



*City of Huntington Beach
City Manager
Adopted Budget – FY 2013/14*

City Manager

ADMINISTRATION
Assistant City Manager
Assistant to the City Manager
Executive Assistant
Office Assistant II

PUBLIC INFORMATION

ENERGY

OFFICE OF BUSINESS
DEVELOPMENT

Community Relations Officer

Energy Project Manager

Deputy Director of Economic
Development
Economic Development Project Manager
Real Property Agent
Administrative Aide
Administrative Secretary (.50)

City Manager's Office



The City Manager's Office provides professional leadership in the management of the City and is responsible for the coordination of all municipal programs and the executive supervision of all City departments and agencies. Working in a collaborative environment with a team-based approach, the City Manager implements the vision of the City Council. The City Manager assists the members of the City Council in formulating policies and responds to City Council issues and concerns, either directly or through various City staff members, to recommend options and potential solutions.

In addition to managing the administrative functions of the City, the City Manager ensures the effective coordination and implementation of public policies, programs, and initiatives by utilizing the talents of nine City departments. Divisions of the City Manager's Office consist of Administration, Public Information, Energy, and the Office of Business Development.

Administration

The Administration Division assists in planning, directing and reviewing the administrative activities and operations of the City including implementing City policies and procedures, participating in major negotiations, strategic planning, budget coordination, special projects, and coordinating assigned activities with other City departments and outside agencies. Administration is also responsible for Federal, State, and Regional legislation impacting the City.

The Assistant City Manager ensures effectiveness of daily operations for assigned City departments and activities, provides management direction by expediting workflow and assuring achievement of departmental work programs through coordination and facilitation of assigned executive management team members.

Public Information

The Public Information Division provides information for the city to all media outlets and implements the City's Communication Plan and various strategic plans for communication campaigns and coordinates responses to citizen inquires. Public Information is also responsible for the City's cable channel (HBTv #3).

Energy

The Energy Division develops, promotes, and implements a comprehensive long-range energy management program and monitors Energy/Climate grants.

Office of Business Development

The Office of Business Development administers the business development, real estate, housing, and Successor Agency functions for the City. Although the Office of Business Development administers the activities of the Successor Agency and the Housing Authority, the budget, descriptions, goals, and objectives for these programs are located in the Non-Departmental portion of the City Budget.

- Business Development

The division focuses on the retention, attraction, and expansion of our businesses. Two of the City Council strategic goals are "Enhancing Economic Development" and to "Improve Long-Term Financial Stability." The City is working on creating a new Economic Development Strategy, now that Redevelopment has been eliminated. This Plan's implementation will be the Office's main focus, along with implementing the 10-Point Plan for Local Businesses.

Staff also oversees three Business Improvement Districts (BIDs) comprised of the Auto Dealers BID, the Downtown BID, and the Hotel/ Motel BID. BID assessments financially support the City's economic development objectives by creating specialized funding for certain targeted goals for each group. The division continues to manage the Surf City Downtown Shuttle Program from May through September.

- Community Development Block Grant (CDBG)

Through the City's Consolidated Plan, the City Council annually approves priorities for eligible activities for the CDBG and HOME programs. The Consolidated Plan was updated for the five-year term of 2010-2014. The objective of the CDBG program is to provide decent housing, a suitable living environment, and to expand economic opportunities for persons with low and moderate incomes. By following and updating the Citizen Participation Plan, the Citizen Participation Advisory Board (CPAB) provides annual recommendations to the City Council on the CDBG program allocations. Staff is responsible to assure that sub-grantees remain in HUD compliance and to report the ongoing accomplishments of the program. Staff also provides technical assistance to government or non-profit service providers receiving grant funding. Through CDBG funding, the City contracts with a Fair Housing Consultant to provide fair housing services to the community.



- Real Estate Services

Real Estate Services centralizes the real estate function for the City. These services include technical support for acquisition of land and easements, relocation, property disposition, appraisals, escrow processing and title research, negotiating leases of City-owned land and facilities (including beach and park concessions, land leases, telecommunications, and pipeline franchise agreements), strategic planning for City property, and maintenance of City and Agency real property inventory. Real Estate Services staff provides assistance to the public and all City departments regarding any real property issues related to City-owned properties, as well as certain privately-owned properties.

The City's real estate portfolio of land and public facilities consists of approximately 700 sites. Of this amount, over 90 leases on City-owned property yield over \$3 million in revenue to the City. Additionally, staff works on acquiring the public rights-of-way for public works projects in support of providing for infrastructure needs.

