

Budget and Department Overviews

Proposed Budget Addendum
May 21, 2019

Agenda

City Council Meeting (May 21st)

- ▶ Budget Schedule and Summary
- ▶ Attachments
 - Potential Budget Cuts
 - Current Open Positions
- ▶ Department Overviews:
 - Management Services
 - Finance
 - Human Resources
 - Parks & Recreation
 - Public Works

Budget Study Session (May 23rd)

- ▶ Budget Schedule Department Overviews:
 - Information Technology
 - Community Development
 - Fire Department
 - Police Department
- ▶ Forecast
 - Core Revenues & Expenditures
 - Salaries, Benefits and PERS
 - Debt Service Maturity
- ▶ Recap of City Council Changes

Budget Schedule

MAY							JUNE							JULY						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5	27	28	29	30	31	1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4

- May 7 Presentation of Proposed Budget
- May 21 Regular City Council Meeting
- May 23 Budget Study Session
- June 4 Public Hearing and Adoption
- July 1 Effective date of new budget

Directed Changes will be incorporated by Resolution at time of adoption in June.

All meetings held at 6 PM in City Council Chambers



Live Streamed and Broadcast

FY 2019-20 Summary

▶ Citywide Budget:

• Revenues	\$128.9 million
• Expenditures	\$130.1 million
› <i>Operating</i>	<i>\$111.5 million</i>
› <i>CIP and Equipment</i>	<i>\$14.8 million</i>
› <i>Debt Service*</i>	<i>\$3.8 million</i>

▶ General Fund Budget

• Revenues	\$76.0 million
• Expenditures	\$75.7 million
• Operating Surplus	\$350,257

**Debt Service for Metlox, Water/Sewer, Police/Fire Facility, Marine Ave Park*

Attachments

Each Version of the Potential Budget Cuts is indicated in the header and footer of the document

Version A: Sorted by Department/Program

#	Dept.	Program	Expenditure Category	Impact	Fund	Description	Amount (\$)
Management Services							
1	MGMT	City Clerk	Contract Services	Low	General	Eliminate funds for portion of Granicus contract due to costs being lower than anticipated	22,142
2	MGMT	City Clerk	Departmental Supplies	Low	General	Eliminate purchase of promotional City Store merchandise items	10,000
3	MGMT	City Clerk	Employee Development	Low	General	Reduce funds for Clerk training/conference from \$40,365 Total for various conferences	3,240
4	MGMT	City Clerk	Employee Development	Low	General	Eliminate Funding for Public Records Act and Ethics Training for City Employees (Training funded by City Attorney Contract Services)	2,000
5	MGMT	City Clerk	Departmental Supplies	Low	General	Eliminate Dry Cleaning linens for City Council meetings	1,100

▶ Potential Budget Cuts:

- Sorted:

- Version A – By Department/Program
 - Version B – By Department/Expenditure Category
 - Version C – By Amount (High to Low)
 - Version D – By Department/Community Impact (Low to High)

- Below the line items:

- Special Events Subsidies
 - City Council Items

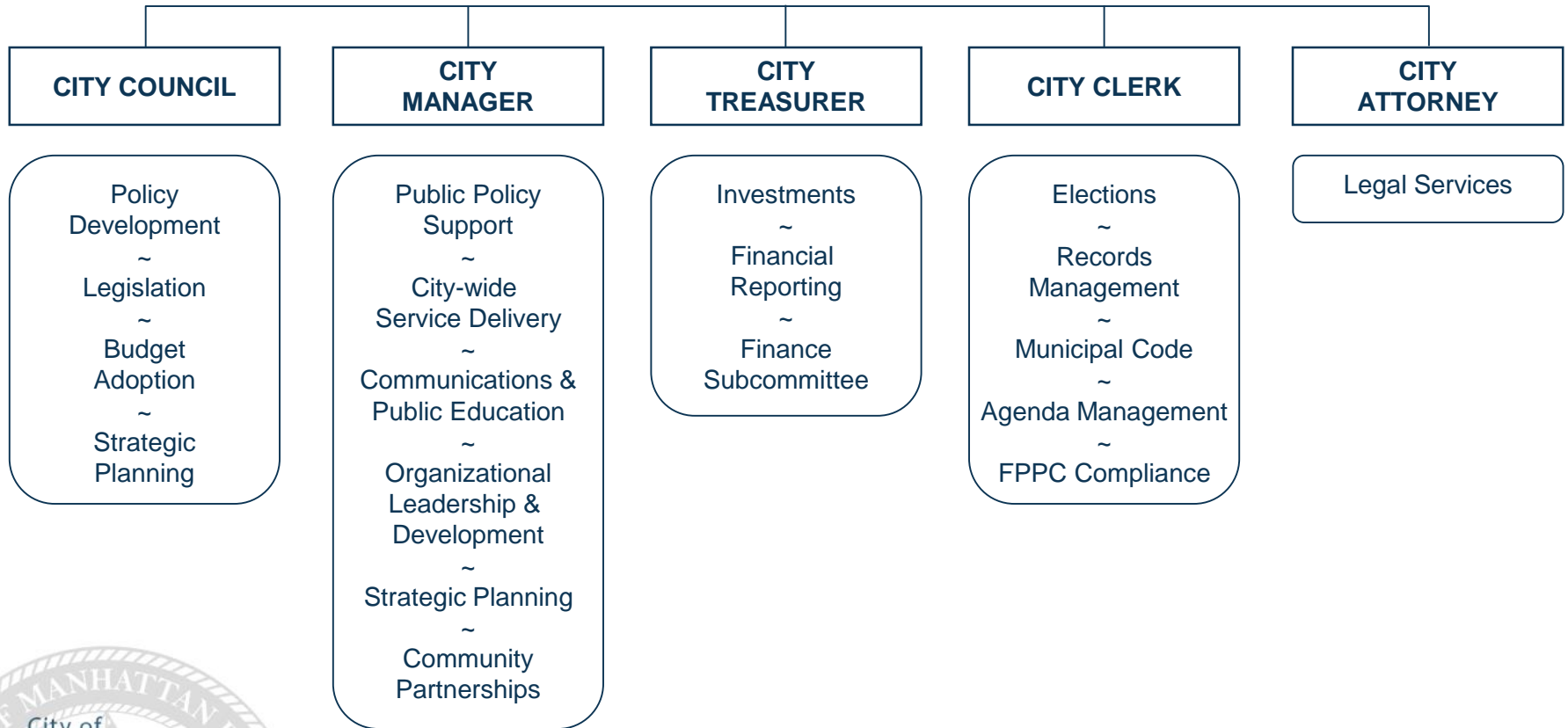
Department Overviews

- ▶ May 21st:
 - Management Services
 - Finance
 - Human Resources
 - Parks & Recreation
 - Public Works

- ▶ May 23rd:
 - Information Technology
 - Community Development
 - Fire Department
 - Police Department

Management Services

City of Manhattan Beach Management Services



Highlights/Accomplishments

- ▶ Provided \$1 Million to MBUSD for school security upgrades and improvements
- ▶ Awarded \$330,000 in homeless service grant funding with cities of Hermosa and Redondo Beach
- ▶ Conducted the 2019 General Municipal Election
- ▶ Implemented City Hall security measures

