

City Council

Budget Study Session #3

Thursday, May 16, 2013

6:00 PM

Police/Fire Conference Room



Mayor David J. Lesser
Mayor Pro Tem Amy Howorth
Councilmember Wayne Powell
Councilmember Mark Burton
Councilmember Tony D'Errico

Executive Team

David N. Carmany, City Manager

Jim Arndt, Public Works Director
Robert Espinosa, Fire Chief
Cathy Hanson, Human Resources Director
Bruce Moe, Finance Director
Richard Thompson, Community Development Director

Quinn Barrow, City Attorney
Richard Gill, Parks & Recreation Director
Eve R. Irvine, Police Chief
Liza Tamura, City Clerk

MISSION STATEMENT:

The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.

MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

Your presence and participation contribute to good city government.

By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for citizen comments at two places on the agenda - once following the "Consent Calendar" under "Community Announcements," at which time citizens may address the City Council concerning any brief item of community interest not on the agenda and not-to-exceed one minute in duration for any speaker; and again directly following "Community Announcements," under "Audience Participation," at which time citizens may address the City Council on any matter of City business not on the agenda with each speaker limited to three minutes.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at www.citymb.info, at the County Library located at 1320 Highland Avenue, the Police Department located at 420 15th Street, and are also on file in the Office of the City Clerk for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office at (310) 802-5056 to make an inquiry concerning the nature of the item described on the agenda.

All Public Hearing and General Business agenda items which have not been introduced by 10:30 p.m. will be continued to the next Regular City Council meeting, or to such other time set by the City Council prior to adjournment, unless the City Council votes to suspend this rule.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802-5056 (voice) or (310) 546-3501 (TDD). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

BELOW ARE THE AGENDA ITEMS TO BE CONSIDERED. THE RECOMMENDED COUNCIL ACTION IS LISTED IMMEDIATELY AFTER THE TITLE OF EACH ITEM IN BOLD CAPITAL LETTERS.**A. PLEDGE TO THE FLAG****B. ROLL CALL****C. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Monday, May 6, 2013, on the City's Website and on the bulletin boards of the City Hall and the Library.

Date: 05/06/2013 Signature: /s/ Liza Tamura

E. APPROVAL OF AGENDA

By motion of the City Council this is the time to notify the public of any changes to the agenda and/or rearrange the order of the agenda.

H. AUDIENCE PARTICIPATION (Three Minutes Per Person)

Speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the legislative body, including items on the agenda. The Mayor may determine whether an item is within the subject matter jurisdiction of the City. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda. Please complete the "Request to Address the City Council" card by filling out your name, city of residence, and returning it to the City Clerk. Thank you!

K. GENERAL BUSINESS

1. Fiscal Year 2013-2014 Proposed Operating Budget Study Session #3: [13-0270](#)
Community Development, Management Services, and Finance
Departments.
Discuss and Provide Direction

Attachments: [Community Development Department Proposed Operating Budget FY2013-2014](#)
[Management Services Department Proposed Operating Budget FY2013-2014](#)
[Finance Department Proposed Operating Budget FY2013-2014](#)

O. ADJOURNMENT

P. FUTURE MEETINGS

CITY COUNCIL MEETINGS

May. 14, 2013 – Tuesday – 6:00 PM – City Council Budget Study Session #2
May. 16, 2013 – Thursday – 6:00 PM – City Council Budget Study Session #3
May. 21, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jun. 4, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jun. 18, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jul. 2, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jul. 9, 2013 – Tuesday – 6:00 PM – Strategic Plan Community Town Hall Meeting
Jul. 10, 2013 – Wednesday – 8:30 AM – City Council Strategic Plan Meeting
Jul. 16, 2013 – Tuesday – 6:00 PM – City Council Meeting
Aug. 6, 2013 – Tuesday – 6:00 PM – City Council Meeting
Aug. 20, 2013 – Tuesday – 6:00 PM – City Council Meeting
Sep. 3, 2013 – Tuesday – 6:00 PM – City Council Meeting
Sep. 17, 2013 – Tuesday – 6:00 PM – City Council Meeting
Oct. 1, 2013 – Tuesday – 6:00 PM – City Council Meeting
Oct. 15, 2013 – Tuesday – 6:00 PM – City Council Meeting
Nov. 5, 2013 – Tuesday – 6:00 PM – City Council Meeting
Nov. 19, 2013 – Tuesday – 6:00 PM – City Council Meeting
Dec. 3, 2013 – Tuesday – 6:00 PM – City Council Meeting
Dec. 17, 2013 – Tuesday – 6:00 PM – City Council Meeting
Aug. 20, 2013 – Tuesday – 6:00 PM – City Council Meeting
Sep. 3, 2013 – Tuesday – 6:00 PM – City Council Meeting
Sep. 17, 2013 – Tuesday – 6:00 PM – City Council Meeting
Oct. 1, 2013 – Tuesday – 6:00 PM – City Council Meeting
Oct. 15, 2013 – Tuesday – 6:00 PM – City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

May. 13, 2013 – Monday – 6:30 PM – Library Commission
May. 14, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
May. 22, 2013 – Wednesday – 6:30 PM – Planning Commission
May. 23, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission
Jun. 5, 2013 – Wednesday – 6:00 PM – North Manhattan Beach Business Improvement District
Jun. 10, 2013 – Monday – 6:30 PM – Library Commission
Jun. 11, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
Jun. 12, 2013 – Wednesday – 6:30 PM – Planning Commission
Jun. 24, 2013 – Monday – 6:30 PM – Parks & Recreation Commission
Jun. 26, 2013 – Wednesday – 6:30 PM – Planning Commission
Jun. 27, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission
Jul. 3, 2013 – Wednesday – 6:00 PM – North Manhattan Beach Business Improvement District
Jul. 8, 2013 – Monday – 6:30 PM – Library Commission
Jul. 9, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
Jul. 10, 2013 – Wednesday – 6:30 PM – Planning Commission
Jul. 22, 2013 – Monday – 6:30 PM – Parks & Recreation Commission
Jul. 24, 2013 – Wednesday – 6:30 PM – Planning Commission
Jul. 25, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission
Aug. 7, 2013 – Wednesday – 6:00 PM – North Manhattan Beach Business Improvement District
Aug. 12, 2013 – Monday – 6:30 PM – Library Commission
Aug. 13, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
Aug. 14, 2013 – Wednesday – 6:30 PM – Planning Commission
Aug. 22, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission
Aug. 26, 2013 – Monday – 6:30 PM – Parks & Recreation Commission
Sep. 4, 2013 – Wednesday – 6:00 PM – North Manhattan Beach Business Improvement District
Sep. 9, 2013 – Monday – 6:30 PM – Library Commission
Sep. 10, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
Sep. 11, 2013 – Wednesday – 6:30 PM – Planning Commission
Sep. 23, 2013 – Monday – 6:30 PM – Parks & Recreation Commission
Sep. 25, 2013 – Wednesday – 6:30 PM – Planning Commission

Q. CITY HOLIDAYS**CITY OFFICES CLOSED ON THE FOLLOWING DAYS:**

May. 27, 2013 – Monday – Memorial Day
Jul. 4, 2013 – Thursday – Independence Day
Sep. 2, 2013 – Monday – Labor Day
Oct. 14, 2013 – Monday – Columbus Day
Nov. 11, 2013 – Monday – Veterans Day
Nov. 28-29, 2013 – Thursday & Friday – Thanksgiving Holiday
Dec. 25, 2013 – Wednesday – Christmas Day
Jan. 1, 2014 – Wednesday – New Years Day
Jan. 20, 2014 – Monday – Martin Luther King Day
Feb. 17, 2014 – Monday – President's Day
May. 26, 2014 – Monday – Memorial Day

Agenda Date: 5/16/2013

TO:

Honorable Mayor and Members of the City Council

THROUGH:

David N. Carmany, City Manager

FROM:

Bruce Moe, Finance Director

SUBJECT:

Fiscal Year 2013-2014 Proposed Operating Budget Study Session #3: Community Development, Management Services, and Finance Departments.

Discuss and Provide Direction

RECOMMENDATION:

Staff recommends that the City Council receive budget presentations from the Community Development, Management Services, and Finance departments, and discuss and provide direction.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

DISCUSSION:

Well-managed budget deliberations result in decisions that serve the long-term interests of the community. The budget study sessions are a critical part of the deliberation process. It is important that the community and City Council clearly understand the city's financial resources in order to make sound decisions on prioritizing public spending.

The study sessions include opportunity for a cross section of public participation in the budgeting process. Public attendance and participation in how the City spends funds to benefit the community is welcome, encouraged and expected.

Ultimately, the Operating Budget will be adopted by a vote of the City Council and this is scheduled for June 4, 2013.

Staff provided an introduction to the fiscal year 2013-2014 operating budget at the May 7th City Council meeting. As a continuation of that process, each department will present its budget at one of three budget study sessions. The schedule is as follows:

May 9 - Council Budget Study Session #1

6:00 PM at the Police/Fire Conference Room

Scheduled Departments: Parks & Recreation, Human Resources, Public Works

May 14 - Council Budget Study Session #2

6:00 PM at the Police/Fire Conference Room

Scheduled Departments: Fire, Police

May 16 - Council Budget Study Session #3

6:00 PM at the Police/Fire Conference Room

Scheduled Departments: Community Development, Management Services, Finance

June 4 - Budget Public Hearing & Adoption

6:00 PM at the City Council Chambers

These dates have also been included on the City's calendar of events for which e-notifications have been sent. An advertisement was included in *The Beach Reporter* and a press release with the information was provided to the media. Finally, a letter inviting residents to participate in the budget process was sent to households.

CONCLUSION:

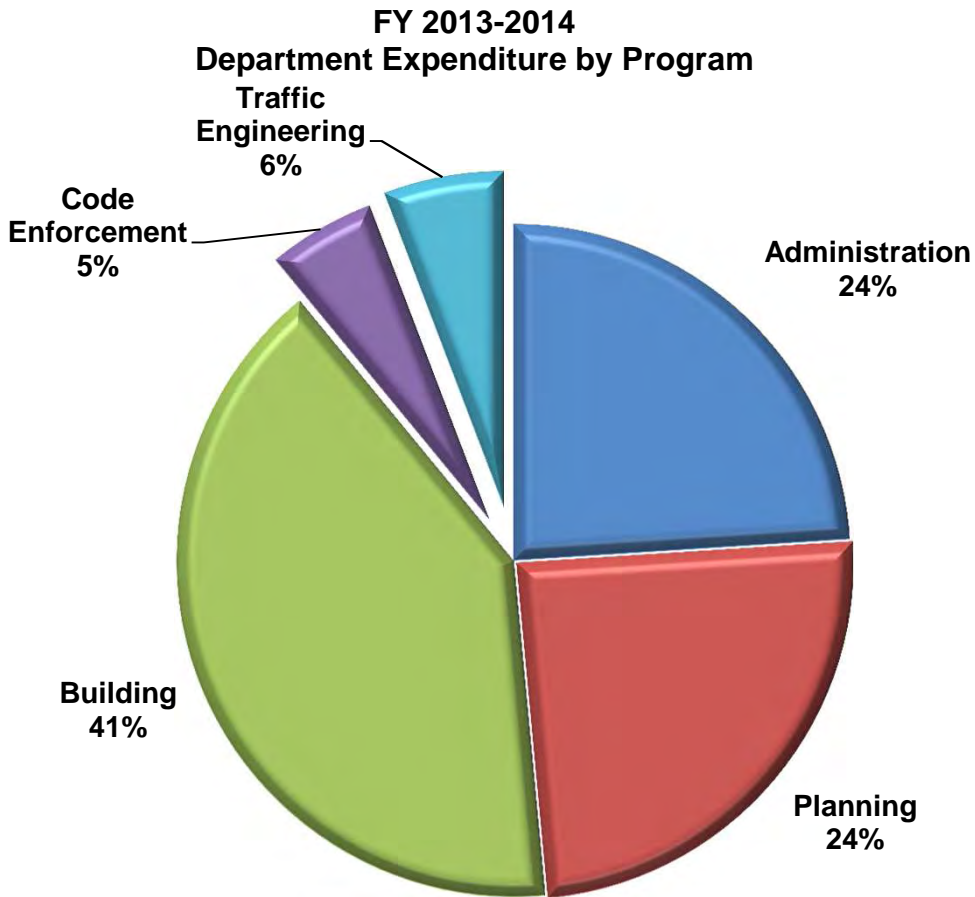
Staff recommends that the City Council receive budget presentations from the Parks & Recreation, Human Resources and Public Works departments, and discuss and provide direction.

