTrans) for capital and special project purchases.

# CITY OF REDONDO BEACH

## Budget Response Report #5

June 1, 2021

### Question:

*What are the City's internal service fund and overhead allocations, and what policies and procedures govern them? What are the reasons for the changes in the FY 2021-22 allocations included in the proposed budget from those in the FY 2020-21 adopted budget? And what is the opinion of the outside audit firm regarding the internal service funds?*

### Response:

Internal service fund/overhead allocations are charges to user departments for services provided by other departments of the City. The City uses internal service fund allocations (including overhead) to determine the true cost of departmental operations. The development of internal service fund and overhead allocations is considered to be a best practice within both the private and public sectors. All twenty of the largest cities in California develop a cost allocation plan.

The City has been using its current structure of internal service fund and overhead allocations since FY2005-06 (based on recommendations from a firm retained to review the allocation process). However, the Vehicle Replacement Internal Service Fund has been in place since FY1983-84, and overhead has been charged to enterprise and other specific non-general funds for at least that long.

The City's Statements of Financial Principles were initially adopted in November 1998 and included policies regarding interfund transfers (overhead) as follows:

- Section 8(a) – Transfers to the General Fund from other funds for overhead costs shall be reviewed annually and shall conform to OMB (Office of Management & Budget) A-87 guidelines<sup>1</sup>.
- Section 8(b) – All City funds, including eligible grant funds, shall share the administrative costs borne by the General Fund.

In 2009, the Mayor and City Council approved adding the following policies to the Statements of Financial Principles. The additional policies give further clarification to the methodologies used by Redondo Beach in calculating its allocations.

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<sup>1</sup> In OMB A-87 (Cost Principles for State, Local, and Indian Tribal Governments), the federal government establishes the rules underlying the development of cost allocation plans. Plans prepared following the OMB A-87 guidelines can be used for federal grant administrative cost recovery.

- Section 8(c) – Internal service funds and central service departments shall retain the costs of using services provided by other City departments.
- Section 8(d) – Allocations among funds and departments shall be based on prior fiscal year-end actual expenses and distributed using fair and justifiable statistics.

In 2010, the City issued an Administrative Policy / Procedures (APP) regarding internal service fund and overhead allocations to address expenses included in the allocations, methodologies used to make these allocations, and a brief description of how these amounts were calculated. Attachment A is the most recently updated APP. This APP is currently being reviewed/updated by Moss Adams, the City's internal auditor, for possible revisions in regards to best practices.

Also attached are City-wide variance analyses comparing allocations in the FY 2021-22 proposed budget to the FY 2020-21 adopted budget. Attachment B-1 is an analysis of each internal service fund/overhead allocation, and Attachment B-2 is an analysis of the impact from these allocations to each fund's proposed expenditures and revenues. Explanations for increases/decreases are included. In total, internal service fund and overhead allocations have increased three percent (3%) primarily due to increased allocations for emergency communications operations as a result of a new methodology whereby pension and other post-employment benefit (OPEB) liabilities are averaged together with increased maintenance/implementation costs for computer aided dispatch (CAD) software.

Beginning with the audit of the FY 2011-12 financials, a report on the internal service funds was issued with the other audit reports. Attachment C is a copy of the FY 2019-20 report prepared by Lance, Soll & Lunghard. The report includes a clean opinion from the audit firm.

**Attachments:**

Attachment A – APP

Attachment B – Internal Service Fund Analysis

Attachment C – Internal Service Funds Financial Statements

CITY OF REDONDO BEACH		ADMINISTRATIVE POLICY/PROCEDURES (APP)
Number: 3.18		Subject: Internal Service Fund/Overhead Allocations
Original Issue: 2/17/10	Effective: 2/17/10	
Previous Issue: 5/28/13	Effective: 2/20/18	Category: Finance, Accounting and Payroll
Supersedes: Not Applicable		
<div><div>I. PURPOSE AND SCOPE</div><div>To establish policy and procedures for allocating internal service fund and overhead charges.</div><div>II. GENERAL</div><div><div>A. Internal service fund/overhead allocations are charges to user departments for services provided by other departments of the City.</div><div>B. The City of Redondo Beach uses internal service fund allocations (including overhead) to determine the true cost of departmental operations.</div><div>C. The City of Redondo Beach follows Section 8 of its Statements of Financial Principles in allocating internal service funds and overhead.<div><div>1. Transfers to the General Fund from other funds for overhead costs shall be reviewed annually and shall conform to OMB (Office of Management &amp; Budget) A-87 guidelines.</div><div>2. All City funds, including eligible grant funds, shall share the administrative costs borne by the General Fund.</div><div>3. Internal service funds and central service departments shall retain the costs of using services provided by other City departments.</div><div>4. Allocations among funds and departments shall be based on prior fiscal year-end actual expenses and distributed using fair and justifiable statistics.</div></div><div>D. The City of Redondo Beach currently has the following internal service funds:<div><div>1. Self-Insurance Program Fund<div><div>a. Liability and Property Insurance</div><div>b. Workers' Compensation</div></div></div></div></div></div></div></div>		

2. Vehicle Replacement Fund
    - a. Vehicle Maintenance
    - b. Vehicle Replacement
  3. Building Occupancy Fund
  4. Information Technology Fund
    - a. Information Technology
    - b. Information Technology Replacement
  5. Emergency Communications Fund
    - a. Emergency Communications
    - b. Emergency Communications Equipment Replacement
  6. Major Facilities Repair Fund
  7. City Facility Sewer Fee
- E. Overhead is charged to departments receiving services from the following support departments/divisions.
1. Mayor and City Council
  2. City Clerk
  3. City Treasurer
  4. City Attorney
  5. City Manager
  6. Human Resources
  7. Financial Services
  8. Police Administration
  9. Fire Administration
  10. Community Services Administration
  11. Public Works Administration

### **III. PROCEDURES**



**A. Self-Insurance Program Fund**

The Risk Management Division of the Human Resources Department shall be responsible for the Self-Insurance Program Fund, which accounts for the cost of providing liability and property, workers' compensation and unemployment insurances. While unemployment insurance is accounted for as a personnel cost, rather than an internal service fund allocation, allocations for liability and property insurance and workers' compensation insurance are in two separate categories. Each category is charged to departments at a rate that fully recuperates the annual cost of the insurance reflected in the Self-Insurance Program Fund. The specific categories of expense and the statistics used to allocate these expenses are detailed below. Allocated costs also include Risk Management's personnel costs, contracts and professional services, and internal service fund/overhead allocations, which directly support the insurance function.

**1. Liability and Property Insurance****a. Expenses included in this category are:**

- 1) Liability and property insurance annual premium expenses
- 2) Liability and property insurance claims based on a five-year average (avoids spikes in allocations)

**b. Statistics used to determine the allocation amount to user departments/divisions are:**

- 1) Current value of the structure occupied
- 2) Claims paid for the structure occupied or activity performed
- 3) Square footage of the structure occupied

**2. Workers' Compensation****a. Expenses included in this category are:**

- 1) Workers' compensation insurance annual premium expenses
- 2) Workers' compensation claims based on a five-year average (avoids spikes in allocations)

**b. Statistics used to determine the allocation amount to user departments/divisions are:**

- 1) Full-time and part-time salaries
- 2) Claims paid for each department's specific employees

**B. Vehicle Replacement Fund**

The Fleet Services Division of the Public Works Department shall be responsible for the Vehicle Replacement Fund, which accounts for the cost of maintaining and replacing vehicles. Allocations are in two separate categories, vehicle maintenance and vehicle replacement. Each category is charged to departments at a rate that fully recuperates the annual cost of operating and replacing City vehicles reflected in the Vehicle Replacement Fund. The specific categories of expense and the statistics used to allocate these expenses are detailed below.

1. Vehicle Maintenance
  - a. Fleet Services' expenses included in this category are:
    - 1) Personnel
    - 2) Maintenance and operations (including fuel and parts)
    - 3) Internal service fund/overhead allocations which directly support the vehicle maintenance function
  - b. Statistics used to determine the allocation amount to user departments/divisions are:
    - 1) Historical vehicle maintenance hours
    - 2) Actual fuel consumption
2. Vehicle Replacement
  - a. Each year, the Fleet Services Division sets aside specific amounts to fund the replacement of vehicles. The methodology used to determine the appropriate amount to be set aside is the original vehicle cost (with a future replacement inflation factor of 3% compounded annually) amortized over the vehicle's useful life.
  - b. The specific vehicle(s) utilized by each user department is/are used to determine the allocation amount.

**C. Building Occupancy Fund**

The Building Maintenance Division of the Public Works Department shall be responsible for the Building Occupancy Fund, which accounts for the cost of maintaining and improving City buildings. Allocations are charged to departments at a rate that fully recuperates the annual building maintenance and improvement costs. The specific categories of expense and the statistics used to allocate these expenses are detailed below.

1. Building Maintenance's expenses included in the fund are:
  - a. Personnel
    - 1) Custodial personnel (excluded from allocations to facilities which do not utilize custodial services provided by the Building Maintenance Division)
    - 2) Maintenance personnel
  - b. Maintenance and operations (including utilities)
  - c. Internal service fund/overhead allocations
  - d. Capital outlay
2. Statistics used to determine the allocation amount to user departments/divisions are:
  - a. Square footage occupied
  - b. Usage of utilities
  - c. Usage of contracts
  - d. Usage of materials and supplies

**D. Information Technology Fund**

The Information Technology Department shall be responsible for the Information Technology Fund, which accounts for the cost of maintaining and replacing City computer, telecommunications, and duplicating equipment and providing duplicating services. Allocations are in two separate categories. Each category is charged to departments at a rate that fully recuperates the annual maintenance and replacement costs reflected in the Information Technology Fund. The specific categories of expense and the statistics used to allocate these expenses are detailed below.

1. Information Technology
  - a. Information Technology expenses included in this category are:
    - 1) Personnel



- 2) Maintenance and operations (including PC and laptop leases and telephone utility costs)
    - 3) Internal service fund/overhead allocations which directly support the information technology function
  - b. Statistics used to determine the allocation amount to each user department/division are:
    - 1) Number of computers and computer-related equipment
    - 2) Number of telephones and telecom-related items
2. Information Technology Replacement
  - a. Each year, the Information Technology Department sets aside specific amounts to fund the replacement of equipment. The methodology used to determine the appropriate amount to be set aside is the original equipment cost (with a future replacement inflation factor of 3% compounded annually) amortized over the equipment's useful life.
  - b. Statistics used to determine the allocation amount to user departments/divisions are:
    - 1) Replacement cost for equipment that can be specifically identified to a department (e.g., plotters and large scanners)
    - 2) Number of computers, computer-related equipment, telephones, and telecom-related items is used to allocate equipment that cannot be identified directly to a department (e.g., servers and the telephone switch)

**E. Emergency Communications Fund**

The Support Services Bureau Captain of the Police Department shall be responsible for the Emergency Communications Fund, which accounts for the cost of providing emergency dispatch services for the Police and Fire Departments and replacement of communications equipment for the Police, Fire and Public Works Departments. Allocations are in two separate categories, emergency communications and emergency communications equipment replacement. Each category is charged at a rate that fully recuperates the annual cost of providing emergency dispatch services and replacing the communications equipment reflected in the Emergency Communications Fund. The specific categories of expense and the statistics used to allocate these expenses are detailed below.

1. Emergency Communications
  - a. Emergency Communications Unit expenses included in the fund are:

- 1) Personnel
  - 2) Maintenance and operations
  - 3) Internal service fund/overhead allocations which directly support the emergency communications function
- b. Statistics used to determine the allocation amounts to both Police and Fire Departments are:
  - 1) Number of Police and Fire emergency calls from the public
  - 2) Time length of Police and Fire emergency calls from the public
  - 3) Required dispatch staffing
2. Emergency Communications Equipment Replacement
  - a. Each year the Communications Unit sets aside specific amounts to fund the replacement of equipment. The methodology used to determine the appropriate amount to be set aside is the original equipment cost (with a future replacement inflation factor of 3% compounded annually) amortized over the equipment's useful life.
  - b. Equipment assigned to the Police, Fire and Public Works departments (with the dispatch equipment assigned to the Police Department) is used to determine the allocation amount

**F. Major Facilities Repair Fund**

The Building Maintenance Division of the Public Works Department shall be responsible for the Major Facilities Repair Fund, which accounts for the cost of making major repairs to City facilities. This fund is charged to departments at a rate that fully recuperates the annual cost of facility repairs charged to the Major Facilities Repair Fund. The calculated annual dollar amount of the fund and the statistics used to allocate these expenses are detailed below.

1. Each year, the Building Maintenance Division sets aside a specific amount to fund major repairs. The methodology used to determine the appropriate amount to be set aside is two percent of one year's depreciation (over a 45-year life) of the insured value of City facilities.
2. Square footage occupied by each user department

**G. City Facility Sewer Fee**

The Engineering Division of the Public Works Department shall be responsible for the City Facility Sewer Fee, which accounts for the cost of providing wastewater collection and conveyance services to City facility sewer connections. This fee is charged to departments for use of the City's sewer infrastructure. The calculated annual dollar amount of the fee and the statistics used to determine this expense are detailed below.

1. The institutional sewer rate is used to calculate the amount of sewer charges.
2. Statistics used to determine the allocation amount to departments/divisions residing in City facilities are:
  - a. Annual water usage for departments/divisions that are single occupants of a facility (e.g., Police Department and Fire Department)
  - b. Square footage occupied for departments/divisions sharing a facility
  - c. Number of budgeted full-time employees for departments/divisions sharing a facility

#### **H. Overhead**

1. Per the City's Statements of Financial Principles, all support departments' operating expenses which conform to OMB A-87 guidelines are included in the allocation.
2. Charts of the allocated services rendered by each support department and the allocation bases for these activities allocated follow.
  - a. City Clerk

<b>Service</b>	<b>Allocation Methodology</b>
Departmental assistance	Number of budgeted full-time employees
Records management	Number of budgeted full-time employees

- b. City Treasurer

<b>Service</b>	<b>Allocation Methodology</b>
Departmental auditing	Number of budgeted full-time employees
Tax administration	Percentage of total General Fund actual expenditures

## c. City Manager

<b>Service</b>	<b>Allocation Methodology</b>
Budgeting	Number of budget account numbers
Economic development	Percentage of total non-housing Redevelopment Agency expenditures
City sponsored events	Number of budgeted full-time employees
Human resources	Hours of support to the Human Resources Department
General City support	1/2: Number of budgeted full-time employees 1/2: Percentage of total actual expenditures
Oversight Board	Percentage of total non-housing Redevelopment Agency expenditures

## d. Human Resources

<b>Service</b>	<b>Allocation Methodology</b>
Employee support	Number of budgeted full-time employees



## e. Financial Services

<b>Service</b>	<b>Allocation Methodology</b>
Accounts payable	Number of accounts payable transactions
Accounts receivable	Number of accounts receivable transactions
Purchasing	Number of purchase orders
Cashiering	Number of cash receipts
Budgeting	Number of budget account numbers
Fixed assets	Number of budgeted full-time employees
CAFR preparation	Number of budget account numbers
General ledger administration	Number of budget account numbers
Bank reconciliation	Number of bank accounts
Grants administration	Time spent on departmental grants
Payroll	Number of budgeted full-time employees
MUNIS support	Number of budgeted full-time employees

## f. Police Administration

<b>Service</b>	<b>Allocation Methodology</b>
Division support	1/2: Number of budgeted full-time employees 1/2: Percentage of total actual expenditures

## g. Fire Administration

<b>Service</b>	<b>Allocation Methodology</b>
Division support	1/2: Number of budgeted full-time employees 1/2: Percentage of total actual expenditures



## h. Community Services Administration

Service	Allocation Methodology
Division support	Hours of support

## i. Public Works Administration

Service	Allocation Methodology
Division support	1/2: Number of budgeted full-time employees 1/2: Percentage of total actual expenditures

3. Although not charged to departments (in accordance with OMB A-87 guidelines), when calculating user fees, the full cost of the items in Number 4 below is allocated to the fees.
4. A chart of the additional services rendered by each support department which are included only in the full cost allocation plan follows.

Department	Service
Mayor and City Council	Departmental assistance
City Clerk	Agenda and minute preparation
City Clerk	Board and commission support
City Clerk	Fair Political Practices Commission coordination

Department	Service
City Clerk	Legal notice coordination
City Attorney	In-house legal support
City Attorney	Outside legal support
City Manager	Agenda preparation
City Treasurer	Investment administration

#### IV. EXCEPTIONS

There will be no exceptions to this policy unless provided and approved by the City Manager.

#### V. AUTHORITY

By authority of the City Manager.

  
 \_\_\_\_\_  
 Joe Hoefgen  
 City Manager

# City-Wide Internal Service Fund Analysis

Internal Service Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	% Inc/Dec	Explanation for Increase/Decrease	Allocation Methodology Improvements
Vehicle Maintenance	2,468,487	2,063,737	-16%	Decreased allocated costs with allocation methodology improvement	To reduce large fluctuations in allocated expenditures, the expenditures for changes in pension and other post-employment benefits (OPEB) liabilities have been averaged over a five-year term.
Vehicle Equipment Replacement	790,293	900,382	14%	Increased allocations for vehicles to be replaced in FY 2020-21 to ensure full funding at time of replacement	No change
Information Technology Maintenance	3,505,574	3,484,682	-1%	n/a - Expected increase / decrease	To reduce large fluctuations in allocated expenditures, the expenditures for changes in pension and OPEB liabilities have been averaged over a five-year term.
Information Technology Equipment Replacement	-	-	0%	n/a - Expected increase / decrease	No change

# City-Wide Internal Service Fund Analysis

Internal Service Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	% Inc/Dec	Explanation for Increase/Decrease	Allocation Methodology Improvements
Communications Equipment Replacement	486,756	487,684	0%	n/a - Expected increase / decrease	No change
Workers' Compensation Insurance	3,554,337	3,797,440	7%	Increased workers' compensation claims payable per the actuarial study of the City's workers' compensation self-insurance program	To reduce large fluctuations in allocated expenditures, the expenditures for changes in pension and OPEB liabilities have been averaged over a five-year term.
Liability Insurance	4,250,701	4,272,072	1%	n/a - Expected increase / decrease	To reduce large fluctuations in allocated expenditures, the expenditures for changes in pension and OPEB liabilities have been averaged over a five-year term.
Building Occupancy	3,277,446	3,507,846	7%	Increased allocated costs with allocation methodology improvement	To reduce large fluctuations in allocated expenditures, the expenditures for changes in pension and OPEB liabilities have been averaged over a five-year term.

