

City Council

Budget Study Session #4

Tuesday, May 28, 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
Mark Leyman, 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 here, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for citizen comments on the agenda 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 General Business agenda items which have not been introduced by 10:30 p.m. will be continued to the next Budget Study Session meeting on Thursday, May 16, 2013, 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 Tuesday, May 21, 2013, on the City's Website and on the bulletin boards of the City Hall and the Library.

Date: 05/21/2013 Signature: /s/ Liza Tamura

D. 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.

E. 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!

F. GENERAL BUSINESS

1. Fiscal Year 2013-2014 Budget Study Session #4
DISCUSS AND PROVIDE DIRECTION

[13-0296](#)**G. ADJOURNMENT****H. FUTURE MEETINGS****CITY COUNCIL MEETINGS**

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 (May Be Cancelled)
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

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

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

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: 5/28/2013

TO:

Honorable Mayor and Members of the City Council

THROUGH:

David N. Carmany, City Manager

FROM:

Bruce Moe, Finance Director
Henry Mitzner, Controller
Eden Serina, Budget Analyst

SUBJECT:

Fiscal Year 2013-2014 Budget Study Session #4
DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction on the Fiscal Year 2013-2014 Operating Budget.

FISCAL IMPLICATIONS:

The Fiscal Year 2013-2014 Proposed Operating Budget projects revenues of \$112.9 million in revenues and \$127.2 million in expenditures across all funds. This includes \$100.2 million in operating expenditures \$27.0 million in capital expenditures.

BACKGROUND:

The City Council has discussed the FY2013-2014 budget on four occasions thus far, including an introduction and overview on May 7, 2013, and three budget study sessions on May 9, 14, and 16. At the study sessions, operating departments presented their budget plans and described the funding requirements needed to meet service level demands. Public input was received at each meeting. At the May 16, 2013, study session, City Council directed that an additional meeting be scheduled for May 28, 2013, in the City Council Chambers for the purpose of discussing the community's budget priorities and how funds should be allocated in the FY2013-2014 budget.

DISCUSSION:

With the departmental presentations completed, the City Council now must discuss and provide direction to City staff on any desired changes to the Proposed Budget. Those changes, once agreed upon by a majority of the City Councilmembers, will be incorporated

into the final budget presented for City Council adoption, currently scheduled for June 4, 2013.

Staff has the ability to perform “what-if” calculations at this study session so that the effects of proposed changes may be understood before giving final direction.

The following is a listing of City Council direction thus far:

Service indicators and performance measures need to be improved upon

Response: Staff will upgrade where possible and include in the Adopted Budget. Additional improvements will be made for the Fiscal Year 2014-2015 budget.

Provide more justification for new employees

Response: Staff provided City Council with the documents utilized to request the staffing, and has posted those documents to the City’s website at <http://www.citymb.info/Index.aspx?page=146>

Provide data on surplus vehicles sold

Response: Staff provided City Council with the document, and has posted it to the City’s website at <http://www.citymb.info/Index.aspx?page=146>

Provide ten years of expenditures and five years of budget detail for contract services and legal services line items

Response: Staff provided City Council with the documents, and has posted it to the City’s website at <http://www.citymb.info/Index.aspx?page=146>

Provide analysis of payback on new technology parking meters

Response: Staff will perform an analysis and provide to the City Council as soon as possible

Provide City Council with an agenda report regarding a “Fab Lab”

Response: Staff will provide information on an upcoming agenda

Increases in headcount should be footnoted in the budget and described in the narratives

Response: Will be included in the Adopted Budget

Provide report on grant funding efforts

Response: Staff will collect the data and provide a report on an upcoming agenda

Adjust graphs at the beginning of each department to reflect capital expenditures

separately

Response: Staff reviewing options for publication of the Adopted Budget

Add explanation of Fire Department overtime to budget document

Response: Staff will include in Adopted Budget

Include discussion regarding CERT vehicle housing in Capital Improvement Plan

Response: Discussion will be part of the CIP process which begins in summer

Footnote the public service agencies receiving City support (formerly funded by Community Development Block Grant Funds)

Response: Staff will include in Adopted Budget (space permitting)

Provide staff time and resources dedicated to meeting broadcast duties. Consider contracting service

Response: Staff will analyze and prepare a report

Promote the e-notification subscription service

Response: Staff will include in future utility bill mailings and highlight on the City's webpage

Provide monthly Information Systems Master Plan updates to the City Council

Response: Will provide updates

Provide data on small dollar credit card purchases

Response: Staff will review options and methods for presenting the data

Research possibility of posting City Council meeting agendas, minutes and staff reports dated 2005 and earlier to City website

Response: Will analyze as part of the new Document Management Systems in the Information Systems Master Plan

CONCLUSION:

Staff recommends that the City Council discuss and provide direction on the Fiscal Year 2013-2014 Operating Budget.

For FY2014-2015, there are several comments:

1. Greater emphasis on performance measurement and customer service measures.
2. More vertical alignment of strategic planning process and budget process to ensure that

the decision are a) clearly related to and advance the mission of the organization, b) based on appropriate information about needs, alternatives and impacts; and c) reached in a legitimate way by the City Council with broad-based participation of all those affected.

3. Develop stronger approaches to expanded resident engagement including a) service level choices such as street lighting, NPDES compliance and capital improvements, b) fostering involvement by a broad range of residents; and c) a media and social media strategy.