Attachments:

1. Community Development Department Proposed Operating Budget FY2013-2014
2. Management Services Department Proposed Operating Budget FY2013-2014
3. Finance Department Proposed Operating Budget FY2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT DEPARTMENT



Program Expenditures	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$501,892	\$625,077	\$626,610	\$916,580
Planning	737,047	1,003,651	944,332	937,155
Building	1,442,456	1,499,661	1,454,371	1,549,063
Code Enforcement	184,769	201,030	119,369	197,316
Traffic Engineering	180,334	192,464	205,159	221,258
Total	\$3,046,498	\$3,521,883	\$3,349,841	\$3,821,372

Program Revenues	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Building Permits	\$897,528	\$964,000	\$968,000	\$1,016,400
Other Permits	541,665	537,160	563,605	588,805
Plan Check Fees	958,671	990,000	990,000	1,040,000
Plan Filing & Report Fees	316,167	272,000	268,000	281,000
Total	\$2,714,031	\$2,763,160	\$2,789,605	\$2,926,205
Full-Time Positions	19	20	20	21

COMMUNITY DEVELOPMENT: ADMINISTRATION

GOAL

To provide effective and efficient management of the Community Development Department in order to achieve individual program goals

INITIATIVES

- Ensure that development review, plan checking and inspection services are met in a timely manner
- Enhance user-friendly computerized databases (planning and zoning, traffic, building and code enforcement information) for the public and City staff
- Initiate and complete approved Strategic Plan items
- Implement projects identified in the General Plan as directed by City Council
- Provide 4-6 week initial plan check turnaround
- Educate the public on matters of construction
- Ensure staff is continually educated and trained on pertinent rules and regulations



Administration oversees Community Development Department functions to ensure private development is reviewed expeditiously, and in conformance with the Municipal Code and the goals of the General Plan. Responsibilities include payroll, invoice payments, statistic tracking for various reports, and account monitoring to ensure expenditures stay within budget.

The Department processed over 1,200 building permits this past year with a permit valuation of over \$86 million. Development activity in Manhattan Beach has recovered and continues to increase over the past two years. New residential construction activity has increased along with remodeling and nonresidential development. The demand for departmental services has been steady with over 65 customers visiting the counter each day.

Staff serves the public at the counter to assist with a large variety of tasks and inquiries, such as traffic analysis, parking concerns, permitting, zoning, plan review, inspections, signs, right of way (sidewalk, curbs, gutters, driveway approaches), walk street and parkway encroachments, code enforcement requests and follow-up.

The budget for Fiscal Year 2013-2014 includes estimated General Fund revenues of \$2.9 million from building, planning and permit fees. These revenues, which are contingent upon economic conditions, amount to 77% of the Department's General Fund expenditures for the budget year.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Director	1	1	1	1
Executive Secretary	1	1	1	1
Total	2	2	2	2

Administration	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Educational construction updates/meetings	1	4	5	5
% - Staff attending training classes/conferences	90%	90%	100%	100%
% - 1st Turnaround Resid Plan Checks w/in 6 weeks	85%	85%	85%	85%

Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$232,877	\$217,583	\$225,298	\$242,394	7.6%	26.4%
4103	Part-time Salaries	36,526	39,520	35,000	39,520	12.9%	4.3%
4201	Group Medical Insurance	31,489	33,290	34,651	31,117	(10.2%)	3.4%
4202	Medicare Contributions	3,868	3,814	3,537	4,234	19.7%	0.5%
4203	Unemployment	1,020	1,020	1,020	1,020	-	0.1%
4204	401A Plan City Contributions	6,954	6,927	6,927	7,963	15.0%	0.9%
4205	Worker's Compensation	26,220	65,709	65,709	11,700	(82.2%)	1.3%
4206	Medical Retirement Contributions	1,370	2,440	2,440	2,400	(1.6%)	0.3%
4211	PERS Regular Contribution	38,294	43,739	45,377	30,489	(32.8%)	3.3%
Total Salaries & Benefits		\$378,617	\$414,042	\$419,959	\$370,837	(11.7%)	40.5%
5101	Contract Services	\$15,553	\$95,400	\$95,000	\$20,880	(78.0%)	2.3%
5104	Computer Contract Services	26,861	30,400	28,500	30,900	8.4%	3.4%
5201	Office Supplies	3,332	3,000	3,000	3,000	-	0.3%
5202	Membership & Dues	550	755	755	755	-	0.1%
5204	Conferences & Meetings	1,258	5,276	4,000	5,276	31.9%	0.6%
5205	Training	-	500	950	1,000	5.3%	0.1%
5208	Postage	103	100	118	100	(15.3%)	0.0%
5210	Computers, Supplies & Software	1,474	-	-	-	-	-
5212	Office Equip Maintenance	-	325	325	325	-	0.0%
5217	Departmental Supplies	2,021	2,250	2,800	2,250	(19.6%)	0.2%
5225	Printing	55	100	-	100	-	0.0%
5240	Assessments & Taxes	945	-	-	-	-	-
5501	Telephone	1,578	1,500	1,554	1,600	3.0%	0.2%
Total Materials & Services		\$53,730	\$139,606	\$137,002	\$66,186	(51.7%)	7.2%
5611	Warehouse Services	\$376	\$1,000	\$400	\$1,000	150.0%	0.1%
5621	Information Systems Allocation	28,968	29,591	29,591	39,264	32.7%	4.3%
5631	Insurance Allocation	22,620	20,072	20,072	15,660	(22.0%)	1.7%
5651	Building & Operations Allocation	17,580	20,766	19,586	23,633	20.7%	2.6%
Total Internal Services		\$69,544	\$71,429	\$69,649	\$79,557	14.2%	8.7%
Total Operating Expenditures		\$501,892	\$625,077	\$626,610	\$516,580	(17.6%)	56.4%
6141	Computer Equipment & Software	-	-	-	\$400,000	-	16.4%
Total Capital Projects & Equipment		-	-	-	\$400,000	-	16.4%
Total Expenditures		\$501,892	\$625,077	\$626,610	\$916,580	46.3%	100.0%
Source of Funds							
General Fund		\$501,892	\$625,077	\$626,610	\$916,580	46.3%	100.0%
Total Sources		\$501,892	\$625,077	\$626,610	\$916,580	46.3%	100.0%

COMMUNITY DEVELOPMENT: PLANNING

GOAL

To provide quality customer service to the community in order to maintain, enhance and guide its physical development in conformance with adopted policies and goals

INITIATIVES

- Pursue programs, code amendments and studies as directed by the City Council through the Strategic Plan
- Meet the demand for planning reviews in a timely manner
- Continue to provide a forum for public review and comments on planning projects through Planning Commission meetings
- Maintain up-to-date zoning and land use maps



The Planning Division studies and provides Municipal Code and Local Coastal Program Amendments for Planning Commission, Parking and Public Improvements Commission and City Council review and approval as identified in the Strategic Plan. Residential mansionization revisions for minor exceptions, setbacks, open space, and maximum lot size are being evaluated. Amendments related to alley access and electric vehicle charging systems for residential lots are in process. Revised Encroachment Permit standards for walkstreets, landscaping, and other regulations for private improvements in the public right-of-way continue to be studied. The new 2014-2022 General Plan Housing Element is being updated in conformance with State law, followed by related Code Amendments. After City Council approval, all of the Amendments will require approval of the California Coastal Commission. Planning continues to support the residents' Historic Preservation group by providing information on zoning, legal, financial, and preservation issues.

Planning staff is working with the City's legal representation on Municipal Code revisions related to Telecommunication Facilities, and assisting Building and Safety with code revisions related to the final "Green" recommendations for stormwater retention. Planning also continues to assist the Traffic Division with the Mobility Plan/Circulation Element of the General Plan and the Valley/Ardmore roundabout study.

Last fiscal year, the Planning Division provided design input and processed the Coastal and Use Permits for the new Manhattan Beach County Library. The Manhattan Village Mall Enhancement project underwent a number of design revisions, the Final Environmental Impact Report (EIR) was released for public review, and the EIR and related land use applications for project was also processed through the Planning Commission and City Council. After numerous Planning Commission and City Council public hearings, the 2008-2014 Housing Element was adopted, then Certified by the State, and related Code and Coastal Amendments were approved. Staff initiated a number of City Council Strategic Plan items including Code amendments related to mansionization. Staff provided assistance to the Traffic Division on the Mobility Plan and the Valley/Ardmore roundabout study.

Planning staff continues to be responsible for the review of all discretionary land use applications such as use permits, variances, and coastal permits, as well as updates to the general plan, zoning code and map, and the local coastal program. These applications are then reviewed by the Planning Commission in a public hearing forum held twice a month.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Planning Manager	1	1	1	1
Associate Planner	1	1	2	2
Assistant Planner	3	3	3	3
Total	5	5	6	6

Planning	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Average days to complete a plan check	45	41	37	35
# - Update zoning and land use maps (year)	1	1	1	1
# - Applications Received	91	91	82	90
# - Plan Check reviews	744	914	830	930
# - Planning Commission Hearings	27	25	25	25
# - Permit reviews	245	254	235	276

Planning	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$422,689	\$485,816	\$470,614	\$523,941	11.3%	55.9%
4103 Part-time Salaries	-	17,200	9,000	17,200	91.1%	1.8%
4111 Overtime Regular Employees	2,681	5,000	3,500	3,286	(6.1%)	0.4%
4201 Group Medical Insurance	62,695	79,995	71,185	75,412	5.9%	8.0%
4202 Medicare Contributions	5,993	7,276	6,757	8,162	20.8%	0.9%
4204 401A Plan City Contributions	2,587	2,577	2,577	2,962	14.9%	0.3%
4206 Medical Retirement Contributions	3,423	5,620	5,620	5,520	(1.8%)	0.6%
4211 PERS Regular Contribution	69,051	86,155	72,765	57,343	(21.2%)	6.1%
Total Salaries & Benefits	\$569,120	\$689,639	\$642,018	\$693,826	8.1%	74.0%
5101 Contract Services	\$10,000	\$138,000	\$135,188	\$63,000	(53.4%)	6.7%
5102 Contract Personnel	9,337	7,000	6,000	-	(100.0%)	-
5202 Membership & Dues	1,370	1,985	1,985	2,365	19.1%	0.3%
5203 Reference Materials	462	200	200	200	-	0.0%
5204 Conferences & Meetings	1,356	3,900	3,000	3,900	30.0%	0.4%
5205 Training	1,206	2,340	1,700	2,340	37.6%	0.2%
5207 Advertising	3,622	3,000	2,535	2,500	(1.4%)	0.3%
5208 Postage	1,083	1,120	1,028	1,600	55.6%	0.2%
5225 Printing	157	250	250	250	-	0.0%
5501 Telephone	3,157	3,070	3,180	3,200	0.6%	0.3%
Total Materials & Services	\$31,751	\$160,865	\$155,066	\$79,355	(48.8%)	8.5%
5621 Information Systems Allocation	\$48,276	\$49,319	\$49,319	\$45,808	(7.1%)	4.9%
5651 Building & Operations Allocation	87,901	103,828	97,929	118,166	20.7%	12.6%
Total Internal Services	\$136,177	\$153,147	\$147,248	\$163,974	11.4%	17.5%
Total Operating Expenditures	\$737,047	\$1,003,651	\$944,332	\$937,155	(0.8%)	100.0%
Source of Funds						
General Fund	\$737,047	\$1,003,651	\$944,332	\$937,155	(0.8%)	100.0%
Total Sources	\$737,047	\$1,003,651	\$944,332	\$937,155	(0.8%)	100.0%

COMMUNITY DEVELOPMENT: BUILDING

GOAL

To regulate building construction through plan review, inspection and education in a timely, knowledgeable and professional manner in order to protect the health, safety and welfare of the community

INITIATIVES

- Perform 98% of requested inspections by the next business day
- Maintain an average plan check turnaround time of 6 weeks or less
- Provide timely technical information and updates to City procedures for the construction and design communities on the website
- Make the website a reliable source of information for homeowners, designers and builders, by providing current forms, educational handouts and other related construction data
- Upgrade existing permits tracking system to improve customer service and increase staff efficiency
- Have 100% of completed building public record documents and plans scanned and converted to digital format, to be viewed at the public counter



The Building and Safety Division provides a high level of service in response to fluctuating construction demands. Staff reviews and inspects an increasing number of construction projects, including new residential and commercial, commercial tenant improvements and residential remodels. City building inspectors are responsible for inspecting construction for new and remodeled buildings and structures for conformity with approved plans and permits, and ensuring compliance with adopted codes and regulations. The increase in volume of construction activity results in an increase in “requests for action,” which are handled by inspectors or code enforcement officers.