# City-Wide Internal Service Fund Analysis

Internal Service Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	% Inc/Dec	Explanation for Increase/Decrease	Allocation Methodology Improvements
Major Facilities Repair	91,543	107,076	17%	Addition of the concrete municipal pier as an insured City facility	No change
City Facility Sewer Fee	47,765	43,014	-10%	Decreased water usage at all City facilities	No change
Emergency Communications Operations	2,965,521	3,720,063	25%	1) Increased allocated costs with allocation methodology improvement and 2) increased maintenance / implementation costs for computer aided dispatch (CAD) software	To reduce large fluctuations in allocated expenditures, the expenditures for changes in pension and OPEB liabilities have been averaged over a five-year term.
Overhead	9,417,289	9,379,851	0%	n/a - Expected increase / decrease	No change
<b>Totals</b>	<b>30,855,712</b>	<b>31,763,847</b>	<b>3%</b>		

## City-Wide Internal Service Fund Analysis by Fund

	A	B	C = B - A	D	E = C - D	
Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	Expenditure Inc/(Dec)	Revenue Inc/(Dec)	Net Inc/(Dec) to Expenditures	Explanation for Increase/Decrease
General	24,034,464	24,641,407	606,943	(37,438)	644,381	Increased allocations for emergency communications operations as a result of 1) new methodology whereby pension and OPEB liabilities are averaged and 2) increased maintenance / implementation costs for computer aided dispatch (CAD) software
State Gas Tax	396,356	394,485	(1,871)	-	(1,871)	n/m
Street Landscaping and Lighting	266,785	267,243	458	-	458	n/m
Measure M	374	-	(374)	-	(374)	n/m
Proposition C	2,062	2,151	89	-	89	n/m

## City-Wide Internal Service Fund Analysis by Fund

	A	B	C = B - A	D	E = C - D	
Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	Expenditure Inc/(Dec)	Revenue Inc/(Dec)	Net Inc/(Dec) to Expenditures	Explanation for Increase/Decrease
Measure W	47,889	54,072	6,183	-	6,183	n/m
Air Quality Improvement	5,250	5,078	(172)	-	(172)	n/m
Housing Authority	147,319	152,222	4,903	-	4,903	n/m
Harbor Tidelands	1,502,811	1,432,042	(70,769)	-	(70,769)	Decreased overhead allocations with fewer expenditures
Harbor Uplands	1,366,152	1,572,211	206,059	-	206,059	Increased allocations for liability insurance premiums with the addition of the concrete municipal pier as an insured City facility

## City-Wide Internal Service Fund Analysis by Fund

	A	B	C = B - A	D	E = C - D	
Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	Expenditure Inc/(Dec)	Revenue Inc/(Dec)	Net Inc/(Dec) to Expenditures	Explanation for Increase/Decrease
Solid Waste	584,260	569,880	(14,380)	-	(14,380)	Decreased allocations for vehicle maintenance with fewer vehicle maintenance labor hours for street sweepers
Wastewater	401,522	452,772	51,250	(4,751)	56,001	Increased overhead allocations with greater percentage of full-time budgeted employees
Transit	208,105	230,205	22,100	-	22,100	Increased overhead allocations with greater percentage of full-time budgeted employees
Self-Insurance Program	71,990	79,897	7,907	264,474	(256,567)	Increased revenue from higher workers' compensation insurance allocations with increased claims payable per the actuarial study of the City's workers' compensation self-insurance program
Vehicle Replacement	243,039	289,904	46,865	(294,661)	341,526	Decreased revenue from vehicle maintenance allocations reflecting new methodology whereby pension and OPEB liabilities are averaged



## City-Wide Internal Service Fund Analysis by Fund

	A	B	C = B - A	D	E = C - D	
Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	Expenditure Inc/(Dec)	Revenue Inc/(Dec)	Net Inc/(Dec) to Expenditures	Explanation for Increase/Decrease
Building Occupancy	446,463	468,819	22,356	230,400	(208,044)	Increased revenue from building occupancy allocations selecting new methodology whereby pension and OPEB liabilities are averaged
Information Technology	436,324	457,977	21,653	(20,892)	42,545	Decreased revenue from information technology maintenance allocations selecting new methodology whereby pension and OPEB liabilities are averaged / Increased overhead allocations with greater percentage of full-time budgeted employees
Emergency Communications	657,934	646,734	(11,200)	755,470	(766,670)	Increased revenue from emergency communications operations allocations as a result of 1) new methodology whereby pension and OPEB liabilities are averaged and 2) increased maintenance / implementation costs for computer aided dispatch (CAD) software
Major Facilities Repair	-	-	-	15,533	(15,533)	Increased revenue from liability insurance premiums with the addition of the concrete municipal pier as an insured City facility
Community Financing Authority	36,613	46,748	10,135	-	10,135	Increased allocations for liability insurance premiums with higher insured value of the Kincaid's restaurant building

## City-Wide Internal Service Fund Analysis by Fund

	A	B	C = B - A	D	E = C - D	
Funds	20-21 Adopted Budget Amounts (Based on 18-19 Actuals)	21-22 Proposed Budget Amounts (Based on 19-20 Actuals)	Expenditure Inc/(Dec)	Revenue Inc/(Dec)	Net Inc/(Dec) to Expenditures	Explanation for Increase/Decrease
Totals	30,855,712	31,763,847	908,135	908,135	-	



# CITY OF REDONDO BEACH, CALIFORNIA INTERNAL SERVICE FUNDS FOR THE YEAR ENDED JUNE 30, 2020

FINANCIAL STATEMENTS &  
INDEPENDENT AUDITORS' REPORT

Focused  
on YOU



CITY OF REDONDO BEACH, CALIFORNIA  
INTERNAL SERVICE FUNDS  
FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITORS' REPORT  
FOR THE YEAR ENDED JUNE 30, 2020

CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS  
FOR THE YEAR ENDED JUNE 30, 2020

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council  
City of Redondo Beach, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Internal Service Funds of the City of Redondo Beach, California, (the City) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



To the Honorable Mayor and Members of the City Council  
City of Redondo Beach, California

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Internal Service Funds of the City of Redondo Beach, California, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 8, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

#### ***Emphasis of Matter***

As discussed in Note 1, the financial statements present only the internal service funds activities of the City, and do not purport to, and do not, present fairly the financial position of the City as of June 30, 2020, the changes in its financial position, or when applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

A handwritten signature in cursive script that reads "Lance, Soll &amp; Loughard, LLP".

Brea, California  
December 8, 2020

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Redondo Beach (the "City"), we offer readers of the Internal Service Funds' financial statements this narrative overview and analysis of the financial activities of the Internal Service Funds for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information contained within the financial statements.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the Internal Service Funds' basic financial statements. The Internal Service Funds' financial statements are comprised of two parts; (1) the Basic Financial Statements, and (2) the Notes to the Basic Financial Statements.

Basic Financial Statements: The Basic Financial Statements are designed to provide readers with a broad overview of the Internal Service Funds' finances, in a manner similar to a private-sector business.

*The Statement of Net Positions* presents information on all the Internal Service Funds' assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Internal Service Funds is improving or deteriorating.

*The Statement of Revenues, Expenses and Change in Net Position* provides a more detailed disclosure as to the nature of the Internal Service Funds' revenues and expenses during the fiscal year. This statement provides information on the financial activity that resulted in the change of net position.

*The Statement of Cash Flows* provides information regarding the cash flow activities of the Internal Service Funds during the fiscal year. As Internal Service Funds, transactions are recorded using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when the related liability is incurred, regardless of the timing of the related cash flows. This statement provides information on the sources and uses of cash during the fiscal year, which may differ from activities as reported on the Statement of Revenue, Expenses and Change in Net Position.

The above statements are provided in accordance with the Governmental Accounting Standards Board Statement No. 34.

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Financial Analysis: The Internal Service Funds' net position as reported on the Statement of Net Position as of June 30, 2020 is \$6.5 million. Total assets and deferred outflows of resources of \$42.9 million includes \$30.8 million in cash and investments and approximately \$0.6 million in other current assets (accounts receivable and prepaid costs) combined with capital assets of \$10.0 million, and deferred outflows related to pensions and other post-employment benefits (OPEB) of \$1.4 million. Total liabilities and deferred inflows of resources of \$36.3 million consist primarily of claims and judgments in the amount of \$24.7 million, net pension liability of \$8.8 million, net OPEB liability of \$1.0 million, and accounts payable of \$1.0 million. Following is a summary schedule showing the components that make up the Internal Service Funds' net position at June 30, 2020 and 2019.

### Statement of Net Position

	Internal Service Funds	
	2020	2019
Current and Other Assets	\$31,432,088	\$28,507,932
Capital Assets, Net Depreciation	9,999,325	9,921,771
Total Assets	41,431,413	38,429,703
Deferred Outflows of Resources	1,443,506	1,270,269
Long-Term Liabilities Outstanding	33,498,449	30,499,157
Other Liabilities	2,443,724	4,917,867
Total Liabilities	35,942,173	35,417,024
Deferred Inflows of Resources	390,636	266,907
Net position		
Investment in capital assets	9,812,738	9,921,771
Unrestricted	(3,270,628)	(5,905,730)
Total net position	\$ 6,542,110	\$ 4,016,041

The Internal Service Funds' primary source of program revenues is charges to user City departments to recover costs of providing services to the departments. For the year ended June 30, 2020, total program revenues for the Internal Service Funds were \$23.1 million. Expenses for the Internal Service Funds totaled \$20.6 million resulting in a change in net position of \$2.5 million. The Internal Service Funds' largest expenses are for workers' compensation claims and personnel, which totaled \$3.2 million and \$7.2 million, respectively. Following is a summary schedule showing the components that make up the Internal Service Funds' changes in net position for the years ended June 30, 2020 and 2019.

**Changes in Net Position**

	Internal Service Funds	
	2020	2019
Operating Revenues	\$23,087,731	\$23,289,138
Operating Expenses	20,337,423	22,068,197
Operating Income (Loss)	2,750,308	1,220,941
Nonoperating Revenues (Expenses)	(224,239)	19,352
Transfers	-	(592,723)
Changes in Net Position	2,526,069	647,570
Net Position, Beginning of Year	4,016,041	3,368,471
Net Position, End of Year	6,542,110	4,016,041

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The City Council has adopted a balanced fiscal year 2020-2021 operating budget for the Internal Service Funds with total funding of \$21.6 million and total expenditures of \$20.0 million. The June 30, 2021 net position is estimated to be \$3.8 million.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Internal Service Funds' finances. Questions concerning any of the information in this report, or requests for additional financial information should be directed to the City's Financial Services Department at 415 Diamond Street, Redondo Beach CA 90277, phone 310-318-0683 or email [FinanceMail@redondo.org](mailto:FinanceMail@redondo.org).

## CITY OF REDONDO BEACH

**COMBINING STATEMENT OF NET POSITION**  
**INTERNAL SERVICE FUNDS**  
**JUNE 30, 2020**

	<b>Vehicle Replacement</b>	<b>Building Occupancy</b>	<b>Information Technology</b>
<b>Assets:</b>			
Current:			
Cash and investments	\$ 8,229,401	\$ 2,259,422	\$ 2,339,343
Receivables:			
Accounts	41,520	-	-
Prepaid costs	-	-	20,592
Due from other governments	-	-	-
<b>Total Current Assets</b>	<b>8,270,921</b>	<b>2,259,422</b>	<b>2,359,935</b>
Noncurrent:			
Capital assets - net of accumulated depreciation	6,895,411	170,337	838,432
<b>Total Noncurrent Assets</b>	<b>6,895,411</b>	<b>170,337</b>	<b>838,432</b>
<b>Total Assets</b>	<b>15,166,332</b>	<b>2,429,759</b>	<b>3,198,367</b>
<b>Deferred Outflows of Resources:</b>			
Deferred pension related items	145,114	341,189	298,865
Deferred OPEB related items	28,328	59,084	58,679
<b>Total Deferred Outflows of Resources</b>	<b>173,442</b>	<b>400,273</b>	<b>357,544</b>
<b>Liabilities:</b>			
Current:			
Accounts payable	108,305	135,098	68,035
Accrued compensated absences	4,432	11,119	21,401
Accrued claims and judgments	-	-	-
Bonds, notes, and capital leases	-	-	93,293
<b>Total Current Liabilities</b>	<b>112,737</b>	<b>146,217</b>	<b>182,729</b>
Noncurrent:			
Accrued compensated absences	22,592	56,680	109,092
Accrued claims and judgments	-	-	-
Net pension liability	1,057,631	2,486,692	2,178,217
Net OPEB Liability	116,921	243,865	242,194
Bonds, notes, and capital leases	-	-	93,294
<b>Total Noncurrent Liabilities</b>	<b>1,197,144</b>	<b>2,787,237</b>	<b>2,622,797</b>
<b>Total Liabilities</b>	<b>1,309,881</b>	<b>2,933,454</b>	<b>2,805,526</b>
<b>Deferred Inflows of Resources:</b>			
Deferred pension related items	19,863	46,704	40,910
Deferred OPEB related items	26,475	55,219	54,841
<b>Total Deferred Inflows of Resources</b>	<b>46,338</b>	<b>101,923</b>	<b>95,751</b>
<b>Net Position:</b>			
Net investment in capital assets	6,895,411	170,337	651,845
Unrestricted	7,088,144	(375,682)	2,789
<b>Total Net Position</b>	<b>\$ 13,983,555</b>	<b>\$ (205,345)</b>	<b>\$ 654,634</b>

## CITY OF REDONDO BEACH

**COMBINING STATEMENT OF NET POSITION**  
**INTERNAL SERVICE FUNDS**  
**JUNE 30, 2020**

	Self- Insurance Program	Emergency Communications	Major Facilities Repair	Totals
<b>Assets:</b>				
Current:				
Cash and investments	\$ 14,201,733	\$ 2,760,112	\$ 993,978	\$ 30,783,989
Receivables:				
Accounts	-	-	-	41,520
Prepaid costs	584,373	-	-	604,965
Due from other governments	1,614	-	-	1,614
<b>Total Current Assets</b>	<b>14,787,720</b>	<b>2,760,112</b>	<b>993,978</b>	<b>31,432,088</b>
Noncurrent:				
Capital assets - net of accumulated depreciation	45,361	1,824,333	225,451	9,999,325
<b>Total Noncurrent Assets</b>	<b>45,361</b>	<b>1,824,333</b>	<b>225,451</b>	<b>9,999,325</b>
<b>Total Assets</b>	<b>14,833,081</b>	<b>4,584,445</b>	<b>1,219,429</b>	<b>41,431,413</b>
<b>Deferred Outflows of Resources:</b>				
Deferred pension related items	43,189	373,149	-	1,201,506
Deferred OPEB related items	10,926	84,983	-	242,000
<b>Total Deferred Outflows of Resources</b>	<b>54,115</b>	<b>458,132</b>	<b>-</b>	<b>1,443,506</b>
<b>Liabilities:</b>				
Current:				
Accounts payable	620,710	29,195	728	962,071
Accrued compensated absences	1,367	20,164	-	58,483
Accrued claims and judgments	1,329,877	-	-	1,329,877
Bonds, notes, and capital leases	-	-	-	93,293
<b>Total Current Liabilities</b>	<b>1,951,954</b>	<b>49,359</b>	<b>728</b>	<b>2,443,724</b>
Noncurrent:				
Accrued compensated absences	6,970	102,790	-	298,124
Accrued claims and judgments	23,351,255	-	-	23,351,255
Net pension liability	314,771	2,719,623	-	8,756,934
Net OPEB Liability	45,098	350,764	-	998,842
Bonds, notes, and capital leases	-	-	-	93,294
<b>Total Noncurrent Liabilities</b>	<b>23,718,094</b>	<b>3,173,177</b>	<b>-</b>	<b>33,498,449</b>
<b>Total Liabilities</b>	<b>25,670,048</b>	<b>3,222,536</b>	<b>728</b>	<b>35,942,173</b>
<b>Deferred Inflows of Resources:</b>				
Deferred pension related items	5,910	51,077	-	164,464
Deferred OPEB related items	10,212	79,425	-	226,172
<b>Total Deferred Inflows of Resources</b>	<b>16,122</b>	<b>130,502</b>	<b>-</b>	<b>390,636</b>
<b>Net Position:</b>				
Net investment in capital assets	45,361	1,824,333	225,451	9,812,738
Unrestricted	(10,844,335)	(134,794)	993,250	(3,270,628)
<b>Total Net Position</b>	<b>\$ (10,798,974)</b>	<b>\$ 1,689,539</b>	<b>\$ 1,218,701</b>	<b>\$ 6,542,110</b>

## CITY OF REDONDO BEACH

COMBINING STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
INTERNAL SERVICE FUNDS  
YEAR ENDED JUNE 30, 2020

	Vehicle Replacement	Building Occupancy	Information Technology
<b>Operating Revenues:</b>			
Sales and service charges	\$ 4,049,072	\$ 3,277,446	\$ 4,054,480
Miscellaneous	68,013	25,120	4,948
<b>Total Operating Revenues</b>	<b>4,117,085</b>	<b>3,302,566</b>	<b>4,059,428</b>
<b>Operating Expenses:</b>			
Administration and general	934,883	1,076,754	502,311
Personnel services	767,576	1,908,095	1,525,490
Contractual services	47,091	293,072	1,164,905
Internal service charges	259,915	522,576	457,690
Depreciation expense	1,303,616	11,750	142,536
<b>Total Operating Expenses</b>	<b>3,313,081</b>	<b>3,812,247</b>	<b>3,792,932</b>
Operating Income (Loss)	804,004	(509,681)	266,496
<b>Nonoperating Revenues (Expenses):</b>			
Gain (loss) on disposal of capital assets	(224,239)	-	-
<b>Total Nonoperating Revenues (Expenses)</b>	<b>(224,239)</b>	<b>-</b>	<b>-</b>
Changes in Net Position	579,765	(509,681)	266,496
<b>Net Position:</b>			
Beginning of Year	13,403,790	304,336	388,138
<b>End of Fiscal Year</b>	<b>\$ 13,983,555</b>	<b>\$ (205,345)</b>	<b>\$ 654,634</b>