Administration

- Provide citywide leadership, management, oversight, evaluation, strategic planning, budget coordination, and financial planning
- Coordinate and manage the City Council agenda process
- Provide administrative support, customer service, and reception to more than 20,000 public contacts and visitors
- Coordinate the City's involvement in regional and state agencies including assisting Council Members in participating in regional and state policy bodies
- Provide analysis of, and response to, proposed and enacted federal and state legislation impacting the City and staff the Intergovernmental Relations Committee
- Receive and coordinate responses to citizen inquiries to the City Council and City Manager



Public Information

- Manage and administer operations of public information and cable television functions
- Establish and maintain relationships with, as well as respond to, inquiries from members of broadcast and print media, including four different newspapers
- Coordinate City information with respect to publications, press releases, media responses, and website content

Energy

- Develop, promote, and implement a comprehensive, long-range energy management program
- Restructuring Street Light Services
- California Energy Commission liaison for AES re-permitting
- Staff Liaison for Environmental Board
- Monitor Energy/Climate grants from State/Federal/Utilities

Office of Business Development

- Business Development
 - Actively solicit retail/industrial/office tenants for the City
 - Market Huntington Beach for commercial and industrial attraction, retention, and expansion
 - Work with property owners and developers regarding potential redevelopment of properties
 - Provide technical assistance for existing and start-up businesses
 - Manage the City's sales tax sharing agreements
 - Administer the City's Business Improvement Districts (BIDs)
 - Provide technical support for the "Surf City Nights" weekly street fair, managed by the Downtown Business Improvement District (BID)
 - Work with the Chamber of Commerce to enhance business opportunities
- CDBG/HOME
 - Manage and direct the City's Consolidated Plan for the Community Development Block Grant (CDBG) and HOME funds, including Annual Action Plans
 - Monitor sub-grantees for compliance and performance
 - Management of Oceanview Estates
- Real Estate Services
 - Provide assistance to all City departments on any property issues related to City-owned properties
 - Coordinate the acquisition of land and easements, along with relocation for various right-of-way projects
 - Manage leases and license agreements for City land and facilities, including beach and park concessions, land leases, and telecommunications agreements
 - Maintain City and Agency property inventory logs

- Real Estate Services Continued
 - Perform property research and coordinate property appraisals, escrow activities, and title research for real estate matters with all City departments
 - Determine the value, market and sell surplus City/Agency-owned properties
 - Provide assistance to Risk Management in the valuation and documentation of City facilities for insurance purposes
 - Monitor all City leases and track appropriate revenue to the City's General Fund

- Legislative and Advisory Bodies
 - Successor Agency Oversight Board
 - Economic Development Committee (Council Subcommittee)
 - Downtown Economic Development Committee (Council Subcommittee)
 - Citizen Participation Advisory Board (CPAB)
 - Mobile Home Advisory Board (MHAB)

The City's performance measure program is in its eighth year. Results for the past two fiscal years in addition to goals and objectives for FY 2013/14 are presented below.

	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	FY 2013/14 BUDGET	Strategic Plan Goal
Goal:				
1. Manage City resources to ensure expenditures do not exceed resources by presenting a balanced budget to the City Council, including required reserves.				Improve Long-Term Financial Sustainability
Measure:				
Balanced budget presented to City Council	Yes	Yes	Yes	
Goal:				
2. Review legislation for potential impact on the City; assist the City Council in participating in regional, state, and federal policy bodies, and assist City departments in identifying potential funding opportunities.				Improve Long-Term Financial Sustainability
Measure:				
Maintain regional appointments and identify state and/or federal funding	Yes	Yes	Yes	
Goal:				
3. Increase visits to the City's website by fifteen percent and explore social media options for outreach to the community.				Enhance Economic Development
Measure:				
% increase in visits to the City's website	15%	10%	10%	
Goal:				
4. Increase community and municipal solar usage.				Improve the City's Infrastructure
Measure:				
# of megawatts (MW) of community solar installations	6.1 MW	6.5 MW	6.5 MW	
# of municipal solar installations	3 constructed	3 constructed	3 constructed	
Goal:				
5. Conduct ongoing relationship with existing local businesses as defined in the Ten Point Plan for Local Business.				Enhance Economic Development
Measure:				
# of Shopping Center Meetings	3	6	8	
Conduct or co-host business seminars with the Chamber of Commerce or other resource groups	3	2	4	
Goal:				
6. Provide Real Estate services to all City departments by monitoring leases and conducting audits.				Enhance Economic Development
Measure:				
# of audits conducted	3	0	5	

FY 2012/13 Accomplishments

- Presented to the City Council for approval two Municipal Marketing opportunities that will enhance revenues utilizing only the marketing of City assets
- Presented a developer proposal to the City Council for the Edinger Hotel Site
- Implemented Enterprise Energy Management Information System to better manage utility expenditures
- Implemented energy savings performance contract
- Studied, presented to City Council, and implemented a program to re-structure street lighting services Citywide to save ten percent of the street lighting budget, reduce energy use, and improve light quality
- LA County and Huntington Beach successfully administered an Southern California Edison (SCE) grant to pilot a Regional Energy Network and the team subsequently secured \$45M over 2 years from the Public Utilities commission to expand the services of the Southern California Energy Network
- Supported Chamber and Marketing & Visitors Bureau sustainability branding of Huntington Beach
- Increased visits to City's website by ten percent and continue to use social media for community outreach
- Successfully reorganized the City Manager's Office
- Worked with the Visitors and Convention Bureau and Chamber of Commerce to lobby the AQMD Board to not adopt a rule that would prohibit open burning on beaches
- Groundbreaking for Vans for a free skate park on Center Avenue and Gothard Street
- Implemented business retention and development through the 10-Point Plan for Local Businesses Program
- Utilized HOME and Inclusionary Housing in-lieu funds for an Agreement with Amcal Housing for a new ninety-one (91) unit affordable housing complex called Oceana

