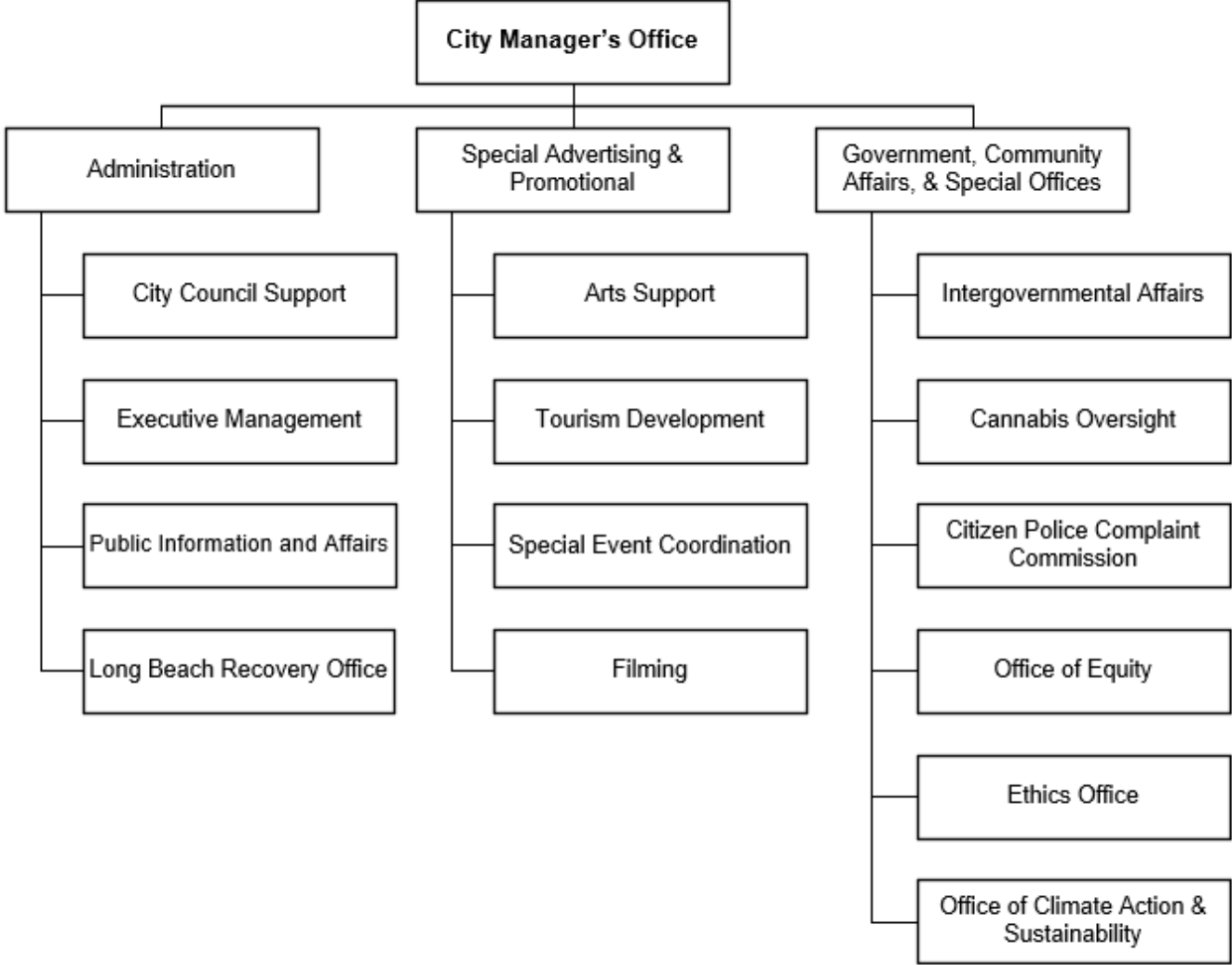


# City Manager



Thomas B. Modica, City Manager

Linda F. Tatum, Assistant City Manager

Teresa Chandler, Deputy City Manager

Katy Nomura, Deputy City Manager

April Walker, Administrative Deputy City Manager

Meredith Reynolds, Special Deputy City Manager for Recovery

# Department Overview

---

## **Mission:**

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

## **Core Services:**

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

## **FY 23 Focus**

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

Executive Management: Providing high-level leadership, oversight, and support to City departments will continue to be a focus as the City faces new and on-going challenges. Working diligently to carry out City services and programs while promoting the City as a great place to visit, live, and work is a top priority.