## CITY OF REDONDO BEACH

COMBINING STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
INTERNAL SERVICE FUNDS  
YEAR ENDED JUNE 30, 2020

	Self- Insurance Program	Emergency Communications	Major Facilities Repair	Totals
<b>Operating Revenues:</b>				
Sales and service charges	\$ 8,064,832	\$ 3,452,277	\$ 91,543	\$ 22,989,650
Miscellaneous	-	-	-	98,081
<b>Total Operating Revenues</b>	<b>8,064,832</b>	<b>3,452,277</b>	<b>91,543</b>	<b>23,087,731</b>
<b>Operating Expenses:</b>				
Administration and general	4,937,002	49,163	-	7,500,113
Personnel services	277,581	2,725,669	-	7,204,411
Contractual services	227,942	204,845	-	1,937,855
Internal service charges	72,230	698,433	-	2,010,844
Depreciation expense	-	226,298	-	1,684,200
<b>Total Operating Expenses</b>	<b>5,514,755</b>	<b>3,904,408</b>	<b>-</b>	<b>20,337,423</b>
Operating Income (Loss)	2,550,077	(452,131)	91,543	2,750,308
<b>Nonoperating Revenues (Expenses):</b>				
Gain (loss) on disposal of capital assets	-	-	-	(224,239)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(224,239)</b>
Changes in Net Position	2,550,077	(452,131)	91,543	2,526,069
<b>Net Position:</b>				
Beginning of Year	(13,349,051)	2,141,670	1,127,158	4,016,041
<b>End of Fiscal Year</b>	<b>\$ (10,798,974)</b>	<b>\$ 1,689,539</b>	<b>\$ 1,218,701</b>	<b>\$ 6,542,110</b>

## CITY OF REDONDO BEACH

**COMBINING STATEMENT OF CASH FLOWS**  
**INTERNAL SERVICE FUNDS**  
**YEAR ENDED JUNE 30, 2020**

	<b>Vehicle Replacement</b>	<b>Building Occupancy</b>	<b>Information Technology</b>
<b>Cash Flows from Operating Activities:</b>			
Cash received from customers and users	\$ 4,130,054	\$ 3,302,566	\$ 4,073,828
Cash paid to suppliers for goods and services	(1,184,547)	(1,869,452)	(2,243,398)
Cash paid to employees for services	(606,906)	(1,249,967)	(1,186,778)
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>2,338,601</b>	<b>183,147</b>	<b>643,652</b>
<b>Cash Flows from Capital and Related Financing Activities:</b>			
Acquisition and construction of capital assets	(1,259,491)	-	(449,371)
Principal paid on capital debt	-	-	(93,293)
Interest paid on capital debt	-	-	-
Proceeds from capital debt issued	-	-	279,880
Proceeds from sale of capital assets	65,598	-	-
<b>Net Cash Provided (Used) by Capital and Related Financing Activities</b>	<b>(1,193,893)</b>	<b>-</b>	<b>(262,784)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>1,144,708</b>	<b>183,147</b>	<b>380,868</b>
Cash and Cash Equivalents at Beginning of Year	7,084,693	2,076,275	1,958,475
<b>Cash and Cash Equivalents at End of Year</b>	<b>\$ 8,229,401</b>	<b>\$ 2,259,422</b>	<b>\$ 2,339,343</b>
<b>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:</b>			
Operating income (loss)	\$ 804,004	\$ (509,681)	\$ 266,496
<b>Adjustments to reconcile operating income (loss) net cash provided (used) by operating activities:</b>			
Depreciation	1,303,616	11,750	142,536
(Increase) decrease in accounts receivable	12,969	-	14,400
(Increase) decrease in due from other governments	-	-	-
(Increase) decrease in deferred outflow pension related items	(10,938)	(84,578)	(24,640)
(Increase) decrease in deferred outflow OPEB related items	1,193	4,362	(80)
(Increase) decrease in prepaid expense	6,228	-	(18,585)
Increase (decrease) in accounts payable	57,661	44,450	(97,007)
Increase (decrease) in claims and judgments	-	-	-
Increase (decrease) in net pension liability	149,136	749,196	321,481
Increase (decrease) in net OPEB liability	(6,547)	(21,500)	(2,900)
Increase (decrease) in deferred inflow pension related items	6,057	20,300	12,695
Increase (decrease) in deferred inflow OPEB related items	7,171	13,728	16,520
Increase (decrease) in compensated absences	8,051	(44,880)	12,736
<b>Total Adjustments</b>	<b>1,534,597</b>	<b>692,828</b>	<b>377,156</b>
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>\$ 2,338,601</b>	<b>\$ 183,147</b>	<b>\$ 643,652</b>

## CITY OF REDONDO BEACH

**COMBINING STATEMENT OF CASH FLOWS**  
**INTERNAL SERVICE FUNDS**  
**YEAR ENDED JUNE 30, 2020**

	Self- Insurance Program	Emergency Communications	Major Facilities Repair	Totals
<b>Cash Flows from Operating Activities:</b>				
Cash received from customers and users	\$ 8,063,230	\$ 3,452,277	\$ 91,543	\$ 23,113,498
Cash paid to suppliers for goods and services	(6,949,057)	(1,045,001)	-	(13,291,455)
Cash paid to employees for services	(461,423)	(2,165,098)	-	(5,670,172)
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>652,750</b>	<b>242,178</b>	<b>91,543</b>	<b>4,151,871</b>
<b>Cash Flows from Capital and Related Financing Activities:</b>				
Acquisition and construction of capital assets	-	(118,000)	(224,001)	(2,050,863)
Principal paid on capital debt	-	-	-	(93,293)
Interest paid on capital debt	-	-	-	-
Proceeds from capital debt issued	-	-	-	279,880
Proceeds from sale of capital assets	-	-	-	65,598
<b>Net Cash Provided (Used) by Capital and Related Financing Activities</b>	<b>-</b>	<b>(118,000)</b>	<b>(224,001)</b>	<b>(1,798,678)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>652,750</b>	<b>124,178</b>	<b>(132,458)</b>	<b>2,353,193</b>
Cash and Cash Equivalents at Beginning of Year	13,548,983	2,635,934	1,126,436	28,430,796
<b>Cash and Cash Equivalents at End of Year</b>	<b>\$ 14,201,733</b>	<b>\$ 2,760,112</b>	<b>\$ 993,978</b>	<b>\$ 30,783,989</b>
<b>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:</b>				
Operating income (loss)	\$ 2,550,077	\$ (452,131)	\$ 91,543	\$ 2,750,308
<b>Adjustments to reconcile operating income (loss) net cash provided (used) by operating activities:</b>				
Depreciation	-	226,298	-	1,684,200
(Increase) decrease in accounts receivable	12	-	-	27,381
(Increase) decrease in due from other governments	(1,614)	-	-	(1,614)
(Increase) decrease in deferred outflow pension related items	(2,937)	(55,321)	-	(178,414)
(Increase) decrease in deferred outflow OPEB related items	89	(387)	-	5,177
(Increase) decrease in prepaid expense	(584,373)	-	-	(596,730)
Increase (decrease) in accounts payable	(398,798)	(89,505)	-	(483,199)
Increase (decrease) in claims and judgments	(955,682)	-	-	(955,682)
Increase (decrease) in net pension liability	42,223	567,627	-	1,829,663
Increase (decrease) in net OPEB liability	(972)	(3,055)	-	(34,974)
Increase (decrease) in deferred inflow pension related items	1,769	18,375	-	59,196
Increase (decrease) in deferred inflow OPEB related items	3,009	24,105	-	64,533
Increase (decrease) in compensated absences	(53)	6,172	-	(17,974)
<b>Total Adjustments</b>	<b>(1,897,327)</b>	<b>694,309</b>	<b>-</b>	<b>1,401,563</b>
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>\$ 652,750</b>	<b>\$ 242,178</b>	<b>\$ 91,543</b>	<b>\$ 4,151,871</b>



**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS****NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2020**

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**Note 1: Summary of Significant Accounting Policies**

The accounting policies of the City of Redondo Beach Internal Service Funds (City) conform to the generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB). A summary of the Internal Service Fund's more significant accounting policies follows:

The accompanying financial statements are not intended to present the financial position or results of operations of the City, taken as a whole.

**a. Financial Reporting Entity**

These funds are used to account for interdepartmental operations where it is the stated intent that costs of providing services to the departments of the City on a continuing basis be financed or recovered primarily by charges to the user departments.

**b. Basis of Accounting and Measurement Focus**

Internal Service Funds financial statements include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position, and a Statement of Cash Flows for each Internal Service Fund.

Internal Service Funds are accounted for using the "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources, (whether current or noncurrent) are included on the Statement of Net Position. The Statement of Revenues, Expenses and Changes in Net Position presents increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. In these funds, receivables have been recorded as revenue and provisions have been made for uncollectible amounts.

Operating revenues in the Internal Service Funds are those revenues that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as nonoperating expenses.

**c. Cash, Cash Equivalents and Investments**

The City follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under the provisions of bond indentures. Interest income earned on pooled cash and investments is allocated on an accounting period basis to the various funds based on the period-end cash and investments balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 1: Summary of Significant Accounting Policies (Continued)**

For more information on the City's cash and investments as of June 30, 2020, please see the City of Redondo Beach's audited financial statements.

For purposes of the statement of cash flows of the proprietary fund types, cash and cash equivalents include all investments, as the City operates an internal cash management pool which maintains the general characteristics of a demand deposit account.

**d. Prepaid Items**

Certain interdepartmental payments reflect costs applicable to future accounting periods and are recorded as prepaid items.

**e. Capital Assets**

Capital assets, which include land, buildings, improvements, equipment, furniture, and infrastructure assets (e.g., roads, sidewalks, and similar items), are reported in the applicable internal service funds. Capital assets are recorded at historical cost or estimated historical cost if actual cost is not available. Donated assets are valued at their estimated fair value on the date donated.

City policy has set the capitalization threshold for reporting capital assets at the following:

General Capital Assets	\$ 5,000
Infrastructure Capital Assets	25,000
Buildings, Parking Structures and Parking Lots	100,000

Depreciation is recorded on a straight-line basis over the useful lives of the assets as follows:

<u>Assets</u>	<u>Years</u>
Buildings and Improvements	5-45
Equipment	5-20
Vehicles	4-20

Interest accrued during capital assets construction, if any, is capitalized for funds as part of the asset cost.

**f. Compensated Absences Payable**

Vacation pay is payable to employees at the time a vacation is taken or upon termination of employment. Employees may accrue from two to three times their annual accrual rate. Upon termination an employee will be paid for any unused accrued vacation pay. Sick leave is payable when an employee is unable to work because of illness. Unused sick leave is forfeited upon termination.

**g. Claims and Judgments Payable**

The short-term and long-term claims are reported as liabilities in the Self-Insurance Program Internal Service Fund. The liability the amount of settlement reached, but unpaid, related to claims and judgments entered.

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS****NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 1: Summary of Significant Accounting Policies (Continued)****h. Net Position**

In the Internal Service Funds, net position is classified in the following categories:

Net Investment in Capital Assets - This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt attributed to the acquisition, construction, or improvement of the assets.

Restricted Net Position - This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted Net Position - This amount is all net position that does not meet the definition of "net investment in capital assets" or "restricted net position."

**i. Use of Estimates**

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities. In addition, estimates affect the reports amount of expenses. Actual results could differ from these estimates and assumptions.

**j. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City only has two items that qualify for reporting in this category. Firstly, the City also has deferred outflows related to pensions, which arises only under a full accrual basis of accounting. Accordingly, this item (pension related items), is reported only in the government-wide statement of net position. This includes pension contributions subsequent to the measurement date of the net pension liability and other amounts, which are amortized by an actuarial determined period. Secondly, the City has deferred outflows related to Other Post-Employment Benefits (OPEB), which include contributions subsequent to the measurement date of the Total OPEB liability and other amounts.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has two types of items, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Firstly, the City also has deferred inflows of resources related to pensions, which arises only under a full accrual basis of accounting. Accordingly, this item (pension related items), is reported only in the government-wide statement of net position. These amounts are amortized by an actuarial determined period. Secondly, the City also has deferred inflows of resources related to OPEB, which arise only under a full accrual basis of accounting.

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 1: Summary of Significant Accounting Policies (Continued)**

**k. Pension Plans**

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/ deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at CalPERS' website, at [www.calpers.ca.gov](http://www.calpers.ca.gov).

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used.

Valuation Date (VD)	June 30, 2018
Measurement Date (MD)	June 30, 2019
Measurement Period (MP)	July 1, 2018 to June 30, 2019

**l. Other Post-Employment Benefits (OPEB)**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the City's plan (OPEB Plan), the assets of which are held by California Employers' Retiree Benefit Trust (CERBT), and additions to/deductions from the OPEB Plan's fiduciary net position have been determined by an independent actuary. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date (VD)	June 30, 2019
Measurement Date (MD)	June 30, 2019
Measurement Period (MP)	July 1, 2018 to June 30, 2019

**m. Recognition of Deferred Outflows and Deferred Inflows of Resources**

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on pension plan investments	5 years
All other amounts	Expected average remaining service lifetime (EARL) (8.1 years at July 1, 2018)

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 2: Cash and Investments**

As of June 30, 2020, cash and investments are as follows:

	Vehicle Replacement	Building Occupancy	Information Technology	Self-Insurance Program	Emergency Communications	Major Facilities Repair	Total
Cash and Investments	\$ 8,229,401	\$2,259,422	\$2,339,343	\$ 14,201,733	\$ 2,760,112	\$ 993,978	\$30,783,989

The Internal Service Funds do not own specifically identifiable securities, and their cash is pooled with the other funds of the City.

The City follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under the provisions of bond indentures. Interest income earned on pooled cash and investments is allocated on an accounting period basis to the various funds based on the period-end cash and investments balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

**a. Investments**

Under the provisions of the City's investment policy, and in accordance with the California Government Code, the following investments are authorized:

- United States Treasury Bills, Notes and Bonds
- Obligations issued by the Federal Government
- Bankers' Acceptances with a maturity of 180 days or less
- Time Certificates of Deposits
- Negotiable Certificates of Deposit
- Commercial Paper with a maturity of 270 days or less
- Local Agency Investment Fund (LAIF) limited to \$75,000,000 by LAIF
- Medium-Term Notes (5 year maximum) of Domestic Corporations or Depository Institutions
- Mutual Funds
- Guaranteed Investment Contracts not to exceed \$5 million annually
- Certificate of Deposit Placement Services
- Collateralized Bank Deposits
- Supranationals

The City's investment policy applies to all financial assets, investment activities and debt issues of the City (including funds which are invested by trustees appointed under debt trust indentures, with direction from the City Treasurer).

The City is a participant in LAIF, which is an external investment pool regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The City's investment with LAIF at June 30, 2020 includes a portion of the pool funds invested in structured notes and asset-backed securities (2.21 %). The City values its investments in LAIF at a fair market value provided by LAIF. At June 30, 2020, the factor used was 1.004912795.



**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS****NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 2: Cash and Investments (Continued)****b. Deposits and Investment Risks***Credit Risk*

The City's investment policy limits investments in medium-term notes (MTN's) to those rated "A" or higher by Standard and Poor's (S&P) or "A2" or higher by Moody's. As of June 30, 2020, all MTN's were rated "A2" or higher by Moody's. As of June 30, 2020, the City's Federal Agency investments were rated "AA+" by Moody's and "Aaa" by S&P. All securities were investment grade and were in accordance with State and City law. Investments in U.S. government securities are not considered to have credit risk; therefore, their credit quality is not disclosed. As of June 30, 2020, the City's investments in external investment pools are unrated.

*Custodial Credit Risk*

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The California Government Code requires California banks and savings and loan associations to secure the City's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the City's name.

The fair value of pledged securities must equal at least 110% of the City's cash deposits. California law also allows institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the City's total cash deposits. The City may waive collateral requirements for cash deposits which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation. The City, however, has not waived the collateralization requirements.

*Concentration of Credit Risk*

The City's investment policy imposes restrictions on the maximum percentage it can invest in a single type of investment. Investments in Federal Agencies have the implied guarantee of the United States government. While all the City's investments are in compliance with the City's investment policy as of June 30, 2020, if a City has invested more than 5% of its total investments in any one issuer, they are exposed to concentration of credit risk. Investments guaranteed by the U.S. government and investments in mutual funds and external investment pools are excluded from this requirement.

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 2: Cash and Investments (Continued)**

The City has invested more than 5% of the total investment value with the following issuers:

	Up to one year	% of Total Investments
Federal Home Loan Bank	\$ 8,415,180	8%
Federal Farm Credit Bank	16,551,765	17%
Federal National Mortgage Association	6,065,020	9%
Federal Home Loan Mortgage Corporation	9,368,670	6%
	<u>\$ 40,400,635</u>	<u>40%</u>

**Interest Rate Risk**

The City's investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The City's investment policy states that at least 50% of the City's portfolio shall mature in three years or less; and at least 25% in one year or less. The only exception to these maturity limits shall be the investment of the gross proceeds of tax exempt bonds. The City has elected to use the segmented time distribution method of disclosure for its interest rate risk.

**Note 3: Receivables**

The following is a summary of receivables net of allowances for uncollectible amounts at June 30, 2020:

	Vehicle Replacement	Total
Accounts Receivable	<u>\$ 41,520</u>	<u>\$ 41,520</u>

**Note 4: Interfund Transactions**

**Transfers**

The internal service funds did not have any transfers from the City Funds as of June 30, 2020.