FY 2013/14 Goals

- Update the Five-Year Financial Plan
- Incorporate the Business Development Division (former Economic Development Department) into the City Manager's Office
- Oversee negotiations with all bargaining units
- Update the a 10-Point Plan for Local Business, which serves as a "road map" for attracting and retaining business in Huntington Beach
- Work with LAFCO, the County, the Planning and Building Department, and landowners to complete the annexation of the Bolsa Chica Wetlands into the City
- Increase locally produced Cable TV Programming by ten percent
- Maintain local government eligibility for energy funding under Prop 39 (\$550M annually) and Cap and Trade (\$500M) revenue allocation bills such as SB 64 and AB 416 and the City will collaborate with the Southern California Energy Network (SCEN) and Local Government Sustainable Energy Coalition to secure additional funding and resources and for energy projects
- Continue to participate with the Sustainable Surf City, a Chamber Program, which promotes sustainable practices that strengthen Huntington Beach's business community
- Market Huntington Beach as the "destination of choice" for business and commercial activities
- Assist in the retention, relocation, and expansion of retail, office, and industrial businesses
- Provide real estate services for all City departments, including managing leases and license agreements for City land and facilities
- Administer HOME and Community Development Block Grant (CDBG) funds to provide public service for low-income residents, Housing Rehabilitation Loan Program and Americans with Disabilities Act (ADA) projects

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
All Funds by Object Account

DEPARTMENT

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
All Funds							
PERSONAL SERVICES							
Salaries, Permanent	1,367,291	1,216,111	1,241,750	928,324	1,072,303	985,069	6.11%
Salaries, Temporary	34,199	30,004	100,324	16,000	69,200	63,500	296.88%
Salaries, Overtime	306	306	1,761				
Leave Payouts	32,029	16,291	32,365				
Benefits	408,034	398,498	465,007	338,457	394,589	419,515	23.95%
PERSONAL SERVICES	1,841,859	1,661,210	1,841,207	1,282,781	1,536,092	1,468,084	14.45%
OPERATING EXPENSES							
Equipment and Supplies	142,408	132,276	30,436	160,299	166,488	165,600	3.31%
Repairs and Maintenance	5,535	4,135	9,619	16,000	16,266	16,000	0.00%
Conferences and Training	24,364	22,326	20,311	28,500	29,362	29,362	3.02%
Professional Services	350,003	286,024	573,672	207,002	896,851	1,776,896	758.40%
Other Contract Services	117,164	111,326	99,702	894,009	145,501	77,578	-91.32%
Rental Expenses			1,147			5,000	100.00%
Contribution to Private Agency	869,000	884,468	791,527	650,000	745,862		-100.00%
Payments to Other Governments	98,300	105,522	109,529	114,000	114,000	133,000	16.67%
Expense Allowances	19,339	17,932	51,677	19,700	19,700	20,900	6.09%
Other Expenses	466,797	703,555	606,635	454,000	380,185		-100.00%
OPERATING EXPENSES	2,092,910	2,267,564	2,294,255	2,543,510	2,514,215	2,224,336	-12.55%
CAPITAL EXPENDITURES							
Equipment					11,121		
Improvements	397,313	166,859	246,565	50,000	1,814,938		-100.00%
CAPITAL EXPENDITURES	397,313	166,859	246,565	50,000	1,826,059		-100.00%
NON-OPERATING EXPENSES							
Debt Service Expenses	317,851	170,819	182,531		174,109		
Transfers to Other Funds	52,391		33,858				
Loans Made	362,644	1,418,807	198,771	860,725	1,944,696	50,000	-94.19%
NON-OPERATING EXPENSES	732,886	1,589,626	415,160	860,725	2,118,805	50,000	-94.19%
Grand Total(s)	5,064,968	5,685,259	4,797,187	4,737,016	7,995,171	3,742,420	-21.00%
General Fund	3,172,062	3,215,958	3,041,749	3,008,432	2,946,800	2,100,236	-30.19%
Other Funds	1,892,906	2,469,301	1,755,438	1,728,584	5,048,371	1,642,184	-5.00%
Grand Total(s)	5,064,968	5,685,259	4,797,187	4,737,016	7,995,171	3,742,420	-21.00%
Personnel Summary	13.30	9.45	12.50	11.50	11.50	11.50	0.00

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
General Fund by Object Account