City Communications: Led by the Office of Public Affairs and Communications, strategically engaging with the community, stakeholders, and staff, while implementing effective and timely communications strategies to create awareness of City programs and initiatives, will continue to be the priority and key focus of the Office. In FY 23, communications regarding homelessness, infrastructure, equity, and the Queen Mary will be major focus areas. Supporting crisis and emergency communications will also remain at the forefront as the COVID-19 pandemic continues to evolve.

Intergovernmental Affairs (IGA): Providing legislative and funding advocacy at the county, State and federal levels of government remains a top priority. IGA is focused on securing additional resources to support economic recovery from the COVID-19 pandemic, community programs, homeless services, and infrastructure development.

Special Events and Filming: Maintaining filming operations as one of the film-friendliest cities in California will continue to be a main focus. Emphasis will be made to ensure special events have a streamlined and efficient permitting process for events that benefit Long Beach. Efforts to increase event day information on social media will continue to be a key focus in FY 23.

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

Cannabis Oversight: The primary focus of the Office of Cannabis Oversight is to regulate the cannabis industry in Long Beach. This includes licensing and regulating legal businesses, enforcing local laws, and implementing the cannabis social equity program. In FY 23, staff will focus on improving processes and developing efficiencies throughout the cannabis program, including increasing communications with applicants and providing additional grant funds and technical support to equity businesses.

Office of Equity: The Office of Equity leads implementation of the Racial Equity & Reconciliation Initiative and other equity-focused initiatives such as the Long Beach Justice Fund, Language Access Program, and Cannabis Reinvestment Program, to ensure that everyone can reach their highest level of health and potential for a successful life, regardless of their background and identity.

## Department Overview

---

Long Beach Recovery Office: The Long Beach Recovery Office leads the implementation, monitoring and evaluation of the Long Beach Recovery Act through the collective impact of economic, public health and fiscal initiatives that address social determinants of health while stimulating lasting economic growth for all. In FY 23, Long Beach Recovery programs will be in full implementation and the Recovery Office will be focused on transparently reporting program data and collective impact and equity outcomes, and seeking additional recovery-related funding to further collective impact programs.

Arts, Culture, & History Support: The Office of the City Manager will continue leading the citywide implementation of the City's Arts Support programs, which in FY 23 includes new one-time funds to support historic preservation efforts, a joint project between the African American Cultural Center and VIP Records, and support for the development of an LGBTQ+ Cultural Center; in addition to continued implementation of arts and culture Recovery programs, Measure B TOT, and the Percent for the Arts program.

Office of Climate Action and Sustainability: New for FY 23, the Office of Climate Action and Sustainability in the City Manager's Office leads interdepartmental coordination, monitoring, and reporting of programs and actions outlined in the City's Climate Action and Adaptation Plan to reduce greenhouse gas emissions and equitably address the impacts of climate change citywide. As part of this change, the Office of Sustainability will be incorporated into the Office of Climate Action to maximize the collective impact of citywide environmental stewardship programs. The Sustainability Division works to equitably advance environmental stewardship and support local sustainability practices through direct services to residents and businesses as well as City operations and facilities. Its focus in FY 23 and beyond is to help create a more livable and resilient Long Beach.

## Department Performance Measures

Key Measure	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Projection
Number of Letters of Support and Opposition Written	54	60	63	60

In FY 21, 54 letters of support and opposition were written. In FY 22, these numbers returned to previous levels to protect and advance the City’s interests as the State Legislature increased its activity with a continued focus on addressing and recovering from the COVID-19 emergency. This trend is expected to continue in FY 23 with an emphasized focus on areas such as housing and homelessness, infrastructure, and public safety. The Intergovernmental Affairs team communicates regularly with the City’s County, State, and federal delegation to convey interests in advancing specific programs to protect the City’s interests as identified in the City’s State and Federal Legislative Agendas.

Key Measure	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Projection
Number of Filming Permits Processed	373	400	413	400

The City processed 413 filming permits in FY 22. The FY 23 projection for filming permits continues the strong trend in FY 22 due to the return of film production since the COVID-19 pandemic hit the industry, and because of enhancements in the State of California Film and Tax Credit Program, which has been fueling a boom in local production. The State Assembly and Senate continued the \$330 million annual incentive program, which has been extended through 2025.