The Permit Processing Counter serves as a one-stop shop for City permitting services and thrives on providing excellent customer service to our residents, business owners and construction community. Various services are handled at the counter, including but not limited to: building and planning permits issuance and inspection requests for projects located on private property, including new residential and commercial projects; residential additions and remodels and commercial tenant improvements; all corresponding mechanical, electrical and plumbing permits; and all public right-of-way and grading permits, fire sprinklers and fire suppression permits, and construction parking permits. A part-time Administration Clerk position will be converted to restore a full-time Permit Technician position to improve customer service at the permit processing counter and handle needs associated with increased construction activity.

In Fiscal Year 2011-2012, the Principal Plan Check Engineer position was eliminated and those responsibilities were added to the Building Official position. The loss of one key Plan Check Engineer position, combined with increased construction activity for Fiscal Year 2012-2013 and anticipated continued increases for Fiscal Year 2013-2014, necessitate the need for outside plan check expertise, which is entirely funded by applicants. Use of outside expertise allows building plan checks to be accelerated, reducing processing and wait time for the applicant. The outside expertise also provides building inspectors during illness, vacations and unexpectedly large inspection volume days, and allows the Building Division to maintain next day inspection service.

In compliance with the California Public Records Act, the Building Division digitizes all public record building documents and plans upon completion of each project. These records are available for viewing by the public at the Community Development public counter during business hours. Staff is available to assist in the use of the records retrieval system and with requests for reproduction of public records.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Building Official	1	1	1	1
Principal Plan Check Engineer	1	-	-	-
Senior Plan Check Engineer	1	1	1	1
Principal Building Inspector/Safety	1	1	1	1
Senior Building Inspector/Safety	2	2	2	2
Building Inspector	1	1	1	1
Senior Permits Technician	1	1	1	1
Permits Technician	1	1	1	2
Secretary	1	1	1	1
Total	10	9	9	10

Building	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Inspections performed by next business day	n/a	98%	98%	98%
% - Plan checks performed w/avg turnaround time of 6 weeks	n/a	85%	85%	85%
# - New housing units	47	51	56	63
# - Residential Remodel permits issued	979	1,306	1,140	1,320
# - Tenant Improvement permits issued	75	303	115	250
# - Inspections Requests	9,676	11,432	11,275	11,800
# - Residential building record requests	496	498	450	510
# - Plans reviewed	1,129	1,280	1,310	1,330
# - Citizen requests for actions (a)	1,247	889	1,272	1,250

(a) Citizen requests for action includes direct contact to Community Development regarding items relating to building, planning & traffic issues

Building	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$771,698	\$738,746	\$732,248	\$843,260	15.2%	54.4%
4103 Part-time Salaries	31,235	36,000	30,000	-	(100.0%)	-
4111 Overtime Regular Employees	94	600	-	438	-	0.0%
4201 Group Medical Insurance	104,430	115,173	111,442	122,956	10.3%	7.9%
4202 Medicare Contributions	11,360	11,529	10,738	12,735	18.6%	0.8%
4204 401A Plan City Contributions	5,603	5,551	5,628	6,471	15.0%	0.4%
4206 Medical Retirement Contributions	6,863	8,440	8,440	8,280	(1.9%)	0.5%
4211 PERS Regular Contribution	129,582	136,225	124,249	91,445	(26.4%)	5.9%
Total Salaries & Benefits	\$1,060,865	\$1,052,264	\$1,022,745	\$1,085,585	6.1%	70.1%
5101 Contract Services	\$203,907	\$250,200	\$238,900	\$240,200	0.5%	15.5%
5202 Membership & Dues	2,287	2,200	2,160	2,310	6.9%	0.1%
5203 Reference Materials	1,611	2,700	2,050	6,800	231.7%	0.4%
5204 Conferences & Meetings	773	5,575	7,400	5,575	(24.7%)	0.4%
5205 Training	2,335	4,565	3,800	5,565	46.4%	0.4%
5206 Uniforms/Safety Equip	1,518	2,620	2,400	2,840	18.3%	0.2%
5208 Postage	1,083	1,120	1,028	1,600	55.6%	0.1%
5210 Computer Supplies & Software	682	950	2,000	2,200	10.0%	0.1%
5217 Departmental Supplies	628	480	400	480	20.0%	0.0%
5225 Printing	3,271	4,000	3,500	4,000	14.3%	0.3%
5501 Telephone	4,328	4,100	4,246	4,200	(1.1%)	0.3%
Total Materials & Services	\$222,423	\$278,510	\$267,884	\$275,770	2.9%	17.8%
5621 Information Systems Allocation	\$48,276	\$49,319	\$49,319	\$65,440	32.7%	4.2%
5641 Fleet Rental Allocation	20,928	20,930	20,930	15,730	(24.8%)	1.0%
5642 Fleet Maintenance Allocation	17,284	15,576	15,150	12,005	(20.8%)	0.8%
5651 Building & Operations Allocation	70,321	83,062	78,343	94,533	20.7%	6.1%
Total Internal Services	\$156,809	\$168,887	\$163,742	\$187,708	14.6%	12.1%
Total Operating Expenditures	\$1,440,096	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%
6111 Furniture & Fixtures	\$2,359	-	-	-	-	-
Total Capital Projects & Equipment	\$2,359	-	-	-	-	-
Total Expenditures	\$1,442,456	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%
Source of Funds						
General Fund	\$1,442,456	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%
Total Sources	\$1,442,456	\$1,499,661	\$1,454,371	\$1,549,063	6.5%	100.0%

COMMUNITY DEVELOPMENT: CODE ENFORCEMENT

GOAL

To gain compliance with state and local regulations through sensitive, timely, and knowledgeable responses to the community in order to maintain and enhance the health, safety, and welfare of the community

INITIATIVES

- Respond to all complaints within 24 hours or less, and conduct first inspections soon thereafter
- Conduct ongoing inspections of the business districts to educate, address and resolve sign, outdoor merchandise, and waste management violations and/or issues
- Proactively resolve potential construction issues that impact residents, such as noise, tree protection, and parking
- Educate builders on Clean Water Act state mandates to ensure construction sites are in full compliance with Best Management Practices



The Code Enforcement Officer responds to complaints regarding potential noncompliant dwelling units and business signage, property maintenance, trash and debris, as well as zoning-related concerns. Examples of zoning concerns include fence height, parking, tree removal, drainage, construction, and noise. The Code Enforcement Officer also provides education to the public through personal visits, information brochures, and the City's website.

Most code enforcement actions are initiated by public complaints. A single complaint may generate many follow-up inspections. If voluntary compliance is not met, legal action may be required. Some investigations may find that the complaint is not a violation of the Municipal Code, but rather a civil matter or neighbor dispute. This type of complaint is referred to the South Bay Center for Dispute Resolution Services.

The Residential Construction Officer (RCO) program has successfully reduced the number of complaints regarding construction. The RCO, a code enforcement officer, acts as a liaison between residents and builders to resolve construction issues. As such, the RCO conducts educational meetings with builders before permit issuance, and jobsite meetings with the residents and builders. The RCO proactively assists residents and builders to remedy issues associated with parking, property damage and vandalism, noise, debris, storm water, air quality, and tree protection.

Code Enforcement Officers are authorized to issue citations for violations, which enables staff to more effectively enforce the Municipal Code and maintain a high level of service to City residents. The projected increase in construction activity will result in an increase in "requests for action" which are normally handled by the code enforcement officers.

Full-Time Staffing	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Code Enforcement Officer	2	2	2	2

Code Enforcement Service Indicators & Statistics	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
% - Cases responded within three business days*	n/a	98%	98%	98%
# - Days to conduct first inspection	2	2	2	2
# - RCO neighborhood meetings	71	80	83	90
# - Annual New Cases Reported	503	451	460	500
# - Inspections per year	1,010	1,046	950	1,050
% - Annual cases resolved completely	81%	84%	80%	80%

* New for Fiscal Year 2013-2014

Code Enforcement		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$131,243	\$142,063	\$79,632	\$139,742	75.5%	70.8%
4201	Group Medical Insurance	12,935	14,029	9,882	14,065	42.3%	7.1%
4202	Medicare Contributions	1,852	2,116	1,147	2,111	84.0%	1.1%
4206	Medical Retirement Contributions	1,370	1,880	1,880	1,860	(1.1%)	0.9%
4211	PERS Regular Contribution	23,078	25,358	12,206	15,386	26.1%	7.8%
Total Salaries & Benefits		\$170,478	\$185,446	\$104,747	\$173,164	65.3%	87.8%
5202	Membership & Dues	\$150	\$200	\$75	\$200	166.7%	0.1%
5203	Reference Materials	28	175	-	175	-	0.1%
5204	Conferences & Meetings	1,331	1,900	1,700	1,900	11.8%	1.0%
5205	Training	365	150	350	650	85.7%	0.3%
5206	Uniforms/Safety Equip	599	1,000	700	1,110	58.6%	0.6%
5208	Postage	300	310	284	330	16.2%	0.2%
5225	Printing	604	1,000	700	1,000	42.9%	0.5%
5501	Telephone	248	250	259	260	0.4%	0.1%
Total Materials & Services		\$3,626	\$4,985	\$4,068	\$5,625	38.3%	2.9%
5621	Information Systems Allocation	\$4,824	\$4,932	\$4,932	\$13,088	165.4%	6.6%
5641	Fleet Rental Allocation	4,008	4,010	4,010	4,010	-	2.0%
5642	Fleet Maintenance Allocation	1,834	1,657	1,612	1,429	(11.4%)	0.7%
Total Internal Services		\$10,666	\$10,599	\$10,554	\$18,527	75.5%	9.4%
Total Operating Expenditures		\$184,769	\$201,030	\$119,369	\$197,316	65.3%	100.0%
Source of Funds							
General Fund		\$184,769	\$201,030	\$119,369	\$197,316	65.3%	100.0%
Total Sources		\$184,769	\$201,030	\$119,369	\$197,316	65.3%	100.0%

COMMUNITY DEVELOPMENT: TRAFFIC ENGINEERING

GOAL

To provide effective management of traffic and land use-related activities involving public property in order to enhance and maintain the quality of life in the community

INITIATIVES

- Complete the General Plan Mobility Plan Update (previously called the Circulation Plan)
- Complete all infrastructure improvements for both safe Routes to School Grant Programs for walking and bicycling enhancements adjacent to the City's six Elementary Schools and Manhattan Beach Middle School
- Complete the Roundabout Feasibility Study for the three intersections of Valley Drive/ Ardmore Avenue at Manhattan Beach Boulevard, 15th Street and Pacific Avenue
- Continue to enhance designated bikeways and implement new bikeways throughout the City as recommended in the South Bay Cities Master Bike Plan
- Continue to promptly handle citizen requests related to traffic, parking and rights-of-way issues



The Traffic Engineering Division is responsible for all parking and traffic-related services in the public rights-of-way. This includes conducting traffic and parking studies, reviewing traffic requests and concerns from residents, and implementing traffic control measures such as red curbs, stop signs, loading zones, pavement markings, crosswalks, restrictive parking signs and other traffic engineering services. A licensed Traffic Engineer performs the technical investigations for all traffic concerns received by the City to ensure that safety and liability issues are thoroughly analyzed before implementing any traffic control measures. In addition, the Division provides staff support to the Parking and Public Improvements Commission, which acts as an advisory board to the City Council.

Traffic Division staff work closely with the Planning Division and the Public Works Department to address potential parking and traffic concerns during the development process. The Division also works with the Police Department to ensure all streets are properly signed in accordance to the California Manual of Uniform Traffic Control Devices and the California Vehicle Code for enforcement purposes, as well as the safety and welfare of the community.