DEPARTMENT

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
General Fund							
PERSONAL SERVICES							
Salaries, Permanent	1,224,148	1,039,219	886,547	928,324	928,324	985,069	6.11%
Salaries, Temporary	16,523	17,096	49,552	16,000	28,000	63,500	296.88%
Salaries, Overtime	306	306	335				
Leave Pay Outs	32,029	16,291	30,857				
Benefits	363,578	336,186	335,569	338,457	344,508	419,515	23.95%
PERSONAL SERVICES	1,636,584	1,409,098	1,302,860	1,282,781	1,300,832	1,468,084	14.45%
OPERATING EXPENSES							
Equipment and Supplies	141,281	131,952	28,406	160,299	162,168	165,600	3.31%
Repairs and Maintenance	5,535	4,135	9,619	16,000	16,000	16,000	0.00%
Conferences and Training	23,547	22,326	20,311	28,500	29,362	29,362	3.02%
Professional Services	174,301	172,831	265,207	177,002	166,552	184,712	4.36%
Other Contract Services	73,734	63,499	58,273	106,150	108,001	77,578	-26.92%
Rental Expenses			1,147			5,000	100.00%
Contribution to Private Agency	575,704	699,288	644,006	650,000	650,000		-100.00%
Payments to Other Governments	98,300	87,990	109,529	114,000	114,000	133,000	16.67%
Expense Allowances	19,274	17,817	16,234	19,700	19,700	20,900	6.09%
Other Expenses	423,802	607,022	586,157	454,000	380,185		-100.00%
OPERATING EXPENSES	1,535,478	1,806,860	1,738,889	1,725,651	1,645,968	632,152	-63.37%
Total	3,172,062	3,215,958	3,041,749	3,008,432	2,946,800	2,100,236	-30.19%
Personnel Summary	11.60	8.30	10.17	8.92	9.92	10.57	0.65

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
General Fund Division by Object Account

DIVISION

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Administration							
PERSONAL SERVICES							
Salaries, Permanent	1,002,519	874,460	810,162	775,845	775,845	803,204	3.53%
Salaries, Temporary	12,079	16,101	49,552	16,000	16,000	16,000	0.00%
Salaries, Overtime	306	306	335				
Leave Payouts	32,029	16,291	30,857				
Benefits	302,368	283,658	302,758	282,455	287,447	341,484	20.90%
PERSONAL SERVICES	1,349,301	1,190,816	1,193,664	1,074,300	1,079,292	1,160,688	8.04%
OPERATING EXPENSES							
Equipment and Supplies	133,661	126,468	19,185	154,700	156,568	154,700	0.00%
Repairs and Maintenance				1,000	1,000	1,000	0.00%
Conferences and Training	20,024	18,020	19,399	25,000	25,000	25,000	0.00%
Professional Services	106,308	119,148	218,626	88,841	89,241	88,841	0.00%
Other Contract Services	23,767	20,564	23,218	26,220	28,671	26,220	0.00%
Expense Allowances	19,274	17,817	16,234	19,700	19,700	19,700	0.00%
OPERATING EXPENSES	303,034	302,017	296,662	315,461	320,180	315,461	0.00%
Total	1,652,335	1,492,833	1,490,326	1,389,761	1,399,472	1,476,149	6.22%

Significant Changes

No significant changes to Administration.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	2.00	2.00	2.00	1.50	0.00	0.00	0.00
Assistant City Manager*	0.00	0.00	0.00	0.00	1.00	0.77	(0.23)
Assistant to the City Manager	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Community Relations Officer	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Analyst Senior	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Energy Project Manager	1.00	0.50	0.50	0.50	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00	0.00
<i>*0.27 FTE funded by Non-Departmental RORF Administration, but reflected here.</i>							
Total	9.00	6.50	6.50	6.00	7.00	6.77	(0.23)

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
General Fund Division by Object Account

DIVISION

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Business Development							
PERSONAL SERVICES							
Salaries, Permanent	126,253	92,362	55,684	99,047	99,047	129,437	30.68%
Salaries, Temporary	4,126	995					
Benefits	30,597	28,880	21,736	33,346	33,954	50,897	52.63%
PERSONAL SERVICES	160,976	122,237	77,420	132,393	133,001	180,334	36.21%
OPERATING EXPENSES							
Equipment and Supplies	5,548	3,644	7,127	3,200	3,200	9,200	187.50%
Repairs and Maintenance			1,335				
Conferences and Training	2,108	2,373	150	3,000	3,862	3,862	28.73%
Professional Services	3,739	3,399	39	1,200	1,200	20,610	1617.50%
Other Contract Services	7,451	6,839	6,346	51,648	51,048	28,176	-45.45%
Rental Expenses			1,147				
Contribution to Private Agency	575,704	699,288	644,006	650,000	650,000		-100.00%
Payments to Other Governments			10,488				
Expense Allowances						1,200	100.00%
Other Expenses	423,802	607,022	586,157	454,000	380,185		-100.00%
OPERATING EXPENSES	1,018,352	1,322,565	1,256,795	1,163,048	1,089,495	63,048	-94.58%
Total	1,179,328	1,444,802	1,334,215	1,295,441	1,222,496	243,382	-81.21%

Significant Changes

Effective October 1, 2013, Economic Development Department merged with the City Manager's Office to become the Office of Business Development Division. Appropriations for Contribution to Private Agency and Payments to Other Expenses for the contract with Marketing and Visitors Bureau and Sales Tax Sharing Agreements have been moved to Non-Departmental. Personnel increase include changes to accurately reflect position responsibility.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
Deputy Director*	0.10	0.00	0.50	0.50	0.71	0.84	0.13
Assistant City Manager	0.00	0.00	0.00	0.00	0.00	0.23	0.23
Econ Development Project Manager**	0.50	0.50	0.89	0.64	0.64	0.71	0.07
Project Manager Assistant	0.40	0.40	0.00	0.00	0.00	0.00	0.00
Development Specialist	0.40	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Secretary***	0.10	0.10	0.50	0.50	0.50	0.50	0.00
<i>*0.52 FTE funded by Non-Departmental RORF Administration, but reflected here.</i>							
<i>**0.35 FTE funded by Non-Departmental RORF Administration, but reflected here.</i>							
<i>***0.50 FTE funded by Non-Departmental RORF Administration, but reflected here.</i>							
Total	1.50	1.00	1.89	1.64	1.85	2.28	0.43