Key Measure	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Projection
Number of Reported CPCC Complaint Investigations Completed	131	170	140	160

A total of 131 reported complaint investigations were completed in FY 21 by the Citizen Police Complaint Commission (CPCC) staff, and 140 were completed in FY 22. With heightened local, state, and national police/community issues, the number of documented complaints and contacts is expected to continue to increase. The number of documented contacts tracked by staff does not always correlate to the number of completed investigations since some of the contacts may not rise to the level of a formal investigation. High profile cases, complex cases, extensive review of body worn camera footage and of the transcribing of compelled statements has continued to result in long hours of staff and Commission time, with an average length of Closed Session deliberation of five to seven hours.

## FY 22 Accomplishments

---

- The City's response to the COVID-19 pandemic necessitated an unprecedented volume of public communication to share information about testing, vaccine clinics, health information and orders, closures, and more. Fewer in-person meetings and more virtual engagements required the City to use innovative strategies to ensure that non-English speaking residents have access to both information and opportunities to participate in community engagement activities.
- The Office of Equity trained Racial Equity Champions in each Department to support the Racial Equity and Reconciliation Initiative internal transformation across the City. All Champions are developing and facilitating Racial Equity 101 trainings and capacity building and are going through a Results Based Accountability process to develop a Racial Equity Action Plan for their Department. As of September 2022, over 1,000 City employees have gone through the 101 training and six departments have been trained in full.
- The Office of Equity developed a capacity-building curriculum for Department Directors and will be training the Executive Leadership throughout FY 23.
- The Office of Equity provides technical assistance to various Departments with applying an equity lens to their program and policy development and community engagement efforts.
- The Office of Equity has supported Equity Leadership and Champions across Departments in the implementation of 93 immediate- and short-term potential actions and have completed 12 potential actions from the Racial Equity and Reconciliation Initiative Initial Report.
- The Equity and Human Relations Commission was relocated from the Department of Health and Human Services to the Office of Equity, under the City Manager.
- The Office of Equity provides direct support to the Long Beach Justice Fund that provides free legal representation for low-income, non-citizen Long Beach community members who are facing deportation. In FY 22, the Office awarded three contracts to Long Beach organizations to act as community connection service providers.
- The Office of Sustainability continued its free Mulch Delivery and pickup program, providing 410 deliveries and redirecting over 252 tons of tree trimmings that would otherwise go to the landfill.
- The Office of Sustainability planted 160 trees in parkways through its Street Tree Planting Program and 25 fruit trees in disadvantaged communities through the Fruit Trees in Front Yards Program.
- In partnership with the Climate Action and Adaptation Plan and PGWIN, the Office of Sustainability implemented the pilot Youth Climate Ambassador Program (YOU CAP) which engaged 11 youth, ages 16-24. Ambassadors participated in weekly trainings and projects on issues related to ecological restoration, community outreach, climate action, and environmental justice. YOU CAP is planned to be continued through the upcoming Youth Climate Corps program.
- The Recovery Office oversaw the development of program implementation plans for the over 80+ Long Beach Recovery Act Programs, using equity and collective impact criteria.
- The Recovery Office worked to find additional recovery-related funding, increasing recovery funds from an initial amount of \$235.35 million to over \$270.4 million in recovery funds, over a \$35 million dollar increase for economic recovery and healthy and safe community programs and services supporting those hardest hit by the pandemic.
- The Recovery Office launched the City's robust recovery website and produced two bi-annual reports documenting the roll out, implementation, and progress on the City's Recovery programs.
- The Recovery Office has produced over 100 communication documents to provide early notification on recovery programs in the City's four languages, including press releases, social media posts and graphics, City Manager alerts, public presentations, and LB Recovery Act memos.