In Fiscal Year 2012-2013, staff was successfully awarded three separate grants totaling nearly one million dollars. The City was awarded \$447,700 for a State Safe Routes to School Program grant for infrastructure improvements adjacent to seven Manhattan Beach Schools, and \$447,500 for two Highway Safety Improvement Program (HSIP) grants to install protected left-turn phasing on Sepulveda Boulevard at 8th Street, and for a City-wide Pedestrian Improvement Plan which will enhance safety at 22 different locations throughout the City. Staff also completed other projects including an update to the Engineering and Traffic Survey, a follow-up evaluation for meters on Parkview Avenue, evaluation criteria to prioritize Non-Motorized Transportation projects, and the City's first "Sharrows" (shared roadway bicycle marking) along Pacific Avenue from 5th Street to Rosecrans Avenue.

In Fiscal Year 2013-2014, staff will complete the Mobility Plan update which will provide goals and policies for a balanced, multi-modal transportation system in Manhattan Beach. Staff will complete all of the infrastructure improvements for both Safe Routes to School Program grants which will include enhancements to school walking routes with signage, markings, curb extensions, delineated walking paths and flashing beacons at select uncontrolled crosswalks. Staff will also begin the Authorization-to-Proceed process with Caltrans on both HSIP grants.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Management Analyst	1	1	1	1

Traffic Engineering	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
% - Completion of Initiative plans and improvements*	n/a	n/a	n/a	100%
# - Traffic/parking requests & concerns processed	204	191	200	200
% - Traffic/parking requests processed within 30 days	83%	75%	75%	80%

* New for Fiscal Year 2013-2014

Traffic Engineering	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$48,574	\$61,589	\$63,256	\$69,322	9.6%	31.3%
4103 Part-time Salaries	298	-	-	-	-	-
4201 Group Medical Insurance	15,246	17,056	18,124	16,062	(11.4%)	7.3%
4202 Medicare Contributions	686	917	903	1,047	15.9%	0.5%
4204 401A Plan City Contributions	1,152	1,500	1,500	1,724	14.9%	0.8%
4206 Medical Retirement Contributions	682	940	940	900	(4.3%)	0.4%
4211 PERS Regular Contribution	8,922	10,430	10,709	7,290	(31.9%)	3.3%
Total Salaries & Benefits	\$75,560	\$92,432	\$95,432	\$96,345	1.0%	43.5%
5101 Contract Services	\$96,726	\$88,000	\$98,000	\$104,400	6.5%	47.2%
5102 Contract Personnel	-	1,800	1,400	-	(100.0%)	-
5202 Membership & Dues	75	100	75	75	-	0.0%
5203 Reference Materials	-	150	144	150	4.2%	0.1%
5204 Conferences & Meetings	944	1,800	1,800	3,000	66.7%	1.4%
5205 Training	320	150	-	200	-	0.1%
5207 Advertising	-	900	1,700	2,000	17.6%	0.9%
5225 Printing	576	900	500	700	40.0%	0.3%
5501 Telephone	1,310	1,300	1,176	1,300	10.5%	0.6%
Total Materials & Services	\$99,950	\$95,100	\$104,795	\$111,825	6.7%	50.5%
5621 Information Systems Allocation	\$4,824	\$4,932	\$4,932	\$13,088	165.4%	5.9%
Total Internal Services	\$4,824	\$4,932	\$4,932	\$13,088	165.4%	5.9%
Total Operating Expenditures	\$180,334	\$192,464	\$205,159	\$221,258	7.8%	100.0%
Source of Funds						
General Fund	\$180,334	\$192,464	\$205,159	\$221,258	7.8%	100.0%
Total Sources	\$180,334	\$192,464	\$205,159	\$221,258	7.8%	100.0%

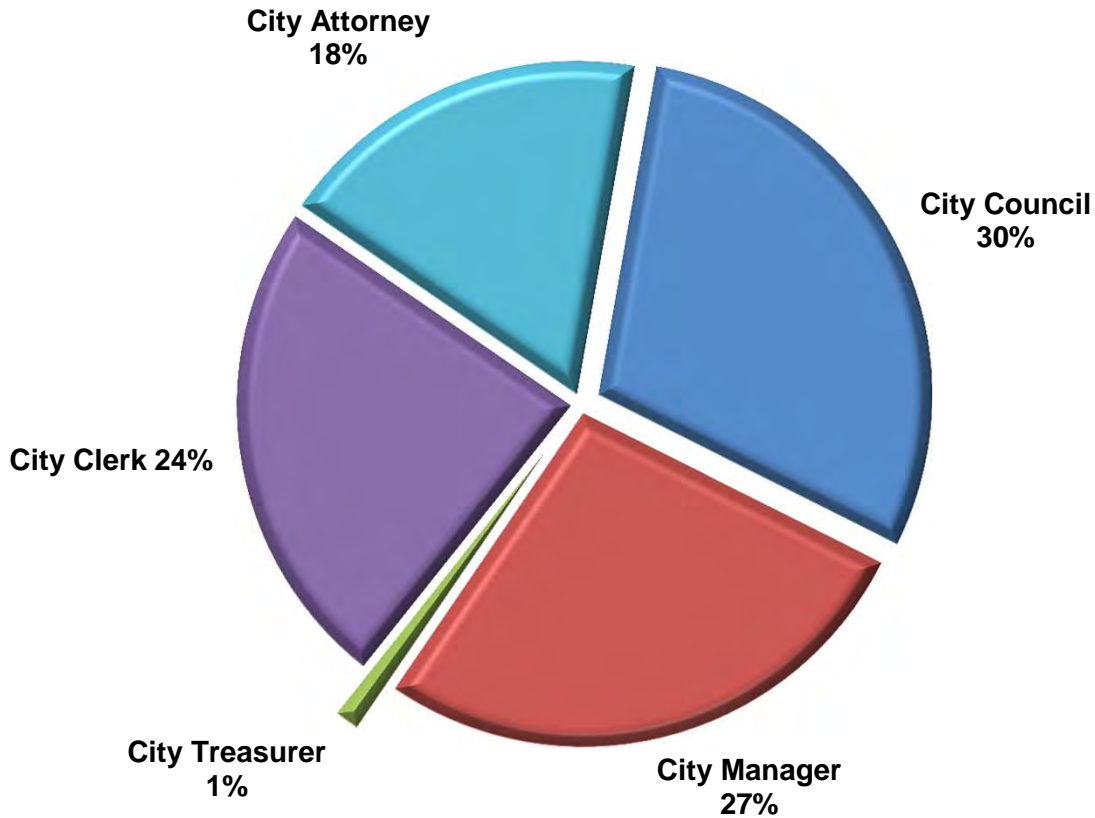


This Page Left Blank Intentionally

MANAGEMENT SERVICES DEPARTMENT

MANAGEMENT SERVICES

FY 2013-2014
Department Expenditure by Program



Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
City Council	\$247,598	\$791,714	\$639,900	\$850,770
City Manager	628,488	670,532	659,185	779,649
City Treasurer	28,132	32,307	31,674	32,919
City Clerk	351,651	434,394	467,838	686,693
City Attorney	693,328	523,674	474,569	522,729
Total	\$1,949,197	\$2,452,621	\$2,273,166	\$2,872,760
Full-Time Positions	13	12	12	13

MANAGEMENT SERVICES: CITY COUNCIL

MISSION STATEMENT

The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.

GOAL

To provide accessible, proactive leadership and governance for the community through the establishment of policies that will lead to the enhancement of the quality of life for Manhattan Beach residents

The City of Manhattan Beach is a general law City and operates under the Council-Manager form of government. The five-member City Council is elected at-large to serve four-year terms. The Mayor's office is rotated among all Councilmembers which provides approximately nine and one-half months of service as Mayor during each Councilmember's four-year term of office. As elected officials, the City Councilmembers represent the citizens of Manhattan Beach in the governing process and act on their behalf with regard to regional and local issues as well as State and Federal.

The City Council is the legislative authority and sets the policies under which the City operates. Responsibilities of the City Council include enacting legislation such as local laws and ordinances; approving City programs; adopting the City's capital improvement plan and operating budget; and appropriating the funds necessary to provide service to the City's residents, businesses, and visitors.

The City Council provides leadership through policy development regarding the current practices and future direction of the City. The City Council convenes regular meetings on the first and third Tuesday of each month and holds occasional special meetings. The City Council appoints the City Manager and City Attorney, as well as the members of the City's six advisory boards and commissions.

The City Council will be faced with numerous challenges and opportunities in the coming year. Some of these items include working with Los Angeles County to construct a new library, completion of numerous capital improvement projects, and providing continuing high level services to our residents.

Please visit the City's website at www.citymb.info for more information, or contact individual Council members.

	2010-2011	2011-2012	2012-2013	2013-2014
Staffing	Actual	Actual	Adopted	Proposed
City Councilmembers	5	5	5	5

City Council		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$62,204	\$65,329	\$57,256	\$63,763	11.4%	7.5%
4103	Part-time Salaries	980	1,140	1,100	1,140	3.6%	0.1%
4201	Group Medical Insurance	20,880	23,205	29,302	33,265	13.5%	3.9%
4202	Medicare Contributions	816	594	779	567	(27.2%)	0.1%
4211	PERS Regular Contribution	4,889	5,215	5,463	5,550	1.6%	0.7%
Total Salaries & Benefits		\$89,769	\$95,483	\$93,900	\$104,285	11.1%	12.3%
5101	Contract Services	\$3,177	\$1,722	\$15,000	\$1,800	(88.0%)	0.2%
5202	Membership & Dues	27,759	40,985	41,000	46,975	14.6%	5.5%
5204	Conferences & Meetings	26,595	43,535	28,000	46,325	65.4%	5.4%
5205	Training	4,533	8,900	9,000	11,400	26.7%	1.3%
5207	Advertising	927	3,600	3,000	5,200	73.3%	0.6%
5208	Postage	203	210	193	210	8.8%	0.0%
5212	Office Equip Maintenance	78	-	-	-	-	-
5217	Departmental Supplies	21,710	9,400	15,000	9,900	(34.0%)	1.2%
5225	Printing	62	600	900	600	(33.3%)	0.1%
5240	Assessments & Taxes	1,606	-	-	-	-	-
5260	Council Contingencies	-	150,000	-	265,000	-	31.1%
5262	Public Relations	17,433	22,375	22,000	17,375	(21.0%)	2.0%
5501	Telephone	68	70	73	75	2.7%	0.0%
Total Materials & Services		\$104,152	\$281,397	\$134,266	\$404,960	201.6%	47.6%
5611	Warehouse Services	\$69	\$250	\$100	\$250	150.0%	0.0%
5621	Information Systems Allocation	9,660	9,864	9,864	19,632	99.0%	2.3%
5631	Insurance Allocation	-	352,806	352,806	262,560	(25.6%)	30.9%
5651	Building & Operations Allocation	43,949	51,914	48,964	59,083	20.7%	6.9%
Total Internal Services		\$53,678	\$414,834	\$411,734	\$341,525	(17.1%)	40.1%
Total Operating Expenditures		\$247,598	\$791,714	\$639,900	\$850,770	33.0%	100.0%
Source of Funds							
General Fund		\$247,598	\$791,714	\$639,900	\$850,770	33.0%	100.0%
Total Sources		\$247,598	\$791,714	\$639,900	\$850,770	33.0%	100.0%

MANAGEMENT SERVICES: CITY MANAGER

GOAL

To implement City Council policy directives, provide organizational leadership, coordinate with community organizations, and ensure the delivery of quality service to the residents of the City of Manhattan Beach

The City Manager is appointed by the City Council to carry out its policies and to ensure that the community is served in a responsive manner. The City Manager is responsible for the oversight of all City operations ranging from budget and purchasing to personnel matters and the delivery of public services. By providing leadership and direction to the City's management team, the City Manager works with all departments to develop policy recommendations and responds to City Council directives.

The City Manager's Office is involved in, and responsible for, projects, programs and services that the City Council has identified as top priorities for the community and the organization. Chief among the areas of priority and concern is providing vigilant oversight of the organization's budget. The City Manager's Office helps to ensure that funds are spent prudently while high-quality services are maintained for the community.

