

## City Council Study Session

**Adjourned Regular Meeting - Budget Study Session #3**

**Tuesday, May 31, 2016**

**6:00 PM**

**City Council Chambers**



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

### Executive Team

Mark Danaj, City Manager  
Quinn Barrow, City Attorney

Robert Espinosa, Fire Chief  
Teresia Zadroga-Haase, Human Resources Director  
Eve R. Irvine, Police Chief  
Mark Leyman, Parks & Recreation Director  
Bruce Moe, Finance Director  
Sanford Taylor, Information Technology Director

Nadine Nader, Assistant City Manager  
Tony Olmos, Public Works Director  
Liza Tamura, City Clerk  
Marisa Lundstedt, Community  
Development Director

### **MISSION STATEMENT:**

**The City of Manhattan Beach is recognized for providing exemplary municipal services and contributing to the exceptional quality of life afforded to residents, businesses and visitors who enjoy living in and visiting California's safest beach community**

**May 31, 2016**

**City Council Meeting Agenda Packet**

<b>Agenda Item No.</b>	<b>Starting Page</b>	<b>Ending Page</b>
AGENDA	1	6
1	7	20
2	21	35

## 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 on the agenda under "Public Comment on Non-Agenda Items", at which time speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the legislative body, 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](http://www.citymb.info), 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.*

*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 Thursday, May 26, 2016, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.*

### **D. PUBLIC COMMENTS (2 MINUTES PER PERSON FOR ONE ITEM, A MAXIMUM OF 5 MINUTES IF A SPEAKER WANTS TO COMMENT ON MORE THAN ONE ITEM)**

*THIS IS YOUR OPPORTUNITY TO COMMENT ON ANY ITEM ON THE AGENDA THAT IS NOT A PUBLIC HEARING, AS WELL AS ANY ITEM THAT IS WITHIN THE SUBJECT MATTER JURISDICTION OF THE CITY COUNCIL. The Mayor may determine whether an item is within the subject matter jurisdiction of the City Council. 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, the item(s) you would like to offer public comment, and returning it to the City Clerk.*

**E. NEW BUSINESS**

1. Budget Study Session #3: Fiscal Year 2016/17 and 2017/18 Biennial [16-0293](#)  
Operating Budget (Finance Director Moe)  
**DISCUSS AND PROVIDE DIRECTION**

**Attachments:** [Attachment 1 - Budget Study Session #2 Questions](#)  
[Attachment 2 - Metlox Operational Costs](#)  
[Attachment 3 - Risk Pool Recapitalization Assessment Projections](#)  
[Attachment 4 - Downtown Strategic Plan Project Costs/Sepulveda Projections](#)  
[Attachment 5 - Past public service agency contributions](#)  
[Attachment 6 - Professional Contractual Services \(FY2014-2015 and FY2015-2\)](#)  
[Attachment 7 - Full Time Position Reconciliation - FY 12/13 through FY14/15](#)  
[Attachment 8 - Effects of Storm Water Subsidies on General Fund](#)

2. Presentation of Information Technology Department Functional Structure [16-0299](#)  
(Information Technology Director Taylor)  
**RECEIVE REPORT**

**Attachments:** [Presentation of IT Department Proposed Reorganization](#)

**F. OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS, FUTURE DISCUSSION ITEMS****G. ADJOURNMENT****H. FUTURE MEETINGS****CITY COUNCIL MEETINGS**

*June 7, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*June 21, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*July 5, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*July 19, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*Aug. 2, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*Aug. 16, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*Sep. 6, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*Sep. 20, 2016 – Tuesday -- 6:00 PM - City Council Meeting*  
*Oct. 4, 2016 - Tuesday -- 6:00 PM - City Council Meeting*  
*Oct. 18, 2016 - Tuesday -- 6:00 PM - City Council Meeting*  
*Nov. 1, 2016 - Tuesday -- 6:00 PM - City Council Meeting*  
*Nov. 15, 2016 - Tuesday -- 6:00 PM - City Council Meeting*

**BOARDS, COMMISSIONS AND COMMITTEE MEETINGS**

*June 8, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting*  
*June 13, 2016 - Monday - 6:30 PM - Library Commission Meeting*  
*June 14, 2016 - Tuesday - 6:00 PM - Cultural Arts Commission*  
*June 16, 2016 - Thursday - 8:30 AM - Finance Subcommittee Meeting*  
*June 22, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting*  
*June 23, 2016 - Thursday - 6:30 PM - Parking & Public Improvements Commission Meeting*  
*June 27, 2016 - Monday - 6:30 PM - Parks and Recreation Commission Meeting*  
*July 11, 2016 - Monday - 6:30 PM - Library Commission Meeting*  
*July 12, 2016 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting*  
*July 13, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting*  
*July 25, 2016 - Monday - 6:30 PM - Parks and Recreation Commission Meeting*  
*July 27, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting*  
*August 8, 2016 - Monday - 6:30 PM - Library Commission Meeting*  
*August 9, 2016 - Tuesday - 6:00 PM - Cultural Arts Commission Meeting*  
*August 10, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting*  
*August 15, 2016 - Thursday - 8:30 AM - Finance Subcommittee Meeting*  
*August 22, 2016 - Monday - 6:30 PM - Parks and Recreation Commission Meeting*  
*August 24, 2016 - Wednesday - 6:30 PM - Planning Commission Meeting*  
*August 25, 2016 - Thursday - 6:30 PM - Parking & Public Improvements Commission Meeting*

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

**CITY HOLIDAYS**

- Jul. 4, 2016 - Monday - Independence Day*
- Sep. 5, 2016 - Monday - Labor Day*
- Oct. 10, 2016 – Monday – Columbus Day*
- Nov. 11, 2016 – Friday – Veterans Day*
- Nov. 24-25, 2016 - Thursday & Friday - Thanksgiving Holiday*
- Dec. 26, 2016 - Monday - Christmas Day*
- Jan. 2, 2017 – Monday – New Years Day*
- Jan. 16, 2017 – Monday – Martin Luther King Day*
- Feb. 20, 2017 - Monday - Presidents Day*

**CITY OFFICES CLOSED ON FOLLOWING ALTERNATIVE FRIDAYS:**

- June 10, 2016 - Friday*
- June 24, 2016 - Friday*
- July 8, 2016 - Friday*
- July 22, 2016 - Friday*
- Aug. 5, 2016 - Friday*
- Aug. 19, 2016 - Friday*
- Sep. 2, 2016 - Friday*
- Sep. 16, 2016 - Friday*
- Sep. 30, 2016 - Friday*
- Oct. 14, 2016 - Friday*
- Oct. 28, 2016 - Friday*
- Nov. 11, 2016 - Friday*
- Nov. 23, 2016 - Friday*
- Dec. 9, 2016 - Friday*
- Dec. 23, 2016 - Friday*

**Agenda Date:** 5/31/2016

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Bruce Moe, Finance Director  
Henry Mitzner, Controller  
Libby Bretthauer, Financial Analyst

**SUBJECT:**

Budget Study Session #3: Fiscal Year 2016/17 and 2017/18 Biennial Operating Budget  
(Finance Director Moe)

**DISCUSS AND PROVIDE DIRECTION**

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**RECOMMENDATION:**

Staff recommends that the City Council discuss and provide direction on the FY 2016-2017/2017- 2018 Biennial Operating Budget.

**FISCAL IMPLICATIONS:**

The City's fiscal year 2016-2017 Proposed Budget includes expenditures across all funds totaling \$114,280,733. The General Fund is balanced with revenues of \$67,822,465 and expenditures of \$67,250,989 resulting in a projected surplus of \$571,476. These funds are available for further allocation (one-time and on-going) by the City Council.

The Proposed fiscal year 2017-2018 Budget includes expenditures across all funds totaling \$133,108,379. The General Fund is balanced with revenues of \$70,233,976 and expenditures of \$69,607,107 resulting in a projected surplus of \$626,869. These funds are also available for further allocation (one-time and on-going) by the City Council.

Please note that all annual surpluses and estimated fund balances listed in the Budget and Five Year Forecast include up-to-date pension rate projections presented on May 3rd.

**BACKGROUND:**

The City's Proposed Budget is available on the City's website at:

[www.citymb.info/ProposedFY17BiennialBudget](http://www.citymb.info/ProposedFY17BiennialBudget)

Budget presentations and other documents are also available on the City's website at:

[www.citymb.info/city-services/finance/budget-and-accounting/2016-2018-budgetdevelopment](http://www.citymb.info/city-services/finance/budget-and-accounting/2016-2018-budgetdevelopment)  
<<http://www.citymb.info/city-services/finance/budget-and-accounting/2016-2018-budgetdevelopment>>

The City Council held Budget Study session #1 on May 5, 2016. At that time, staff presented an overview of the budget, including highlights of major service level changes, staffing adjustments and fiscal changes within departments. Questions and comments were received from the Community as well as from the City Council. Staff was instructed to compile a list of open questions and answers from that meeting, as well as any that may be received prior to Budget Study Session #2.

On May 23rd, Budget Study Session #2 was held at which time the questions and answers from Study Session #1 were reviewed. Department Heads presented information on the new positions requested as well. Additional questions and requests for information were received at Study Session #2, with answers being provided in this staff report.

#### **DISCUSSION:**

Attachment #1 is a list of open questions from Budget Study Session #2 as well as subsequent questions received. Answers, comments and reference links are provided for each open item on that list. Additional information, where warranted, is provided below. Staff will be available to answer further questions during Study Session #3.

#### ***Metlox Operational Costs***

As a follow up to a request originally received in Budget Study Session #1, staff is providing the budgeted operational costs for the Metlox Plaza for FY 2016/2017 (\$174,277). These are listed on Attachment #2. Staff had previously provided the budgeted ground lease payment revenues which total \$490,000 in FY16/17.

#### ***Downtown Specific Plan***

Another request at Budget Study Session #2 was for the total costs related to the Downtown Specific Plan preparation, including staff time, banners, fliers, and consultants. The request also includes the incremental costs related to bringing the General Plan into conformance with the new Downtown Specific Plan and the Local Coastal Program. Finally, the cost of the 1996 Downtown Strategic Plan, stated in 2016 dollars, was requested. This information is included in this report as Attachment #4.

#### ***Professional Contractual Services***

In response to a request regarding the contractual professional services listing provided at Budget Study Session #2, Attachment #6 now lists payments to contractors in FY 2014-2015 and FY 2015-2016 (to date) sorted by contractor category (e.g., Financial Advisory, Management Consultant, Construction Management/Design, etc.). As evidenced by the descriptions, these contractors perform a variety of activities that outsource and supplement efforts required of our workforce, or have skillsets outside that required and possessed by our employees. This is a cost effective use of City funds as it allows us to access these special skills without the on-going cost of maintaining additional employees for these



purposes. All-in-all, these services represented 2.5% of the total Citywide budget in FY 2014-2015.

### ***Full Time Position Reconciliation***

For Budget Study Session #2, a reconciliation of position changes from FY 2015/2016 through FY 2017/2018 was included as Attachment #3. A request was made to expand that list to include fiscal years 2012/13, 2013/14, and 2014/15. That list is provided as Attachment #7.

### ***Older Adults Coordinator/BCHD Grants***

Staff was directed to follow up on grant opportunities with Beach Cities Health District (BCHD) for funding the Older Adults Coordinator position. Although they support the Older Adults program and the new position, BCHD responded that they are not currently in a financial position to help fund a position. However, they are pleased that we have such a strong cooperative relationship and that they are able to offer so many programs that benefit the older adult residents.

Staff also reviewed other grant opportunities with BCHD. While the City is not eligible to receive community micro grants, we do receive indirect benefits from BCHD funding of community projects through Leadership Manhattan Beach, Rotary Club, etc. Further, although BCHD does not provide a specific grant to Manhattan Beach, they fund a number of programs that would otherwise have to be paid through the City's general fund. These programs include:

#### ***Health and Wellness Classes***

**Agility, Balance and Coordination:** Class meets three times per week. Each class session is 10 weeks long and averages 15-20 attendees. The class addresses the major health issue of older adults.

**Mindfulness:** Weekly program that helps with stress by training one's attention to remain in the present moment. It is a one hour program every Thursday and averages 20-30 participants.

**Tai Chi:** The weekly Tai Chi on Fridays at Joslyn averages 25-30 participants and is free. An additional, late afternoon Tai Chi program will begin in June.

#### ***Short-Term Programs***

**January 2015 - Diabetes Management Program:** Free, six 2 ½ hour workshops to help those with Type 2 diabetes better manage symptoms and lessen impacts on life.