## FY 22 Accomplishments

---

- The City Manager's Office successfully negotiated the contract between the City and the federal Office of Homeland Security to stand up the Emergency Immigrant Children's Shelter at the Long Beach Convention Center. This shelter was the site of 1,583 family reunifications for the children temporarily housed at this federally-operated shelter.
- Special Events and Filming (SEF) had a steady flow of film productions, including The Gray Man, Creed III and Barbie. Long Beach was also a backdrop to television shows such as NCIS: LA, This Is Us, Lonestar 911, The Goldbergs, The Flight Attendant, All American: Homecoming, and yet to be released Netflix series, Griselda. Since taking operational control of the Queen Mary, City film staff have been busy promoting the site as a film location and have already permitted several productions, including Being the Ricardos, Reno 911, SWAT and Disney's Mysterious Benedict Society.
- SEF continued to coordinate and monitor some COVID-19 testing and vaccination sites.
- SEF has successfully reentered the post-COVID-19 event world, bringing back the Acura Grand Prix of Long Beach and large-scale music festivals, including Golden Voice's Cali-Vibes and Insomniac's Day Trip.
- The Citizen Police Complaint Commission (CPCC) went through an extensive independent evaluation process for proposed charter amendment changes.
- The CPCC continued a very successful internship program.
- Intergovernmental Affairs successfully received \$27.6 million in State and federal earmark funding for City priority projects.
- Intergovernmental Affairs successfully advocated for the inclusion of youth workforce development funding in the State's FY 22 budget, for which the City received \$6.3 million directly.
- Intergovernmental Affairs advocacy efforts supported more than \$300 million in total federal and state funding for the City through one-time project funds and program assistance.
- The Office of Cannabis Oversight secured an additional \$7.1 million in grant funding from the State of California - \$3.9 million to support streamlining the licensing process for cannabis businesses and \$3.2 million to support applicants pursuing business ownership in the Cannabis Equity Program.
- The Office of Cannabis Oversight disbursed approximately \$3 million in grant funding to 24 equity applicants and businesses to assist them with starting a successful cannabis business in Long Beach.
- The Office of Cannabis Oversight developed an ordinance to allow an additional 8 cannabis dispensaries in the city to be owned exclusively by equity applicants.
- The City became a signatory on the Cities for All Initiative, which focuses on inclusive and accessible urban development. This initiative continues to be promoted by the Citizen's Advisory Commission on Disabilities (CACoD) and the accompanying learning module has been integrated into the Access & Inclusion monthly training series.
- CACoD successfully launched the City's inaugural Disability History Day event.
- In FY 22, the City received, processed, and responded to 6,638 PRA requests. Excluding requests for medical records, the City averaged 13.4 days to respond to and close out PRA requests. The total amount received does not take into account many PRA requests that seek multiple records in one request.
- The Office of Public Affairs and Communications (OPAC) released over 350 press releases and notices to keep the public informed about City services, accomplishments, opportunities for community engagement and the City's response to the COVID-19 pandemic. This is over one release per weekday.