In addition to performing the day-to-day activities associated with management of the organization, the City Manager's Office facilitates citizen inquiries regarding public documents and City services, serves as a cable franchise liaison, implements special projects authorized by the City Council, and supports the City Council in the development and adoption of City policy.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
City Manager	1	1	1	1
Assistant to the City Manager	1	-	-	-
Senior Management Analyst	-	1	1	1
Administrative Assistant to the City Manager	1	1	1	1
Environmental Program Manager	1	-	-	-
Total	4	3	3	3

City Manager		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$295,631	\$362,708	\$356,148	\$413,100	16.0%	53.0%
4103	Part-time Salaries	8,596	24,500	24,500	18,355	(25.1%)	2.4%
4111	Overtime Regular Employees	279	-	130	-	(100.0%)	-
4201	Group Medical Insurance	20,347	34,647	28,244	29,761	5.4%	3.8%
4202	Medicare Contributions	4,266	5,748	5,090	6,609	29.8%	0.8%
4203	Unemployment	996	1,000	1,000	1,020	2.0%	0.1%
4204	401A Plan City Contributions	13,014	16,322	15,622	18,927	21.2%	2.4%
4205	Worker's Compensation	12,204	27,110	27,110	105,180	288.0%	13.5%
4206	Medical Retirement Contributions	3,155	3,380	3,380	3,660	8.3%	0.5%
4211	PERS Regular Contribution	57,590	63,147	61,959	44,455	(28.3%)	5.7%
Total Salaries & Benefits		\$416,078	\$538,562	\$523,183	\$641,067	22.5%	82.2%
5101	Contract Services	\$85,021	\$27,022	\$27,000	\$28,300	4.8%	3.6%
5102	Contract Personnel	7,623	-	-	-	-	-
5201	Office Supplies	5,432	5,000	4,500	5,000	11.1%	0.6%
5202	Membership & Dues	3,900	5,075	5,000	5,400	8.0%	0.7%
5203	Reference Materials	401	474	450	500	11.1%	0.1%
5204	Conferences & Meetings	5,894	11,225	9,000	11,550	28.3%	1.5%
5205	Training	777	9,000	13,000	11,480	(11.7%)	1.5%
5208	Postage	106	110	101	110	8.9%	0.0%
5217	Departmental Supplies	31,505	2,250	7,000	3,000	(57.1%)	0.4%
5225	Printing	225	250	-	250	-	0.0%
5240	Assessments & Taxes	971	-	-	-	-	-
5501	Telephone	2,255	2,300	2,382	2,250	(5.5%)	0.3%
Total Materials & Services		\$144,111	\$62,706	\$68,433	\$67,840	(0.9%)	8.7%
5611	Warehouse Services	-	-	\$75	-	(100.0%)	-
5621	Information Systems Allocation	\$19,308	\$19,728	\$19,728	\$19,632	(0.5%)	2.5%
5631	Insurance Allocation	22,620	18,388	18,388	15,660	(14.8%)	2.0%
5651	Building & Operations Allocation	26,371	31,148	29,378	35,450	20.7%	4.5%
Total Internal Services		\$68,299	\$69,264	\$67,569	\$70,742	4.7%	9.1%
Total Operating Expenditures		\$628,488	\$670,532	\$659,185	\$779,649	18.3%	100.0%
Source of Funds							
General Fund		\$628,488	\$670,532	\$659,185	\$779,649	18.3%	100.0%
Capital Improvement Fund		-	-	-	-	-	-
Total Sources		\$628,488	\$670,532	\$659,185	\$779,649	18.3%	100.0%



This Page Left Blank Intentionally

MANAGEMENT SERVICES: CITY TREASURER

GOAL

To oversee the City's investment function and develop prudent investment and banking policies to assure that investment principal is protected, liquidity is maintained, and portfolio yields are safely maximized

INITIATIVES

- Protect the City's assets and invest funds safely
- Update the annual investment policy

The City Treasurer is elected at-large and serves a four-year term. Along with Finance staff, the Treasurer administrates all City funds and provides accountability to the citizens of Manhattan Beach.

The Treasurer's responsibilities include investment of idle funds; reporting such activities to the City Council; and serving as Chair of the Finance Subcommittee.

The Treasurer oversees the City's \$60 to \$70 million investment portfolio. The investment portfolio contains instruments such as Federal Agencies, high-grade corporate bonds and Treasury notes. The State's Local Agency Investment Fund is also used to ensure proper cash flow and liquidity. While investment yields have dropped to some of the lowest levels in history, the City's investment strategy continues to place emphasis on safety and liquidity.



	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Staffing				
City Treasurer	1	1	1	1

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Service Indicators				
% - Average annual portfolio yield	1.27%	1.06%	1.25%	1.00%

City Treasurer		2011-2012 Actual	2012-2013 Adopted	2012-2013 Y/E Est	2013-2014 Proposed	Var from FY 2013 Y/E	% of Total
Object	Description						
4101	Salaries & Allowances	\$8,057	\$8,317	\$8,006	\$6,566	(18.0%)	19.9%
4201	Group Medical Insurance	14,764	16,479	17,490	18,633	6.5%	56.6%
4202	Medicare Contributions	109	99	116	99	(14.7%)	0.3%
4211	PERS Regular Contribution	973	1,043	1,071	1,110	3.6%	3.4%
Total Salaries & Benefits		\$23,903	\$25,938	\$26,683	\$26,408	(1.0%)	80.2%
5104	Computer Contract Services	\$2,918	\$3,034	\$3,006	\$3,126	4.0%	9.5%
5202	Membership & Dues	-	360	300	300	-	0.9%
5204	Conferences & Meetings	1,311	2,975	1,685	3,085	83.1%	9.4%
Total Materials & Services		\$4,229	\$6,369	\$4,991	\$6,511	30.5%	19.8%
Total Operating Expenditures		\$28,132	\$32,307	\$31,674	\$32,919	3.9%	100.0%
Source of Funds							
General Fund		\$28,132	\$32,307	\$31,674	\$32,919	3.9%	100.0%
Total Sources		\$28,132	\$32,307	\$31,674	\$32,919	3.9%	100.0%

MANAGEMENT SERVICES: CITY CLERK

GOAL

To promote public trust in local government by recording and managing the City's official documents, maintaining an accurate record of the City Council proceedings, administering fair municipal elections as mandated by law, and providing timely information and the highest level of services in a professional, efficient and effective manner to support the community-at-large, City Council, and City departments

INITIATIVES

- Maintain complete and accurate City records
- Enhance access to the City Document Imaging System
- Respond to subpoenas and requests for public records in accordance with the federal and state laws
- Maintain the Municipal Code, Ordinances, and Resolutions in conjunction with the City Attorney's Office
- Prepare public meetings and hearings documentation in conformity with internal procedures and the Brown Act
- Enhance Open Government by implementing tools to improve public information and communication of government activities



The City Clerk's Office is dedicated to working together with the City officials and the public to ensure that open and effective government standards are in place to secure the public trust, and provide a system of transparency, public participation, collaboration and accountability. City Clerk serves as the ultimate resource for information for the public, the City Council, City staff and other governmental agencies, manages legal requirements for public notices and filing of referendums and initiatives, and keeps complete and accurate records of Council proceedings. The City Clerk's Office continues to work diligently with the City's Information Systems Division to provide broadcasting of City Council and Planning Commission meetings on Manhattan Beach Local Community Cable, Time Warner Channel 8, Verizon Channel 35 and City Website Live Streaming Video, ensuring public information and access to the local government process.

As a custodian of the City's official records, the office is devoted to maintaining all official City document archives and legislative history and ensuring the preservation, protection and integrity of the public records. The City Clerk's Office commits an ample amount of time coordinating the dissemination of information and managing public requests in a timely manner. The City Clerk is the City's Election Officer, and as such, conducts and certifies the City's municipal elections for six elected offices (5 City Council and 1 City Treasurer). In addition, the City Clerk's Office administers oaths and affirmations, files annual Statements of Economic Interest, and performs other duties as may be required by law.

The City Clerk's Office is actively working to improve public information and communication of government activities through open and transparent government through use of technology tools to streamline the agenda and minutes creation process, capture and display live City Council votes, and provide greater research and transparency tools to the public in the form of a one-stop shop legislative web portal that will allow for searching of legislative text, attachments, agendas, minutes, and votes. In Fiscal Year 2013-2014 a Management Analyst position was added to assist with records management, public information and requests, and special projects.

Full-Time Staffing	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
City Clerk	1	1	1	1
Senior Deputy City Clerk	1	1	1	1
Management Analyst	-	-	-	1
Total	2	2	2	3

City Clerk		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$190,523	\$184,872	\$192,360	\$273,788	42.3%	39.9%
4103	Part-time Salaries	8,567	24,500	27,400	18,355	(33.0%)	2.7%
4111	Overtime Regular Employees	494	500	1,030	1,632	58.4%	0.2%
4201	Group Medical Insurance	30,073	32,503	33,855	41,214	21.7%	6.0%
4202	Medicare Contributions	2,695	3,116	2,706	4,502	66.4%	0.7%
4204	401A Plan City Contributions	5,313	5,293	5,293	6,084	14.9%	0.9%
4206	Medical Retirement Contributions	1,370	1,880	1,880	2,400	27.7%	0.3%
4211	PERS Regular Contribution	33,805	32,436	31,856	28,764	(9.7%)	4.2%
Total Salaries & Benefits		\$272,840	\$285,100	\$296,380	\$376,738	27.1%	54.9%
5101	Contract Services	\$15,009	\$15,140	\$14,880	\$18,120	21.8%	2.6%
5102	Contract Personnel	8,000	5,000	-	-	-	-
5105	Elections	257	71,425	71,425	1,650	(97.7%)	0.2%
5202	Membership & Dues	762	652	400	662	65.5%	0.1%
5203	Reference Materials	40	-	-	-	-	-
5204	Conferences & Meetings	440	1,160	2,538	2,100	(17.3%)	0.3%
5205	Training	440	2,100	600	2,700	350.0%	0.4%
5207	Advertising	2,863	2,000	1,000	2,000	100.0%	0.3%
5208	Postage	319	330	303	330	8.9%	0.0%
5210	Computer Supplies & Software	-	-	27,000	-	(100.0%)	-
5212	Office Equip Maintenance	86	250	-	250	-	0.0%
5217	Departmental Supplies	3,912	550	4,000	550	(86.3%)	0.1%
5225	Printing	-	200	-	100	-	0.0%
5501	Telephone	135	130	135	140	3.7%	0.0%
Total Materials & Services		\$32,263	\$98,937	\$122,281	\$28,602	(76.6%)	4.2%
5621	Information Systems Allocation	\$28,968	\$29,591	\$29,591	\$32,720	10.6%	4.8%
5651	Building & Operations Allocation	17,580	20,766	19,586	23,633	20.7%	3.4%
Total Internal Services		\$46,548	\$50,357	\$49,177	\$56,353	14.6%	8.2%
Total Operating Expenditures		\$351,651	\$434,394	\$467,838	\$461,693	(1.3%)	67.2%
6141	Computer Equipment & Software	-	-	-	\$225,000	-	10.3%
Total Capital Projects & Equipment		-	-	-	\$225,000	-	10.3%
Total Expenditures		\$351,651	\$434,394	\$467,838	\$686,693	46.8%	100.0%
Source of Funds							
General Fund		\$351,651	\$434,394	\$467,838	\$686,693	46.8%	100.0%
Total Sources		\$351,651	\$434,394	\$467,838	\$686,693	46.8%	100.0%

MANAGEMENT SERVICES: CITY ATTORNEY

GOAL

To provide high quality legal services to the City Council, City Manager, City department heads, City staff and commissions; represent the City before judicial and administrative proceedings; and manage outside counsel representing the City

INITIATIVES

- Continue to provide legal support to various City departments on the implementation of the new Manhattan Beach Library
- Provide annual AB 1234 training, Brown Act, Public Records Act and Conflict of Interest training to City Commissions and City Council*
- Continue to provide specific training to the Police Department in the area of Pitchess Motions and other substantive areas as needed*
- Implement a City-wide training program in various areas such as contracts, records retention, requests for proposals, Public Records Act, Brown Act, Conflicts of Interest and the California Environmental Quality Act*
- Continue to review the City's current contract forms and revise and update as necessary*
- Continue to review the City's current practices and policies in various areas citywide and provide recommendations to increase organization effectiveness, efficiency, legal compliance and streamline processes*
- Continue to provide support for the advancement of the Open Government Initiatives as adopted by the City Council*
- Provide updates to the City Council and City Staff on changes in the laws affecting the City
- Evaluate the need for a complete law library and reduce or eliminate subscriptions to reduce the budget for publication services.
- Manage outside litigation in a cost effective manner

The City Attorney's Office consists of a contracted City Attorney who provides legal services on a flat retainer basis and who is admitted to practice law by the California Bar Association and experienced in the practice of Municipal Law, and a legal secretary employed by the City. City Prosecution services is provided on an as-needed hourly basis by a part-time contract deputy prosecutor. The Office has a California law library and through the City Attorney's law firm, computer online services linked to state, federal and out-of-state legal databases.