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

**Note 5: Capital Assets**

At June 30, 2020, the City's capital assets consisted of the following:

	Balance at June 30, 2019	Additions	Deletions	Transfers	Balance at June 30, 2020
Non-depreciable assets:					
Construction in progress					
Vehicle Replacement	\$ 454,180	\$ -	\$ -	\$ (4,180)	\$ 450,000
Major Facilities Repair	722	224,729	-	-	225,451
Self Insurance	45,361	-	-	-	45,361
Total non-depreciable assets	<u>500,263</u>	<u>224,729</u>	<u>-</u>	<u>(4,180)</u>	<u>720,812</u>
Depreciable assets:					
Buildings and improvements					
Building Occupancy	124,678	-	-	-	124,678
Vehicle Replacement	39,953	923,724	-	4,180	967,857
Information Technology	15,272	-	-	-	15,272
Emergency Communications	90,391	-	-	-	90,391
Furniture and equipment					
Building Occupancy	121,809	-	-	-	121,809
Vehicle Replacement	251,807	-	-	-	251,807
Information Technology	1,393,329	169,491	-	-	1,562,820
Emergency Communications	2,795,795	118,000	-	-	2,913,795
Automotive equipment					
Vehicle Replacement	14,451,251	335,767	(914,086)	-	13,872,932
Leased equipment					
Information Technology	1,261,139	279,880	-	-	1,541,019
Infrastructure					
Vehicle Replacement	109,199	-	-	-	109,199
Total depreciable assets	<u>20,654,623</u>	<u>1,826,862</u>	<u>(914,086)</u>	<u>4,180</u>	<u>21,571,579</u>
Less accumulated depreciation for:					
Buildings and improvements					
Building Occupancy	45,965	4,410	-	-	50,375
Vehicle Replacement	39,953	3,093	-	-	43,046
Information Technology	4,243	339	-	-	4,582
Emergency Communications	46,753	4,675	-	-	51,428
Furniture and equipment					
Building Occupancy	18,435	7,340	-	-	25,775
Vehicle Replacement	111,154	11,923	-	-	123,077
Information Technology	1,278,976	48,904	-	-	1,327,880
Emergency Communications	906,802	221,623	-	-	1,128,425
Automotive equipment					
Vehicle Replacement	7,920,222	1,285,870	(624,249)	-	8,581,843
Leased equipment					
Information Technology	854,924	93,293	-	-	948,217
Infrastructure					
Vehicle Replacement	5,688	2,730	-	-	8,418
Total accumulated depreciation	<u>11,233,115</u>	<u>1,684,200</u>	<u>(624,249)</u>	<u>-</u>	<u>12,293,066</u>
Total depreciable assets, net	<u>9,421,508</u>	<u>142,662</u>	<u>(289,837)</u>	<u>4,180</u>	<u>9,278,513</u>
Governmental activities capital assets, net	<u>\$ 9,921,771</u>	<u>\$ 367,391</u>	<u>\$ (289,837)</u>	<u>\$ -</u>	<u>\$ 9,999,325</u>



**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

**Note 5: Capital Assets (Continued)**

Depreciation expense was charged to internal service funds for the fiscal year ended June 30, 2020, as follows:

Internal Service Funds:	
Vehicle Replacement	\$ 1,303,616
Building Occupancy	11,750
Information Technology	142,536
Emergency Communications	226,298
Total depreciation expense	<u>\$ 1,684,200</u>

**Note 6: Compensated Absences Payable**

The following is a summary of compensated absences payable transactions for the year ended June 30, 2020:

	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020	Amounts Due Within One Year
Internal service funds:					
Compensated absences payable	<u>\$ 374,581</u>	<u>\$ 195,748</u>	<u>\$ (213,722)</u>	<u>\$ 356,607</u>	<u>\$ 58,483</u>

**Note 7: Long-Term Debt**

The following is a summary of long-term debt transactions for the year ended June 30, 2020:

	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020	Amounts Due Within One Year
Information Technology	<u>\$ -</u>	<u>\$279,880</u>	<u>\$ (93,293)</u>	<u>\$ 186,587</u>	<u>\$ 93,293</u>

Capital Leases

The City has entered into various lease purchase agreements for equipment. These leases have been classified as capital leases. The related assets have been capitalized in the internal service funds at the initial present value of the lease payments. The balance outstanding at June 30, 2020, was \$186,587.

The total leased assets by major asset class consisted of the following:

Equipment	
Information Technology	\$ 1,541,019
Equipment under capitalized lease, at cost	<u>1,541,019</u>
Accumulated depreciation	
Information Technology	(948,217)
Equipment under capitalized lease, net	<u>\$ 592,802</u>

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 8: Risk Management**

The City is exposed to risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters; and currently reports all of its risk management activities in its Self-Insurance Program Internal Service Fund.

The City has adopted a self-insurance workers' compensation program, which is administered by a third-party agent, AdminSure. The self-insurance coverage for each claim is limited to \$750,000. Excess coverage of up to \$50,000,000 for each claim is provided by the California State Association of Counties – Excess Insurance Authority (CSAC-EIA), an insurance pool, in which a consortium of counties and cities has agreed to share risks and losses. As of June 30, 2020, the estimated claims payable for workers' compensation was \$17,312,132, which included claims incurred but not reported (IBNR). The current year's portion of the claims was \$926,143.

For general liability claims, the City is also self-insured up to \$500,000 for each occurrence. The self-insurance program is administered by a third-party agent, AdminSure. Each claim in excess of the self-insured retention of up to \$30,000,000 is covered by the CSAC-EIA.

As of June 30, 2020, the estimated claims payable for general liability was \$7,369,000, which included IBNR. The current year's portion was \$17,312,132. Governmental activities claims and judgments are generally liquidated by the General Fund.

	Liability on June 30, 2020
General Liability	\$ 7,369,000
Workers' Compensation	17,312,132
Total	<u>\$ 24,681,132</u>

Settled claims have not exceeded any of the City's coverage amounts in any of the last three fiscal years and there were no reductions in the City's coverage during the year.

The estimated claims payable for workers' compensation and general liability is based on estimates provided by the third-party administrator, the City Attorney, the Risk Management staff, and the City's actuary.

Changes in the reported liability resulted from the following:

Balance June 30, 2019	Additions	Deletions	Balance June 30, 2019	Due Within One Year
<u>\$ 25,636,814</u>	<u>\$ 3,781,453</u>	<u>\$ (4,737,135)</u>	<u>\$ 24,681,132</u>	<u>\$ 1,329,877</u>

**CITY OF REDONDO BEACH  
INTERNAL SERVICE FUNDS****NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
YEAR ENDED JUNE 30, 2020**

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**Note 9: Pension Plan*****Plan Description***

The Plans are agent, multiple-employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). A full description of the pension plans regarding number of employees covered, benefit provisions, assumptions (for funding, but not account purposes), and membership information are listed in the June 30, 2016 Annual Actuarial Valuation Report (funding valuation). Details of the benefits provided can be obtained in Appendix B of the actuarial valuation report. The actuarial valuation report and CalPERS' audited financial statements are publicly available reports that can be obtained at CalPERS' website, at [www.calpers.ca.gov](http://www.calpers.ca.gov).

***Benefits Provided***

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

For detailed information on the pension plan refer to the City of Redondo Beach's Comprehensive Annual Financial Report.

**Note 10: Other Post-Employment Benefits**

**Plan Description and Eligibility.** In addition to the pension benefits described above, the City provides certain health insurance benefits, in accordance with memorandums of understanding, to retired employees through the California Employers' Retiree Benefit Trust (CERBT) Fund, which is an agent multiple-employer plan administered by CalPERS. The City provides medical insurance for employees in accordance with agreements reached with various bargaining groups. The City shall pay the single retiree medical premium rate, for qualified retirees, for a medical insurance plan in which the retiree is enrolled from among those medical plans provided by the City. These contributions of the City for such medical premiums shall cease on the date the retiree becomes eligible to enroll in the Federal Medicare program and/or any Medicare supplemental plans.

For detailed information on the OPEB plan refer to the City of Redondo Beach's Comprehensive Annual Financial Report.

**Note 11: Commitments and Contingencies**

- a) **Lawsuits** - The City is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, it is the opinion of the City's legal counsel that resolution of these matters will not have a material adverse effect on the financial condition of the City.
- b) As of June 30, 2020, in the opinion of City management, there were no outstanding matters that would have a significant effect on the financial position of the funds of the City.

## **CITY OF REDONDO BEACH BUDGET RESPONSE REPORT #6**

**June 1, 2021**

### **Question:**

*What changes to Fire Inspection program could be made to reduce the fee schedule?*

### **Response:**

From the inception of the Fire Prevention re-organization in 2017 there has been significant resistance to the fee schedule associated with the program. The City currently charges \$95.00 per inspection to recover the cost of civilian personnel hired to conduct fire inspections. The City has elected to use a third-party billing company that places an additional \$18.50 charge on the inspection, bring the total cost to the customer at \$113.50. The \$95.00 fee assigned to the fire inspections is the full cost recovery for the service provided by the city as outlined in Attachment A.

The current \$113.50 fee is competitive with other regional cities. Attachment B outlines the fee schedule for other cities completing similar types of inspections. Other regional cities charge the following rates for their base level fire inspections:

- Beverly Hills: \$278.00
- Manhattan Beach: \$232.00
- Culver City: \$131.00
- Santa Monica: \$122.00
- *Redondo Beach \$113.50*
- Torrance: \$92.00
- El Segundo: \$83.00

There has been significant feedback from the community regarding the fee schedule assigned to Fire Inspections. The two areas that have generated a majority of the negative feedback are associated with small businesses (less than 500 square feet) and three and four-unit multifamily properties. Most regional cities use a formula based on square footage and number of units. The current Redondo Beach fee schedule operates on a single flat rate (\$113.50) based on one hour of inspector time. Larger inspections are charged for each quarter hour over the initial hour to reflect their increased usage of services. A strategy to reduce the fee schedule would be to incorporate a hybrid fee schedule focused on lowering the inspection fee charged to small businesses and three- and four-unit multifamily dwellings

### Adjusting the Fee Schedule based on Pilot Program Fire Inspectors

Due to the COVID-19 Pandemic restrictions and the training requirements associated with hiring new firefighters the Fire Department is currently behind schedule to complete annual fire inspections. There is little opportunity to recover from the deficit before the end of the calendar year using sworn personnel. This deficit provides the City with the

opportunity to hire four part-time non-sworn Fire Inspectors to help complete the annual inspections and lower portions of the fee schedule. The lower labor cost associated with these Inspectors would allow the City to reduce the fees assigned to small businesses and three- and four-unit multifamily dwellings. The revenue generated by completing the behind schedule inspections is projected to support the cost of hiring four part-time Inspectors for Fiscal Year (FY) 21-22. This would also allow the City to explore an alternative service model for fire inspections.

The benefits of hiring the four non-sworn Fire Inspectors include:

- The four Fire Inspectors would be trained to enhance the customer service experience during the inspections.
- This program would function as a “grow your own” opportunity for the department allowing the recruitment and development of local firefighter candidates.
- The shift from sworn personnel to dedicated civilian inspectors would allow the inspectors to spend more time with each customer. Sworn personnel are currently tasked with emergency calls, training, and other administrative duties.
- Sworn personnel were never intended to complete the number of fire inspections that they are currently assigned. During the Fire Prevention re-organization in 2018 only one of the two proposed Inspectors was hired placing 50% more inspections on sworn personnel than intended.

As part of this pilot program it is proposed that this fee schedule be applied to small (less than 500 square feet) businesses and three- and four-unit multifamily dwellings. Using the part-time non-sworn inspectors, the fee schedule to be reduced from \$95.00 to \$47.50 based on the lower cost of labor. Attachment C outlines the cost of service when using the part-time inspectors. This, when combined with third party billing fee, would change the customer cost from \$113.50 to \$66.00. This fee change is projected to apply to approximately 2000 inspections annually, or one half of all Fire Inspections.

#### Fiscal Impact

The fiscal impact to the Fire Inspection Program for FY 21-22 is challenging to project. The change in fee structure coupled with completing the additional behind schedule inspections is anticipated to have a slightly negative impact on projected program revenues. If the program is extended to FY 22-23 it is projected that the reduced fee schedule would reduce the program revenues by approximately \$100,000. There are some alternatives to overcome this long-term reduction in revenues with additional changes to the fee structure. For FY 21-22 there is a unique opportunity to explore this new model of service delivery with a slight reduction in program revenues and facilitate the delivery of an important service to the community. The mission of the Redondo Beach Fire Department (RBFD) is to “serve the community by protecting life, property, and the environment through prevention, education and emergency services”. Emergency response resources are commonly considered the key assets in meeting the goals of the RBFD’s mission statement, but an equally important asset in the Fire Department operational structure is the administrative staff.

This Budget Response Report is directly linked to hiring the non-sworn part-time personnel recommended in Decision Package 32. Hiring the additional personnel at a lower hourly rate allows the City to reduce certain Fire Inspection fees.

Attachment A: Inspection Rate

Attachment B: Regional Inspection Fees

Attachment C: P/T Inspection Rate

Actual Costs & Data		Calculated Costs	
Inspector Wage (per hour, based on 40 hours)	\$41.61		
Admin Wage (per hour)	\$0.00		
Burdened Fringe Benefit Rate	65.00%	Inspectors Required per Inspection	1
Apparatus Required for Inspections	1	Inspections per Year	4,559
Time Required per Inspection (minutes)	20		
Admin/IT Time Required per Inspection (minutes)	10	Total Inspector Labor Cost (per hour)	\$68.66
Total of ALL Runs per Year (inc. Inspections)	6,600	Total Admin / IT Labor Cost (per hour)	\$0.00
		Total Labor Cost per Inspection	\$68.66
		Total Vehicle Cost (per year)	\$69,625
		Total Vehicle Cost per Inspection	\$5.27
		Liability Insurance (per year)	\$79,062
		Liability Insurance per Inspection	\$3.95
		Technology Hardware (iPads, per Inspection)	\$17.00
		Software (FIREHOUSE RMS, per Inspection)	\$0.00
		Mgmt. Overhead and Supervision	\$0.00
		Billing, Administration & Reports (FRUSA)	
		Total Cost Per Inspection / Hr	\$94.88

FIRE PREVENTION BUSINESS/MULTI UNIT INSPECTION FEE SCHEDULE SURVEY									
	EL SEGUNDO	TORRANCE	MANHATTAN	CULVER	SANTA	BEVERLY			
FEE TYPE		Hourly rates (15 min - 4hr)	BEACH	CITY	MONICA	HILLS			
Annual Business Inspection									
0-500 sq. ft.		\$ 92.00			\$ 122.00				
501-2,000 sq. ft.					\$ 160.00				
0-1,499 sq. ft.	\$ 83.00	\$ 92.00	\$ 232.00	\$ 131.00		\$ -			
1-2,000 sq. ft.						\$ 278.00			
1,500-9,999 sq. ft.	\$ 114.00	\$ 133.00	\$ 335.00	\$ 333.00		\$ -			
2,000 - 5,000 sq.ft.					\$ 199.00				
2,001 - 5,000 sq. ft.						\$ 417.00			
5,001 to 10,000 sq. ft.					\$ 277.00	\$ 557.00			
10,000 sq. ft. and greater	\$ 201.00	\$ 336.00	\$ 451.00	\$ 575.00	\$ -	\$ 626.00			
25,000-99,999 sq. ft.	\$ 387.00	\$ 590.00		\$ 766.00	\$ -				
100,000-499,999 sq. ft.	\$ 1,636.00	\$ 1,051.00	\$ -	0	\$ -				
500,000 sq. ft. and greater	\$ 3,462.00	\$ 1,289.00	\$ -	0	\$ -				
Annual Business Inspection (Common Areas)									
Common Area base first story (includes single story bldgs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
0-2000 sq. ft. per floor	\$ -	\$ -	\$ -	\$ -	\$ 82.00	\$ -			
2001-5000 sq. ft. per floor	\$ -	\$ -	\$ -	\$ -	\$ 95.00	\$ -			
5001-10000 sq. ft. per floor	\$ -	\$ -	\$ -	\$ -	\$ 80.52	\$ -			
>10000 sq. ft. per floor	\$ -	\$ -	\$ -	\$ -	\$ 89.47	\$ -			
	\$ -	\$ -	\$ -	\$ -	\$ 99.53	\$ -			
Annual Business Reinspection									
0-1,499 sq. ft.	\$ 45.00	\$ 217.00	\$ -	\$ -	\$ -	\$ 56.00			
1,500-9,999 sq. ft.	\$ 45.00	\$ 217.00	\$ -	\$ -	\$ -	\$ 56.00			
10,000-24,999 sq. ft.	\$ 65.00	\$ 217.00	\$ -	\$ -	\$ -	\$ 56.00			
25,000-99,999 sq. ft.	\$ 105.00	\$ 217.00	\$ -	\$ -	\$ -	\$ 56.00			
100,000-499,999 sq. ft.	\$ 200.00	\$ 217.00	\$ -	\$ -	\$ -	\$ 56.00			
500,000 sq. ft. and greater	\$ 400.00	\$ 217.00	\$ -	\$ -	\$ -	\$ 56.00			
Educational <5,000 sq. ft.	\$ -	\$ 58.00	\$ -	\$ -	\$ 947.00	\$ 123.00			
Educational >5,000 sq. ft.	\$ -	\$ 103.00	\$ -	\$ -	\$ 947.00	\$ 204.00			
Assembly <5,000 sq. ft.	\$ -	\$ 58.00	\$ -	\$ -	\$ 330.00	\$ 147.00			
Assembly >5,000 sq. ft.	\$ -	\$ 103.00	\$ -	\$ -	\$ 330.00	\$ 204.00			
A/E Reinspection 2nd	\$ -	\$ 217.00	\$ -	\$ -		\$ 56.00			
Apartments 3-10 units	\$ 83.00	\$ 92.00	\$ 232.00	\$ 163.00	\$ -	\$ 55.00			
Apartments 3-15 units					\$ 141.00				
Apartments 11-20 units			\$ 349.00						
Apartments 20 and over			\$ 465.00						
Apartments 11-40 units	\$ 114.00	\$ 92.00	\$ -	\$ 333.00		\$ 92.00			
Apartments 16-49 units					\$ 190.00				
Apartments 41-70 units	\$ 201.00	\$ 133.00	\$ -	\$ 575.00	\$ -	\$ 130.00			
Apartments 50-99 units					\$ 239.00				
Apartments 71 and over	\$ 387.00	\$ 336.00	\$ -	\$ 1,132.00	\$ -	\$ 169.00			
Apartments 100 and over	\$ 1,636.00	\$ 590.00			\$ 337.00				
Reinspection 2nd	\$ -	\$ -	\$ 232.00	\$ -	\$ 287.00	\$ 57.00			
Reinspection 3rd	\$ -	\$ 217.00	\$ 232.00	\$ -	\$ -	\$ 149.00			
Reinspection 4th	\$ -	\$ -	\$ 232.00	\$ -	\$ -	\$ 259.00			
Annual FD Permit	\$ 95.00		\$ 232.00		\$ 287.00				
Temporary FD Permit	\$ 505.00		\$ 232.00						
High Rise Inspection	\$ 1,646.00	\$ -	\$ 750.00	\$ 1,184.00	\$ 2,402.00	\$ 1,527.00			
False Alarm (after 3 in a year)		\$ 526.00			\$ 526.00				
RBFD Billed: FY15-\$19,236, FY16-\$15,573 (Collection rate FY15-43%, FY16-56%)									

RBF D Billed: FY15-\$19,236, FY16-\$15,573

(Collection rate FY15-43%, FY16-56%)

Notes:

Culver City: Businesses under 1999 Sq. ft. are inspected on alternate years based on last digit of address, even on even years and odd on odd years.