**January 2016 - Healthier Living:** Free, six 2 ½ hour interactive workshops to help those with ongoing health conditions, and family members or friends managing those conditions and lessen the impacts on lives. There were 13 participants. Healthier Living will be offered again at Joslyn Center in September, 2016.

#### ***Special Projects***

**October, 2015 - Through Community Emergency Response Team (CERT), purchased**

emergency kits to distribute to older adults as part of "Emergency Preparedness" Dine 'n Discover.

March, 2016 - Purchased Five Wishes booklet for all "Live Well, Die Well" Dine 'n Discover attendees with care managers in attendance to assist. There were 140 participants.

**Care Manager:**

The Care Manager attends the weekly Lunch Bunch and provides information and assistance to older adult and disabled residents. This weekly attendance allows the older adults to know the Care Manager and be able to approach her when there are problems. BCHD covers staffing for a full-time equivalent position focusing on Manhattan Beach which provides a conduit for information and referral, in-home assessments to provide linkages to services to keep dependent and older adults in their home safely. Included are: case management, errand volunteer program, peer counseling, support groups, conversation companion program, in-home exercise programs, and friendly visits. The City contributes \$37,000 towards the position, and the balance is funded through BCHD.

**Management Analyst - Information Technology**

During the discussion on positions, the City Council requested more information regarding Information Technology staffing and assignments. The Budget Study Session #3 agenda includes a separate report on this topic.

Other requests for which attachments are provided include:

- #3 - Risk pool recapitalization projections
- #5 - List of past public service agency contributions
- #8 - Effects of Storm Water subsidies on the General Fund

While staff has made every effort to provide responses to all questions from Budget Study Session #2 in this report, some information was not available in time for the agenda publication deadline for Budget Study Session #3. This information will be provided as soon as it is available, up to and including at Study Session #3:

- The effects of a 4% discount rate on pension contribution rates and unfunded liabilities; comparisons to other agencies

Study Session #2 included several future discussion items for which the following tentative schedule has been established and added to the City Council tentative agenda:

- Revenue measure review (July 2016)
- Pension Stabilization Trust (August 2016)
- Non-profits - policy and process (August 2016)
- Detailed analysis of risk pool (ICRMA) and alternatives (September 2016)
- Environmental programs update (September 2016)
- Older Adult programs update (October 2016)

**PUBLIC OUTREACH/INTEREST:**

Further questions and comments may be sent to [Budget@citymb.info](mailto:Budget@citymb.info)  
<<mailto:Budget@citymb.info>>.

**ENVIRONMENTAL REVIEW:**

Not Applicable.

**LEGAL REVIEW:**

Not Applicable.

**ATTACHMENTS:**

1. Budget Study Session #2 Questions
2. Metlox Operational Costs
3. Risk Pool Recapitalization Assessment Projections
4. Downtown Strategic Plan Project Costs/Sepulveda Projections
5. Past public service agency contributions
6. Professional Contractual Services (FY2014-2015 and FY2015-2016 To Date)
7. Full Time Position Reconciliation - FY 12/13 through FY14/15
8. Effects of Storm Water Subsidies on General Fund

**Budget Study Session #2 Questions  
May 23, 2016**

**Attachment #1**

1.	Request for Metlox expenses to determine profitability.	See Attachment #2 – Metlox Budgeted Maintenance Costs 2017.
2.	Request for Bartel to provide written response to 4% question and comparisons to other agencies.	Written response will be provided prior to Study Session on Tuesday, May 31.
3.	Request for information on recapitalization charges for 17-18 and future years.	See Attachment #3 – ICRMA Risk Program Estimates 16-17 Baseline Projections.
4.	Request for five year projection on West Basin operational cost increases. (Note: Does not include Desalination plant)	West Basin projects 5% increases in fiscal years 2018-19, 2019-20, and 2020-21.
5.	Request for total cost of Downtown Specific Plan, including staff time, banners, fliers, consultants, etc. Would like 1) “all-in” cost to date, and 2) incremental costs related to City’s General Plan to conform to DT Specific Plan and LCP. Also compare 1996 cost of DT Strategic Plan in today’s dollars.	See Attachment #4 – Downtown Strategic Plan (DTSP) Sepulveda Cost Comparison.
6.	Request list of agencies previously receiving block grants and amounts.	See Attachment #5 – Service Agency Contributions FY2012 – FY2014.
7.	Request Attachment 2 list to be sorted by category (legal services, recruitment services, engineering, construction management, etc.)	See Attachment #6 – Consultant List by Category 2016.
8.	Review grant opportunities with BCHD and request BCHD to fund the Older Adults Coordinator position.	Information included in Staff Report.
9.	Request for history of Information Technology division, functions of each position, and vision going forward.	See separate agenda item “Presentation of Information Technology Department Functional Structure.”
10.	Request for Attachment 3 for Fiscal Years 12-13, 13-14, 14-15.	See Attachment #7 – Position Changes in FY 2013, FY 2014 and FY 2015.
11.	Request for FY18 Operating Budget impact if assumed Stormwater funding is backed out.	See Attachment #8 – Effect of Storm Water Subsidies on General Fund.

## METLOX MAINTENANCE COSTS

	Description of Contract Labor or Materials	Metlox Plaza Maintenance	Metlox Parking Maintenance	Metlox Supplementals
1	Metlox monthly sweeping.	-	3,856	
2	Metlox Lot Pressure washing Charge.	-	9,150	
3	Contract extras (plant replacements).	11,025		
4	Metlox - Plaza (steam, custodial, escalators, elevators, stairwells).	65,578		
5	Misc. Plaza extras Metlox	2,444		
6	Metlox - Fire monitoring (LOGIX).	200	2,660	
7	Metlox - Fire sprinkler controls (hardware and software) - National Fail Safe Test Elevators.	5,904	1,000	
8	Metlox - Fire sprinkler plumbing inspection -COSCO DCS- Testing RLH Fire Sprinkler Systems Increased State test requirements.~ Add required testing and calibration of CO sensors that control air quality fans and sensor failure contingency.	1,000	7,273	
10	Metlox - Annex office and restroom janitorial per CleanStreet contract.	142	3,000	
11	Metlox - Annual pressure test, inspection and fees for elevator - AMTECH.	3,708		
12	Metlox - Annual escalator inspection - AMTECH.	6,033		
13	Metlox- Emergency and inspection generated escalator/elevator calls for repair and code upgrades.	7,875		
14	Metlox - Escalator/Elevator maintenance.	41,754		
15	Pressure washing charge for Lot M	-	8,654	
16	Contract Electrician - Metlox Plaza Fountain Electrical Repairs and Upgrades.	3,000		
17	Contract Electrician - Metlox Plaza Lighting Electrical Repairs and Upgrade.	4,500		
18	Contract Electrician - Metlox Parking Level Lighting Electrical Repairs and Upgrades.	-	6,000	
19	Fountain Maintenance at Civic Center Plaza and Metlox Plaza: Special Cleanings, Extra	6,160	2,000	
21	Metlox Plaza Pest Control Service.	4,054		
22	Sewer and storm water sump pump service/maintenance. Monthly service for the following locations: ~ Metlox (4)~ Metlox (4)	1,000	1,500	
23	Yearly sewer and storm sump maintenance drain, clean and check connections for the following locations: ~ Metlox (2)	500	1,000	
24	CM Approved Supplemental: Metlox Fountain Resurfacing	-		43,000
25	CM Approved Supplemental: Metlox Kiln Modification (Metlox LLC to contract work and City split cost 50%/50%). \$5,900 is City share.	-		5,900
27	Metlox Plaza Fountain Electrical Repairs and Upgrades:~ Electrical Controls (\$2,200) - Fountain Lighting -2500	4,700		
28	Metlox Plaza Lighting Electrical Repairs.	1,200		
29	Metlox Parking Level Lighting Electrical Repairs/Upgrades.	-	7,200	
30	Fountain Maintenance at Metlox Plaza: Special Cleanings, Extra Maintenance/Repairs:~ Membrane Filters (\$800) - Pumps (\$4,000) - UV Filters (\$400)	3,500		
35	CM Approved Supplemental: Metlox Furniture Replacment (50% City / 50% Metlox LLC Cost	-	-	16,780
		<b>174,277</b>	<b>53,293</b>	<b>65,680</b>

Costs are pulled from the 2016-2017 budget. The parking lot costs do not include any materials, labor or fees related to parking meters.

No City labor has been captured for the Plaza or the Parking Lot.

Assessment/Recapitalization Fee Projection Summary

	2016/17	2017/18	2018/19	2019/20	2020/21	Total
GL Assessment	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 400,000.00
GL Recapitalization Fee	\$ -	\$ 59,040.00	\$ 60,220.80	\$ 61,425.22	\$ 62,653.72	\$ 243,339.74
WC Recapitalization Fee	\$ -	\$ 16,720.00	\$ 17,054.40	\$ 17,395.49	\$ 17,743.40	\$ 68,913.29
<b>Total</b>	<b>\$ 80,000.00</b>	<b>\$ 155,760.00</b>	<b>\$ 157,275.20</b>	<b>\$ 158,820.71</b>	<b>\$ 160,397.12</b>	<b>\$ 712,253.03</b>

Note: There are measures being considered by the Risk Pool (ICRMA) that may reduce or eliminate some the of recapitalization costs. However, these measures would likely increase excess coverage insurance premiums.

Recapitalization fees are calculated based on premium amount, premium assumptions are those used in the 5 year Budget Forecast.

## Downtown Strategic Plan Project Costs and Projected Sepulveda Plan for Comparison

### Urban Land Institute & Downtown Specific Plan

ULI National Panel Services	\$125,000
ULI (Visioning week expenses)	\$10,000
PMC/MBI Shadowing (ULI)	\$19,999
PMC/MBI Contract for DTSP	\$297,353
Outreach (Banners, flyers, Ads, Misc)	<u>\$6,200</u>
Subtotal	\$458,552

### Staff Support

Sr. Management Analyst	\$308,256
Assistant Planner	\$52,562
Planning Manager	\$102,473
Community Development Director	\$70,928
Traffic Engineer	<u>\$15,503</u>
Subtotal	\$549,722

### General Plan/Local Coastal Program Conformance

Consultant (16 hrs per wk @ \$120.00 for 1 year)	\$100,000
Planning Manager (5% for 1 year = 104)	<u>\$17,079</u>
Subtotal	\$117,079

### **Downtown Specific Plan Total Project Cost** **\$1,125,353**

### Sepulveda Specific Plan Projections

Plan Development	\$600,000
Environmental	\$600,000
Outreach (Materials and Facilitator)	\$150,000
Staffing a Consultant (\$250,000 year for 4 years)	<u>\$1,000,000</u>
Subtotal	\$2,350,000

### Staff Support

Senior Management Analyst	\$102,752
Associate Planner	\$169,503
Planning Manager	\$136,631
Community Development Director	\$70,928
Traffic Engineer	<u>\$186,039</u>
Subtotal	\$665,854

### **Sepulveda Total Project Cost** **\$3,015,854**

1996 Downtown Strategic Plan Cost (including Parking Management Study) - 1996 Costs	\$237,000
1996 Downtown Strategic Plan Cost (including Parking Management Study) - 2016 Dollars	\$362,610

<u>Organization</u>	<u>FY2011/2012</u>	<u>FY2012/2013</u>	<u>FY2013/2014</u>
1736 Family Crisis Center	\$ 21,311	\$ 12,734	\$ -
South Bay Family Healthcare Center	\$ 16,072	\$ 9,603	\$ -
South Bay Center for Counseling	\$ 13,320	\$ 7,959	\$ -
South Bay Children's Health Center	\$ 23,506	\$ 2,812	\$ -
South Bay Adult Care Center	\$ 1,243	\$ 743	\$ -
Salvation Army	\$ 3,108	\$ 1,857	\$ -
Project Touch	\$ 2,220	\$ 1,326	\$ -
Cancer Support Community (aka Wellness Community)	\$ 1,243	\$ 743	\$ -
Beach Cities Health District Care Management	<u>\$ 37,315</u>	<u>\$ 37,315</u>	<u>\$ 37,315</u>
Total Budgeted Allocation	\$ 119,338	\$ 75,092	\$ 37,315

**Note:**

Contributions to all organizations were discontinued in FY 13/14 (with the exception of BCHD which has continued at the same level). This coincided with the termination of the City's ability to exchange Community Development Block Grant Funds for unrestricted General Funds which were then used to fund the service organizations.