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
General Fund Division by Object Account

DIVISION

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Real Estate Services							
PERSONAL SERVICES							
Salaries, Permanent	57,418	56,159	13,252	32,174	32,174	34,207	6.32%
Salaries, Temporary	317				12,000	47,500	100.00%
Benefits	19,399	17,459	7,884	11,963	12,171	14,952	24.99%
PERSONAL SERVICES	77,134	73,618	21,136	44,137	56,345	96,659	119.00%
OPERATING EXPENSES							
Equipment and Supplies	1,997	1,841	2,093	2,400	2,400	1,600	-33.33%
Conferences and Training	1,416	1,933	762	500	500	500	0.00%
Professional Services	64,254	50,284	46,542	86,961	76,111	75,261	-13.45%
Other Contract Services	2,913	893	110	11,000	11,000	6,000	-45.45%
Rental Expenses						5,000	100.00%
Payments to Other Governments	98,300	87,990	99,041	106,000	106,000	125,000	17.92%
OPERATING EXPENSES	168,880	142,941	148,548	206,861	196,011	213,361	3.14%
Total	246,014	216,559	169,684	250,998	252,356	310,020	23.51%

Significant Changes

Salaries, Permanent has been increased to reflect the Real Property Agent position to be funded in Real Estate Services. Salaries, Temporary has increased, to include a Part-Time Right of Way position, decreasing the need for Professional and Contract Services. Funding of \$35,000 is included in Professional Services for the creation of a computer based tracking program for all leases which will also assist Finance, Community Services and Library Services. Payments to Other Governments increased due to increase in property taxes and additional parcels in Sunset Beach.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
Deputy Director	0.00	0.00	0.21	0.21	0.00	0.00	(0.21)
Real Property Agent*	0.50	0.50	1.00	0.50	0.50	1.00	0.50
Administrative Secretary	0.10	0.00	0.00	0.00	0.00	0.00	0.00
<i>*0.19 FTE funded by Non-Departmental RORF Administration and .50 FTE funded by Public Works Sewer Service Fund , but reflected here.</i>							
Total	0.60	0.50	1.21	0.71	0.50	1.00	0.29

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
General Fund Division by Object Account

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Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Ocean View Estates							
PERSONAL SERVICES							
Salaries, Permanent	37,958	16,238	7,450	21,258	21,258	18,221	-14.29%
Benefits	11,214	6,190	3,190	10,693	10,936	12,182	13.93%
PERSONAL SERVICES	49,172	22,428	10,640	31,951	32,194	30,403	-4.84%
OPERATING EXPENSES							
Equipment and Supplies	77					100	100.00%
Repairs and Maintenance	5,535	4,135	8,284	15,000	15,000	15,000	0.00%
Other Contract Services	39,603	35,204	28,599	17,282	17,282	17,182	-0.58%
Payments to Other Governments				8,000	8,000	8,000	0.00%
OPERATING EXPENSES	45,215	39,339	36,883	40,282	40,282	40,282	0.00%
Total	94,387	61,767	47,523	72,233	72,476	70,685	-2.14%

Significant Changes

No changes to operation.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
Housing Manager	0.10	0.00	0.00	0.00	0.00	0.00	0.00
Real Property Agent	0.10	0.10	0.00	0.00	0.00	0.00	0.00
Administrative Aide*	0.20	0.20	0.57	0.57	0.57	0.52	(0.05)
Administrative Secretary	0.10	0.00	0.00	0.00	0.00	0.00	0.00
<i>*0.28 FTE funded by Non-Departmental RORF Administration, but reflected here.</i>							
Total	0.50	0.30	0.57	0.57	0.57	0.52	0.00

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Donations (103,126), Energy (807)							
PERSONAL SERVICES							
Salaries, Permanent			17,109				
Benefits			4,902				
OPERATING EXPENSES			22,011				
OPERATING EXPENSES							
Equipment and Supplies	598				4,320		
Professional Services			246,194		600,885		
OPERATING EXPENSES	598		246,194		605,205		
CAPITAL EXPENDITURES							
Equipment					11,121		
CAPITAL EXPENDITURES					11,121		
Total	598		268,205		616,326		

Significant Changes

There is no energy efficiency grant funding proposed for FY 2013/14. The revised budget amount for FY 2012/13 reflects donation amounts carried forward and appropriated under Equipment and Supplies, and grant amounts received in grant funding for energy efficiency projects under Professional Services and Capital Expenditures.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
Deputy City Manager	0.00	0.00	0.25	0.50	0.00	0.00	0.00
Energy Project Manager	0.00	0.05	0.50	0.50	0.00	0.00	0.00
Total	0.00	0.50	0.75	1.00	0.00	0.00	0.00