Culver City: High Rise inspections = \$148.00 per hr. 8 hr. minimum.

Santa Monica: High Rise &gt;75' = 2,181.

\*\* RB Fee schedule does not specify for initial inspection billing at this time; \* Average of those cities that charge for inspection



Actual Costs & Data		Calculated Costs	
Inspector Wage (per hour, based on 20 hours)	\$25.00	Inspectors Required per Inspection	1
Admin Wage (per hour)	\$0.00	Inspections per Year	4,559
Burdened Fringe Benefit Rate	0.00%	Total Inspector Labor Cost (per hour)	\$25.00
Apparatus Required for Inspections	1	Total Admin / IT Labor Cost (per hour)	\$0.00
Time Required per Inspection (minutes)	20	Total Labor Cost per Inspection	\$25.00
Admin/IT Time Required per Inspection (minutes)	10	Total Vehicle Cost (per year)	\$69,625
Total of ALL Runs per Year (inc. Inspections)	6,600	Total Vehicle Cost per Inspection	\$5.27
		Liability Insurance (per year)	\$79,062
		Liability Insurance per Inspection	\$3.95
		Technology Hardware (iPads, per Inspection)	\$17.00
		Software (FIREHOUSE RMS, per Inspection)	\$0.00
		Mgmt. Overhead and Supervision	\$0.00
		Billing, Administration & Reports (FRUSA)	
		Total Cost Per Inspection / Hr	\$51.23

# **CITY OF REDONDO BEACH**

## **Budget Response Report #7**

**June 1, 2021**

### **Question:**

*What locations could support the installation of a new dog run facility, what are the costs and impacts of a dog run, and what improvements are included in the budget for the City's existing Dog Park?*

### **Response:**

On May 4, 2021, Councilmember Obagi requested information regarding the feasibility of installing dog runs at the following locations in District 4:

- Andrews Park, west of the oval pathway
- Perry Park, near the Senior Center
- SCE Right of Way at Rockefeller Lane
- Southwest corner of Artesia Boulevard and Ford Avenue – Wylie Sump

Councilmember Nehrenheim subsequently requested information about creating a dog run at Alta Vista Park.

The installation cost estimates below assume the following:

- 4-foot green vinyl coated chain link perimeter fencing
- Two entrance gates at each dog run
- 42" x 48" holding areas at each entrance
- Wood chip surfacing
- Dog waste bag dispensers
- General signage
- Irrigation upgrades
- A 15% project contingency

## **Andrews Park**

Andrews Park has space available to accommodate a 20' x 100' dog run, without removing or relocating any existing park features. The run would be located in the strip between the concrete walkway and the California Water Service property, and would be accessible from the sidewalk for ADA access. Estimated costs to implement the dog run are as follows:

- Install fencing:	\$7,700
- Install gates and holding areas:	\$2,000
- Install dog waste bag dispensers:	\$75
- Install wood chips:	\$750
- Install signage:	\$500
- General site improvements:	\$2,500
- Irrigation system modifications:	\$2,000
- 15% contingency	<u>\$2,400</u>
Total:	\$17,925



Andrews Park

## **Perry Park**

The attached aerial shows two locations that could be considered for a dog run at Perry Park. Alternative A is located along the northerly edge of the park, in the grass area beyond the outfield fence of the baseball diamond. This location contains a pitcher's warmup mound that would have to be relocated. Alternative B is located in the grass area between the baseball field and the Senior Center. Both locations could accommodate a 20' x 100' dog run, which would be ADA accessible. There would be issues to consider such as the close proximity to residences, playgrounds and the Senior Center. Estimated installation costs for either location are as follows:

- Install fencing:	\$7,700
- Install gates and holding areas:	\$2,000
- Install dog waste bag dispensers:	\$75
- Install wood chips:	\$750
- Install signage:	\$500
- General site improvements:	\$2,500
- Irrigation system modifications:	\$2,000
- 15% contingency	<u>\$2,400</u>
Total:	\$17,925

## **SCE Right of Way at Rockefeller Lane**

SCE typically does not allow any fixed amenities to be installed in their right of way. There would also be potential issues related to construction in an area that contains underground petroleum pipelines. If an agreement could be reached with SCE, the site could accommodate a 25' x 120' dog run. SCE would require plans developed by a design consultant and an amendment to the existing license agreement. Estimated installation costs are as follows:

- Install fencing:	\$15,950
- Install gates and holding areas:	\$2,000
- Install dog waste bag dispensers:	\$75
- Install wood chips:	\$750
- Install signage:	\$500
- General site improvements:	\$2,500
- Irrigation system modifications:	\$2,000
- Design consultant plans	\$4,500
- 15% contingency	<u>\$4,300</u>
Total:	\$32,575

### **Southwest corner of Artesia Boulevard and Ford Avenue - Wiley Sump**

The area described in Councilman Obagi's request is also known as the Wiley Sump. This property is owned and operated by Los Angeles County Flood Control District. It serves as a flood control collection point that collects water from Redondo Beach and Manhattan Beach during storm conditions and releases it via underground pipelines to the ocean. The City of Redondo Beach does not have access to the sump, except for storm water issues. The only space the City has access to is the small triangle-shaped parkette on the corner, which has limited space. Staff does not feel this area is a viable location for a dog run.

### **Alta Vista Park**

Alta Vista Park contains a small grass area located adjacent to the northerly tennis courts and the racquetball building. This area could accommodate a triangular dog run with a perimeter of about 200 feet and one gate/holding area. ADA access could be provided from the tennis center parking lot. Estimated installation costs are as follows:

- Install fencing:	\$11,000
- Install gate and holding area:	\$1,000
- Install dog waste bag dispensers:	\$75
- Install wood chips:	\$750
- Install signage:	\$500
- General site improvements:	\$2,500
- Irrigation system modifications:	\$2,000
- 15% contingency	<u>\$2,400</u>
Total:	\$20,525



Alta Vista Park

### **On-Going/Maintenance Costs**

In addition to the cost to create dog runs, there would be on-going costs to operate and maintain them. The Public Works Department estimates an annual cost of roughly \$15,000 per dog run for trash and waste removal, restocking waste bags, replacing wood chips and other necessary maintenance.

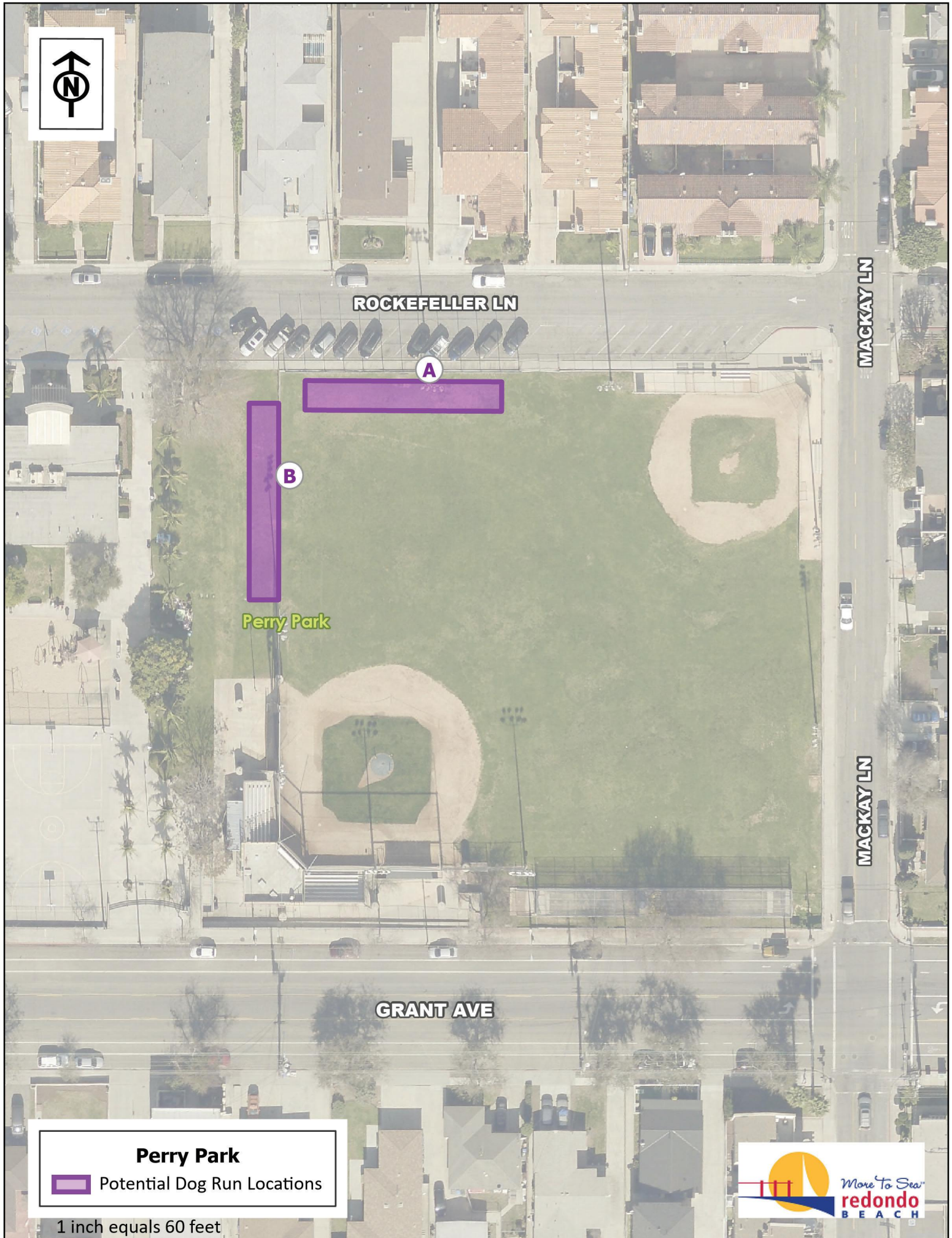
### **Existing Dog Park**

The 2021-2026 proposed Capital Improvement Program includes a project to improve the Dominguez Park Dog Park (see attached). The project includes repair and replacement of site amenities including fencing, landscaping and benches. Funding in the amount of \$120,000 is currently available for the project and an additional \$186,500 is proposed.

Attachment A: Perry Park aerial map

Attachment B: Dominguez Dog Park CIP





ROCKEFELLER LN

MACKAY LN

A

B

Perry Park

MACKAY LN

GRANT AVE

**Perry Park**

 Potential Dog Run Locations

1 inch equals 60 feet







# **CITY OF REDONDO BEACH**

## **Budget Response Report #8**

**June 1, 2021**

### **Question:**

*What additional detail can be provided for key departmental maintenance and operations expenditure line items?*

### **Response:**

Attached is additional detail for the following key departmental maintenance and operations expenditure line items.

- Training/Meetings/Conferences
- Publications/Subscriptions
- Memberships/Dues
- Maintenance Agreements
- Contracts/Professional Services
- Rent/Lease – Equipment
- Rent/Lease – Building

Attachment A: Key Departmental M&O Expenditure Detail

## MAYOR AND CITY COUNCIL

*Operating Expenses*FY 21-22  
Proposed**510040 Training/Meetings/Conferences**

ICA - San Diego Summer Seminar	9,000
LCC - Sacramento New Council Academy	1,000
LCC - Annual Conference	7,200
ICA - Santa Barbara Winter Seminar	7,200
LCC - Sacramento Policy Comm Meetings (2/4)	1,200
LCC - LA Policy Comm Meetings (2/4)	100
LCC - LA Monthly Division Meetings	1,000
Mayor's State of the City	2,000
Lifeguard Medal of Valor	200
SCAG - General Assembly	1,000
RB Chamber Installation	300
Reserve Corps Banquest	1,000
Federal Advocacy Meetings	1,658
Leadership Redondo Chamber Meeting	200
State Advocacy Meeting	2,300
Chamber State of the City Address	450
SB Medal of Valor Luncheon	300
Roundtable Meeting (Quarterly)	300
State of the County Address	1,000
<b>Total Training/Meetings/Conferences</b>	<b>37,408</b>

**520040 Contracts/Professional Services**

Strategic Planning Meeting Facilitation	10,000
Various - Strategic Planning Expenses	173
<b>Total Contracts/Professional Services</b>	<b>10,173</b>

CITY CLERK  
ADMINISTRATION*Operating Expenses*FY 21-22  
Proposed

<b>510210</b>	<b>Publications/Subscriptions</b>	
	Various - Miscellaneous Publications	220
	LOCC - Brown Act / Meetings	180
	CA Cities - Municipal Law Handbook	90
	<b>Total Publications/Subscriptions</b>	<b>490</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	National Association of Parliament - Dues	80
	IIMC - Dues	550
	CCAC - Dues	500
	GFOA - Dues	150
	CSMFO - Dues	110
	National Notary Association - Dues	90
	<b>Total Memberships/Dues</b>	<b>1,480</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Complete Paper Solutions - Laserfiche Support Services	14,000
	Granicus - Electronic Agenda Support Services	32,976
	Netfile - Form 700 Conflict of Interest	4,000
	<b>Total Publications/Subscriptions</b>	<b>50,976</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Imagery Video - Video Services	20,440
	Diane Cleary - Minutes Secretary	13,160
	Newspaper - Legal Notices	11,455
	Quality Code Publishing - Municipal Code Updates	4,532
	Underground Storage - Off-Site Storage	1,000
	Cintas - Confidential Records Destruction	3,236
	Moss Adams - Internal Audit Services	33,500
	<b>Total Contracts/Professional Services</b>	<b>87,323</b>

**CITY OF  
REDONDO BEACH**

**BUDGET  
FY 2021-22**

## CITY CLERK ELECTIONS

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	CACEO - Annual Conference	430
	League of California Cities - New Law and Election Seminar	1,577
	<b>Total Training/Meetings/Conferences</b>	<b>2,007</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	DFM Associates - Election Codes	200
	The Election Center - Newsletter	250
	<b>Total Publications/Subscriptions</b>	<b>450</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	CACEO - Dues	125
	<b>Total Memberships/Dues</b>	<b>125</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Netfile/Campaign Statements	4,800
	<b>Total Contracts/Professional Services</b>	<b>4,800</b>

## CITY TREASURER

*Operating Expenses*FY 21-22  
Proposed**510040 Training/Meetings/Conferences**

IIA - Internal Auditors Institute	4,000
GIOA - Gov Investment Officers Assoc	1,250
CMTA - CA Municipal Treasurers Assoc	1,400
GFOA - Government Finance Officers Assoc	925
League of California Cities	840
<b>Total Training/Meetings/Conferences</b>	<b>8,415</b>

**510210 Publications/Subscriptions**

Wall Street Journal	500
<b>Total Publications/Subscriptions</b>	<b>500</b>

**520040 Contracts/Professional Services**

FHN - Investment Management	18,000
MuniServices	37,500
Various - UUT/VUT	18,951
Moss Adams - Internal Audit Services	33,000
Union Bank - Investment Custodial Services	12,500
OpenGov - Transparency Portal	7,500
<b>Total Contracts/Professional Services</b>	<b>127,451</b>

CITY ATTORNEY  
GENERAL LEGAL ADMINISTRATION*Operating Expenses*FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	League of CA Cities - Legal Training / Conferences	4,000
	Unknown - Legal Training / Conferences	1,670
	CALPELRA - Annual Conference	2,500
	California District Attorney Association - Misc Training	1,500
	<b>Total Training/Meetings/Conferences</b>	<b>9,670</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Lexis Nexis - Online Research	4,700
	Thomson Reuters - Misc Legal Publications	6,200
	Regents of University - Misc Legal Publications	1,510
	Lexis Nexis - Legal Publication	500
	<b>Total Publications/Subscriptions</b>	<b>12,910</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	State Bar of California - Bar Dues / Membership	2,600
	CDAA - Membership	2,300
	CALPELRA - Membership	300
	<b>Total Memberships/Dues</b>	<b>5,200</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	So Bay Center Dispute Reso - Mediation Services	3,000
	Signal Atty Service - Attorney Process Service	700
	Unknown - Expert Witnesses	500
	<b>Total Contracts/Professional Services</b>	<b>4,200</b>

CITY ATTORNEY  
PROSECUTION

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	CDAA - Legal Training / Conferences	3,000
	LOCC - Legal Training / Conferences	1,000
	Misc - Legal Training / Conferences	817
	<b>Total Training/Meetings/Conferences</b>	<b>4,817</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Lexis Nexis - Online Research	4,000
	Thomson Reuters - Misc Legal Publications	5,380
	<b>Total Publications/Subscriptions</b>	<b>9,380</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	State Bar of California - Bar Dues / Membership	2,500
	CDAA - Membership	720
	American Inns of Court - Membership	425
	LA County Bar Assoc - Membership	110
	Unknown - Miscellaneous Memberships	525
	<b>Total Memberships/Dues</b>	<b>4,280</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Signal Atty Service - Attorney Process Service	2,000
	Unknown - Expert Witnesses	1,550
	Unknown - Court Reporter Fees	1,550
	<b>Total Contracts/Professional Services</b>	<b>5,100</b>

## CITY MANAGER

*Operating Expenses*FY 21-22  
Proposed**510040 Training/Meetings/Conferences**

Misc Meetings / Leadership Workshop / Dept Heads / Managers	100
CCMA - Annual Conference	1,500
SCAG - General Assembly	1,000
Independent Cities Association - Annual Meeting	1,000
League of CA Cities - Annual Conference	2,000
CALPELRA Conference	1,000
RB Chamber - Installation / Leadership	50
Reserve Corps - Recognition Banquet	50
State and Federal Advocacy Meetings	1,500
State of the City Address	100
SB Medal of Valor - Luncheon	50
Roundtable - Quarterly Luncheons	100
LCC - Division Meetings	200
South Bay COG - City Managers Meetings	448
ICMA - Annual Conference	1,500
<b>Total Training/Meetings/Conferences</b>	<b>10,598</b>