**CITY OF MANHATTAN BEACH  
PROFESSIONAL CONTRACTUAL SERVICES  
FY2014-2015 / FY2015-2016**

Vendor #	Contractor Name	Description	Category	FY 2014-2015 Full Year	FY 2015-2016 Year-to-Date
33580	AC MARTIN PARTNERS INC	Architect Design of Admin Office	Architect	\$ 12,062	\$ 12,703
34161	NONZERO ARCHITECTURE	Architect Pier Rehab	Architect	\$ 24,136	\$ 112,505
11782	LANCE SOLL & LUNGHARD LLP	External Audit Firm	Audit	\$ 44,620	\$ 55,609
30023	STANTEC	Construction Design Skate Board Park	Construction Management/Design	No Payment	No Payment
30973	WALLACE & ASSOCIATES	Construction Management	Construction Management/Design	\$ 187,804	\$ 12,863
30518	ANDERSONPENNA	Construction Management & Inspection	Construction Management/Design	No Payment	\$ 13,890
34713	CIVILSOURCE	Construction Management & Inspection	Construction Management/Design	No Payment	\$ 215,191
12112	PSOMAS	Construction Management & Inspection	Construction Management/Design	No Payment	\$ 77,147
29686	DAVID T HAMILTON & ASSOC INC	Engineering City Yard Cover	Engineering	\$ 37,216	\$ 87,470
20827	HARRIS & ASSOCIATES INC	Engineering Consultant	Engineering	\$ 38,927	\$ 61,857
27317	AKM ENGINEERING	Engineering Services	Engineering	\$ 81,397	\$ 26,460
33396	HAZEN AND SAWYER PC	Engineering Services	Engineering	\$ 40,154	\$ 13,967
34739	PENCO ENGINEERING	Engineering Services	Engineering	No Payment	\$ 78,073
34786	TRANSTECH	Engineering Services	Engineering	No Payment	\$ 34,862
17072	ADVANCED APPLIED ENGRG INC	Engineering Sewer Rehabilitation	Engineering	\$ 7,030	\$ 6,225
34835	QUANTUM QUALITY CONSULTING INC	Engineering Storm Drain	Engineering	No Payment	\$ 9,921
30558	ITERIS INC	Traffic Engineering	Engineering	\$ 23,455	\$ 14,542
20060	WILLDAN INC	Traffic Engineering	Engineering	\$ 109,247	No Payment
34016	ALBERT GROVER AND ASSOCIATES	Traffic/CIP Street Design	Engineering	\$ 2,320	\$ 8,121
24958	KATHLEEN MCGOWAN	NPDES Consultant	Environmental	No Payment	\$ 58,625
26416	GEOSYNTEC CONSULTANTS INC	NPDES Consulting	Environmental	\$ 39,833	\$ 19,121
33086	LAURAMECOY COMMUNICATIONS	Public Communication - Breathe Free MB	Environmental	\$ 9,037	No Payment
19280	H F & H CONSULTANTS LLC	Refuse/Environmental Consulting	Environmental	\$ 5,533	\$ 4,053
13156	JOHN L HUNTER AND ASSOC INC	Restaurant Inspection Services	Environmental	\$ 6,033	\$ 28,114
11596	HDL COREN & CONE	Analysis of property tax	Financial Advisory	\$ 12,314	\$ 9,666
11625	HINDERLITER DE LLAMAS & ASSOC	Analysis of sales tax	Financial Advisory	\$ 14,472	\$ 8,158
34949	MGT OF AMERICA	Consulting Services SB 90 Claims	Financial Advisory	No Payment	\$ 12,200
34721	CBRE INC	Hotel Market Study	Financial Advisory	No Payment	\$ 15,594
35028	TOTAL COMPENSATION SYSTEMS	Other Post Employment Benefits Actuarial Services	Financial Advisory	No Payment	\$ 2,550
30046	BARTEL ASSOCIATES	Pension Actuarial Services	Financial Advisory	No Payment	\$ 7,675
15657	KEYSER MARSTON ASSOCIATES INC	Real Estate Development Economic Analyses	Financial Advisory	No Payment	\$ 30,653
33055	MATRIX CONSULTING GROUP LTD	User Fee & Cost Allocation Study	Financial Advisory	No Payment	No Payment
30611	STEVEN TILLMANN	Finger Print Identification	Investigation Services	\$ 38,000	No Payment
13577	JENKINS	Legal Services	Legal Services	\$ 4,275	\$ 1,350
11811	LIEBERT CASSIDY WHITMORE	Legal Services	Legal Services	\$ 152,725	\$ 152,724
12645	MANNING AND KASS ELLROD RAMIREZ TRESTE	Legal Services	Legal Services	\$ 86,299	\$ 116,570
23636	RICHARDS WATSON & GERSHON	Legal Services	Legal Services	\$ 5,717	\$ 15,942
32314	CINDY NESS	Legal Services	Legal Services	\$ 531,536	\$ 591,131
34041	FAIRBANK MASLIN MAULLIN	Administrative Hearing Officer	Local Government Advisory	\$ 6,526.90	\$ 4,882.50
34046	CONSTANT & ASSOCIATES	Community Surveys	Local Government Advisory	\$ 19,900	No Payment
16063	FIRE SUPPORT SERVICES	Emergency Management Plans	Local Government Advisory	No Payment	\$ 13,832
12467	UC REGENTS	Fire Department Records Management	Local Government Advisory	\$ 26,347	\$ 26,960
30556	REBECCA ANSERT	Nurse Educator	Local Government Advisory	\$ 28,692	\$ 24,055
11534	GLADWELL GOV SERVICES INC	Public Art Project Management	Local Government Advisory	\$ 8,750	No Payment
34723	THE NOVAK CONSULTING GROUP	Records Management and Elections Services	Local Government Advisory	\$ 7,798	\$ 6,320
34049	MANAGEMENT PARTNERS INC	City Manager/City Council Strategic Planning	Management Consultant	No Payment	\$ 39,500
33639	CITYGATE ASSOCIATES LLC	Community Budget Workshop/Local Government Consulting	Management Consultant	\$ 25,800	\$ 65,189
33640	WORKPLACE CHEMISTRY	Fire Dept. Deployment Fire Station 2 Relocation	Management Consultant	\$ 13,328	\$ 7,220
30525	MUNICIPAL RESOURCE GROUP LLC	Management Assessment/Leadership	Management Consultant	\$ 3,203	\$ 9,941
29917	AQUILUS ENTERPRISES INC	Personnel Evaluation & Consulting	Management Consultant	\$ 14,586	\$ 7,059
30185	CAROLYNA MESSINA & ASSOC INC	Police Consultant Strategic Plan	Management Consultant	\$ 5,550	\$ 19,300
		Professional Development & Coaching	Management Consultant	\$ 28,563	\$ 29,531

**CITY OF MANHATTAN BEACH  
PROFESSIONAL CONTRACTUAL SERVICES  
FY2014-2015 / FY2015-2016**

Vendor #	Contractor Name	Description	Category	FY 2014-2015 Full Year	FY 2015-2016 Year-to-Date
33924	FRANK I BENEST	Professional Development & Coaching	Management Consultant	\$ 3,150	\$ 2,947
33449	SHAWN SPANO	Professional Development & Coaching	Management Consultant	\$ 7,422	\$ 13,108
33474	JOHN NALBANDIAN	Professional Development & Coaching/Council Team Building	Management Consultant	\$ 16,358	\$ 5,334
11297	ADMINSURE INC	Workcomp & Liability 3rd Party Administrators	Management Consultant	\$ 113,005	\$ 123,278
33843	PACIFIC MUNICIPAL CONSULTANTS	Downtown Specific Plan	Planning Services	\$ 16,630	\$ 244,016
28788	EYESTONE-JONES ENVIRONMENTAL	EIR Review (Manhattan Village Mall)	Planning Services	\$ 29,522	\$ 5,046
33966	SWCA INCORPORATED	Historic Preservation	Planning Services	\$ 24,143	\$ 24,612
18199	BEHRENS AND ASSOCIATES INC	Noise Monitoring - Shade Hotel	Planning Services	\$ 5,943	No Payment
29264	MELAD AND ASSOCIATES INC	Plan Check Inspection Services	Planning Services	\$ 438,845	\$ 288,648
33687	URBAN LAND INSTITUTE	Professional Services Comm Dev	Planning Services	\$ 120,000	\$ 5,000
34790	THE ABERNATHY MACGREGOR GROUP	Human Resource Public Relations	Public Relations	No Payment	\$ 1,993
33447	VISION MARKETING AND CONSULTING	Recreation Marketing	Public Relations	\$ 2,500	No Payment
26177	THE LEW EDWARDS GROUP	Revenue Measure Consulting	Public Relations	No Payment	No Payment
30699	LEO ARNOLD	Background Investigation	Recruitment Services	\$ 14,617	\$ 3,500
31182	JOE DELIA	Polygraph Examiner	Recruitment Services	\$ 10,550.00	\$ 10,195
12371	SUSAN SAXE CLIFFORD PHD	Public Safety Psychological Exams	Recruitment Services	\$ 6,400	\$ 4,275
25664	TERI BLACK & COMPANY LLC	Management Recruitment Services	Recruitment Services	\$ 31,623	\$ 58,412
28549	RALPH ANDERSON & ASSOCIATES	Personnel Recruitment	Recruitment Services	No Payment	\$ 12,750
11400	DONNOE & ASSOCIATES INC	Recruitment Services	Recruitment Services	\$ 9,189	\$ 2,750
33992	KENNETH HARGIS	Recruitment Services Battalion Chief	Recruitment Services	\$ 15,007	No Payment
20030	VECTOR RESOURCES INC	Information System Expertise	Technology	\$ 59,542	\$ 11,843
25772	DYNTEK SERVICES INC	Information Technology	Technology	\$ 37,779	\$ 10,572
30553	NEXLEVEL INFORMATION TECH INC	Information Technology	Technology	No Payment	No Payment
23842	NOVACOAST INC	Information Technology	Technology	\$ 8,750	\$ 41,694
24173	CONTROL AUTOMATION DESIGN INC	SCADA Maintenance	Technology	\$ 47,423	\$ 24,391
33027	COM STRAT LLC	Telecommunications Consulting	Technology	\$ 12,140	\$ 27,185
				Fiscal Year Totals	\$ 3,100,918
				Percentage of Total Citywide Budget (All Funds)	\$ 2.5%

These contractors have been assigned United States Department of Labor Standard Industrial Classification Code #8742 - Management Consulting Services. These establishments are primarily engaged in furnishing operating counsel and assistance to managements of private, nonprofit, and public organizations. These establishments generally perform a variety of activities, such as strategic and organizational planning; financial planning and budgeting; marketing objectives and policies; information systems planning, evaluation and selection; human resource policies and practices planning; and production scheduling and control planning.