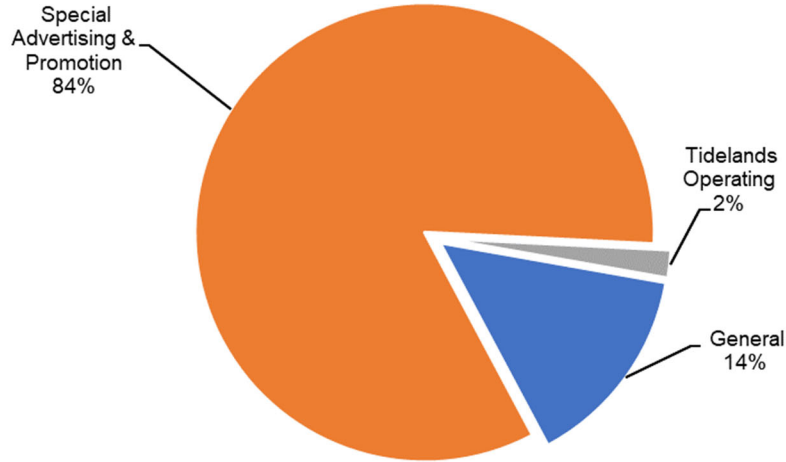
## FY 22 Accomplishments

---

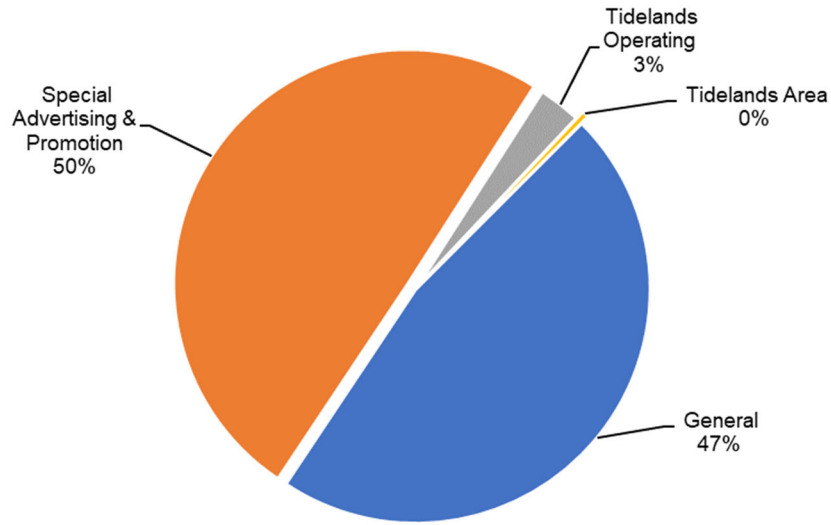
- The OPAC continued to increase its social media following on “City of Long Beach” pages across platforms with a 5 percent increase over FY 21. Engagement on City of Long Beach pages reached approximately one million with a reach/impressions of over 24 million. The OPAC shared on Instagram nearly 50 percent more than FY 21.
- The OPAC developed and launched an unprecedented awareness/education communications campaign regarding homelessness, including developing and launching a new comprehensive City webpage regarding homelessness in partnership with the Department of Health and Human Services and other City departments. The webpage also contains a Frequently Asked Questions section for the community and City staff.
- The OPAC relaunched Go Long Beach Newsletter had an impressive open rate of 45 percent (9 percent above of industry average) and a click rate of 4 percent (2 percent above industry average).
- Over 3,000 meetings and events were posted by City staff on the new dynamic public-facing City calendar system, developed by the OPAC and TID, and there were 60,000 visits by community members to the main calendar.
- The OPAC launched a COVID-19 digital memorial in March 2022, which has been visited over 5,000 times.
- The OPAC relaunched a weekly media roundup newsletter of City news coverage to keep staff updated on what is being reported.
- An Independent Redistricting Commission was established that conducted a total of 30 public hearings culminating in the adoption of a new district map on November 18, 2021.
- Updated and drafted a Code of Conduct and Ethics for Citywide implementation and codification into the Long Beach Municipal Code.
- In collaboration with City Clerk, the Ethics Teams reviewed and updated the Election Handbook and Ethics Commission leadership presented at the candidate workshop.
- Created a Disclosure Reports and Ethics Portal webpage that brings together various reporting resources and forms for the public, staff, and elected officials to access with ease.

# FY 23 Budget

## FY 23 Revenues by Fund Group



## FY 23 Expenditures by Fund Group



## Fund Impact

Fund Group	Revenues	Expenditures	Fund Impact
General	1,456,499	9,621,690	(8,165,191)
Special Advertising & Promotion	8,433,444	10,204,508	(1,771,063)
Tidelands Operating	199,000	605,902	(406,902)
Tidelands Area	-	100,064	(100,064)
<b>Total</b>	<b>10,088,943</b>	<b>20,532,164</b>	<b>(10,443,221)</b>

## Summary of Changes\*

General Fund Group	Impact	Positions
Increase revenue to reflect revenue to be received from interdepartmental charges to appropriate departments and funds that will help offset expenses related to the new Office of Climate Action.	(523,275)	-
Create an Office of Climate Action and Sustainability. Add an Assistant to the City Manager, an Administrative Analyst III, an Administrative Analyst II, an Administrative Aide I, and \$50,000 in materials and supplies funding to support the new Office of Climate Action. This new Office will manage a coordinated City response to climate change in a manner that addresses public health disparities, fosters economic opportunity, and builds climate resilience and sustainability in our community. The Office will coordinate initiatives currently underway as well as Climate Action and Adaptation Plan strategies. The Office will work with Departments to collaborate with external public and private agencies and institutions to ensure the most innovative strategies are used to address the impacts of climate change and achieve City and State goals for GHG emission reductions and carbon neutrality.	654,094	4.00
Measure US funded enhancement (Community Health) - Add 0.3 FTE Program Specialist I to support racial equity efforts in the City Manager's Office, including program planning, implementation, monitoring, and training. This will bring total Measure US support for this position to 0.5 FTE as 0.2 FTE was previously added last year. Additionally, with another 0.5 FTE being added through General Fund, this position will be fully budgeted.	36,134	0.30
Add 0.5 FTE Program Specialist I to fully budget for a partially budgeted position, previously supported at 0.2 FTE with Measure US funds in last year's budget. With the proposed additional Measure US support of 0.3 FTE, and 0.25 FTE support from Justice Fund for work currently being done for the Justice Fund, and 0.25 FTE add funded by the General Fund, this position will be fully budgeted. In addition to its current work to support racial equity efforts, the Justice Fund, and the Equity and Human Relations Commission, this position will also support the City Council's request for a Commission on Women and Girls.	30,112	0.50
Increase support for the Commission on Women and Girls to include Advisory Commission stipends, community and commissioner engagement activities and funding for intern/administrative support.	57,200	-