**510210 Publications/Subscriptions**

Frontier FIOS - City Channel Monitoring	450
Spectrum - City Channel Monitoring	1,600
<b>Total Publications/Subscriptions</b>	<b>2,050</b>



## CITY MANAGER

*Operating Expenses*FY 21-22  
Proposed**510220 Memberships/Dues**

Independent Cities Association - Annual Membership	4,500
So Bay Cities Council of Governments - Annual Membership	24,000
California Coastal Coalition - Annual Membership	1,500
LA County LAFCO - Annual Membership	4,800
ICMA - Annual Membership	2,000
CCMF - Annual Membership	400
Int'l Council of Shopping Centers - Annual Membership	100
So California Assoc of Governments - Annual Membership	7,000
League of CA Cities - Annual Membership	20,000
West Basin Water Association - Annual Membership	500
Miscellaneous Memberships	1,591
League of CA Cities LA County Division	1,500
<b>Total Memberships/Dues</b>	<b>67,891</b>

**520040 Contracts/Professional Services**

Telecom Law Firm - Telecom Consulting	25,000
Mike Arnold & Associates - State Advocate	42,000
Turch & Associates - Federal Advocate	25,000
Miscellaneous Professional Services	15,219
<b>Total Contracts/Professional Services</b>	<b>107,219</b>

## INFORMATION TECHNOLOGY

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Munis / MISAC Conferences	5,064
	<b>Total Training/Meetings/Conferences</b>	<b>5,064</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	MISAC - Municipal Info Systems Assoc of Calif	600
	<b>Total Memberships/Dues</b>	<b>600</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Cradlepoint - Cellular Modems (Public Safety)	10,000
	Firemaster - Data Center Halon System	500
	Dell - Server Warranty Extensions	3,000
	M. C. Dean - UPS Maintenance (EOC and Data Center)	5,000
	Firewall Licensing and Maintenance	5,000
	Barracuda - Email Archiver	14,700
	GoSecure - iPrism Internet Content Filter	8,000
	infoblox - DHCP Appliance	6,300
	ESET - Anti-Virus	4,000
	Trusted Site - Penetration Testing	5,000
	HP - Data Protector Backup (PD CAD / RMS)	500
	Veeam - Backup Solution	16,000
	Miscellaneous Maintenance Costs	5,000
	Zoho - ManageEngine Desktop Management	18,500
	Vmware Maintenance and Support (Virtual Servers)	11,000
	Canon - Copier Maintenance	11,400
	Cloud Mapper - M365 Drive Mapping	6,500
	HiTech Red Hat Linux Maintenance (PD RMS / CAD)	5,000
	Valimail Email Security DMARC	11,500
	Adobe Pro DC for Enterprise Licensing	24,000
	Quadient - Mail Processing Equipment	16,750
	Western NRG - Firewall Maintenance and Support	2,500
	HiTech - Red Hat Linux High Availability License	800
	HiTech - HP Hardware and Software Maintenance (CAD / RMS)	6,300
	<b>Total Maintenance Agreements</b>	<b>197,250</b>

## INFORMATION TECHNOLOGY

*Operating Expenses*FY 21-22  
Proposed**520040 Contracts/Professional Services**

Verizon Business - Private IP for Verizon Wireless (Public Safety)	25,000
Spectrum - Business Class Internet Service Provider	39,000
Spectrum - Los Angeles Sheriff Department Point-to-Point (Police Department)	6,000
Various - Project Work	7,460
Integrated Media Systems - Council Chambers Audio Visual / Broadcast Maint	23,138
Granicus - Civica - Website Maintenance and Support	7,149
Comcate - Customer Service System	20,189
Siteimprove - Website Quality Assurance	10,000
Catapult Systems - Microsoft Support	10,000
iland - Cloud Backup for Veeam and M365	18,000
Race Communications - Internet Service Provider South Bay Fiber Network	35,800
Team One Networking - Council Chamber Conference Bridge	10,500
Knowbe4 - Staff Cyber Security Training	8,500
ArchiveSocial - Social Media Archive	4,800
Munis - Licensing / Maintenance / Support	148,500
Microsoft - Licensing Enterprise Agreement	157,000
Microsoft - Azure Cloud Subscription	48,000
Spectrum - Dark Fiber Network	75,000
Verizon Business - Verizon Wireless MPLS Circuit for Public Safety Cellular	9,400
<b>Total Contracts/Professional Services</b>	<b>663,436</b>

**520050 Rent/Lease - Equipment**

Canon - Copy Center Equipment	15,000
Dell - Leased Property Computers	187,400
Dell - Leased Property Printers	90,000
<b>Total Rent/Lease - Equipment</b>	<b>292,400</b>

## HUMAN RESOURCES EMPLOYEE RELATIONS

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Various - Training / Development for Entire Agency	6,886
	LCW and CALPELRA - Labor Relations Conferences	2,000
	SCPLRC - Annual Labor Relations Conference	300
	<b>Total Training/Meetings/Conferences</b>	<b>9,186</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	TBD - Miscellaneous Memberships	1,000
	CALPELRA Membership - CA Public Employee Relations Assoc	700
	SCPLRC - Public Labor Relations Council	300
	LCW - So Bay Employee Relations Consortium	3,450
	<b>Total Memberships/Dues</b>	<b>5,450</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Various - HR Benefits Administration (ACA / FSA / Unemployment / ICMA)	20,000
	LCW - Negotiations	15,000
	Various - Investigations and Hearings	36,750
	Various - Pre-Employment and Fit-for-Duty Psychological Exams	6,205
	Providence / US Healthworks - First Aid / DOT Physicals	10,000
	Occu-Med - Pre-Employment and RTW Physicals	25,000
	Various - Recruitment Contracts / Services (Ex: Ads / Testing / Backgrounds)	33,150
	<b>Total Contracts/Professional Services</b>	<b>146,105</b>

**CITY OF**  
**REDONDO BEACH**

**BUDGET**  
**FY 2021-22**

## HUMAN RESOURCES RISK MANAGEMENT

### *Operating Expenses*

FY 21-22  
Proposed

<b>520040</b>	<b>Contracts/Professional Services</b>	
	AdminSure - Third Party Administrator Services	158,000
	<b>Total Contracts/Professional Services</b>	<b>158,000</b>

## FINANCIAL SERVICES

*Operating Expenses*FY 21-22  
Proposed**510040 Training/Meetings/Conferences**

Munis - Annual Users Conference	3,000
CalPERS - Educational Forum	500
Government Tax Seminars - Annual Seminar	790
CSMFO - Luncheons	50
GFOA - Various Training Opportunities	610
CSMFO - Annual Conference	500
<b>Total Training/Meetings/Conferences</b>	<b>5,450</b>

**510220 Memberships/Dues**

GFOA - City Membership	595
CSMFO - Membership	330
CAPPO - Purchasing Membership	130
NIGP - Purchasing Membership	190
<b>Total Memberships/Dues</b>	<b>1,245</b>

**520000 Maintenance Agreements**

CAFR Online - Software Maintenance	4,000
Presstek - Folder / Sealer Maintenance	1,600
<b>Total Maintenance Agreements</b>	<b>5,600</b>

## FINANCIAL SERVICES

*Operating Expenses*FY 21-22  
Proposed**520040 Contracts/Professional Services**

Thales Consulting - State Contractor'S City and Street Reports	3,700
US Postal Service - Po Box 270 / Caller Service	1,835
Moss Adams - Internal Audit Services	33,500
LSL - Audit Services	68,350
MGT Of America - SB90 Claim Preparation	4,200
GFOA - Cafr Awards Review	610
GFOA - Budget Awards Review	575
CSMFO - Budget Awards Review	150
HdL - Cafr Statistical Section Data	745
Bank of America - Bank Account Analysis	25,000
HdL - Property Tax Services	9,550
Various - Credit Card Processing Fees	95,000
US Postmaster - Postal Permits	1,415
CalPERS - Gasb 68 Valuation	4,500
Pet Data - Animal Licensing Services	11,000
<b>Total Contracts/Professional Services</b>	<b>260,130</b>

**POLICE  
ADMINISTRATION***Operating Expenses*FY 21-22  
Proposed

<b>510210</b>	<b>Publications/Subscriptions</b>	
	Criminal Justice Agencies - Directory	80
	Various - Resource Directory	70
	Client Alert - Case Updates	90
	Daily Breeze - Newspaper Subscription	500
	<b>Total Publications/Subscriptions</b>	<b>740</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	CA Police Chief Assoc - Cal Chiefs	1,000
	Int'l Assoc Chief - Chief of Police / Command Staff	700
	Police Chiefs' Assoc - CPOA (CA)	260
	LA County Chief Assoc	250
	FBI National Academy - FBI Assoc	250
	Peace Officers Assoc - LA	700
	IA Inv Assoc - So CA Internal Affairs	70
	National IA Inv Assoc	50
	Police Exec Research (PERF)	400
	Officers Association - Reserve Officers	370
	<b>Total Memberships/Dues</b>	<b>4,050</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	HiTech - Maintenance Contract	74,000
	Telestaff - Personnel Scheduling Software	10,393
	Moosepoint - Geosmart Maintenance	5,000
	Mark 43 - RMS	28,420
	<b>Total Maintenance Agreements</b>	<b>117,813</b>



**CITY OF  
REDONDO BEACH**

**BUDGET  
FY 2021-22**

## POLICE ADMINISTRATION

### *Operating Expenses*

FY 21-22  
Proposed

<b>520040</b>	<b>Contracts/Professional Services</b>	
	Lexipol - GOM and Legislative Updates	2,150
	Cleary Transcript - Transcription Services	2,000
	Cleary Transcript - Delivery / Shipping	300
	Imaging - Photo Services	500
	Lexipol - Training Bulletin Services	11,000
	PUMA - Management Software Maint	3,000
	Kronos - Telestaff Fees	19,150
	Webiplex - Annual Subscription	3,000
	Flying Lion - Drone Agreement	75,000
	<b>Total Contracts/Professional Services</b>	<b>116,100</b>

**POLICE  
PATROL***Operating Expenses*FY 21-22  
Proposed**510210 Publications/Subscriptions**

Various - American Police Beat / Police Magazines	100
Various - Penal and Criminal Code Books	1,490
Copware - Vehicle / Penal Code and Legal Sourcebook Licensing	1,500
State of California Office of State Publishing - Legal Sourcebook Revision Service	170
Aele Jail & Prisoner Law Bulletin - Law Changes / Legal Issues / Techniques	300
United States Identification Manual - Identifications Updates	100
La Opinion Newspaper - Spanish Newspaper Per Title 15	300
Los Angeles Times - Newspaper Per Title 15	260
Directory & Fee Schedule - Court Names / Addresses / Phone Numbers	100
Detention Reporter - Corrections	150
<b>Total Publications/Subscriptions</b>	<b>4,470</b>

**510220 Memberships/Dues**

CAPTO - Training Sergeants	100
International Conference of Police Chaplains	400
National Reserve Officers Association - Reserve Officers	100
National Tactical Officers Association - SWAT Training	150
California Association of Tactical Officers - SWAT Training	100
California Association of Hostage Negotiations - Training	380
American Correctional Assoc - Jail Information	40
California Probation Parole & Correctional Assoc - Corrections Updates	100
American Jail Association - Corrections Information	40
<b>Total Memberships/Dues</b>	<b>1,410</b>

**520000 Maintenance Agreements**

El Segundo PD - Platoon Command Vehicle Maint	1,500
Various - Vehicle Lights / Special Equipment	6,327
Kronos - Cloud Hosting Fee	16,440
Canon - Photocopier Maintenance	145
Canon - Photocopier Maintenance	145
<b>Total Maintenance Agreements</b>	<b>24,557</b>

POLICE  
PATROL*Operating Expenses*FY 21-22  
Proposed**520040 Contracts/Professional Services**

PATH / Harbor Interfaith - Homeless Services Agreements	19,000
UPS - Shipping	280
Various - Patrol Vehicle Detailing	2,050
DirectTV - Service For Trailer	450
Har-Bro - Window Repair and Board Up Services	2,300
Various - Volunteer Candidate Fingerprinting	900
Various - Police Psychologist	5,000
Securitas - Private Security Agreement	47,500
Hermosa Beach - UAV Operations	30,000
Super Trap - Range Bullet Trap Lead Removal	600
ADT - Security System Monitoring	130
Kennel Spa - Canine Bathing Site and Supplies	1,800
Hermosa Animal Hospital - Canine Service	3,220
Medico - Inmate Linen Service	2,630
LA County Sheriff - Inmate Transportation To County Jail	9,480
Torrance Medical Hospital / Little Company Of Mary Hospital - Inmate Medical Treatment	32,270
LA County Sherriif - Inmate Food	19,000
Language Line - Inmate Transportation Service	1,000
Bob Barker - Inmate Clothing	8,400
Master K-9 - Canine Maintenance Training	1,280
<b>Total Contracts/Professional Services</b>	<b>187,290</b>

**520060 Rent/Lease - Building**

The Chuka Family Trust - 1922 Artesia Blvd	8,475
Angeles Shooting Range - Rifle Range Fees	300
Lopez Canyon Gun Club - Rifle Training	1,800
<b>Total Rent/Lease - Building</b>	<b>10,575</b>

POLICE  
INVESTIGATIONS*Operating Expenses*FY 21-22  
Proposed

<b>510210</b>	<b>Publications/Subscriptions</b>	
	Unknown - Law Enforcement / Investigative Publications	160
	<b>Total Publications/Subscriptions</b>	<b>160</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	Int'l Ass'n of Financial Crimes Investigators - Membership Dues	270
	Analyst Association - International Association of Crime Analysts	90
	<b>Total Memberships/Dues</b>	<b>360</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Canon - Copier Maintenance	2,000
	Time Warner Cable - Dark Fiber / Cable Service	2,500
	T-Mobile - Phone Tracking Service	1,060
	ESRI - Annual Maintenance	6,590
	Omega Group - Annual Maintenance	14,500
	I2 Inc - Annual Maintenance	800
	<b>Total Maintenance Agreements</b>	<b>27,450</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Unknown - Unfunded Witness Relocation	500
	Various - Coroners Documents and Services	1,000
	Various - Transcription Services	2,000
	Unknown - Extradition Expenses	2,000
	Indent-A-Drug Reference - Software Maintenance	100
	Verizon - Wireless Data Access	1,530
	Computer Forensics Crime Lab Services	9,000
	Unknown - Informants / Purchase of Narcotics, Stolen Property and Other Contraband	5,000
	<b>Total Contracts/Professional Services</b>	<b>21,130</b>
<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	Unknown - Off-Site Storage / Technical Equipment Rental	300
	<b>Total Rent/Lease - Equipment</b>	<b>300</b>

## POLICE SPECIAL OPERATIONS

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Police Magazine - Yearly Subscription	40
	Lawtech Publishing Co - Unabridged Penal Code	135
	Lawtech Publishing Co - CA Vehicle Code	65
	Lawtech Publishing Co - Quick Code	130
	Mathew Bender - CVC Books	210
	State Humane - Animal Law Handbook	90
	<b>Total Publications/Subscriptions</b>	<b>670</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	CCPOA - CBO Officers	60
	CA Reserve Police Officer Association - Membership and Insurance Dues	800
	CCPA - Membership	200
	<b>Total Memberships/Dues</b>	<b>1,060</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Canon - Photocopier Usage	700
	Cummins-Allison - Coin Machine Maintenance	2,640
	<b>Total Maintenance Agreements</b>	<b>3,340</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Various - Public Safety Commission Minutes	1,868
	Graffiti Removal Service	58,000
	AAA - Semi-Annual Speedometer Calibration	1,200
	IPS / Bank Of America - Credit Card Fees / Connectivity and Transaction Fees	140,330
	Anne Dumke - Hearing Officer	8,000
	Data Ticket - Autocites	4,470
	LA County Shelter - Housing and Field Services	26,000
	LA County Shelter - Emergency Veterinary Services	2,000
	<b>Total Contracts/Professional Services</b>	<b>241,868</b>

**CITY OF**  
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## POLICE SPECIAL OPERATIONS

### *Operating Expenses*

FY 21-22  
Proposed

<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	Anza Rentals / A-1 Coast - Public Safety Fair Table / Toilet Rental	600
	Anza Rentals / A-1 Coast - Public Safety Fair Bouncer Rental	850
	<b>Total Rent/Lease - Equipment</b>	<b>1,450</b>

## POLICE MANAGEMENT SERVICES

### *Operating Expenses*

FY 21-22  
Proposed

<b>510210</b>	<b>Publications/Subscriptions</b>	
	Department of Motor Vehicles - Vehicle Code Books	460
	California Criminal Justice - Warrant Agency Directory	30
	CA Court Association - Court Directory	150
	Kelly Blue Book	170
	Law Tech - Qwik Code Books (Penal / Vehicle)	700
	Thompson West Group - Penal Code Books	1,490
	<b>Total Publications/Subscriptions</b>	<b>3,000</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	CA Criminal Justice Warrant Association	75
	Law Enforcement Association of Records - Supervisors	140
	California CLETS Users Group - Supervisors	140
	<b>Total Memberships/Dues</b>	<b>355</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Complete Paperless Solutions - Laser Fiche Maintenance	28,987
	Canon - Records Photocopier Maintenance	1,400
	<b>Total Maintenance Agreements</b>	<b>30,387</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Signal Attorney Service - Subpoena Service	4,680
	Fedex / UPS - Shipping / Delivery	350
	<b>Total Contracts/Professional Services</b>	<b>5,030</b>
<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	Canon - Photocopier Lease	2,610
	<b>Total Rent/Lease - Equipment</b>	<b>2,610</b>