**FY 2012-2013 ADOPTED BUDGET**

New FT <sup>1</sup>	Net FTE <sup>2</sup>	Fund	Dept	Title	Budgeted Salary and Benefits					Net Budget Impact		
					Salary	PERS	Medical	Other <sup>3</sup>	Total	Salary/ Benefits Offset	Contract Services Offset	Net Cost
(1.0)	(1.0)	GEN	MGMT	CITY ATTORNEY (OUTSOURCED POSITION)	(\$214,932)	(\$36,814)	(\$19,717)	(\$9,418)	(\$280,881)		\$280,000	(\$881)
1.0	1.0	GEN	POL	LIEUTENANT (ADMINISTRATION)	143,223	54,034	18,116	2,077	217,450			217,450
1.0	1.0	GEN	POL	POLICE OFFICER (PATROL)	72,580	28,016	7,148	1,052	108,796			108,796
1.0	1.0	GEN	POL	POLICE OFFICER (PATROL)	72,580	28,016	7,148	1,052	108,796			108,796
1.0	1.0	GEN	POL	POLICE SERVICE OFFICER (JAIL OPERATIONS)	53,028	9,465	7,065	769	70,327			70,327
1.0	1.0	GEN	CDEV	ASSOCIATE PLANNER (PLANNING)	75,708	13,514	13,273	1,098	103,593			103,593
(1.0)	(1.0)	WATER	PWKS	VACANT WATER DISTRIBUTION SUPERVISOR REMOVED	(77,016)	(13,399)	(6,331)	(1,904)	(98,650)			(98,650)
(1.0)	(1.0)	WATER	PWKS	VACANT WATER PLANT OPERATOR REMOVED	(65,432)	(11,509)	(6,462)	-	(83,403)			(83,403)
2.0	2.0				\$59,739	\$71,323	\$20,240	(5,274)	\$146,028		\$280,000	\$426,028

**FY 2013-2014 ADOPTED BUDGET**

New FT <sup>1</sup>	Net FTE <sup>2</sup>	Fund	Dept	Title	Budgeted Salary and Benefits					Net Budget Impact		
					Salary	PERS	Medical	Other <sup>3</sup>	Total	Salary/ Benefits Offset	Contract Services Offset	Net Cost
1.0	0.5	GEN	MGMT	MANAGEMENT ANALYST (CITY CLERK)	\$71,346	\$6,906	\$7,087	\$1,031	\$86,370			\$86,370
1.0	(0.9)	I.T.	FIN	INFORMATION SYSTEMS SPECIALIST (I.T.)	72,480	7,016	7,095	1,048	87,639			87,639
1.0	1.0	I.T.	FIN	INFORMATION SYSTEMS SPECIALIST (I.T.)	72,480	7,016	7,095	1,048	87,639			87,639
1.0	0.2	GEN	FIN	SENIOR ACCOUNT SERVICES REP (REV SERVICES)	54,841	5,309	6,973	793	67,916			67,916
1.0	0.2	GEN	PREC	RECREATION SUPERVISOR	62,664	6,066	7,027	906	76,663			76,663
1.0	0.2	GEN	POL	INFORMATION SYSTEMS SPECIALIST	72,480	7,016	7,095	1,048	87,639			87,639
1.0	1.0	GEN	POL	ADMINISTRATIVE CLERK I (TECH SUPPORT SERVICES)	41,484	4,016	6,881	600	52,981			52,981
1.0	-	GEN	POL	ADMINISTRATIVE CLERK I (PARKING ENFORCEMENT)	41,484	4,016	6,881	600	52,981			52,981
1.0	1.0	GEN	POL	COMMUNITY SERVICES OFFICER	50,712	4,909	6,945	733	63,299			63,299
1.0	-	GEN	CDEV	PERMITS TECHNICIAN	55,860	5,407	6,980	808	69,055			69,055
10.0	3.2				\$595,831	\$57,677	\$70,059	\$8,615	\$732,182		-	\$732,182

**FY 2014-2015 ADOPTED BUDGET**

New FT <sup>1</sup>	Net FTE <sup>2</sup>	Fund	Dept	Title	Budgeted Salary and Benefits					Net Budget Impact		
					Salary	PERS	Medical	Other <sup>3</sup>	Total	Salary/ Benefits Offset	Contract Services Offset	Net Cost
-	-	GEN	MGMT	ASST CITY MANAGER (OFFSET SEN. MGMT ANALYST)	\$172,056	\$19,237	\$24,541	\$8,353	\$224,187			\$224,187
1.0	0.2	GEN	PREC	GRAPHIC ARTIST (PT GRAPHIC ARTIST & INTERN)	49,596	5,545	7,074	2,407	64,622		(2,000)	12,600
1.0	-	GEN	PREC	DIAL-A-RIDE BUS OPERATOR (PT DRIVERS)	47,693	5,245	5,440	664	59,042		(45,768)	13,274
1.0	1.0	GEN	CDEV	TRAFFIC ENGINEER (OFFSET CONTRACT SERVICES)	125,000	13,975	17,829	6,068	162,872		(137,500)	25,372
<i>Position Change Approved in February 2015</i>												
1.0	1.0	I.T.	I.T.	INFORMATION TECHNOLOGY DIRECTOR	186,140	23,191	23,400	10,822	243,553			243,553
4.0	2.2				\$580,485	\$67,193	\$78,284	\$28,314	\$754,276		(\$139,500)	\$372,001
<b>16.0</b>	<b>7.4</b>	<b>Total Full-time Positions and Net Operational Impact in Personnel Hours</b>										

<sup>1</sup> New Full-Time Positions added to Roster.  
<sup>2</sup> Net Full-Time Equivalent (FTE) is the net operational impact in full-time and part-time personnel hours (does not account for offsets in Contractual Professional Services which further reduce costs).  
<sup>3</sup> Other Category includes Medicare costs and, if applicable, Uniform Allowance and/or 401(a) Deferred Compensation Benefits.

<u>Continued Storm Water Subsidies</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>Totals</u>
General Fund Transfers to Storm Water - Use of Fund Balance	\$ 745,967	\$ 732,418	\$ 1,253,747	\$ 1,272,986	\$ 1,291,984	\$ 5,297,102
Use of Economic Uncertainty Reserve (EUR)	\$ -	\$ -	\$ (903,665)	\$ (1,653,039)	\$ (1,323,647)	\$ (3,880,351)
EUR Balance	\$ 1,864,168	\$ 1,929,863	\$ 3,096,335	\$ 1,443,296	\$ 119,649	
General Fund Unreserved Balance After Subsidies (6/30)	\$ 1,944,064	\$ 589,710	\$ -	\$ -	\$ -	
General Fund Total Balance (including reserves)	\$ 17,258,430	\$ 16,440,994	\$ 17,350,974	\$ 16,108,722	\$ 15,138,915	

<u>Storm Water Subsidies End 7/1/2017</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>Totals</u>
General Fund Transfers to Storm Water - Use of Fund Balance	\$ 745,967	\$ -	\$ -	\$ -	\$ -	\$ 745,967
Use of Economic Uncertainty Reserve (EUR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EUR Balance	\$ 1,864,168	\$ 1,929,863	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	
General Fund Unreserved Balance After Subsidies (6/30)	\$ 1,944,064	\$ 1,322,128	\$ 1,082,500	\$ 702,446	\$ 670,784	
General Fund Total Balance (including reserves)	\$ 17,258,430	\$ 17,173,412	\$ 19,337,139	\$ 19,367,872	\$ 19,690,050	

<u>Net Impact to General Fund By Ending Subsidies</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>Totals</u>
General Fund Transfers to Storm Water - Use of Fund Balance	\$ 745,967	\$ -	\$ -	\$ -	\$ -	\$ (4,551,135)
Use of Economic Uncertainty Reserve (EUR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,880,351)
EUR Balance	\$ 1,864,168	\$ 1,929,863	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 3,880,351
General Fund Unreserved Balance After Subsidies (6/30)	\$ 1,944,064	\$ 1,322,128	\$ 1,082,500	\$ 702,446	\$ 670,784	\$ 670,784
General Fund Total Balance (including reserves)	\$ 17,258,430	\$ 17,173,412	\$ 19,337,139	\$ 19,367,872	\$ 19,690,050	\$ 4,551,135

Note:  
The result of fixing storm water funding in 17/18 is an increase of \$4.55 million in General Fund balance by FY20/21 and \$3.88 million in EUR.

**Agenda Date:** 5/31/2016

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Sanford Taylor, Information Technology Director

**SUBJECT:**

Presentation of Information Technology Department Functional Structure (Information Technology Director Taylor)

**RECEIVE REPORT**

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**RECOMMENDATION:**

Staff recommends that the City Council receives the report on the Information Technology Department functional structure.

**FISCAL IMPLICATIONS:**

Fiscal implications of this report are associated with the Proposed FY 2016-2017 and 2017-2018 Operating Budget.

**BACKGROUND:**

The presentation is in response to the City Council request from May 23, 2016 City Council Budget Study Session #2 to provide an overview of current Information Technology Department staff responsibilities and time allocation related to the IT budget request for full-time Management Analyst position.

**DISCUSSION:**

As requested by the City Council, the Information Technology Department (IT Department) is providing a presentation of its organizational structure and staff responsibilities. This report provides an overview of the current and proposed structural reorganization of the department, and revised responsibilities to support future citywide service demands.

Background

The IT Department was previously designated as the Information Systems Division and was a subset of the City's Finance Department prior to becoming a standalone department. The former division's organizational structure included six full-time staff members: one

Information Systems Manager, two Geographic Information Systems (GIS) staff, two Network Administrators and one Information Systems Specialist (IS Specialist). The division also included three part-time IS Specialist positions to assist with the daily operations of the division.

### Timeline

In April 2013, the most recent Information Systems Master Plan (ISMP) was approved by City Council and identified several resource recommendations as follows:

- Convert the three part-time IS Specialist positions to full-time positions.
- Assign one of the newly converted full-time IS Specialist positions to work primarily with public safety.
- Reassign video broadcasting and recording services to another department.
- Reassign website content management to another department.
- Establish Information Systems as a standalone department.
- Hire an Information Technology Director (IT Director).

The City implemented the following recommendations outlined in the ISMP:

- In Fiscal Year 14-15, three part-time IS Specialist positions were budgeted and converted to full-time positions, one of these full-time positions was assigned to work with public safety.
- At the October 7, 2014 City Council meeting, the City Council approved Resolution 14-0066 establishing an IT Director position for the City.
- As a result of the Fiscal Year 15-16 budget process, the City established a standalone Information Technology Department.
- At the February 17, 2015 City Council meeting, City Council directed the City Manager to proceed with recruitment and hiring efforts for the new IT Director position
- In January 2016, Mr. Sanford Taylor was hired as the City's new IT Director.

The recommendation from the ISMP to reassign video broadcasting and recording services to another department was not implemented. Current broadcasting and recording efforts require at least two full-time IS Specialists in order to administer those services. During the Fiscal Year 14-15 budget process, one part-time IS Specialist was budgeted and hired specifically to assist with broadcasting and recording services. A Broadcast Request For Proposals is currently open to identify contract services to more effectively manage broadcast operations. In addition, the recommendation to reassign website content management to another department was never implemented. That function continues to remain a core responsibility of the IT Department.

At the May 31, 2016 Budget Study Session #3, the IT Director will present the attached PowerPoint and the details regarding the justification and benefits of the requested Management Analyst position. Below is a high-level summary of the benefits of the requested position:

- Provide project management support for key Enterprise Applications i.e. Accela (Permits Plus), OnBase Document Management System, Enterprise Resource Planning (ERP).
- Centralize budget and management functions, current project management responsibilities, staff report development and other administrative duties.
- Coordinate with other departments regarding resource requirement identification, scope of work development and project budget management.
- Conduct in-depth research, compile information and statistics, summarize and analyze potential technology solutions and gather information for assigned projects.
- Create internal efficiencies for the department by allowing for current IS Specialists to concentrate on core information technology functions and increasing service delivery.

**PUBLIC OUTREACH/INTEREST:**

After analysis, staff determined that public outreach was not required.

**ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that there is no possibility that the activity may have a significant effect on the environment; therefore, pursuant to Section 15061(b)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

Attachment:

1. Presentation of IT Department Proposed Reorganization

# Information Technology

Sanford Taylor

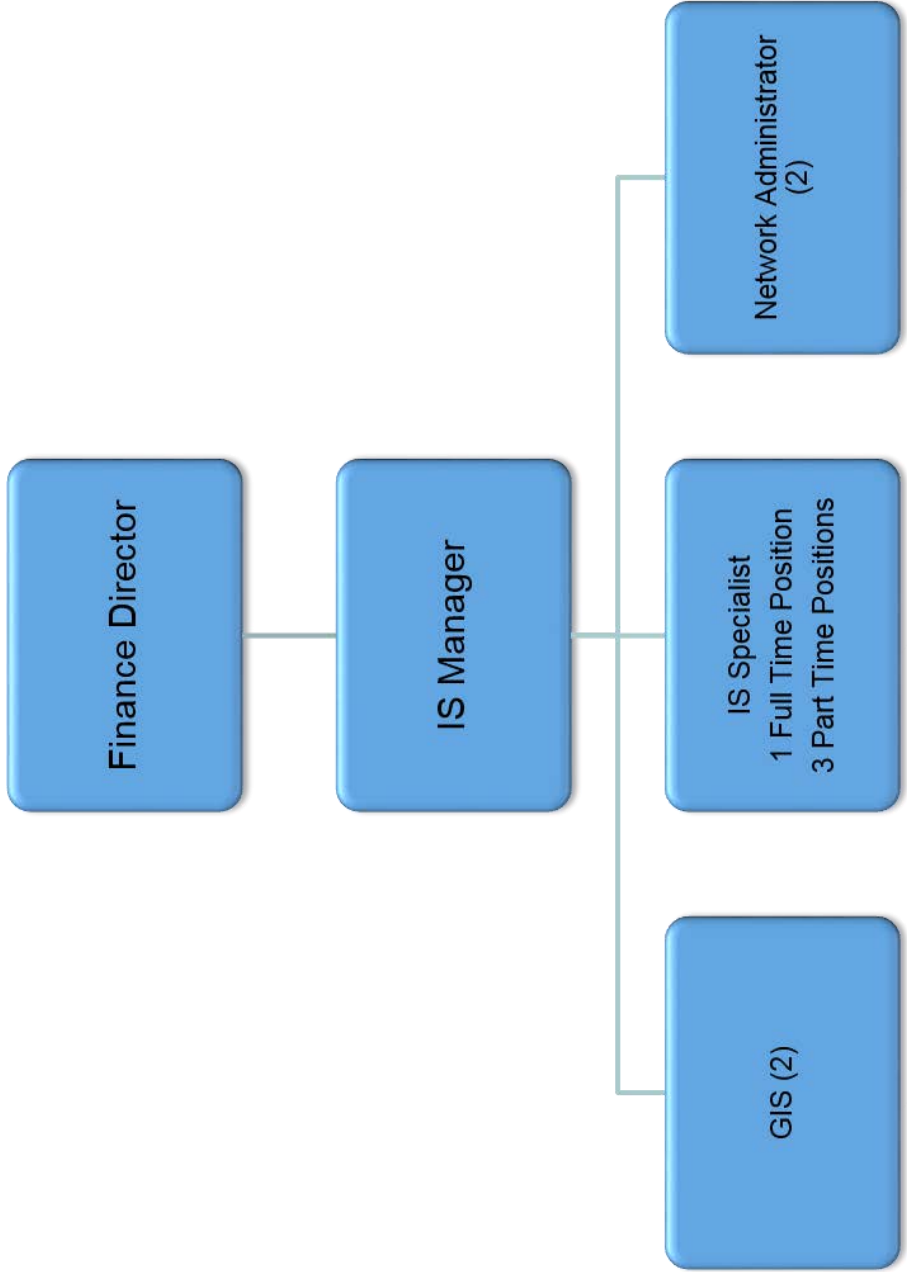
Director Of Information Technology

Leilani Emance

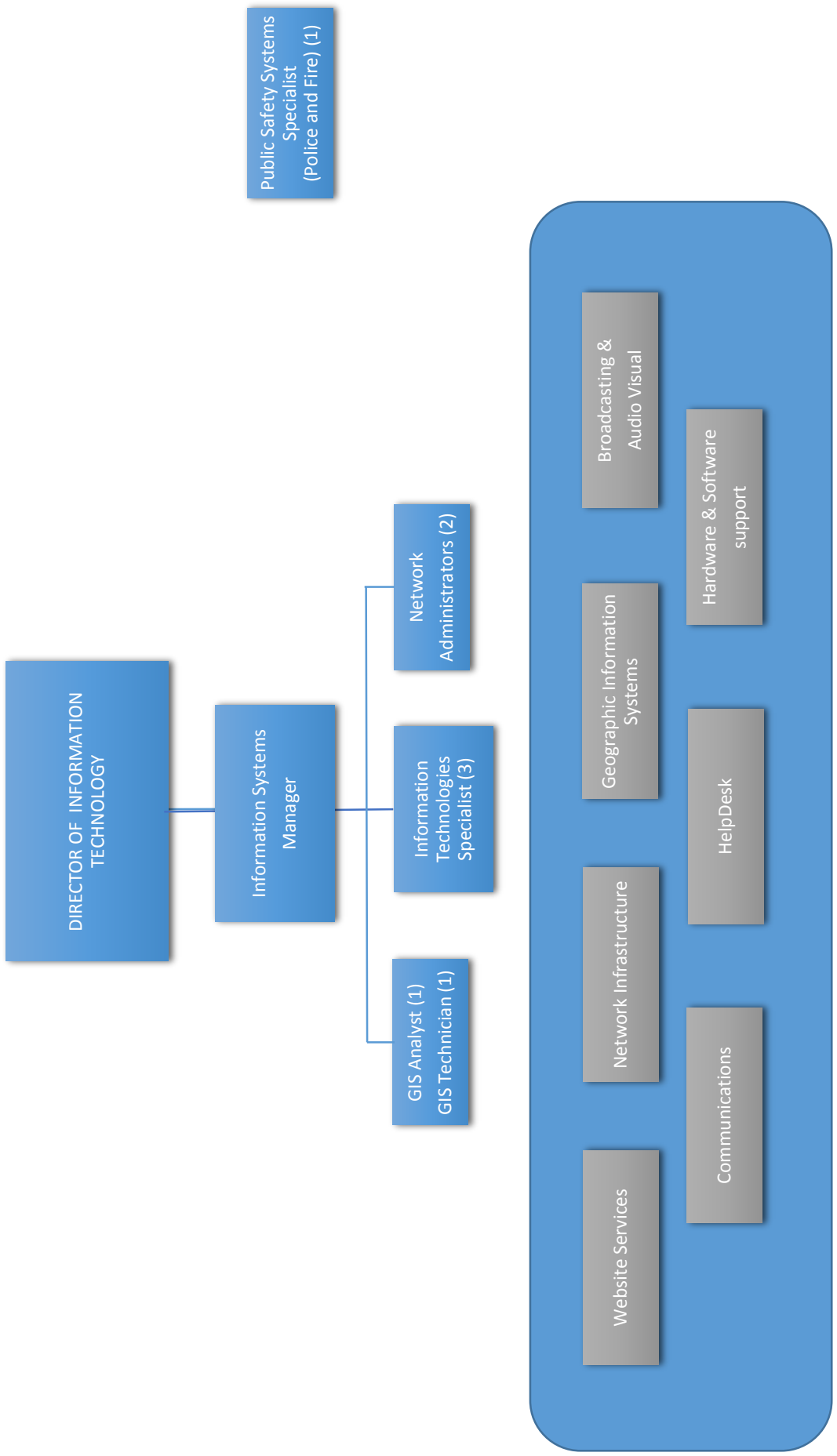
Information Systems Manager



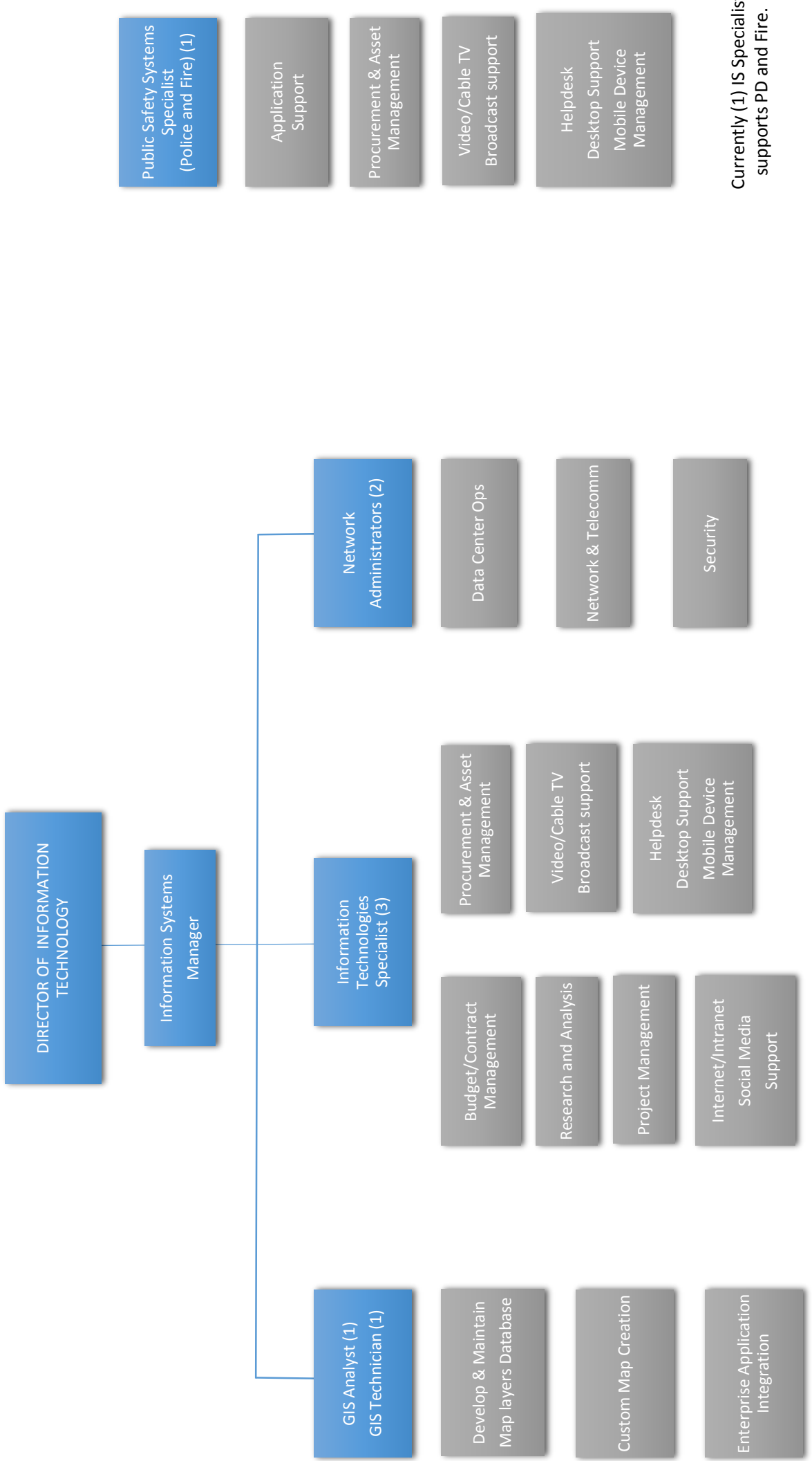
# Information Systems Organizational Chart Prior to 2015