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Rehabilitation Loans (215) & Affordable Housing (708)							
OPERATING EXPENSES							
Payments to Other Governments		17,532					
OPERATING EXPENSES		17,532					
NON-OPERATING EXPENSES							
Debt Service Expenses	42,233		8,422				
Transfers to Other Funds	52,391		33,858				
Loans Made	184,608	220,370	148,771	500,000	500,000	50,000	-90.00%
NON-OPERATING EXPENSES	279,232	220,370	191,051	500,000	500,000	50,000	-90.00%
Total	279,232	237,902	191,051	500,000	500,000	50,000	-90.00%

Significant Changes

Staff will be utilizing carry-over funds of the CDBG Revolving Loan.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenue Summary	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00215 Rehab Loans	244,163	163,043	205,792	205,000	205,000		(205,000)
00708 Afford. Housing Reimburse	52,724	368	10,473				
Total	296,887	163,411	216,265	205,000	205,000		(205,000)

Fund Balance	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00215 Rehab Loans	1,239,173	1,256,495	1,181,635		1,230,234		
00708 Afford. Housing Reimburse	22,683	23,016	23,384				
Total	1,261,856	1,279,511	1,205,019		1,230,234		

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Community Development Block Grant (815,855-863,962)							
PERSONAL SERVICES							
Salaries, Permanent	59,748	61,557	229,537		87,437		
Salaries, Temporary	3,260	97	50,772		41,200		
Salaries, Overtime			791				
Leave Pay Outs			687				
Benefits	19,168	22,631	86,153		33,681		
PERSONAL SERVICES	82,176	84,285	367,940		162,318		
OPERATING EXPENSES							
Equipment and Supplies	527	325	2,033				
Repairs and Maintenance					266		
Conferences and Training	153						
Professional Services	175,702	113,193	62,271	30,000	122,831	1,146,679	3722.26%
Other Contract Services	43,430	47,827	33,929	787,859	30,000		-100.00%
Contribution to Private Agency	166,059	158,203	130,124		95,862		
Expense Allowances	65	115					
OPERATING EXPENSES	385,936	319,663	228,357	817,859	248,959	1,146,679	40.20%
CAPITAL EXPENDITURES							
Improvements	397,313	166,859	246,565		1,764,938		
CAPITAL EXPENDITURES	397,313	166,859	246,565		1,764,938		
NON-OPERATING EXPENSES							
Debt Service Expenses	275,618	170,819	174,109		174,109		
NON-OPERATING EXPENSES	275,618	170,819	174,109		174,109		
Total	1,141,043	741,626	1,016,971	817,859	2,350,324	1,146,679	40.20%

Significant Changes

FY 2013/14 the Community Development Block Grant (CDBG) allocation from the Federal Department of Housing and Urban Development (HUD) is \$996,679, a significant increase from FY 2012/13. The total proposed expenses is inclusive of City personnel costs associated with managing the program. A program of services allocating these funds will be presented to the City Council on August 1, 2013.

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Community Development Block Grant (815,855-863,962) (continued)

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
Deputy Director	0.10	0.10	0.10	0.10	0.10	0.07	(0.03)
Econ Development Project Manager	0.00	0.00	0.36	0.36	0.36	0.29	(0.07)
Housing Manager	0.10	0.10	0.00	0.00	0.00	0.00	0.00
Administrative Analyst Senior	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Development Specialist	0.00	0.15	0.00	0.00	0.00	0.00	0.00
Administrative Aide	0.00	0.00	0.40	0.40	0.40	0.37	(0.03)
Administrative Secretary	0.50	0.15	0.33	0.33	0.33	0.00	(0.33)
Code Enforcement Officer II <i>(2.0 FTE funded by the CDBG program; see the Planning & Building Department budget for details.)</i>							0.00
Total	1.20	0.50	1.19	1.19	1.19	0.73	(0.46)

Revenue Summary	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00815 CDBG 12/13				945,747	945,747		(945,747)
00855 RLF to CDBG	(127,725)						
00857 HCD 06/07	411,285		2,007				
00858 CDBG 2007	46,553						
00859 CDBG 08/09	118,717	151,158					
00860 CDBG 09/10	1,328,522	39,984	27,160				
00861 CDBG 10/11	472	843,352	75,511				
00863 CDBG 13/14						996,679	996,679
00867 HCD 2004/2005	770						
00962 CDBG 11/12			912,629				
Total	1,778,594	1,034,494	1,017,307	945,747	945,747	996,679	50,932

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
HOME Program (843-854)							
PERSONAL SERVICES							
Salaries, Permanent	45,743	57,010	50,261		56,542		
Benefits	14,026	19,592	19,130		16,400		
PERSONAL SERVICES	59,769	76,602	69,391		72,942		
OPERATING EXPENSES							
Conferences and Training	664						
Professional Services					6,583	395,505	100.00%
Expense Allowances			35,443				
OPERATING EXPENSES	664		35,443		6,583	395,505	
NON-OPERATING EXPENSES							
Loans Made	178,036	1,198,437	50,000	360,725	1,444,696		-100.00%
NON-OPERATING EXPENSES	178,036	1,198,437	50,000	360,725	1,444,696		-100.00%
Total	238,469	1,275,039	154,834	360,725	1,524,221	395,505	9.64%