The City Attorney's Office drafts ordinances, resolutions and agreements as well as provides general legal services and advice, oral and written, to all City departments on a daily and routine basis. Attorneys specializing in areas of real estate, finance, California Environmental Quality Act, public works, labor and other specialties are all available to the City Manager, City departments and the City Council at anytime. The City Attorney also oversees outside counsel.

The City Attorney serves as advisor by providing legal representation at City Council meetings, and on an as-needed basis to other boards, committees and commissions. The City Attorney also attends weekly City Manager Department Head meetings and other meetings as requested, and provides support to Risk Management in processing claims as well as other departments as needed for legal services. The City Attorney assists the City Clerk's office with the processing and management of Public Records Act requests and serves as media liaison on matters of litigation. The City Attorney maintains office hours at City Hall on a regular basis, and any other attorney in the City Attorney's law firm is available to the City Manager, City Council and City Staff via telephone or e-mail. Through the services of the City Prosecutor, the office prosecutes violations of the City Municipal Code in the form of criminal misdemeanors or through an administrative process.

**These initiatives furthers one of the goals adopted as part of the City's Strategic Plan*

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
City Attorney (In-House)	1	1	-	-
Legal Secretary	1	1	1	1
Total	2	2	1	1

City Attorney		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$76,085	\$75,648	\$43,581	\$66,037	51.5%	12.6%
4201	Group Medical Insurance	11,019	13,371	9,308	11,289	21.3%	2.2%
4202	Medicare Contributions	1,032	1,126	632	997	57.8%	0.2%
4204	401A Plan City Contributions	3,059	3,458	1,934	3,058	58.1%	0.6%
4206	Medical Retirement Contributions	568	940	940	1,440	53.2%	0.3%
4211	PERS Regular Contribution	31,083	13,357	7,670	7,182	(6.4%)	1.4%
Total Salaries & Benefits		\$122,846	\$107,900	\$64,065	\$90,003	40.5%	17.2%
5101	Contract Services	\$103,778	\$90,000	\$100,000	\$100,000	-	19.1%
5102	Contract Personnel	8,841	-	7,500	-	(100.0%)	-
5108	Legal Services	421,412	280,000	260,000	280,000	7.7%	53.6%
5201	Office Supplies	36	-	-	-	-	-
5203	Reference Materials	7,282	13,164	11,100	13,375	20.5%	2.6%
5205	Training	40	-	-	600	-	0.1%
5208	Postage	126	130	119	130	9.2%	0.0%
5217	Departmental Supplies	128	100	730	100	(86.3%)	0.0%
5501	Telephone	1,578	1,550	1,605	1,600	(0.3%)	0.3%
Total Materials & Services		\$543,222	\$384,944	\$381,054	\$395,805	3.9%	75.7%
5611	Warehouse Services	\$20	\$200	-	\$200	-	0.0%
5621	Information Systems Allocation	9,660	9,864	9,864	13,088	32.7%	2.5%
5651	Building & Operations Allocation	17,580	20,766	19,586	23,633	20.7%	4.5%
Total Internal Services		\$27,260	\$30,830	\$29,450	\$36,921	25.4%	7.1%
Total Operating Expenditures		\$693,328	\$523,674	\$474,569	\$522,729	10.1%	100.0%
Source of Funds							
General Fund		\$693,328	\$523,674	\$474,569	\$522,729	10.1%	100.0%
Total Sources		\$693,328	\$523,674	\$474,569	\$522,729	10.1%	100.0%

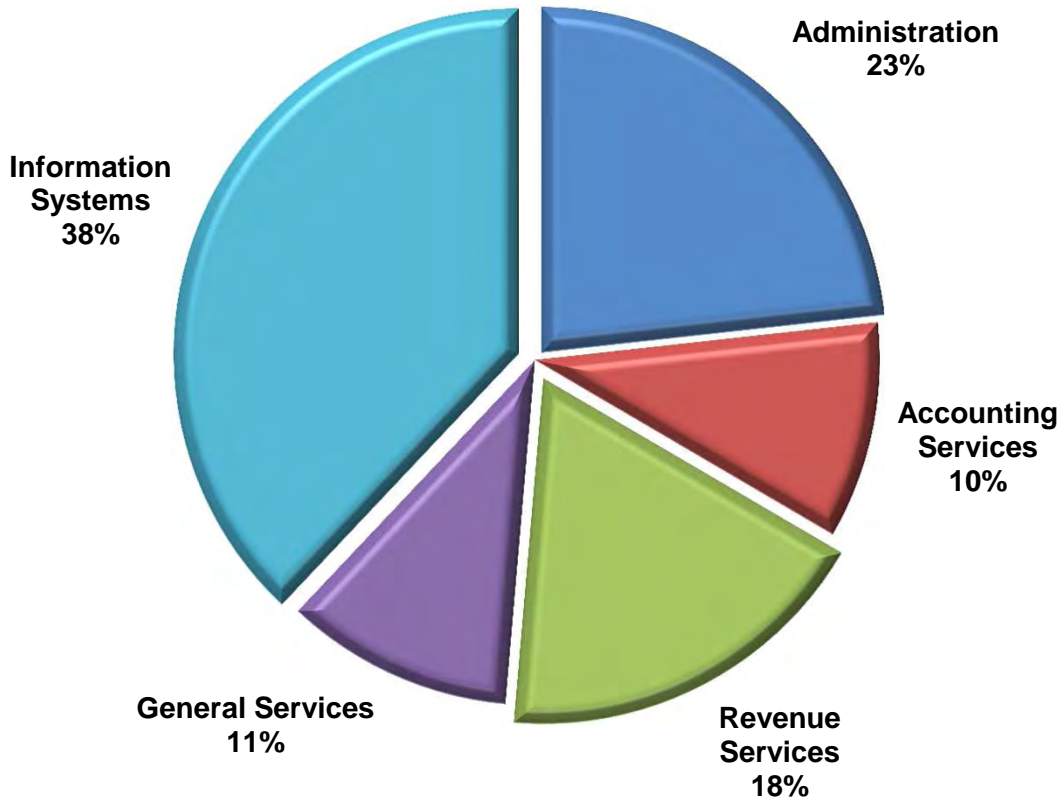


This Page Left Blank Intentionally

FINANCE DEPARTMENT

FINANCE DEPARTMENT

FY 2013-2014
Department Expenditure by Program



Program	2011-2012 Actual	2012-2013 Adopted	2012-2013 Estimate	2013-2014 Proposed
Administration	\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269
Accounting Services	523,976	528,246	556,378	584,209
Revenue Services	903,906	915,179	902,304	1,032,085
General Services	527,814	574,556	565,141	614,083
Information Systems	1,242,266	1,534,652	1,598,875	2,182,176
Total	\$4,309,884	\$4,633,855	\$4,689,354	\$5,749,823
Full-Time Positions	20	20	20	25

FINANCE: ADMINISTRATION

GOAL

To provide timely, accurate and relevant budgetary and financial information to City Council, the City Manager, residents and customers, establish strong internal controls in line with City policies, and assure compliance with established accounting standards

INITIATIVES

- Support the City Council, Treasurer and City Manager in the development of long-term sustainable financial plans, including capital financing
- Formally document all desk procedures and established internal controls
- Maintain high standards of excellence through the continuance of the City's AAA/Aaa bond rating, unqualified audit opinions, and various budgeting and financial reporting awards

The Administration Division of Finance is responsible for creating, monitoring and periodic reporting of the annual budget; investment of City funds in conjunction with the elected City Treasurer; debt issuance and management; and creation of the annual financial report in concert with the Accounting Division. Administration also oversees and supports the other divisions in the Finance department.

The Fiscal Year 2011-2012 financial audit, completed this past year, once again resulted in an unqualified opinion (the highest attainable) and a positive validation of our financial internal controls. The Finance Department is also pleased that the Fiscal Year 2012-2013 budget again won awards from the California Society of Municipal Finance Officers and the Government Finance Officers Association.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Director	1	1	1	1
Assistant Finance Director	1	-	-	-
Budget Analyst	1	1	1	1
Executive Secretary	1	1	1	1
Total	4	3	3	3

Administration	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators	Actual	Actual	Adopted	Proposed
Maintain AAA/Aaa GO Bond Rating	Yes	Yes	Yes	Yes
Attain an Unqualified audit opinion	Yes	Yes	Yes	Yes
Attain CSMFO and GFOA Annual Budget Awards	Yes	Yes	Yes	Yes

Administration		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$301,821	\$289,105	\$298,755	\$323,316	8.2%	24.2%
4111	Overtime Regular Employees	-	500	250	252	0.8%	0.0%
4120	Supplemental Pension Plan	19,333	19,000	19,645	20,000	1.8%	1.5%
4121	Single Highest Year Plan	47,960	48,000	48,550	50,000	3.0%	3.7%
4124	Fire Retiree's Health Plan	17,502	22,000	19,200	25,000	30.2%	1.9%
4125	Police Retiree's Health Plan	65,050	69,000	80,439	85,000	5.7%	6.4%
4126	Miscellaneous Retiree's Health Plan	30,498	31,000	33,521	36,000	7.4%	2.7%
4201	Group Medical Insurance	33,048	35,189	37,009	32,408	(12.4%)	2.4%
4202	Medicare Contributions	4,311	4,311	4,290	4,883	13.8%	0.4%
4203	Unemployment	1,020	1,020	1,020	1,020	-	0.1%
4204	401A Plan City Contributions	8,776	8,742	8,742	10,049	15.0%	0.8%
4205	Worker's Compensation	53,460	15,616	15,616	11,760	(24.7%)	0.9%
4206	Medical Retirement Contributions	2,746	3,380	3,380	3,480	3.0%	0.3%
4211	PERS Regular Contribution	47,788	50,479	50,403	34,912	(30.7%)	2.6%
Total Salaries & Benefits		\$633,312	\$597,342	\$620,820	\$638,080	2.8%	47.7%
5101	Contract Services	\$824	\$789	\$650	\$8,628	1227.4%	0.6%
5103	Audit Services	-	10,000	-	10,000	-	0.7%
5104	Computer Contract Services	25,599	26,457	26,457	27,292	3.2%	2.0%
5201	Office Supplies	6,590	4,500	3,000	3,000	-	0.2%
5202	Membership & Dues	1,015	515	515	515	-	0.0%
5203	Reference Materials	530	550	550	550	-	0.0%
5204	Conferences & Meetings	1,416	3,975	3,625	6,350	75.2%	0.5%
5205	Training	-	400	-	400	-	0.0%
5207	Advertising	594	300	300	300	-	0.0%
5214	Employee Awards & Events	403	400	400	400	-	0.0%
5217	Departmental Supplies	688	625	1,500	825	(45.0%)	0.1%
5225	Printing	4,695	4,000	4,100	3,343	(18.5%)	0.2%
5231	Bank Service Charge	158,185	128,950	112,000	115,000	2.7%	8.6%
5240	Assessments & Taxes	816	-	-	-	-	-
5265	Contributions to Service Agencies	74,441	75,092	75,092	75,092	-	5.6%
5267	UAD Loan Program	4,792	4,820	4,820	4,820	-	0.4%
5501	Telephone	4,284	4,200	4,349	4,300	(1.1%)	0.3%
Total Materials & Services		\$284,873	\$265,573	\$237,358	\$260,815	9.9%	19.5%
5611	Warehouse Services	\$2,378	\$2,000	\$2,200	\$2,200	-	0.2%
5621	Information Systems Allocation	19,308	19,728	19,728	19,632	(0.5%)	1.5%
5631	Insurance Allocation	22,620	20,072	20,072	15,660	(22.0%)	1.2%
5651	Building & Operations Allocation	149,432	176,507	166,478	200,882	20.7%	15.0%
Total Internal Services		\$193,738	\$218,307	\$208,478	\$238,374	14.3%	17.8%
Total Operating Expenditures		\$1,111,923	\$1,081,222	\$1,066,656	\$1,137,269	6.6%	85.0%
6141	Computer Equipment & Software	-	-	-	\$200,000	-	9.2%
Total Capital Projects & Equipment		-	-	-	\$200,000	-	9.2%
Total Expenditures		\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269	25.4%	100.0%
Source of Funds							
General Fund		\$926,788	\$887,402	\$860,481	\$1,116,449	29.7%	83.5%
Capital Improvement Fund		4,792	4,820	4,820	4,820	-	0.4%
Pension Trust		180,343	189,000	201,355	216,000	7.3%	16.2%
Total Sources		\$1,111,923	\$1,081,222	\$1,066,656	\$1,337,269	37.0%	100.0%

FINANCE: ACCOUNTING

GOAL

To maintain and control the general ledger, accounts payable and payroll, and to ensure accountability and timely provision of accurate financial information

INITIATIVES

- Cross training of staff functions to ensure proper process knowledge redundancy
- Uphold high accounting standards to ensure continued clean audit opinions
- Implement new accounting standards as issued by the Governmental Accounting Standards Board
- Document desk procedures for audit compliance
- Increase payroll and accounts payable efficiency by minimizing the number of paper checks issued and reissues due to errors

The Accounting Division's primary responsibilities are the maintenance and control of the general ledger, accounts payable and payroll, and to ensure accountability as well as the timely provision of accurate financial information. The Division is the liaison between the City and the external auditors, and works closely with Finance Administration to prepare the City's Comprehensive Annual Financial Report (CAFR). The Accounting Division participates in budget development by providing historical and projected financial and payroll information, issues standard monthly revenue and expenditure reports for internal customers, and generates reports required by external customers, including other governmental agencies, rating agencies and the public. In addition, the Division manages the City's grants and related projects in conjunction with other departments.