## POLICE ADMINISTRATIVE SERVICES

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Various - Police Department Training / Conferences	34,968
	Various - Department Training	51,677
	California NENA - National Emergency Number Assoc	937
	NENA, Sponsored - National Emergency Number Assoc	750
	<b>Total Training/Meetings/Conferences</b>	<b>88,332</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	911 Magazine	100
	PC Magazine	30
	Wireless Week - Magazine	30
	<b>Total Publications/Subscriptions</b>	<b>160</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	International Association of Property and Evidence - CSO II & III Membership	200
	SBPTC - Sworn Officer Dues	1,030
	National Notary Association - Annual Dues	100
	MMASC - Training Manager Membership	70
	APCO - Association of Emergency Communications	220
	CFCA - Cal Fire Chief Assoc	100
	NENA - National Emergency Number Assoc	280
	INSB Membership Fee	53,000
	<b>Total Memberships/Dues</b>	<b>55,000</b>



## POLICE ADMINISTRATIVE SERVICES

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>520000</b>	<b>Maintenance Agreements</b>	
	Advanced Electronics - Radio Service	37,200
	Radio System Maintenance	2,370
	Vision / West Coast - Police Vehicle Electrical Problem Repairs / Troubleshooting	3,000
	Courttrak - Court Overtime Software	690
	MDE - Training Software	2,200
	HiTech - Maintenance Contract	72,719
	Goserco - Voice Logging Recorder	3,535
	SafetyNet Informer - Maintenance Contract	1,470
	Commline	10,800
	Mark 43 - CAD Maintenance	28,420
	<b>Total Maintenance Agreements</b>	<b>162,404</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	ADT Security - Evidence Warehouse Silent Alarm	1,660
	Access Polygraphs - New Hire Polygraph Exams	10,000
	CA Dept of Justice - Livescan Fingerprints	5,500
	Gina Gallivan - Fitness for Duty Exams	3,000
	Power D.M.S. - Annual Maintenance / Updates	3,500
	Return to Work Physicals	2,460
	Equifax - New Hire Credit Checks	500
	Accurint / Lexis Nexis - New Hire Background Information	600
	<b>Total Contracts/Professional Services</b>	<b>27,220</b>

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## FIRE ADMINISTRATION

### *Operating Expenses*

FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Int'l Assoc Fire Chief (LAFC) Conference	1,384
	LA Area Fire Chiefs Assoc (LAAFCA) - Annual Conference	424
	<b>Total Training/Meetings/Conferences</b>	<b>1,808</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Miscellaneous Publications	30
	<b>Total Publications/Subscriptions</b>	<b>30</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	LA Area Fire Chiefs	460
	So Bay Fire Chiefs	200
	<b>Total Memberships/Dues</b>	<b>660</b>

FIRE  
OPERATIONS*Operating Expenses*FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Paramedic Lic Renewals-LA/State/County	7,000
	EMT Recert Licenses- County Djs	959
	Various - Suppression Train The Trainer	2,876
	Calif Boat Safety - Lic Renewals	1,850
	US Coast Guard - Annual Renewal Training	1,850
	Harbor/Boat Training	917
	<b>Total Training/Meetings/Conferences</b>	<b>15,452</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Various - Promotional Publications	1,000
	US Coast Guard - Codes	400
	<b>Total Publications/Subscriptions</b>	<b>1,400</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	California Assn Harbor Masters Port Capt	290
	<b>Total Memberships/Dues</b>	<b>290</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Amerigas - Tank Rental	4,000
	Arson Software Annual Maint	3,300
	BearCom - Radio Maint/Repairs	26,000
	Boat 801/808 Maint/Repairs	15,000
	Culligan - Water Cooler	500
	Equip Maint/Repairs	6,770
	Equip/Facilities Maint/Repair	12,000
	Firehouse - RMS Annual Maintenance	3,000
	HiTech - FMS Annual Maintenance	9,000
	Kronos - Telestaff Annual Maintenance	21,000
	Prudential - Mats / Shop Towels Service	884
	Prudential - Shop Rags / Deck Mats	500
	<b>Total Maintenance Agreements</b>	<b>101,954</b>

**CITY OF  
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## FIRE OPERATIONS

### *Operating Expenses*

FY 21-22  
Proposed

<b>520040</b>	<b>Contracts/Professional Services</b>	
	Station Overhead Radio Maint / Repairs	3,050
	Equip/Appar/Facilities Maint/Repairs	20,000
	Defib Monitors Maint/Repairs	20,000
	Paramedic Training Tuition/ Fees	20,000
	PM Equip/Squads Maint/Repairs	4,000
	UC Regents - Continuing Education	23,000
	<b>Total Contracts/Professional Services</b>	<b>90,050</b>

FIRE  
PREVENTION*Operating Expenses*FY 21-22  
Proposed**510040 Training/Meetings/Conferences**

Fire Invest (NAFI/CCAI) Conference	1,936
Int'l Assoc Fire Chiefs (LAFC) Annual Conf	1,900
Firehouse Software - Annual Conference	1,750
CA Conf of Arson Inv - Annual Conference (Fire Marshal / 2 Arson Investigators)	3,200
Fire Prevention Training Courses	1,028
Fire Prev Off Assoc - Fire Prevention Officers Meetings	300
Hazmat Training	632
<b>Total Training/Meetings/Conferences</b>	<b>10,746</b>

**510210 Publications/Subscriptions**

NFPA Annual Code Updates	871
Thomson West - T19 Publications	220
NFPA - Alarm Codes	180
State Agencies - Hazardous Materials	300
Various - Publications / Handouts	70
<b>Total Publications/Subscriptions</b>	<b>1,641</b>

**510220 Memberships/Dues**

Calif Conf Arson Invest - Arson Investigators	450
NFPA - Annual Membership	50
<b>Total Memberships/Dues</b>	<b>500</b>

**520040 Contracts/Professional Services**

Ocean Blue & Medasend - Hazardous Waste Cleanup	3,200
Lifecom - Oxygen Sensor Calibrations	1,500
<b>Total Contracts/Professional Services</b>	<b>4,700</b>

## FIRE SPECIAL SERVICES

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Emerg Mgmt Programs	974
	Various - Suppression Training - Train The Trainer	3,834
	Red Cross - NEMS Disaster Prep	3,000
	State Agencies - Haz Mitigation Planning	374
	<b>Total Training/Meetings/Conferences</b>	<b>8,182</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	State of California - Emerg Prep Manuals / Publications	600
	Firefighters Bookstore - Training / Reference Materials	1,200
	Various - Continuing Education Reference Materials	300
	<b>Total Publications/Subscriptions</b>	<b>2,100</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Target Solutions - Online Training Platform	4,992
	<b>Total Maintenance Agreements</b>	<b>4,992</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Area G - City Annual Participation	13,760
	<b>Total Contracts/Professional Services</b>	<b>13,760</b>

## PUBLIC LIBRARY

*Operating Expenses*FY 21-22  
Proposed**510040 Training/Meetings/Conferences**

Chamber of Commerce / Roundtable / City Sponsored	80
So Cal Library Cooperative - Workshops	200
InfoPeople - Online Courses	300
OCLC / SC Tech - Workshops	150
California Library Assn - Annual Conference	944
TBD - Live Staff Training Event	1,439
Sirsidynix - Online Staff Training	1,000
<b>Total Training/Meetings/Conferences</b>	<b>4,113</b>

**510210 Publications/Subscriptions**

EBSCO - Professional Titles	1,100
Baker & Taylor - TS3 Grid Gold	3,300
Califa - RDA Toolkit	325
<b>Total Publications/Subscriptions</b>	<b>4,725</b>

**510220 Memberships/Dues**

SCLC - Southern California Library Cooperative System	3,376
Califa - Network Of Libraries	360
Customers of Sirsidynix - Library Automation Users' Group	100
American Library Assoc - National Professional Organization	320
California Library Assoc - State Professional Organization	165
<b>Total Memberships/Dues</b>	<b>4,321</b>

**520000 Maintenance Agreements**

Sirsidynix - Library Automation System	85,066
3M - Security Gates / Self Check Machines / Resensitizers	15,500
Toddco - Parking Structure Cleaning	5,200
Envisionware / Cenic - Print / Reservation Management System / Public Internet Connect	13,100
<b>Total Maintenance Agreements</b>	<b>118,866</b>

**CITY OF  
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## PUBLIC LIBRARY

### *Operating Expenses*

**FY 21-22  
Proposed**

<b>520040</b>	<b>Contracts/Professional Services</b>	
	Independent Contractor - Library Commission Minutes	750
	OCLC - Bibliographic Services / Interlibrary Loan Software	18,513
	Bank of America - Merchant Services	750
	DearReader.Com - Online Book Clubs Service	380
	<b>Total Contracts/Professional Services</b>	<b>20,393</b>



**CITY OF  
REDONDO BEACH**

**BUDGET  
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## COMMUNITY SERVICES ADMINISTRATION

### *Operating Expenses*

FY 21-22  
Proposed

<b>510210</b>	<b>Training/Meetings/Conferences</b>	
	Various - Training / Seminars / Conferences	741
	<b>Total Training/Meetings/Conferences</b>	<b>741</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	California Parks & Recreation Society - Director / Commissioners	360
	National Recreation & Parks Association - Director	200
	<b>Total Memberships/Dues</b>	<b>560</b>

## COMMUNITY SERVICES TRANSIT

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Unknown - Grants Training	2,250
	Unknown - Professional Development	2,552
	APTA / CALACT / CTA - Transit Conferences	6,000
	Unknown - Zero Emission Bus Regs	3,000
	AQMD / Various - EPA / CARB / AQMD Update Training (Rideshare)	405
	<b>Total Training/Meetings/Conferences</b>	<b>14,207</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Federal Assistance Monitor	400
	Bus & Rail Magazine	50
	Transit Coop Research Program	70
	Miscellaneous Publications / Subscriptions	50
	<b>Total Publications/Subscriptions</b>	<b>570</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	APTA - Membership	8,350
	CTA - Membership	1,000
	CALACT - Membership	375
	Unknown - Regional Memberships / Dues	275
	ZEBRA - Zero Emission Bus Resource Alliance	5,000
	<b>Total Memberships/Dues</b>	<b>15,000</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	South Bay Galleria Common Area Maintenance	22,000
	Contract Services for New Transit Center	28,240
	<b>Total Maintenance Agreements</b>	<b>50,240</b>

COMMUNITY SERVICES  
TRANSIT*Operating Expenses*FY 21-22  
Proposed**520040 Contracts/Professional Services**

Franklin Hill Consultants - Technical Assistance (NTD)	6,300
TBD - Technical Assistance (DBE)	10,000
Roy Glauthier Consultant - Technical Assistance (Transit Services)	25,000
Leslie Scott Consultant - Project Management Assistance	100,000
CHK America - Transit Info / Maps Graphic Design	27,160
Metro / Tap - Mobile Validator Services	2,500
TBD - Google Transit Set Up / Services	4,500
Syncromatics - Real Time Information (Transit System)	25,000
Transportation Concepts - Wave Contract Expense	496,000
Transportation Concepts - Line 102 Contract Expenses	995,000
Transportation Concepts - Line 109 Contract Expenses	1,470,000
Security - Transit Center Security	150,240
Real Time Monitor System at Transit Center	49,000
Metro Ticket Vending Machine Operation Fees - Transit Center	11,000
Transportation Concepts - Recreational Trips	44,000
Kim Fuentes - AQMD Annual Reporting Consultant	7,000
<b>Total Contracts/Professional Services</b>	<b>3,422,700</b>

## COMMUNITY SERVICES RECREATION SERVICES

### *Operating Expenses*

FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Various - Training / Seminars / Conferences	237
	CPRS - Seminars	246
	CALSAC - Training	600
	CPRS State - Training	500
	CPRS District IX - Trainings	1,200
	<b>Total Training/Meetings/Conferences</b>	<b>2,783</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	Misc - Dues	160
	CPRS - Annual Dues	200
	ASA - Membership	2,000
	<b>Total Memberships/Dues</b>	<b>2,360</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Sectran Security - Alarm Maintenance	1,900
	ADT Security - Alarm System	600
	Various - HVAC / Alarm System / Elevator Maintenance	5,000
	Bill'S Sound & Alarm - Facility Alarm Service	3,000
	Various - Boat Maintenance	8,000
	<b>Total Maintenance Agreements</b>	<b>18,500</b>

## COMMUNITY SERVICES RECREATION SERVICES

### *Operating Expenses*

FY 21-22  
Proposed

**520040 Contracts/Professional Services**

Nancy Jones - Contracted Market Manager	21,000
California Department of Food & Agriculture / LA County - Permits and Insurance	1,000
Various - Supplies	4,200
Vermont Systems - Registration System	30,322
Various - Class Instructors	272,419
TBD - Charter Bus Transportation	14,000
NISCOA - Sports Official / Umpire Certifications	3,500
TBD - DJ Dance Music Services	860
TBD - Nature / Outdoors Workshops	700
AT Systems - Armored Truck Services	2,500
Michelson Labs - Water Quality Testing Fee	18,500
<b>Total Contracts/Professional Services</b>	<b>369,001</b>

**520050 Rent/Lease - Equipment**

Culligan Water - Drinking Water Unit	1,200
<b>Total Rent/Lease - Equipment</b>	<b>1,200</b>

**520060 Rent/Lease - Building**

John Chuka - Artesia Facility Rent	206,894
RBUSD - Sports Field Rental / Night Lighting Fees	10,000
King Harbor Marina - Boat Slip Rental	5,000
<b>Total Rent/Lease - Building</b>	<b>221,894</b>

## COMMUNITY SERVICES SENIOR AND FAMILY SERVICES

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	BCHD / Red Cross - CPR / AED Training	300
	CPRS - Staff Training	217
	<b>Total Training/Meetings/Conferences</b>	<b>517</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Various - Wellness Letter / CAASC / Etc	130
	<b>Total Publications/Subscriptions</b>	<b>130</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	CPRS - Membership	150
	NCOA - Membership	350
	<b>Total Memberships/Dues</b>	<b>500</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Various - Special Events Vendors	4,000
	Various - Contractors / Instructors	23,980
	Torrance SB YMCA - Senior Lunch Progra	17,000
	NADA - Senior Excursion Charter Bus	1,000
	<b>Total Contracts/Professional Services</b>	<b>45,980</b>

## COMMUNITY SERVICES CULTURAL AND PERFORMING ARTS

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	WAA - Western US Performing Arts Centers	360
	<b>Total Training/Meetings/Conferences</b>	<b>360</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Artesia - Water Feature Repair / Maintenance	600
	Chief Sign Co - Electronic Marquee Maintenance	-
	Bay Alarm - Security Alarm Monitoring Service	100
	Emlight Design - Theatrical Lighting Dimmer Rack Maintenance	600
	Culligan - Water Feature Supply / Maintenance	200
	LA County - Health Department Permits	300
	California Air Conditioning - Ice Makers Supply / Maintenance	100
	<b>Total Maintenance Agreements</b>	<b>1,900</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Staff Pro - Security / Usher Services	10,150
	Bank of America - Credit Card Fees	2,000
	Mark Hulibarger - Piano Tuning	1,500
	As Needed - Specialty Theatrical Technicians	6,750
	Signvertise - Street Banner Installations	10,000
	<b>Total Contracts/Professional Services</b>	<b>30,400</b>
<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	Various - Stage Lifts	500
	Various - Specialty Lighting / Effect Rentals	650
	<b>Total Rent/Lease - Equipment</b>	<b>1,150</b>

## COMMUNITY SERVICES HOUSING AUTHORITY

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Various - Section 8 Trainings / Workshops / Industry Meetings	2,685
	<b>Total Training/Meetings/Conferences</b>	<b>2,685</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Nan McKay & Assoc-PIH Alert / Newsletter / Section 8 Master Book Revision Service	1,250
	<b>Total Publications/Subscriptions</b>	<b>1,250</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	NAHRO / Other - Regional Housing Group	350
	CAHA - So Calif Industry Group	290
	NLHA - Regional Housing	500
	<b>Total Memberships/Dues</b>	<b>1,140</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	HAPPY Software - Annual Maintenance	12,712
	<b>Total Maintenance Agreements</b>	<b>12,712</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Urbal Accounting - Section 8 Fee Accounting	3,000
	City Auditor - Section 8 Single Audit	2,826
	Dispute Res So Bay - Section 8 Mediation Services / Hearings	1,000
	HAPPY Software - Training / Custom Forms	1,048
	<b>Total Contracts/Professional Services</b>	<b>7,874</b>
<b>520060</b>	<b>Rent/Lease - Building</b>	
	John Chuka - 1922 Artesia Office Rent	31,052
	<b>Total Rent/Lease - Building</b>	<b>31,052</b>



**CITY OF**  
**REDONDO BEACH**

**BUDGET**  
**FY 2021-22**

## COMMUNITY SERVICES COMMUNITY DEVELOPMENT BLOCK GRANT

### *Operating Expenses*

FY 21-22  
Proposed

<b>520040</b>	<b>Contracts/Professional Services</b>	
	Various - Public Service Agency Funding	43,572
	Michael Baker Int'l - Administration	58,096
	<b>Total Contracts/Professional Services</b>	<b>101,668</b>

## COMMUNITY DEVELOPMENT PLANNING SERVICES

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Various - Staff / Commissioner Conferences / Meetings	3,497
	<b>Total Training/Meetings/Conferences</b>	<b>3,497</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Various - Planning Publications / Books	850
	<b>Total Publications/Subscriptions</b>	<b>850</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	American Planning Assoc - Planning Staff Membership	2,000
	National Trust for Historic Preservation - Planner Membership	150
	California Preservation Foundation - Planner Membership	150
	<b>Total Memberships/Dues</b>	<b>2,300</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Planning Commission Minutes Secretary	4,000
	TBD - Major Project Consultants as Needed	5,284
	<b>Total Contracts/Professional Services</b>	<b>9,284</b>

## COMMUNITY DEVELOPMENT BUILDING SERVICES

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	CALBO - Annual Conference	1,000
	CALBO - Monthly Meetings	547
	ICBO - Montly Meetings	500
	CACEO - Code Enforcement Officer Training	600
	<b>Total Training/Meetings/Conferences</b>	<b>2,647</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Various - Code Enforcement Publications	921
	ICBO - Code Books / Updates	2,754
	Various - Magazines / Publications	275
	<b>Total Publications/Subscriptions</b>	<b>3,950</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	ICBO / IAEL / IAMPO / CALBO - Membership Dues	275
	LAICBO - Chief Building Official Membership	289
	LAICBO - Inspectors / Plan Check Engineer Membership	600
	CACEO - Code Enforcement Officers Membership	76
	<b>Total Memberships/Dues</b>	<b>1,240</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	TBD - Microfiche to Laserfiche Document Conversion Services	5,000
	TBD - Laserfiche Digitized Document Retention Service	5,000
	TBD - Plan Check and Other Third Party Services	9,653
	<b>Total Contracts/Professional Services</b>	<b>19,653</b>