Significant Changes

FY 2013/14 HOME allocation from the Federal Department of Housing and Urban Development (HUD) is \$395,505, a decrease in adopted revenue appropriation from FY 2012/13. The total proposed expenses is inclusive of City personnel costs associated with managing the program.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
Deputy Director	0.00	0.00	0.19	0.19	0.19	0.09	(0.10)
Housing Manager	0.00	0.10	0.00	0.00	0.00	0.00	0.00
Project Manager Assistant	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Aide	0.00	0.00	0.03	0.03	0.03	0.11	0.08
Administrative Secretary	0.00	0.05	0.17	0.17	0.17	0.00	(0.17)
Total	0.50	0.15	0.39	0.39	0.39	0.20	(0.19)

Revenue Summary	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00843 HOME Program 13/14						395,505	395,505
00847 HOME Program 07	173,934						
00848 HOME Program 08/09	255,465	12,469			209,539		
00849 HOME Program 09/10	44,656	766,895			21,622		
00850 HOME Program 10/11		270,675	275,000		277,068		
00851 HOME Program 11/12			69,390		652,963		
00852 HOME Program 12/13				407,848	400,806		(407,848)
00854 HOME Program 06	(296,619)		41,404				
Total	177,436	1,050,039	385,794	407,848	1,561,998	395,505	(12,343)

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Homeless Prevention Grant (936)							
PERSONAL SERVICES							
Salaries, Permanent	37,652	58,325	58,296				
Salaries, Temporary	14,416	12,811					
Salaries, Overtime			635				
Leave Pay Outs			821				
Benefits	11,262	20,089	19,253				
PERSONAL SERVICES	63,330	91,225	79,005				
OPERATING EXPENSES							
Contribution to Private Agency	127,237	26,977	17,397				
Other Expenses	42,989	96,533	20,478				
OPERATING EXPENSES	170,226	123,510	37,875				
Total	233,556	214,735	116,880				

Significant Changes

This grant program ended on September 30, 2012.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenue Summary	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00936 HPRP	233,556	200,806	132,179				
Total	233,556	200,806	132,179				

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Parking In-Lieu (308)							
OPERATING EXPENSES							
Professional Services						50,000	100.00%
Other Expenses	6						
OPERATING EXPENSES	6					50,000	100.00%
CAPITAL EXPENDITURES							
Improvements				50,000	50,000		-100.00%
CAPITAL EXPENDITURES				50,000	50,000		-100.00%
Total	6			50,000	50,000	50,000	0.00%

Significant Changes

Parking in lieu fees are collected as development occurs in the downtown area. The fees are to be used to create additional parking opportunities in the downtown area. The allocation is for a feasibility study if needed.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenue Summary	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00308 In-Lieu Parking Downtown	61,384	55,773	48,987	61,000	61,000		(61,000)
Total	61,384	55,773	48,987	61,000	61,000		(61,000)

Fund Balance	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00308 In-Lieu Parking Downtown	705,728	767,106	822,878		871,865		
Total	705,728	767,106	822,878		871,865		

City Manager
FY 2013/14 Adopted
Department Budget Summary
Other Funds by Object Account

OTHER FUNDS

Expenditure Object Account	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
Partnership Fund (232)							
OPERATING EXPENSES							
Other Contract Services			7,500		7,500		
OPERATING EXPENSES			7,500		7,500		
Total			7,500		7,500		

Significant Changes

This is a partnership enterprise fund which includes previous beverage payments and upcoming revenues associated with the recyclable program.

Permanent Personnel	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenue Summary	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Change from Prior Year
00232 Partnership Fund			7,540				
Total			7,540				