## Summary of Changes\*

General Fund Group (Cont.)	Impact	Positions
Add a Clerk Typist III to support the reception desk shared by City Manager, Human Resources, and Economic Development Departments as well as support accounts payable activities.	78,685	1.00
Add 0.5 Investigator for the Citizen Police Complaint Commission (CPC) offset by a \$57,742 reallocation of materials and supplies budget. The 0.5 Investigator increase will bring the total Investigators for CPC to 2.00 FTEs.	-	0.50
Increase ongoing support for the Language Access Program (LAP) budget for interpretation and translation services to meet increased demand.	20,000	-
One-time funding for the Youth Climate Ambassador Program in the Office of Sustainability, offset by a \$29,918 transfer of AB 32 Cap and Trade proceeds from the Gas Fund Group.	-	-
Reclassify and reallocate various positions to provide appropriate staffing levels to meet current service demands including the salary alignment of two Program Specialist positions, a position upgrade from a Clerk Typist III to Administrative Aide I funded through the Intergovernmental Affairs MOU, a reallocation of an ADA Coordinator Program Specialist and materials budget from the Administration Program to the Office of Equity, and the reclassification of a Public Affairs Assistant and Assistant Administrative Analyst I position to Program Specialist positions within the Office of Sustainability	11,935	-
One-time funding for the Office of Equity to continue racial reconciliation consulting, capacity building, and training.	100,000	-
One-time funding for an Administrative Intern to support the Office of Equity and implement recommendations and conduct community outreach.	20,000	-
One-time funding for consultant support to prepare, organize, and assist the City in developing a strategy around hosting events for the 2028 Olympic Games.	200,000	-
One-time funding to create a City Council/City Manager Prioritization Process to better inform future City programming.	50,000	-
One-time funding for the Long Beach Heritage Coalition to support preservation initiatives (Adopted Budget Change)	50,000	-
One-time funding of \$400,000 to support a joint project between the African American Cultural Center (AACC) and VIP Records. (Adopted Budget Change)	50,000	-

## Summary of Changes\*

One-time funding to support the development of a LGBTQ+ cultural center and museum. (Adoption Night Change)	100,000	-
Add structural funds for a full-time “education officer” position created to be responsible for supporting the Long Beach College Promise and other education initiatives undertaken by the City. (Adopted Budget Change)	100,000	1.00
Add structural funds to add three positions as directed by City Council to support the Citizen Police Complaint Commission (CPCC) prior to a potential charter amendment. These positions include a Special Projects Officer, a Communications Officer, and an Executive Assistant. (Adopted Budget Change)	440,234	3.00
One-time funding to provide additional support for Ethics Commission needs and improved response to Public Records requests to facilitate ethics and transparency, such as temporary staffing support or materials. (Adopted Budget Change)	100,000	-
One-time funding to support the efforts of the Justice Fund, funded by the carryover of anticipating savings within the Justice Fund budget in FY 22. These funds along with the structural operating budget of \$300,000 plus \$300,000 allocated to the Justice Fund in the Long Beach Recovery Act, will bring total resources for the Justice Fund to \$800,000 in FY 23. (Adopted Budget Change)	200,000	-

### Special Advertising and Promotion Fund Group

	Impact	Positions
Increase ongoing support for a transfer from the Health Department for the Public Affairs Officer supporting communications efforts.	3,395	-

### Tidelands Area Fund Group

	Impact	Positions
Add an Events Coordinator I to assist with events and filming in the Queen Mary area. This position is offset by anticipated revenues generated from activities in the Queen Mary area and collected in the Economic Development Department.	100,064	1.00

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

# Administration

---

**Key Programs and Services:**

**1. City Council Support**

- City Manager Department Council Letter Coordination
- City Council Briefings
- City Council Inquiries
- Formal City Council Reports
- Memos to the Mayor and City Council

**2. Executive Management**

- Executive Leadership
- Strategic Initiatives
- Fiscal Oversight

**3. Administration**

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

**4. Public Information and Affairs**

- Citywide Media Relations and Event Planning
- Social Media Delivery
- Citywide Communications Coordination
- Communications Training
- Citywide Marketing, City Identity and Branding
- Citywide Crisis and Emergency Communications

**5. Long Beach Recovery Office**

- Implementation, Monitoring and Evaluation Lead of Long Beach Recovery Act through Economic, Public Health and Fiscal Initiatives
- Program Monitoring and Evaluation
- Communication and Coordination

<b>Administration</b>	<b>Actuals*</b> <b>FY 21</b>	<b>Adjusted*</b> <b>FY 22</b>	<b>Adopted**</b> <b>FY 23</b>
Revenues	-	-	-
Expenditures	-	-	5,039,495
Budgeted FTEs	-	-	21.65