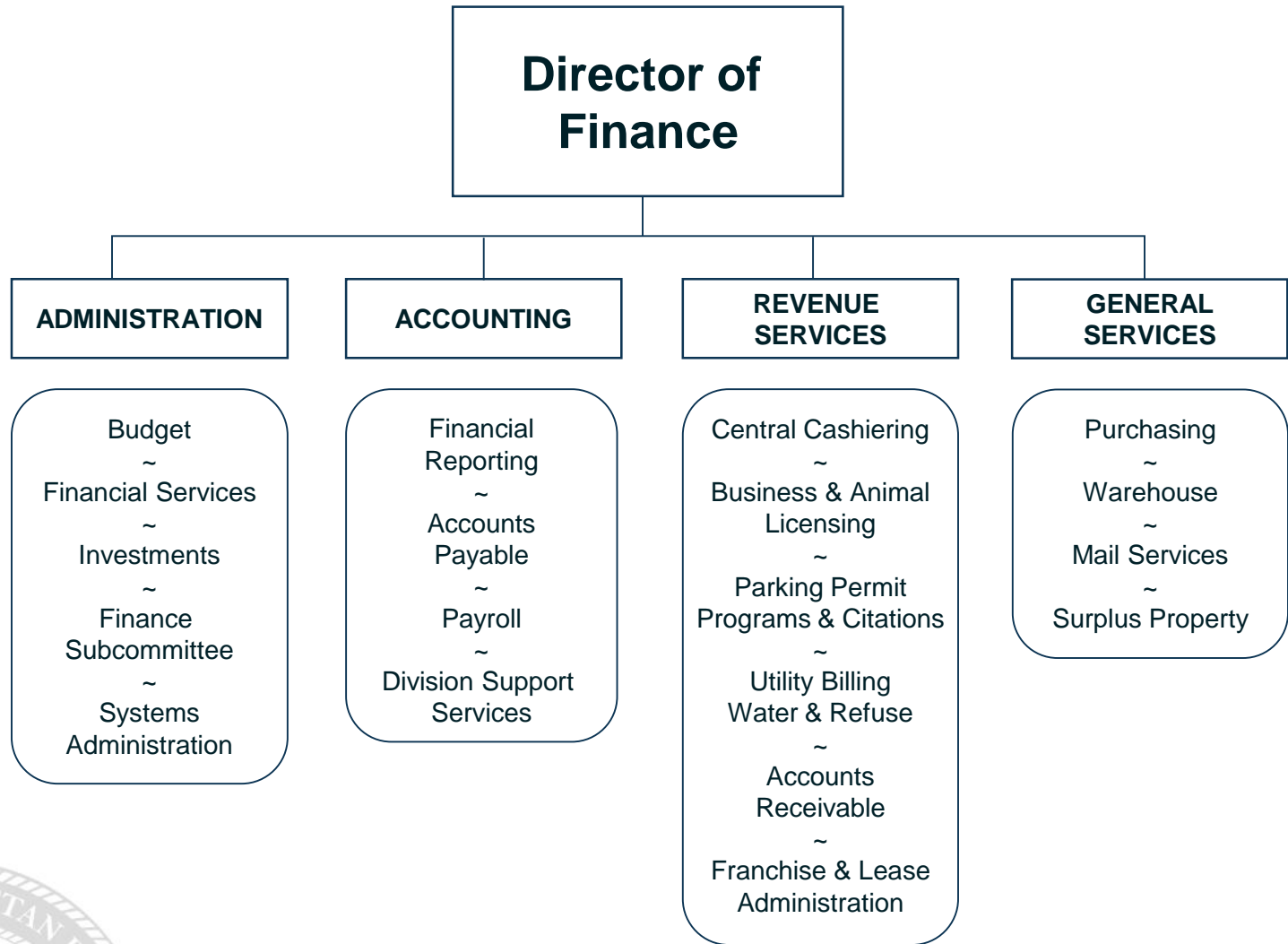
Budget Amendments

- ▶ Community Survey
 - Carryforward
 - One time cost of \$20,000

- ▶ MuniCode Transparency Upgrades Project
 - Carryforward
 - One time cost of \$8,200

Finance

City of Manhattan Beach Finance Department



Initiatives

- ▶ ERP (Munis) Implementation:
 - Chart of Accounts nearly complete
 - Upcoming Tasks include Purchasing/Accounts Payable, Budgeting and Project Tracking

- ▶ User Fee Study and Cost Allocation Plan:
 - To be completed in June
 - Submission to Finance Subcommittee in July
 - Tentatively Scheduled to be presented to City Council in August

Significant Changes to FY 2019-20

- ▶ Part-time Wage increases
 - due to the reclassification and matching of the full-time equivalent for the associated position
 - Increase of \$5,468

- ▶ Part-time Administrative Clerk II position
 - Added to backfill the City reception desk and assist all departments with clerical duties.
 - Increase of \$32,464 – offset by reduction in contract services

Human Resources

City of Manhattan Beach Human Resources Department

Human Resources

ADMINISTRATION

Recruitment & Selection
~
Classification and
Compensation
~
Personnel Record
Maintenance
~
EEO/ADA Compliance
~
Training & Employee
Development
~
Employee Relations
~
Labor Relations
~
Hiring & On-boarding
~
Creating & Updating
Policies & Rules

RISK MANAGEMENT

Benefits Administration
~
Loss Prevention
~
City Insurance Programs
~
Health & Wellness
Programs
~
General Liability
~
Workers Compensation
~
Employee Safety
Programs /
Injury Illness
Prevention
~
Dispute Resolution
Services

Recent Accomplishments

- ▶ Completed key executive-level recruitments (April 2019)
- ▶ Negotiated bargaining agreements with four (4) labor groups (February 2019)
- ▶ Transitioned to new Employee Assistance Program (EAP) provider (July 2018)
- ▶ Provided MS Office Suite & supervisory harassment prevention trainings (Fall 2018 & Spring 2019)