All City disbursements are the end product of accounts payable and payroll operations and are reflected by the biweekly generation of vendor and employee checks. The accounts payable processes include: maintenance of vendor files; disposition of purchase orders and coordination with the Purchasing (General Services) Division; assisting departments with queries and payment setup; and issuance of 1099 tax forms at year end. With the purchasing card (Pcard) program a continued reduction in number of accounts payable checks is anticipated. Payroll processes include: monitoring of the Fair Labor Standards Act; Federal and State tax requirements; calculation of deductions and benefits; direct deposit of payroll; issuance of W-2 tax forms; and implementation of labor agreement provisions.

The Division's accounting function involves the maintenance of the City's general ledger, including the generation and posting of journal entries, preparation of monthly and annual reports, and reconciliation of bank accounts. Specific responsibilities include preparation of State Controller's Reports, Streets and Highways Report, Proposition A and Proposition C Reports, submission of direct assessments to the county, and bond/ debt service accounting. In addition, accounting for Underground Assessment Districts involves maintenance of individual property assessments and bond balances.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Controller	1	1	1	1
Senior Accountant	-	1	1	1
Accountant	2	2	2	2
Total	3	4	4	4

Accounting	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Payroll checks direct deposit	9,079	9,267	9,200	92,300
# - Payroll checks reissued due to error	-	-	-	-
# - Accounts payable checks and wires	5,925	5,200	6,500	6,000
# - Accounts payable checks reissued due to error	-	47	-	-

Accounting Object	Description	2011-2012 Actual	2012-2013 Adopted	2012-2013 Y/E Est	2013-2014 Proposed	Var from FY 2013 Y/E	% of Total
4101	Salaries & Allowances	\$318,470	\$314,465	\$331,805	\$355,496	7.1%	60.9%
4103	Part-time Salaries	24,338	24,600	24,600	24,600	-	4.2%
4111	Overtime Regular Employees	2,827	500	1,000	1,000	-	0.2%
4201	Group Medical Insurance	33,227	38,563	39,659	38,388	(3.2%)	6.6%
4202	Medicare Contributions	3,076	3,264	3,201	3,685	15.1%	0.6%
4204	401A Plan City Contributions	7,513	7,928	7,928	9,113	14.9%	1.6%
4206	Medical Retirement Contributions	1,370	3,750	3,750	3,660	(2.4%)	0.6%
4211	PERS Regular Contribution	55,186	59,410	63,756	42,483	(33.4%)	7.3%
Total Salaries & Benefits		\$446,008	\$452,480	\$475,699	\$478,425	0.6%	81.9%
5101	Contract Services	\$11,750	\$1,700	\$2,700	\$15,000	455.6%	2.6%
5102	Contract Personnel	9,629	-	1,263	-	(100.0%)	-
5103	Audit Services	26,959	42,628	42,628	43,907	3.0%	7.5%
5202	Membership & Dues	300	250	300	300	-	0.1%
5203	Reference Materials	695	700	695	700	0.7%	0.1%
5204	Conferences & Meetings	-	1,500	4,415	3,800	(13.9%)	0.7%
5205	Training	234	400	300	400	33.3%	0.1%
5207	Advertising	84	150	340	350	2.9%	0.1%
5208	Postage	3,589	3,710	3,404	3,700	8.7%	0.6%
5217	Departmental Supplies	1,405	1,000	1,000	1,000	-	0.2%
5225	Printing	1,197	1,200	1,006	1,007	0.1%	0.2%
5501	Telephone	2,819	2,800	2,900	2,900	-	0.5%
Total Materials & Services		\$58,660	\$56,038	\$60,951	\$73,064	19.9%	12.5%
5621	Information Systems Allocation	\$19,308	\$19,728	\$19,728	\$32,720	65.9%	5.6%
Total Internal Services		\$19,308	\$19,728	\$19,728	\$32,720	65.9%	5.6%
Total Operating Expenditures		\$523,976	\$528,246	\$556,378	\$584,209	5.0%	100.0%
Source of Funds							
General Fund		\$523,976	\$528,246	\$556,378	\$584,209	5.0%	100.0%
Total Sources		\$523,976	\$528,246	\$556,378	\$584,209	5.0%	100.0%

FINANCE: REVENUE SERVICES

GOAL

To provide superior customer service and process utility billing, business licensing, citations, filming permits, cash receipts, account receivable billings and collections in a professional, effective and timely manner

INITIATIVES

- Provide e-commerce services through the new Electronic Bill Presentment Payment program (EBPP) for paperless bill delivery to water and refuse utility customers.
- Maintain department efficiency through automation and technology.
- Perform a new triennial comprehensive user fee and cost allocation study.
- Reduce costs through new merchant credit and debit card processing services.
- Implement new agreement and set terms for the City's new ambulance billing service vendor.
- Maintain a high percentage rate on collection from utility billing.

The Revenue Services Division administers the billing, cash controls and collection of direct City revenues, including: business licenses, miscellaneous accounts receivable, central cashing, animal licenses, parking citation payments, transient occupancy tax from hotels and vacation rentals, and residential/commercial water and refuse service billings. Revenue Services staff administers the taxi cab franchise program and motion picture film coordination within the City, and is responsible for the analysis and creation of the City-wide user fees and cost allocation plan which allows the City to recover costs for providing certain discretionary services. Revenue Services also coordinates the lease of City commercial parking lot spaces to local merchants, manages the residential overnight parking program and override parking programs available in the downtown residential and Mira Costa High School areas, and oversees the administration of the City's new "smart" parking meters which accept credit cards. The Division also submits the annual possessory interest report to the Los Angeles County Assessor.



In January 2013 Revenue Services successfully launched the new Electronic Bill Presentment and Payment program (EBPP). This new feature provides customers with an easy and cost-effective way for viewing utility billing statements, changing to paperless statements, keeping track of water and refuse utility bills, and making one-time or automatic recurring payments online. The new automatic recurring payment option allows automatic-payment through checking, savings and debit/credit card accounts.

In Fiscal Year 2013-2014, Revenue Services will initiate a new comprehensive user fee and cost allocation study. The study is conducted every three years to ensure that the City is accurately identifying and recovering costs for providing services. The user fees are evaluated and adjusted based on the direct and indirect costs associated with providing services. Revenue Services will also be upgrading a part-time Account Services Representative position to a full-time Senior Account Services Representative position. Reporting directly to the Revenue Services Manager, the position will perform functional and technical support in leading the workflow and cross training in Revenue Services.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2013-2014 Proposed
Full-Time Staffing				
Revenue Services Manager	1	1	1	1
Senior Account Services Representative	-	-	-	1
Account Services Representative I	5	5	5	5
Total	6	6	6	7

Revenue Services	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Annual number of customer cashier transactions	34,500	36,600	35,300	37,500
% - Monthly collection rate on residential utility bill	91%	93%	93%	95%
% - Monthly collection rate on commercial refuse bills*	n/a	91%	n/a	94%
# - Bi-monthly auto debit utility payments EBPP* (a)	n/a	n/a	n/a	1,500
# - Bi-monthly EBPP paperless customers*	n/a	n/a	n/a	1,750

* New for Fiscal Year 2013-2014

(a) Electronic Bill Presentment Program (EBPP) introduced in December 2012.

Revenue Services	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	\$356,283	\$338,973	\$363,659	\$427,985	17.7%	41.5%
4103 Part-time Salaries	36,287	35,389	36,300	-	(100.0%)	-
4111 Overtime Regular Employees	3,147	3,300	3,100	3,991	28.7%	0.4%
4201 Group Medical Insurance	70,834	77,529	78,267	85,331	9.0%	8.3%
4202 Medicare Contributions	5,591	5,609	5,585	6,464	15.7%	0.6%
4204 401A Plan City Contributions	3,954	3,939	3,939	4,528	15.0%	0.4%
4206 Medical Retirement Contributions	4,110	5,630	5,630	5,640	0.2%	0.5%
4211 PERS Regular Contribution	61,466	66,029	67,305	46,079	(31.5%)	4.5%
Total Salaries & Benefits	\$541,673	\$536,398	\$563,785	\$580,018	2.9%	56.2%
5101 Contract Services	\$110,389	\$118,240	\$105,483	\$161,120	52.7%	15.6%
5104 Computer Contract Services	161,862	172,550	146,248	166,350	13.7%	16.1%
5202 Membership & Dues	75	100	100	100	-	0.0%
5204 Conferences & Meetings	448	900	800	950	18.8%	0.1%
5207 Advertising	28	100	112	200	78.6%	0.0%
5208 Postage	36,485	34,130	33,828	34,120	0.9%	3.3%
5209 Tools & Minor Equip	286	300	200	250	25.0%	0.0%
5210 Computer Supplies & Software	-	-	-	16,000	-	1.6%
5212 Office Equip Maintenance	643	625	500	625	25.0%	0.1%
5217 Departmental Supplies	1,090	1,150	950	1,150	21.1%	0.1%
5225 Printing	7,626	6,800	6,500	6,800	4.6%	0.7%
5501 Telephone	3,213	3,130	3,242	3,250	0.2%	0.3%
Total Materials & Services	\$322,144	\$338,025	\$297,963	\$390,915	31.2%	37.9%
5611 Warehouse Services	\$1,472	\$1,300	\$1,100	\$1,300	18.2%	0.1%
5621 Information Systems Allocation	38,616	39,456	39,456	52,352	32.7%	5.1%
Total Internal Services	\$40,088	\$40,756	\$40,556	\$53,652	32.3%	5.2%
Total Operating Expenditures	\$903,906	\$915,179	\$902,304	\$1,024,585	13.6%	99.3%
6121 Machinery & Equipment	-	-	-	\$7,500	-	0.3%
Total Capital Projects & Equipment	-	-	-	\$7,500	-	0.3%
Total Expenditures	\$903,906	\$915,179	\$902,304	\$1,032,085	14.4%	100.0%
Source of Funds						
General Fund	\$903,906	\$915,179	\$902,304	\$1,032,085	14.4%	100.0%
Total Sources	\$903,906	\$915,179	\$902,304	\$1,032,085	14.4%	100.0%

FINANCE: GENERAL SERVICES

GOAL

To purchase and manage the acquisition of the City's materials and contracted services, and provide cost-effective agreements and contracts

INITIATIVES

- In line with the Information Systems Master plan, identify replacement options for an automated warehouse and auto parts inventory system as well as an automated fixed asset capitalization system
- Assist in the space planning and physical move of the Information Systems Division office

During Fiscal Year 2012-2013, General Services was tasked with procuring sixty-four replacement vehicles and equipment, and replaced forty-two. Of those vehicles, five are valued over \$100,000 including a combination sewer truck, sewer jetter truck, backhoe and two paratransit buses. Also during the fiscal year, General Services assisted several departments from specifications through closing paperwork on several grant funded purchases ensuing in \$10,000 from an AQMD (Air Quality Management District) local government match program for the purchase of a compressed natural gas van, and \$75,000 from the Department of Energy for energy efficient lighting for parking garages and downtown streetscape. Staff aided with several bids including an inmate phone system, the City employee Centennial float, Public Art consultant, Plan Check services, ambulance billing services and Traffic Engineering services. Due to staff's outreach efforts, there were six responses for every formal bid.