# Current IT Department and General Duties



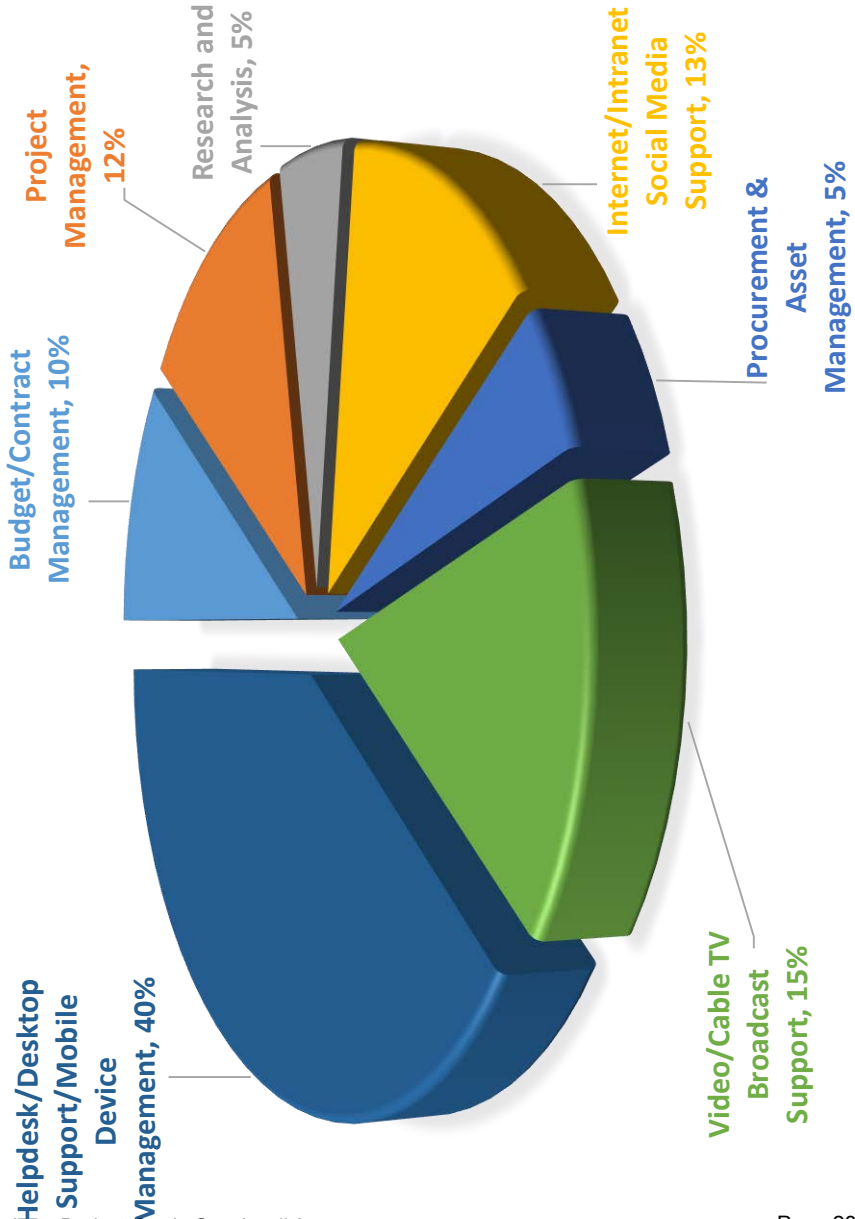
# Current IT Department



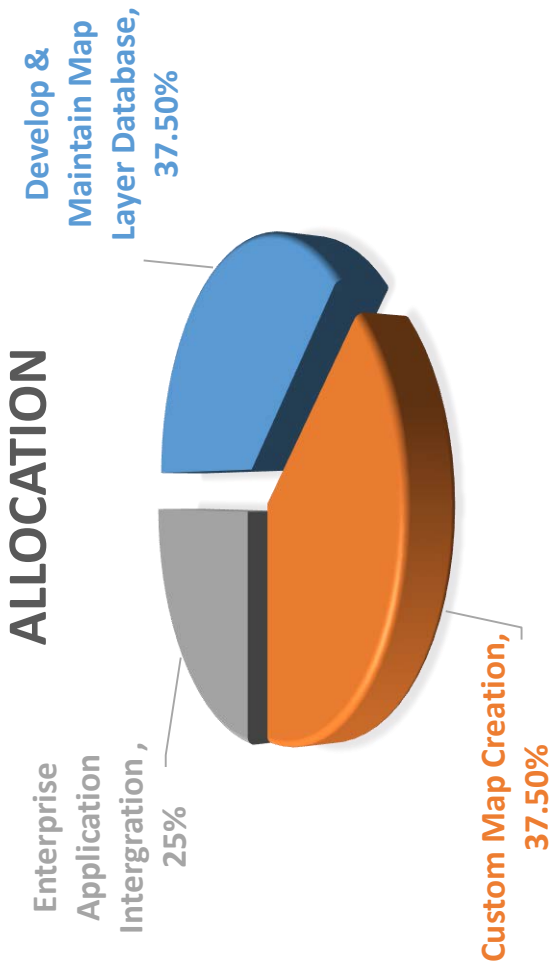
Currently (1) IS Specialist supports PD and Fire.