\*Previous year's data is not available in this format due to Department reorganization as part of the FY 23 Budget process and system limitations

\*\*Amounts exclude all-years carryover. See budget ordinance in back of this document.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

# Special Advertising & Promotional

---

**Key Programs and Services:**

**1. Arts Support**

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

**2. Tourism Development**

- Convention Center Marketing
- Special Event Coordination
- Advertising
- Visitor Information Services

**3. Special Event Coordination**

- Monitoring Citywide Special Events
- Permitting and Compliance
- Promotion of the City and its World-Renowned Facilities

**4. Filming**

- Monitoring Citywide Film Production
- Permitting and Compliance
- Promotion of the City and its World-Renowned Facilities

<b>Special Advertising &amp; Promotional</b>	<b>Actuals* FY 21</b>	<b>Adjusted* FY 22</b>	<b>Adopted** FY 23</b>
Revenues	-	-	8,632,444
Expenditures	-	-	9,752,891
Budgeted FTEs	-	-	12.00

\*Previous year's data is not available in this format due to Department reorganization as part of the FY 23 Budget process and system limitations

\*\*Amounts exclude all-years carryover. See budget ordinance in back of this document.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

# Government, Community Affairs & Special Offices

## Key Programs and Services:

### 1. Intergovernmental Affairs

- State and Federal Legislative Agendas
- Grants Coordination
- Legislative Analyses and Reports
- Support and Opposition Letters and Regulatory Comment Letters

### 2. Cannabis Oversight

- Grants Oversight & Administration
- Cannabis Social Equity Program Oversight & Administration
- Licensed and Unlicensed Business Regulation & Enforcement
- Home Cultivation and Personal Use Regulation
- Public Education, Community Engagement, and Outreach
- Coordination with Local and State Legislators on Cannabis Policies

### 3. Citizen Police Complaint Commission

- Complaint Investigations
- Investigative Reports
- Commission Meetings
- Community Engagement

### 4. Office of Equity

- Initiate and Coordinate Citywide Equity Initiatives
- Equitable Policy and Program Development
- Community Partnerships and Engagement
- Citywide ADA Coordination
- Language Access

### 5. Ethics Office

- Support for the Ethics Commission
- Ethics Education Program, Advice Line, and Ethics Guide
- Ethics Communication Plan

### 6. Office of Climate Action and Sustainability

- Citywide coordination of climate action and adaptation plan actions
- Initiate and Coordinate Citywide Sustainability Initiatives
- Data collection, monitoring, and analysis
- Certification and Recognition of Sustainable Businesses
- Provide Training Opportunities for Green Jobs
- Sustainability Program and Policy Analysis
- Grant Procurement

<b>Government, Community Affairs &amp; Special Offices</b>	<b>Actuals* FY 21</b>	<b>Adjusted* FY 22</b>	<b>Adopted** FY 23</b>
Revenues	-	-	1,456,499
Expenditures	-	-	5,739,778
Budgeted FTEs	-	-	27.66

\*Previous year's data is not available in this format due to Department reorganization as part of the FY 23 Budget process and system limitations

\*\*Amounts exclude all-years carryover. See budget ordinance in back of this document.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

## Financial Summary by Category

	Actual FY 21	Adopted* FY 22	Adjusted** FY 22	Adopted* FY 23
<b>Revenues:</b>				
Property Taxes	-	-	-	-
Sales and Use Taxes	-	-	-	-
Other Taxes	6,718,918	8,326,800	8,326,800	7,270,619
Utility Users Tax	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Permits and Fees	1,406,036	1,332,825	1,332,825	1,407,825
Fines and Forfeitures	-	-	-	-
Use of Money & Property	162,240	229,000	229,000	199,000
Revenue from Other Agencies	1,538,611	-	-	-
Charges for Services	13,751	583,500	583,500	1,206,499
Other Revenues	11,989	5,000	5,000	5,000
Intrafund Services	-	-	-	-
Intrafund Transfers	-	-	-	-
Interfund Services	612,363	-	-	-
Interfund Transfers	153,154	270,000	270,000	-
Other Financing Sources	-	-	-	-
	-----	-----	-----	-----
<b>Total Revenues</b>	<b>10,617,061</b>	<b>10,747,125</b>	<b>10,747,125</b>	<b>10,088,943</b>
<b>Expenditures:</b>				
Salaries and Wages	5,718,408	5,694,084	5,694,084	6,832,968
Employee Benefits	2,699,553	2,798,510	2,798,510	3,539,824
Overtime	31,756	12,000	12,000	12,000
Materials, Supplies and Services	10,548,882	8,331,944	10,573,280	9,182,613
Interfund Support	846,324	1,040,352	1,040,352	964,759
Intrafund Support	465	-	-	-
Capital Purchases	-	-	-	-
Insurance Premiums and Losses	-	-	-	-
Other Non-Operational Expenditures	-	-	-	-
Operating Transfers	433,337	-	-	-
Intrafund Transfers Out	-	-	-	-
Purchase of Gas & Water	-	-	-	-
Depreciation and Non Cash Expenditures	-	-	-	-
	-----	-----	-----	-----
<b>Total Expenditures</b>	<b>20,278,725</b>	<b>17,876,889</b>	<b>20,118,225</b>	<b>20,532,164</b>
<b>Budgeted FTEs</b>	<b>48.81</b>	<b>50.01</b>	<b>50.01</b>	<b>61.31</b>