# WATERFONT AND ECONOMIC DEVELOPMENT WATERFRONT

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	TBD - Meetings / Conferences	17,960
	<b>Total Training/Meetings/Conferences</b>	<b>17,960</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	TBD - Real Estate / Marine Publications	1,050
	<b>Total Publications/Subscriptions</b>	<b>1,050</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	CMANC - CA Marine Affairs & Navigation Dues	2,500
	Harbor & Pier Assoc - Joe'S Crab Shack Monthly Dues	3,900
	Harbor & Pier Assoc - Monthly Dues	13,850
	King Harbor Assoc - Quarterly Dues	13,000
	Pier Assoc - Monthly Dues	13,850
	Redondo Pier Assoc - Quarterly Dues	13,000
	TBD - Tourism Association	1,900
	<b>Total Memberships/Dues</b>	<b>62,000</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	T2 Systems - Pay Station Annual Warranty	26,000
	T2 Systems - Revenue Reporting Annual Fee	26,000
	<b>Total Maintenance Agreements</b>	<b>52,000</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Integra Services - Appraisal Services	25,000
	Kosmont - Real Estate Consultant	59,925
	Lance, Soll & Lunghard - Tenant Sales Audits	40,000
	LAZ - Parking Consultant	60,000
	Noble Consultants - Marine Consultant	75,000
	On The Wing Falconry - Falcon Program	110,000
	TBD - On Call Pier Repair Contract	75,000
	Visual Lease Property Management Software	11,276
	<b>Total Contracts/Professional Services</b>	<b>456,201</b>

# WATERFRONT AND ECONOMIC DEVELOPMENT

## ECONOMIC DEVELOPMENT

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	ICSC - Commercial Real Estate	1,000
	CALED - CA Economic Development Annual Meeting	600
	CALED - Training	1,000
	Urban Land Institute - ULI Fall Meeting	900
	CA Main St Alliance - Commercial Districts	268
	<b>Total Training/Meetings/Conferences</b>	<b>3,768</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Unknown - Real Estate Advisement	130
	<b>Total Publications/Subscriptions</b>	<b>130</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	ICSC - S Proud / M Witzansky / L Koike / E Hause	600
	CALED - S Proud / E Hause	500
	ULI - S Proud / E Hause	345
	Lambda Alpha Int'L - S Proud	300
	MMASC - L Koike	75
	<b>Total Memberships/Dues</b>	<b>1,820</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	HdL - Sales Tax Audit Services	30,000
	HdL Coren & Cone - Property Tax Audit Services	10,000
	BLX Group - Interim Arbitrage Rebate Report	3,000
	Real Estate / Financial Consultant	2,500
	<b>Total Contracts/Professional Services</b>	<b>45,500</b>

PUBLIC WORKS  
ADMINISTRATION*Operating Expenses*FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	League of CA Cities - Regional Meetings	1,120
	American PW Assoc - Regional Meetings	1,119
	<b>Total Training/Meetings/Conferences</b>	<b>2,239</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Business 21 - Safety Bulletins	200
	Waste News - Current Event Issues	49
	Progressive Bus - Safety Bulletins	471
	<b>Total Publications/Subscriptions</b>	<b>720</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	APWA - Annual Membership	225
	CA League of Cities - Annual Membership	225
	<b>Total Memberships/Dues</b>	<b>450</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Canon - Copier Maintenance	1,010
	<b>Total Maintenance Agreements</b>	<b>1,010</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	OPRA - Work Order Program	1,420
	Act 1 Personnel Svc - Temporary	1,080
	<b>Total Contracts/Professional Services</b>	<b>2,500</b>

PUBLIC WORKS  
BUILDING OCCUPANCY

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Various - Mandated Training	2,103
	Various - Fork Lift / Defensive Driving / First Aid / CPR / Play Equipment	690
	<b>Total Training/Meetings/Conferences</b>	<b>2,793</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Various Publications / Subscriptions	300
	<b>Total Publications/Subscriptions</b>	<b>300</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	National Facilities Manager Assoc - Membership Dues	370
	<b>Total Memberships/Dues</b>	<b>370</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Curtis Chemdry - Carpet Cleaning	5,000
	Rusher Air - HVAC Coil / Filters	22,000
	Avalon Roofing - Roof Repairs	2,500
	Fred's Carpet - Flooring	5,000
	Vortex - Fire Station / Library Doors	7,000
	Doug & Sons - Pest Control	4,000
	Cintas Fire - Alarm Monitoring	5,000
	Bear Contractor - Alarm Monitoring	5,000
	Letner - Roof Repairs	2,500
	American City Pest - Pest Control	2,000
	<b>Total Maintenance Agreements</b>	<b>60,000</b>

PUBLIC WORKS  
BUILDING OCCUPANCY*Operating Expenses*FY 21-22  
Proposed**520040 Contracts/Professional Services**

Rusher Air Conditioning - HVAC Service	47,306
ADT - City Building Security	1,205
Bill's Sound - City Building Security	7,000
Toddco Sweeping Co - Library Parking Lot Cleaning	6,620
Sparklets / Rayne - Citywide Service	5,897
Backflow Testing - Backflow Service	3,000
Eco Lab - City Building Pest Control	5,000
OPRA - Work Order System	1,420
Commercial Building Management - Custodial Service	43,150
Excelsior - Elevator Maintenance	22,102
Various - Misc Contracted Services	23,600
South Bay Fire	5,000
<b>Total Contracts/Professional Services</b>	<b>171,300</b>



PUBLIC WORKS  
FLEET SERVICES*Operating Expenses*FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	ASE - ASE Testing	500
	Various - Outside Training	324
	AC Delco - Automotive Classes	755
	<b>Total Training/Meetings/Conferences</b>	<b>1,579</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	MEMA - John Membership Dues	240
	<b>Total Memberships/Dues</b>	<b>240</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	OPRA - Work Order System	355
	CNG Station Maintenance	6,900
	PSI - Service Steam Cleaners	12,645
	Safety Kleen - Service Parts Cleaners	9,000
	Advanced Radio - Radio Repair / Service	11,100
	EJ Ward - Fuel Mgmt Sys Support	11,000
	Maintstar - Fleet Mgmt Sys Support	8,960
	<b>Total Maintenance Agreements</b>	<b>59,960</b>
<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	Hertz Rental - Rental Equipment as Needed	2,000
	Truck Hydraulics - Rental Equipment as Needed	2,000
	Haaker Equip - Rental Equipment as Needed	6,000
	A-1 Coast Rental - Rental Equipment as Needed	5,000
	<b>Total Rent/Lease - Equipment</b>	<b>15,000</b>

## PUBLIC WORKS HARBOR / PIER MAINTENANCE

### *Operating Expenses*

FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Gloabl Enviro - Aerial Lift Operator	405
	Global Enviro - Confined Space / Haz Mat	765
	Global Enviro - Confined Space / Respirator Training	900
	Leslie Pools - Certified Pool Operators	720
	Training Network - Safety Training	631
	Training Network - Training Materials	977
	<b>Total Training/Meetings/Conferences</b>	<b>4,398</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	A-1 Coast Rental - Porta-Poti Service	1,828
	Rusher Air - HVAC Service	3,230
	American City Pest - Fumigation / Rodent Abatement	1,828
	Bear Contractor - Fire Alarm Monitoring	975
	Epax Co - Compactor Agreement	7,922
	Exelsior - Elevator Service	4,296
	LIFECOM - 02 Sensor Recalibration	518
	Light Control / Design - Energy Lighting	1,645
	Llanos Grease - Grease Disposal	305
	So Bay Fire - Fire Extinguishers / Hose Cab	975
	So Bay Fire Extinguisher - Fire Extinguisher Service	1,219
	Sparkletts - Drinking Water	244
	Tennant - Equipment Maintenance	6,215
	<b>Total Maintenance Agreements</b>	<b>31,200</b>

## PUBLIC WORKS HARBOR / PIER MAINTENANCE

### *Operating Expenses*

FY 21-22  
Proposed

<b>520040</b>	<b>Contracts/Professional Services</b>	
	American City Pest - Rodent / Bug Abatement	661
	B&L Fabrications - S. S. Metal Fabrication	6,848
	Backflow Maint Co - Backflow Repair	6,184
	Bear Contractors - Monthly Monitoring	992
	Coating Company - Paver Coating System	20,598
	Concrete Contractor - Deck Repairs / Recoat Epoxy	11,574
	Concrete Repair Co - Concrete Patch	9,602
	Deck Coating Co - Repair Coating Arts / Crafts	8,363
	Exelsior - Elevator Service / Repair	3,704
	Fire Safe Systems - Fire Line Testing / Hydro	8,598
	Fire Suppression Co - Fire Line Replace / Repair	9,697
	Gina Pira - Backflow Repair / Test	6,845
	Lucky's Glass - Wood Repairs / Window Install	2,315
	Mattucci Plumbing - Plumbing Repairs	3,968
	Meeks Construction - Dock Repairs / Inspection	8,135
	Operating Fee	264
	OPRA - Work Order System	1,792
	Safety-Kleen - Used Oil Filters	1,653
	Smith Crane - Struct / Boat Launch / Equip Lift	25,558
	South Bay Landscape - Plant / Pot Maintenance	4,212
	Sparklets - Drinking Water	628
	Tennant - Equip Maint / Repair	12,896
	Various - Masonry Repair	4,299
	West Coast Arborist - Tree Trimming	6,614
	<b>Total Contracts/Professional Services</b>	<b>166,000</b>

**CITY OF  
REDONDO BEACH**

**BUDGET  
FY 2021-22**

## PUBLIC WORKS HARBOR / PIER MAINTENANCE

### *Operating Expenses*

FY 21-22  
Proposed

<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	A-1 Coast Rentals - Equip / Lighting	950
	A-1 Coast Rentals - Equip / Compressor Rental	6,300
	A-1 Coast Rentals - Equipment / Lifts	1,800
	Aherns - Equipment / Compressor	1,500
	Aherns - Equipment Rental	950
	National Const - Portable Toilet Rentals	6,200
	United Rentals - Portable Toilets	400
	<b>Total Rent/Lease - Equipment</b>	<b>18,100</b>

## PUBLIC WORKS

### SEWER / STORM DRAIN MAINTENANCE

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Global Enviro - Confined Space Training	825
	Industrial Hearing - Annual Hearing Test	220
	Unknown - Training / Seminars	471
	<b>Total Training/Meetings/Conferences</b>	<b>1,516</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	AWWA - American Water Works	80
	Cole Publications - Membership	26
	CWEA - Membership	50
	Frank Contreras - Certifications	53
	Unknown - Various Memberships	91
	WEF - Membership	100
	<b>Total Memberships/Dues</b>	<b>400</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Empire Pipe - AES Plant Root Cleaning	2,313
	LIFECOM - Gas Detector	687
	Porter's Welding - Weld Manhole Covers	1,200
	Unknown - Storm Water Diversion Facilities	30,000
	<b>Total Maintenance Agreements</b>	<b>34,200</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	AKM - Emergency Pump Repair	1,835
	Baker Tanks - Sewer Pumps	3,400
	Flo N Control - Pump Repair	4,963
	Golden Bell Prod - Insect / Roach Control	6,000
	Morrow Meadows - Pump Station SCADA	41,537
	OPRA - Work Order System	1,065
	South Coast Air Quality - Generator Emissions	1,200
	Various Contracts	600,000
	<b>Total Contracts/Professional Services</b>	<b>660,000</b>

## PUBLIC WORKS

### SOLID WASTE / RECYCLING

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	CRRA - Annual Conference	1,118
	SWANA - Workshops / Conference	1,166
	<b>Total Training/Meetings/Conferences</b>	<b>2,284</b>
<b>510210</b>	<b>Publications/Subscriptions</b>	
	Waste News - Monthly Publication	45
	CA Against Waste - Annual Subscription	105
	<b>Total Publications/Subscriptions</b>	<b>150</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	CRRA - Membership	200
	SBBEC - Membership	150
	SoCal Waste Forum - Membership	50
	SWANA - Membership	100
	<b>Total Memberships/Dues</b>	<b>500</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Athens Services - Solid Waste Service Provider	3,646,084
	<b>Total Maintenance Agreements</b>	<b>3,646,084</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	LARA - Reg Agency Annual Dues	6,700
	OPRA - Work Order Program	710
	Unknown - Projects	5,323
	LA County - Property Tax Admin Charges	48,000
	LA County - Solid Waste Notification Tier LEA Annual Service Fee	1,100
	<b>Total Contracts/Professional Services</b>	<b>61,833</b>

PUBLIC WORKS  
STREET MAINTENANCE

<i>Operating Expenses</i>		FY 21-22 Proposed
<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Global Enviro - Confined Space Training	300
	Industrial Hearing - Annual Hearing Test	150
	Liebert Cassidy - Training / Seminars	870
	<b>Total Training/Meetings/Conferences</b>	<b>1,320</b>
<b>510220</b>	<b>Memberships/Dues</b>	
	Design - Ace Guide	62
	MSA - Maint Membership	55
	NIPA - Membership	83
	<b>Total Memberships/Dues</b>	<b>200</b>
<b>520000</b>	<b>Maintenance Agreements</b>	
	Bee Removal Service - Bee Removal	2,652
	Dept Transport - Traffic Signal Maint	64,000
	Siemens - Traffic Signal Maint	86,000
	<b>Total Maintenance Agreements</b>	<b>152,652</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	Aegis - Signal Maintenance	21,000
	Melroy - Sandblasting Equip / Repair	5,020
	OPRA - Work Order System	1,420
	Siemens - Traffic Loops	7,330
	TBD - Paving	21,000
	Various - Welding	6,650
	Yamada - Equipment Repair	3,580
	<b>Total Contracts/Professional Services</b>	<b>66,000</b>
<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	A-1 Coast Rentals - Bob Cat Rental	4,000
	Haaker / Clean Street - Sweeper Rental as Needed	6,000
	Hertz Equipment - Asphalt Roller	1,000
	<b>Total Rent/Lease - Equipment</b>	<b>11,000</b>

PUBLIC WORKS  
PARKS MAINTENANCE*Operating Expenses*FY 21-22  
Proposed

<b>510040</b>	<b>Training/Meetings/Conferences</b>	
	Calif Parks & Rec - Playground Courses	640
	ISA - Continuing Education	607
	LA County - Pesticide Training	306
	P.A.P.A. - Pesticide Continuing Education	1,431
	St Tree Seminar - Seminar / Continuing Education	153
	Western Chapter ISA - Continuing Education	179
	<b>Total Training/Meetings/Conferences</b>	<b>3,316</b>
<b>520040</b>	<b>Contracts/Professional Services</b>	
	BAVCO - Backflow Testing	11,133
	Bee Removal Service - Bee Removal	2,620
	Bennett Landscape - Brush Clearance	3,040
	Finley's - Landscape Services	22,875
	LA County - Vertabrae Pest Control	15,410
	Marie Solymosi - Bee Removal	2,500
	OPRA - Work Order System	1,420
	WCA - Tree Trimming	190,000
	Yamada - Small Equipment Service	12,160
	<b>Total Contracts/Professional Services</b>	<b>261,158</b>
<b>520050</b>	<b>Rent/Lease - Equipment</b>	
	Nation Const - Portable Restroom Rental	1,050
	<b>Total Rent/Lease - Equipment</b>	<b>1,050</b>



PUBLIC WORKS  
ENGINEERING SERVICES*Operating Expenses*FY 21-22  
Proposed**510040 Training/Meetings/Conferences**

Various - Engineering / Clerical Seminars	1,151
RB Chamber of Commerce - State of The City	100
RB Chamber of Commerce - Installation Employee of The Year	100
SB Public Works Dir - Monthly Meetings	300
City / County Engineers - Monthly Meetings	300
Institute of Trans Eng - Monthly Meetings	200
SBCOG / IWG - Monthly Meetings	600
APWA - Monthly Meetings	200
CA League of Cities - Meetings / Conferences	700
APWA - Meetings / Training	200
CA Water Environment Assoc (CWEA) - Meetings / Training / Conferences	770
CA Stormwater Quality Association (CASQA) - Meetings / Training / Conferences	1,503
<b>Total Training/Meetings/Conferences</b>	<b>6,124</b>

**510210 Publications/Subscriptions**

Blue360 Media - California Vehicle Code Handbook	50
Various - Publications	2,610
<b>Total Publications/Subscriptions</b>	<b>2,660</b>

**510220 Memberships/Dues**

APWA / ASCE / SEASOC - City Engineer Memberships	1,090
National Safety Council - Transportation Engineer Membership	380
<b>Total Memberships/Dues</b>	<b>1,470</b>

**520000 Maintenance Agreements**

ESRI - GIS Software Maintenance	4,000
Bentley - Micro Station Annual Licensing	5,240
<b>Total Maintenance Agreements</b>	<b>9,240</b>

PUBLIC WORKS  
ENGINEERING SERVICES*Operating Expenses*FY 21-22  
Proposed**520040 Contracts/Professional Services**

Action Blueprints - Blueprint Services	4,500
LA County - Assessor Maps	1,800
Diane Cleary / Various - PW Commission Minutes Secretary	1,800
Underground Service - Construction Dig Alerts	2,000
Richard Dickert - Weather Service Data Updates	1,200
Denn Engineers / Various - Subdivision Services	15,000
Various - Real Estate Appraisal Services	2,500
Comm Econ Solutions - Annual GASB 34 Update Report	5,000
Unknown - Program Implementation / Compliance	100,274
Various - Public Outreach	10,000
SWRCB - NPDES Municipal Permit	22,500
Unknown - CIMP Monitoring	193,300
City Traffic Counter / Etc - Traffic Speed Surveys / Counts	20,000
LA Co Tax - County Processing Charges	30,000
Michelson Labs - Seaside Lagoon Testing / Compliance	25,000
US Bank - Bond Trustee	2,750
SWRCB - Permit	15,550
LA Co Tax - County Processing Charges	52,000
<b>Total Contracts/Professional Services</b>	<b>505,174</b>