In Fiscal Year 2013-2014, General Services will focus on the acquisition of forty-four vehicle and equipment replacements. In addition, staff will continue with efforts on establishing and automating a calendar to better prioritize bids and requests for proposals on multi-year contracts for internal customers, as well as expanding the purchasing card (Pcard) program and replacing department credit cards with a Pcard for increased efficiency. Finally, staff will work on establishing a timeline and tasklist for a Finance Department workplan item, document management/imaging system.

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
General Services Manager	1	1	1	1
General Services Coordinator	1	1	1	1
Purchasing Clerk	1	1	1	1
Total	3	3	3	3

	2010-2011	2011-2012	2012-2013	2013-2014
General Services	Actual	Actual	Adopted	Proposed
Service Indicators & Statistics				
% - POs (<\$20k) processed within 5 business days	81%	72%	90%	90%
% - Warehouse orders processed & filled in 1 day	99%	97%	100%	100%
# - Number of quotes/bids processed or analyzed	360	416	300	400
\$ - Purchasing card (pcard) spent	726,765	997,391	880,000	1,000,000
# - Average number of responses for each formal bid*	n/a	n/a	n/a	7

* New for Fiscal Year 2013-2014

General Services		2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101	Salaries & Allowances	\$232,336	\$225,596	\$237,610	\$251,594	5.9%	41.0%
4103	Part-time Salaries	44	-	-	10,627	-	1.7%
4111	Overtime Regular Employees	(140)	100	197	1,289	554.3%	0.2%
4201	Group Medical Insurance	30,453	33,366	34,159	34,843	2.0%	5.7%
4202	Medicare Contributions	3,217	3,360	3,329	3,800	14.1%	0.6%
4204	401A Plan City Contributions	2,722	2,712	2,712	3,117	14.9%	0.5%
4206	Medical Retirement Contributions	2,053	2,810	2,810	2,760	(1.8%)	0.4%
4211	PERS Regular Contribution	37,801	39,705	38,495	27,358	(28.9%)	4.5%
Total Salaries & Benefits		\$308,486	\$307,649	\$319,312	\$335,388	5.0%	54.6%
5101	Contract Services	\$72,450	\$122,850	\$105,370	\$127,800	21.3%	20.8%
5202	Membership & Dues	330	515	515	515	-	0.1%
5204	Conferences & Meetings	2,088	2,695	1,049	2,695	156.9%	0.4%
5205	Training	85	300	200	320	60.0%	0.1%
5206	Uniforms/Safety Equip	624	777	700	1,090	55.7%	0.2%
5208	Postage	635	650	596	650	9.1%	0.1%
5211	Automotive Parts	25,114	25,000	23,000	25,000	8.7%	4.1%
5217	Departmental Supplies	253	660	275	275	-	0.0%
5222	Warehouse Purchases	86,385	82,345	82,345	82,345	-	13.4%
5225	Printing	42	-	-	-	-	-
5501	Telephone	1,071	1,100	1,139	1,100	(3.4%)	0.2%
Total Materials & Services		\$189,078	\$236,892	\$215,189	\$241,790	12.4%	39.4%
5611	Warehouse Services	\$5,545	\$5,070	\$5,740	\$5,740	-	0.9%
5621	Information Systems Allocation	19,308	19,728	19,728	26,176	32.7%	4.3%
5641	Fleet Rental Allocation	3,564	3,560	3,560	3,560	-	0.6%
5642	Fleet Maintenance Allocation	1,834	1,657	1,612	1,429	(11.4%)	0.2%
Total Internal Services		\$30,250	\$30,015	\$30,640	\$36,905	20.4%	6.0%
Total Operating Expenditures		\$527,814	\$574,556	\$565,141	\$614,083	8.7%	100.0%
Source of Funds							
General Fund		\$338,322	\$339,731	\$349,096	\$360,520	3.3%	58.7%
Building Maintenance & Operations Fund		189,492	234,825	216,045	253,563	17.4%	41.3%
Total Sources		\$527,814	\$574,556	\$565,141	\$614,083	8.7%	100.0%

FINANCE: INFORMATION SYSTEMS

GOAL

To promote integrated City-wide communications, provide innovative long term enterprise technology solutions, and support current and future technical needs through high quality, cost effective and timely information systems service, telecommunications and infrastructure; to coordinate and manage complete, timely and accurate geographic information system (GIS) data to support geographic data analysis in effective decision making within the organization.

INITIATIVES

- Implement the Information Systems Master Plan in alignment with City Council's Strategic Plan goals
- Plan for and promote e-Commerce, assuring it exists in a safe and stable environment
- Support the Open Government initiative by broadcasting City meetings on the City's website and local government cable channels, and implement further broadcast capabilities in other City locations
- Promote an e-Government plan, enhance the City's website, and use social media to further the goals of the City and the departments, where appropriate
- Provide City-wide information technology services in support of City departments' goals and initiatives
- Develop, maintain, and support the City's Geographic Information System (GIS) through continued update of GIS data and application enhancements

The Information Systems Division is committed to maintaining and improving operations, services and communications through technology, data and voice in support of the City's strategic and operational needs. As a central element of the organization, Information Systems provides support for the City's network environment, operating systems, office automation programs, telecommunication systems and audio-video services. Major activities include evaluation, configuration, and implementation of new technology; development of computer-related standards and policies; installation and maintenance of hardware, software, and network systems; management of voice and data Wide Area Network links; management and maintenance of City's cellular and telephone system serving all City office locations; coordination of technology and telecommunications equipment purchases and inventories; maintenance of the citywide Geographic Information System (GIS). Information Systems provides support of the City's cable broadcast of Time Warner Channel 8 and Verizon Channel 35. Information Systems is committed to improving the City's existing broadcast capabilities by extending the services to Public Safety Facility and Joslyn Center.

During the July 2012 Strategic Planning meeting, the City Council directed staff to develop a new Information Systems Master Plan, and suggested that staff consider utilizing an outside resource that would provide a broad and fresh perspective to augment that of City staff. Working with the vendor, Information Systems completed the Information Systems (IS) Master Plan which will guide the organization over the next five years in planning, procuring, implementing and managing current and future technology investments and resources. One of the recommendations in the IS Master Plan, is the consolidation of two part-time positions into one full-time position and the creation of one net new full-time position. Over the last several years, I.S. support and service scope increased (i.e. telecommunications, enterprise applications, broadcasting, etc.) without an addition in staff. As a result, the Division's budget includes an increase, accounting for the two additional full-time Information Systems Specialist positions (object 4101).

The City's website refresh will result in enhanced functionality, usability, and transparency by adding new features such as social media and citizen engagement. City Staff will continue efforts in building website content for improved serviceability and accessibility. Citizen Request System (CRM) has proven to streamline the service delivery to residents and staff providing an opportunity to initiate direct requests to Public Works and other City departments with 8280 external requests and 2162 internal requests for the last fiscal year. The City's e-Government plan remains centered on using the website to accelerate and streamline service delivery to citizens, reduce paperwork burdens, and apply best practices to improve government efficiency, effectiveness and accessibility to the public in a secure and stable environment.

Information Systems continues to ensure the integrity of the City's data and voice network by maintaining the City's infrastructure to accommodate technical advances and growth. The Division's budget includes expenditures to support the replacements of network servers, Cisco equipment, desktops, laptops and printers (objects 5210 and 6141).

	2010-2011	2011-2012	2012-2013	2013-2014
Full-Time Staffing	Actual	Actual	Adopted	Proposed
Information Systems Manager	1	1	1	1
Network Administrator	2	2	2	2
Information Systems Specialist	1	1	1	3
GIS Analyst*	-	-	-	1
GIS Technician*	-	-	-	1
Total	4	4	4	8

*GIS Analyst & Technician moved to Finance from Public Works beginning in Fiscal Year 2013-2014

Information Systems	2010-2011	2011-2012	2012-2013	2013-2014
Service Indicators & Statistics	Actual	Actual	Adopted	Proposed
# - Network Servers/Workstations/Printers Supported	413	414	408	419
# - Telephone Handsets and Mobile Phones Supported	449	448	448	448
# - Unique visitors on the Website	2,533,511	1,402,433	3,500,000	1,500,000
# - City meetings broadcasted	45	57	50	60
# - Website e-Notification Subscribers	n/a	1,787	2,200	2,250
# - Granicus internet viewers of City meetings	4,056	3,651	4,100	4,150
# - Service requests received (documented)*	5,944	7,037	n/a	7,100
# - Custom maps produced**	235	247	200	225
# - GIS Data Layers Added or Updated**	39	90	50	75

* New for Fiscal Year 2013-2014

** Beginning in Fiscal Year 2013-2014, GIS moved from Public Works to Information Systems

Information Systems	2011-2012	2012-2013	2012-2013	2013-2014	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Proposed	FY 2013 Y/E	Total
4101 Salaries & Allowances	401,625	399,240	413,201	749,334	81.3%	34.3%
4103 Part-time Salaries	97,499	99,371	84,302	24,480	(71.0%)	1.1%
4111 Overtime Regular Employees	10,676	22,470	12,477	24,605	97.2%	1.1%
4201 Group Medical Insurance	52,739	59,251	59,011	87,309	48.0%	4.0%
4202 Medicare Contributions	7,208	7,384	6,986	11,124	59.2%	0.5%
4204 401A Plan City Contributions	6,066	6,043	6,043	9,617	59.1%	0.4%
4206 Medical Retirement Contributions	2,746	3,750	3,750	5,460	45.6%	0.3%
4211 PERS Regular Contribution	70,617	77,553	75,238	78,592	4.5%	3.6%
Total Salaries & Benefits	\$649,176	\$675,062	\$661,008	\$990,521	49.9%	45.4%
5101 Contract Services	4,291	4,691	60,764	20,843	(65.7%)	1.0%
5104 Computer Contract Services	182,250	204,711	200,797	284,362	41.6%	13.0%
5202 Membership & Dues	490	1,075	1,130	1,580	39.8%	0.1%
5203 Reference Materials	219	200	265	270	1.9%	0.0%
5204 Conferences & Meetings	3,445	4,700	4,317	19,855	359.9%	0.9%
5205 Training	2,099	2,500	639	2,500	291.2%	0.1%
5210 Computer Supplies & Software	223,056	263,055	266,992	303,055	13.5%	13.9%
5212 Office Equip Maintenance	-	-	-	2,000	-	0.1%
5213 Computer Maintenance & Repairs	11,220	11,500	8,273	12,440	50.4%	0.6%
5217 Departmental Supplies	417	100	279	4,500	1512.9%	0.2%
5240 Assessments & Taxes	352	-	-	-	-	-
5501 Telephone	2,593	2,500	2,589	2,700	4.3%	0.1%
Total Materials & Services	\$430,431	\$495,032	\$546,045	\$654,105	19.8%	30.0%
5611 Warehouse Services	53	100	56	100	78.6%	0.0%
5651 Building & Operations Allocation	26,371	31,148	29,378	35,450	20.7%	1.6%
Total Internal Services	\$26,424	\$31,248	\$29,434	\$35,550	20.8%	1.6%
Total Operating Expenditures	\$1,106,031	\$1,201,342	\$1,236,487	\$1,680,176	35.9%	77.0%
6141 Computer Equipment & Software	136,234	333,310	362,388	502,000	38.5%	23.0%
Total Capital Projects & Equipment	\$136,234	\$333,310	\$362,388	\$502,000	38.5%	23.0%
Total Expenditures	\$1,242,266	\$1,534,652	\$1,598,875	\$2,182,176	36.5%	100.0%
Source of Funds						
General Fund	-	-	-	\$350,873	-	16.1%
Information Systems Fund	\$1,242,266	\$1,534,652	\$1,598,875	1,831,303	14.5%	83.9%
Total Sources	\$1,242,266	\$1,534,652	\$1,598,875	\$2,182,176	36.5%	100.0%



This Page Left Blank Intentionally