# Time Allocations by Position

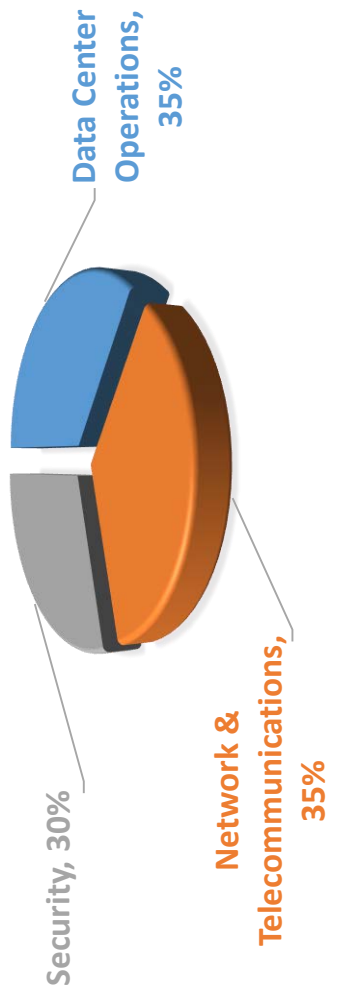
## IT SPECIALIST WEEKLY TIME ALLOCATION



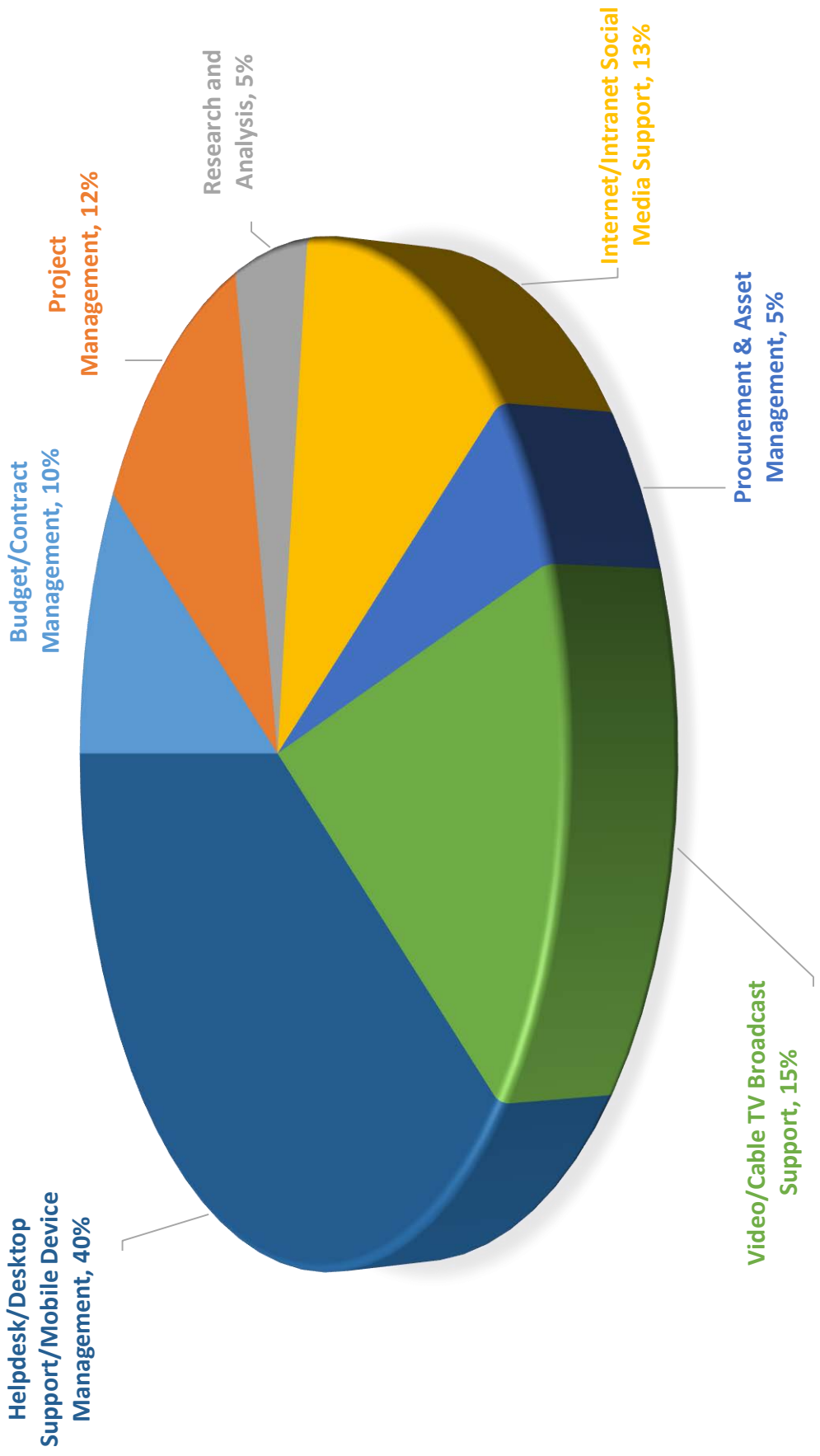
## GIS STAFF WEEKLY TIME ALLOCATION



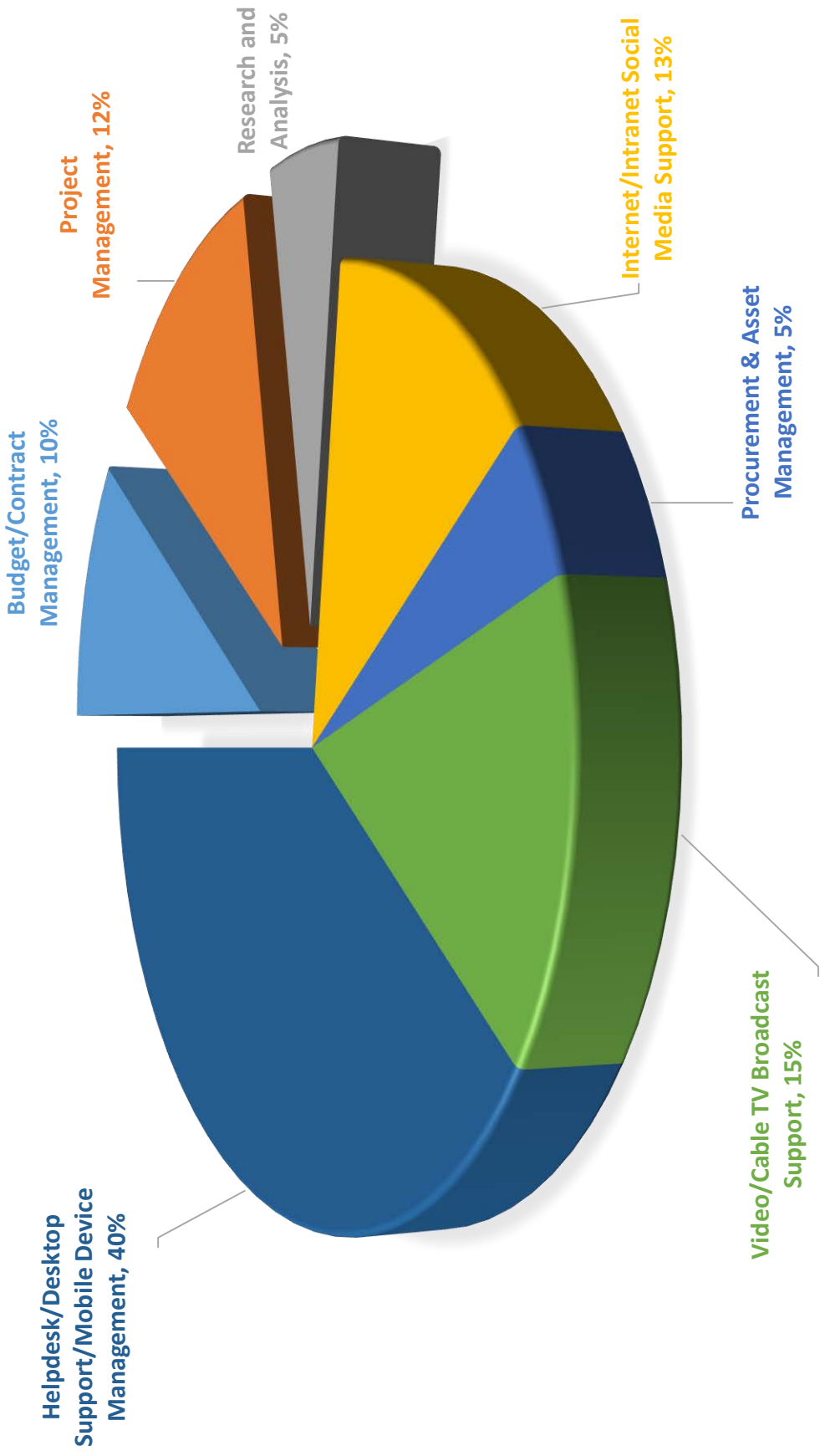
## NETWORK ADMINISTRATORS WEEKLY TIME ALLOCATION



# IT Specialist Weekly Time Allocation

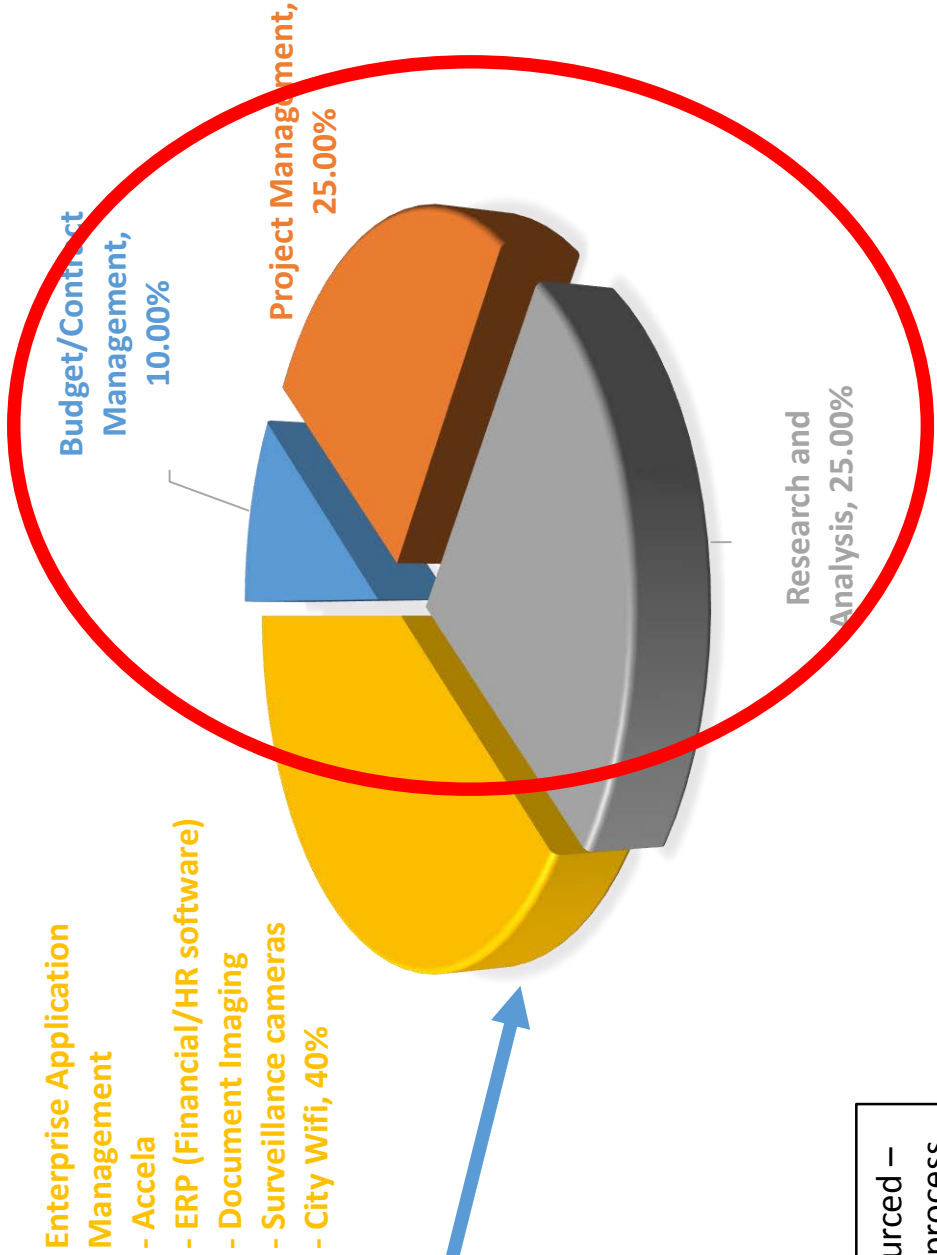


# IT Specialist Weekly Time Allocation

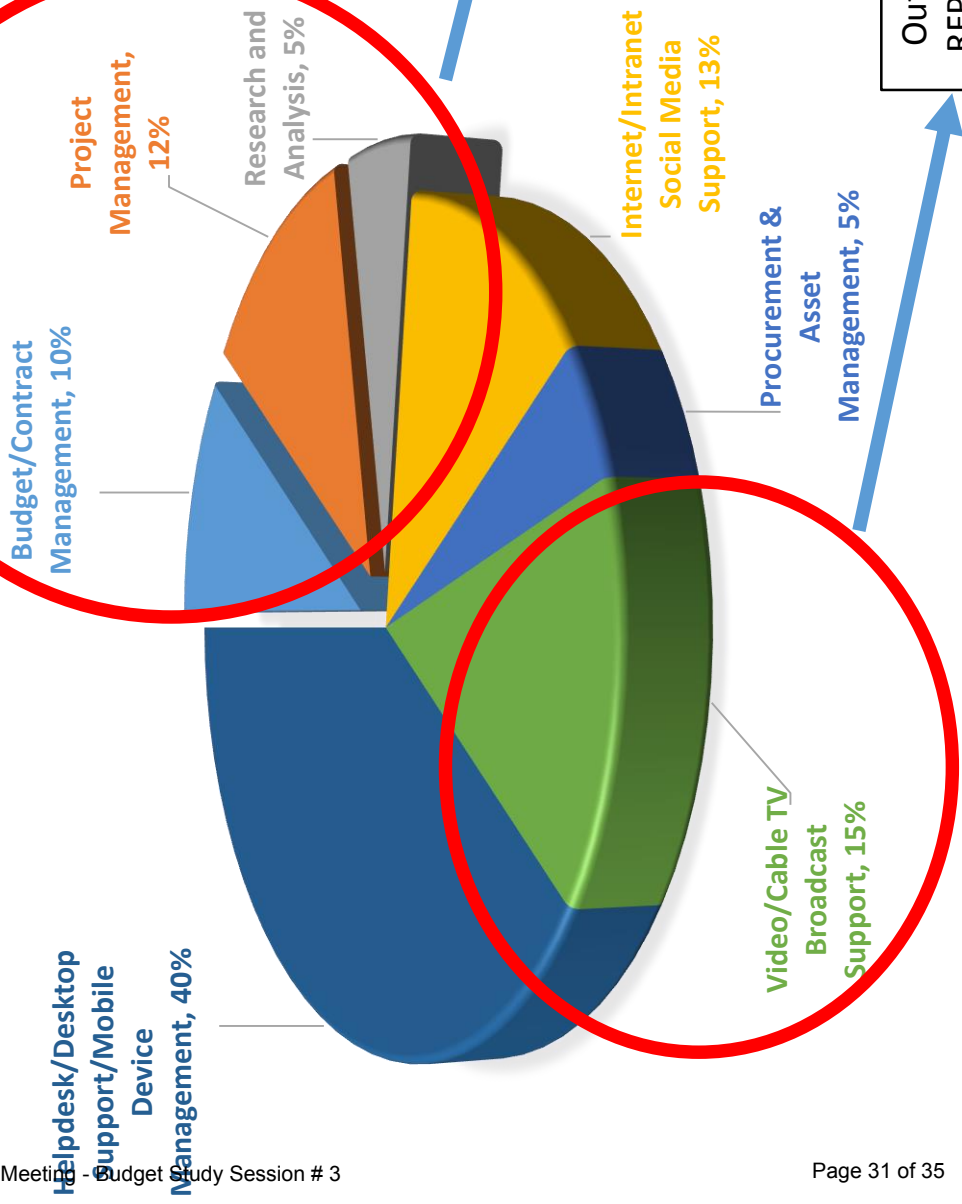


# Time Allocations by Position

## PROPOSED MANAGEMENT ANALYST WEEKLY TIME ALLOCATION



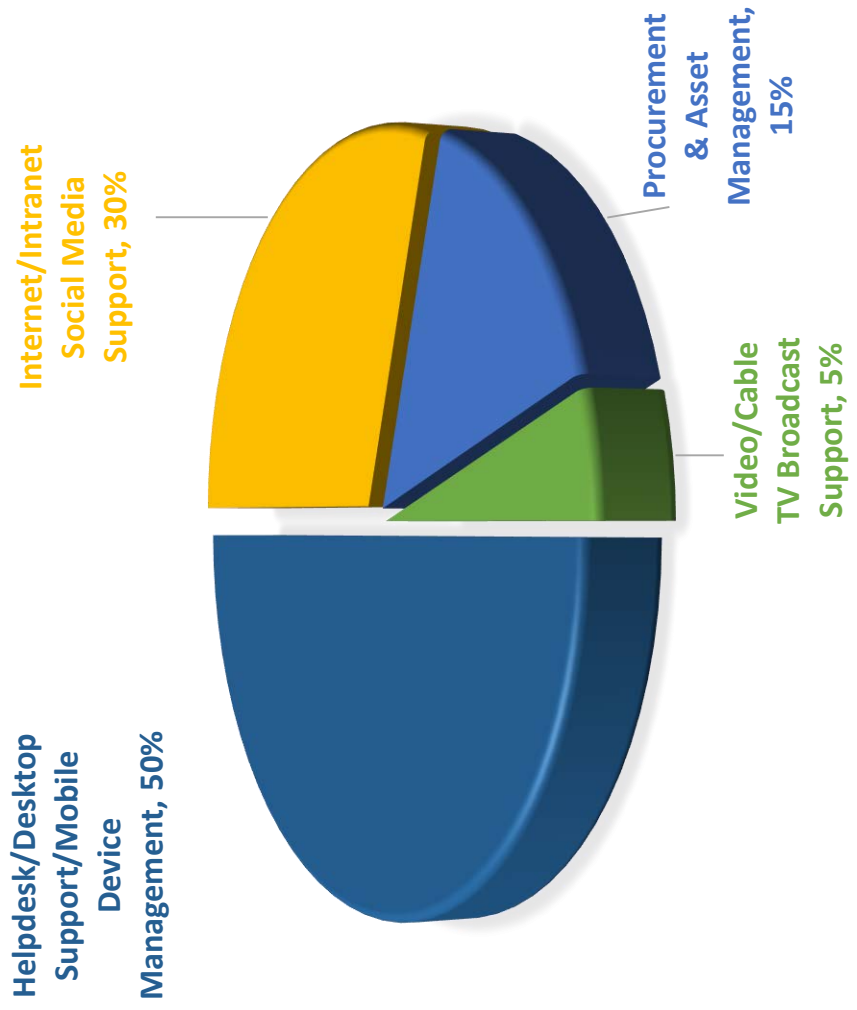