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
All Funds by Business Unit

BUSINESS UNITS

Division / Business Unit	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
City Manager							
ADM Administration							
10030101 City Manager's Office	1,149,121	1,123,155	1,133,995	989,573	993,697	1,072,385	8.37%
10030201 Intergovernmental Relations	310,707	182,599	149,776	175,841	176,241	175,841	0.00%
10030301 Public Information	192,506	187,078	206,557	224,347	229,535	227,923	1.59%
ADM Administration	1,652,334	1,492,832	1,490,328	1,389,761	1,399,473	1,476,149	6.22%
OBD Office of Business Development							
10080101 Business Development Admin	1,179,329	1,444,801	1,334,215	1,295,441	1,222,496	243,382	-81.21%
10080501 Real Estate Services	246,012	216,558	169,683	250,998	252,356	310,020	23.51%
10080510 Ocean Vlew Estates MHP	94,387	61,767	47,523	72,232	72,475	70,685	-2.14%
OBD Office of Business Development	1,519,728	1,723,126	1,551,421	1,618,671	1,547,327	624,087	-61.44%
Other Funds							
10330103 Donations Centennial Celebration	598				3,570		
12630101 Donations Historic Wintersburg					750		
21580301 Rehabilitation Loans	226,841	237,902	157,193	500,000	500,000	50,000	-90.00%
23280101 Partnership Fund			7,500		7,500		
30880101 Parking In-Lieu	6			50,000	50,000	50,000	0.00%
70880999 Affordable Housing Transfer	52,391		33,858				
80787006 Local Govt Fac Energy Policies			374				
80787007 EEMIS			78,678		299,374		
80787008 LGEMSP			189,152		312,632		
81545102 Proj Self Sufficiency 12/13					4,800		
81545502 Senior Outreach 12/13					34,000		
81550601 Oakview Family Literacy 12/13					7,200		
81580101 CDBG Administration 12/13				817,859	159,149		-100.00%
81581001 Fair Hsg Counseling Svcs 12/13					30,000		
81581015 Hsg Rehab Loan Prgm 12/13					80,000		
81581501 Keelson Lane Reconstruction					150,454		
81581502 Section 108 Loan Pmt 12/13					174,109		
81582002 CDBG Subgrantees 12/13					95,862		
84380401 HOME Program 13/14						395,505	100.00%
84780401 HOME Program	71,651						
84880401 HOME Program 08/09	124,081	12,469	16,155		193,384		
84980401 HOME Program 09/10	42,737	766,895	19,288				
85080401 HOME Program 10/11		495,675	50,000		277,068		
85180401 HOME Program 11/12			69,390		652,963		
85280401 HOME Program 12/13				360,725	400,806		-100.00%
85781001 HB Youth Shelter Renovation			2,007		266		
85782014 Murdy Community Center	42,501						
85981019 ADA Improvements City Gym		82,156			37,844		
85981025 ADA Edison Community Center		69,003			20,997		
85982002 CDBG Subgrantees	19,043						
85982010 ADA Streets	53,681						
86080302 CDBG Administration 09/10	132,954						
86081001 Fair Hsg Counseling Svcs 09/10	36,948						
86081015 Rehabilitation Loan Program	134,792	17,597					
86081031 CDBG-R 0910 Murdy Center Room	191,229						
86081501 ADA Renov Central Park Restrm		5,692	17,460		63,440		
86081502 City Gym & Pool	256,124						
86082002 CDBG Subgrantees	147,016						
86082003 Unprogrammed CDBG					17,672		
86082005 ADA Oakview Community Center		1,793	6,790		29,700		
86082019 CDBG-R Edam St & Sidewalk Proj	66,237	9,324					
86082020 CDBG Huntington St Improvement	54,751	5,362					

City Manager
Adopted Budget - FY 2013/14
Department Budget Summary
All Funds by Business Unit

BUSINESS UNITS

Division / Business Unit	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Revised	FY 2013/14 Adopted	Percent Change From Prior Year
86082026 ADA Renv Banning Library 09/10			2,910		49,090		
86082302 CDBG-R Administration	5,620	215					
86180302 CDBG Administration 10/11	149	98,560					
86181001 Fair Hsg Counseling Svcs 10/11		40,792					
86181015 Rehabilitation Loan Prog 10/11		81,096					
86181501 ADA Compliance - Civic Center		1,014	71,817		316,242		
86181502 City Gym & Pool		170,819					
86182002 CDBG Subgrantees 10/11		158,203					
86182003 Unprogrammed CDBG					295,948		
86380302 CDBG Administration 13/14						1,146,679	100.00%
93680101 Homeless Prevention PSS	48,458	78,099	79,004				
93680102 Homeless Assistance PSS	40,267	79,255	20,478				
93680201 Homeless Prevention IH	17,484	10,346	12				
93680202 Homeless Assistance IH	36,544	16,368	16,745				
93680203 Administration IH	1,598	263	639				
93680301 Homeless Prevention CC	39,451						
93680302 Homeless Assistance CC	25,000						
93680303 Data Collection CC	3,580						
93680304 Administration CC	3,580						
93680401 Homeless Prevention SO	14,872	13,125					
93680402 Homeless Assistance SO	2,722	17,278					
96245102 Proj Self Sufficiency 11/12			5,954				
96245502 Senior Outreach 11/12			40,000				
96250601 Oakview Family Literacy 11/12			9,000				
96260301 Code Enforcement 11/12			206,911				
96280101 CDBG Administration 11/12			148,358				
96281001 Fair Hsg Counseling Svcs 11/12			31,850				
96281015 Hsg Rehab Loan Prgm 11/12			22,094				
96281501 ADA Renovations-City Hall			80,402		625,598		
96281502 Section 108 Loan Pmt 11/12			174,109				
96282002 CDBG Subgrantees 11/12			130,124				
96282003 Unprogrammed CDBG					152,839		
96282005 ADA Ramps and Curb Cuts			67,186		5,114		
Other Funds	1,892,906	2,469,301	1,755,438	1,728,584	5,048,371	1,642,184	-5.00%
General Fund	3,172,062	3,215,958	3,041,749	3,008,432	2,946,800	2,100,236	-30.19%
Other Funds	1,892,906	2,469,301	1,755,438	1,728,584	5,048,371	1,642,184	-5.00%
Grand Total(s)	5,064,968	5,685,259	4,797,187	4,737,016	7,995,171	3,742,420	-21.00%