\* Amounts exclude all-years carryover. See budget ordinance in back of this document.

\*\*Adjusted Budget as of April 30, 2022.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

# Personnel Summary

Classification	FY 21 Adopt FTE	FY 22 Adopt FTE	FY 23 Adopt FTE	FY 22 Adopted Budget	FY 23 Adopted Budget
City Manager	1.00	1.00	1.00	297,168	333,057
Administrative Aide II	-	-	2.00	-	105,712
Administrative Analyst II	-	-	1.00	-	80,943
Administrative Analyst III	1.00	1.00	2.00	102,660	191,239
Administrative Deputy to City Manager	1.00	1.00	1.00	176,924	163,267
Administrative Intern - NC	2.31	2.31	2.31	80,557	82,615
Assistant Administrative Analyst I	1.00	1.00	-	66,767	-
Assistant Administrative Analyst II	3.00	3.00	3.00	220,129	225,751
Assistant City Manager	1.00	1.00	1.00	283,423	289,091
Assistant to City Manager - Administration	0.50	0.50	0.50	53,423	57,261
Assistant to City Manager - Climate Action	-	-	1.00	-	160,000
Assistant to City Manager - Ethics	1.00	1.00	1.00	114,729	111,180
Assistant to City Manager - Special Projects	1.00	1.00	1.00	106,845	121,535
Clerk Typist III	1.00	1.00	1.00	47,221	46,178
Community Program Specialist III	1.00	1.00	1.00	78,322	77,751
Deputy City Manager	2.00	2.00	2.00	433,113	441,776
Ethics Officer	-	1.00	1.00	106,633	108,766
Events Coordinator I	3.00	3.00	4.00	198,039	250,639
Events Coordinator II	3.00	3.00	3.00	238,922	238,996
Executive Assistant	1.00	1.00	2.00	83,765	158,539
Executive Secretary to Asst City Manager	1.00	1.00	1.00	86,186	88,709
Executive Secretary to City Manager	1.00	1.00	1.00	103,951	106,030
Investigator - City Manager	1.50	1.50	2.00	100,908	149,207
Management Assistant	2.00	2.00	2.00	120,260	123,303
Manager - Cannabis Oversight	0.50	0.50	0.50	53,423	57,261
Manager - Communication and Government Affairs	1.00	1.00	1.00	114,729	117,024
Manager - Office of Civic Innovation	1.00	-	-	-	-
Manager - Special Events	1.00	1.00	1.00	133,874	136,552
Manager -Citizen Police Complaint Commission	1.00	1.00	1.00	109,276	111,461
Program Specialist	9.00	10.20	15.00	823,082	1,229,869
Public Affairs Assistant	1.00	1.00	-	75,903	-
Public Affairs Officer	1.00	1.00	1.00	145,700	148,615
Secretary	1.00	1.00	1.00	58,983	60,475
Special Projects Officer	3.00	3.00	4.00	285,087	419,344
<b>Subtotal Salaries</b>	48.81	50.01	61.31	4,900,001	5,992,143
<b>Overtime</b>	-	-	-	12,000	12,000
<b>Fringe Benefits</b>	-	-	-	2,734,524	3,447,793
<b>Administrative Overhead</b>	-	-	-	111,386	154,432
<b>Attrition/Salary Savings</b>	-	-	-	(114,970)	(159,028)
<b>Expenditure Transfer</b>	-	-	-	861,653	917,454
<b>Total</b>	48.81	50.01	61.31	8,504,593	10,364,792