## IT SPECIALIST WEEKLY TIME ALLOCATION



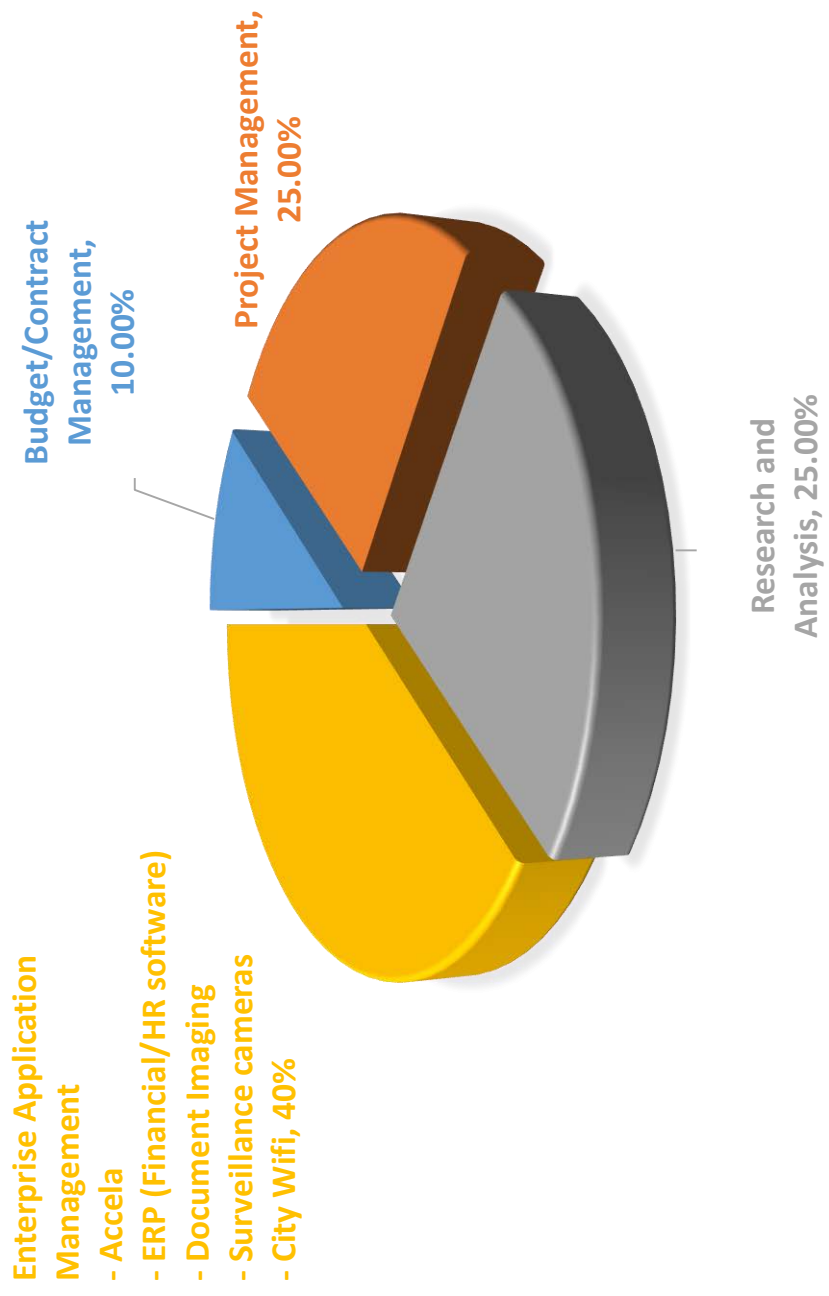
Outsourced – RFP in process

# Time Allocations by Position

## IT SPECIALIST WEEKLY TIME ALLOCATION

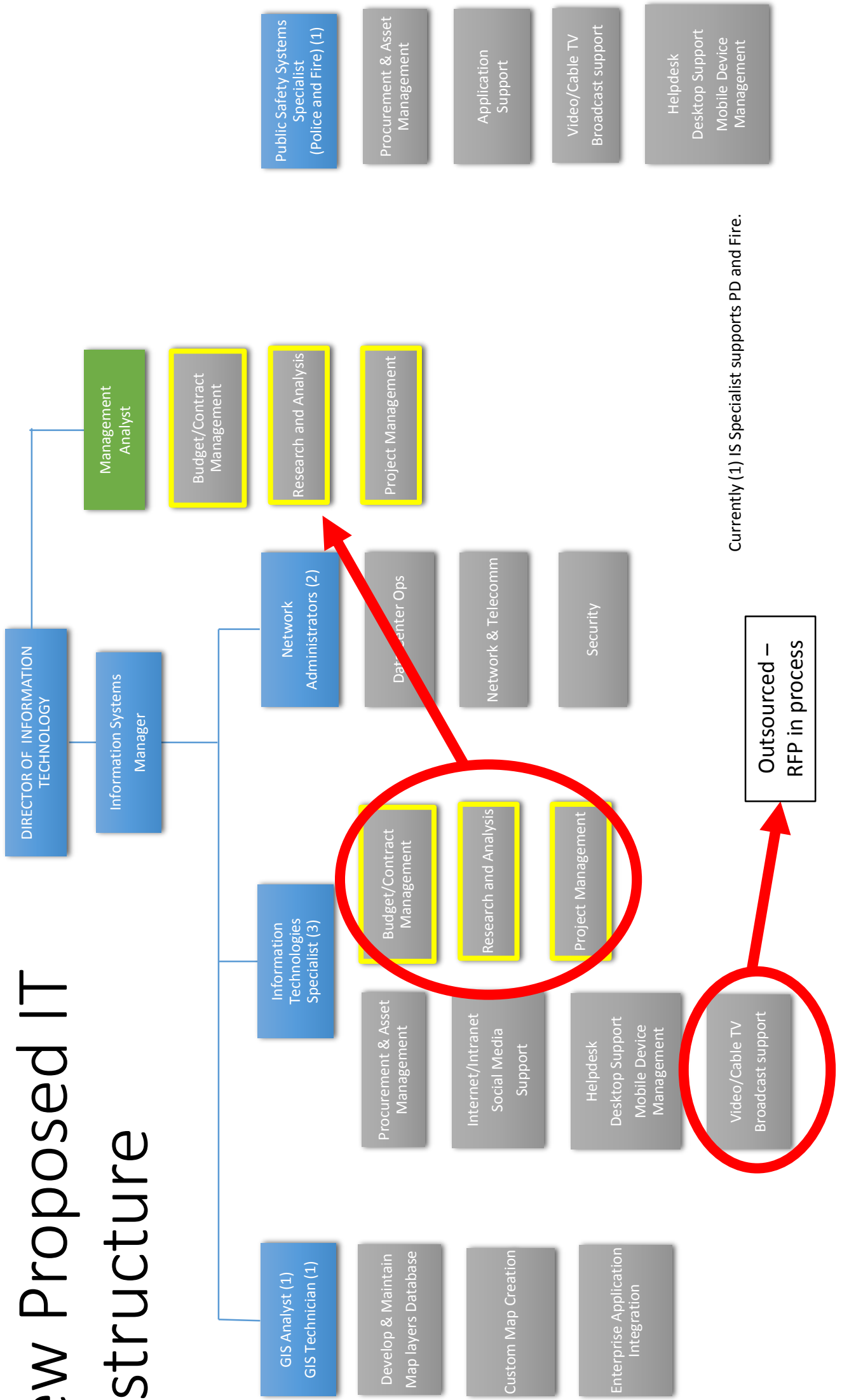


## PROPOSED MANAGEMENT ANALYST WEEKLY TIME ALLOCATION

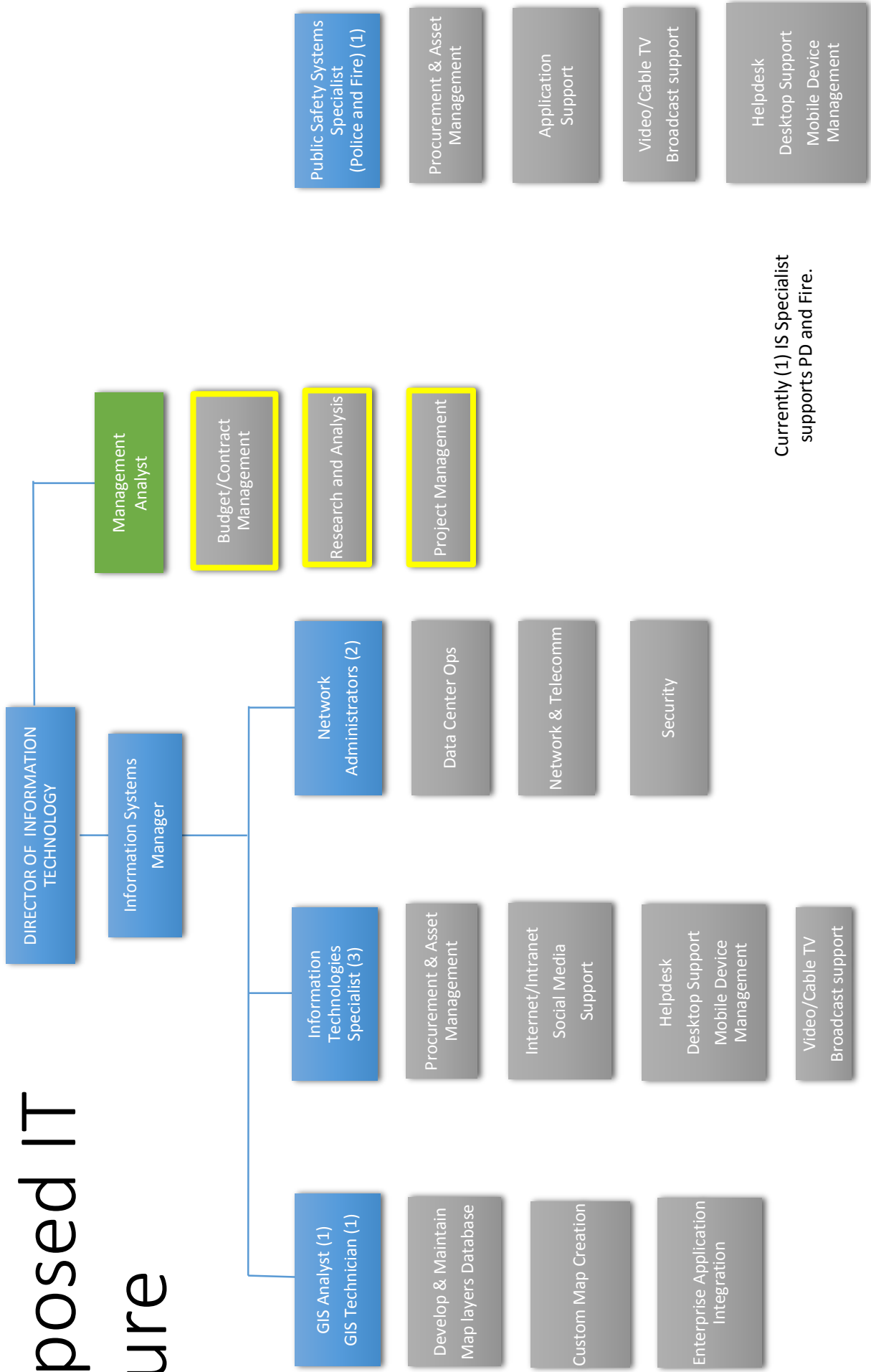




# New Proposed IT Restructure

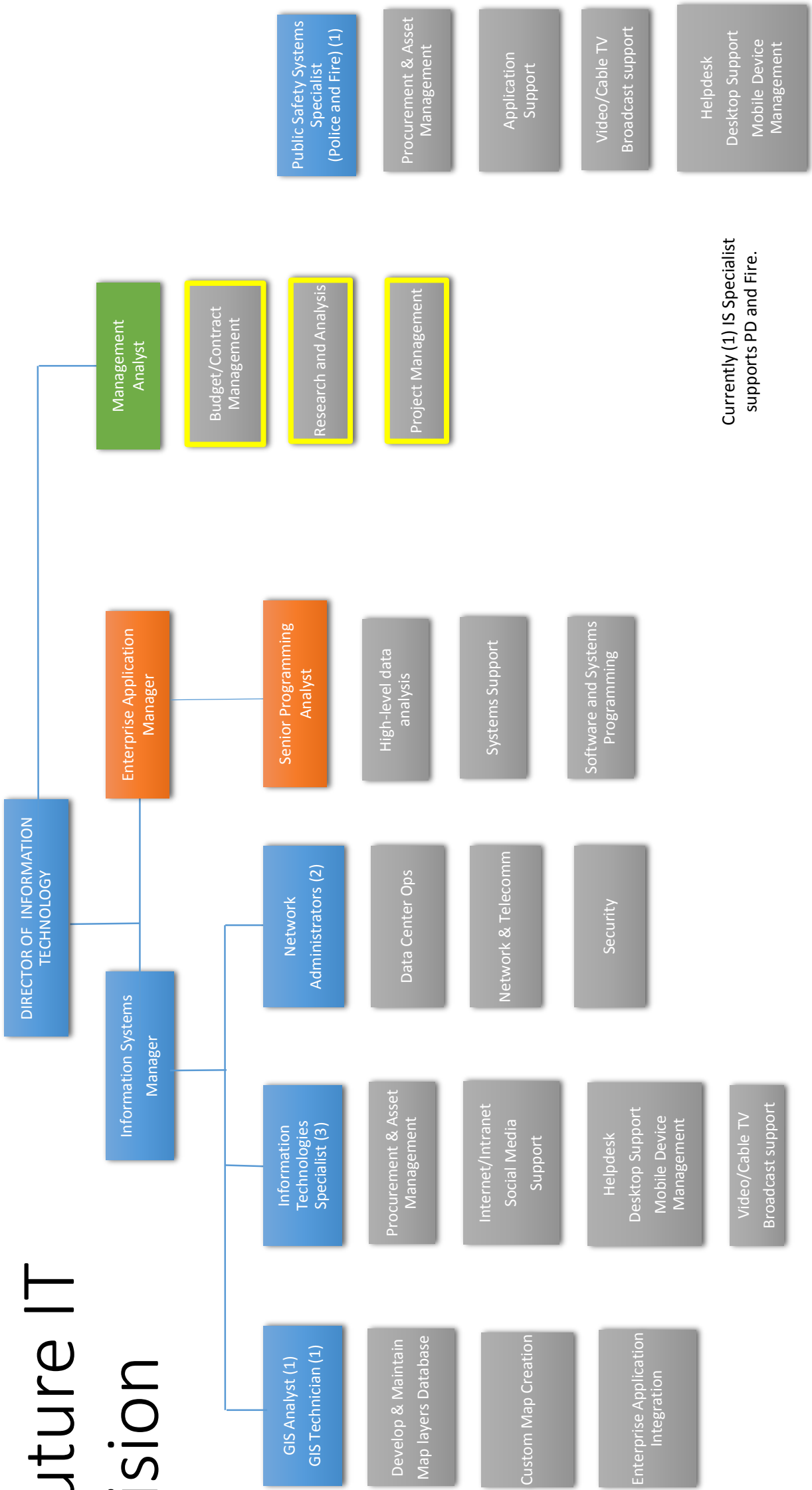


# New Proposed IT Restructure



Currently (1) IS Specialist supports PD and Fire.

# Future IT Vision



Currently (1) IS Specialist supports PD and Fire.