Objectives for FY 2019-20

- ▶ Negotiate collective bargaining agreements with four (4) bargaining units
- ▶ Update and modernize the City's Personnel Rules & Policies
- ▶ Provide harassment prevention training to all non-supervisory employees
- ▶ Conduct City-wide Employee Survey
 - Carryforward:
 - One time cost of \$20,000
- ▶ Part-time Classifications & Compensation survey
- ▶ Evaluate City-wide safety programs

Parks & Recreation

City of Manhattan Beach Parks & Recreation Department

**Director of
Parks and
Recreation**

ADMINISTRATION

Parks & Recreation
Commission
~
Library Commission
~
Special Events
~
CIP Administration
~
Activity & Facility
Administration
~
Marketing

RECREATION SERVICES

Specialty Classes
~
Teen Center
~
Bus Excursions
~
Community Centers
~
Tennis Operations
~
Family/Special Events
~
REC Programs
& Camps

SPORTS & AQUATICS

Sports Leagues,
Classes &
Tournaments
~
Aquatics Program
~
Beach Events
~
Youth Field &
Facility Scheduling
~
Beach Special Events

CULTURAL ARTS

Cultural Arts
Commission
~
Concerts in the Park
~
Visual &
Performing Arts
~
Musical, Theater &
Arts Special Events
~
Arts in Education
~
Art in Public Places

COMMUNITY PROGRAMS

Older Adults
Services & Programs
~
Volunteer Recruitment
& Placement
~
Dial-A-Ride
Transportation
~
Older Adults &
Volunteer Special
Events

Accomplishments & Initiatives

- ▶ **CPRS Awards of Excellence**
 - Creating Community – A Day in the Life of Manhattan Beach
 - Creating Community – Intergenerational Program
 - Marketing & Communications – Manhappenings Brochure
 - Marketing & Communications – Social Media

- ▶ **Communication improvements**
 - Continued growth in social media followers and an increase in community input and engagement

- ▶ **New City logo and rebranding**
 - Creation of logo, style guide and City Store

- ▶ **Policy Updates**
 - Special events, field, facility, field fees, donation

- ▶ **Park Master Plan**
 - Survey development, community outreach

Budget Adjustments

- ▶ Ceramics class expansion
 - Additional classes were added due to increased demand
 - Expenditure of \$29,521 will be offset by class revenue
- ▶ Concerts in the Park Stage
 - Temporary rental until permanent stage can be built
 - City band shell no longer safe for use
 - One time cost of \$40,000
- ▶ Part-time salary adjustments
 - Part-time salaries were adjusted to meet state minimum wage requirements
 - Increase of \$146,352
- ▶ Prop A fund purchase
 - Exchange for restricted transportation funds
 - Increase of exchange by \$39,000 to receive approximately \$55,700

Public Works

City of Manhattan Beach Public Works Department

**Director of
Public Works**

ADMINISTRATION

Public Information
~
Legislative Analysis
~
Contract Management
~
Budget Coordination
~
Refuse & Recycling
~
Household
Hazardous Waste
~
Special Projects

MAINTENANCE

Landscape
Maintenance
~
Building
Maintenance
~
Street
Maintenance
~
Parks
Maintenance
~
Street Sweeping
~
Fleet Maintenance

UTILITIES

Water Plant
Operations
~
Sewer Maintenance
~
Water Maintenance
~
Storm Drain
Maintenance
~
Stormwater
Management
~
Parking Meter
Collection
Maintenance

ENGINEERING

Construction
Management
~
Capital
Improvement
Program
~
Project
Design
~
Infrastructure
Records
~
Public Works
Inspection

FY2018-19 CIP Highlights (completed)

- ▶ Annual Curb, Gutter and Ramp Replacement
- ▶ Veteran's Parkway Hardscape/Landscape
- ▶ Pier & Roundhouse Improvements
- ▶ Marine Ave. Resurfacing
- ▶ CDBG ADA Access Ramps
- ▶ Village Turf & Lighting



FY2018-19 CIP Highlights

Soon to Be Completed

- ▶ Pedestrian Crossings at 34th, 35, 36th & MBB/Morningside
- ▶ Cycles 3, 5 & 10 Pedestrian Improvements
- ▶ Engineering Division Remodel
- ▶ Strand Resurfacing Project
- ▶ Liberty Village Resurfacing



Strand Resurfacing

FY2018-19 PW Highlights

- ▶ Pilot Studies for parking meters, water meters and solar pathway lights
- ▶ Installation of 7 duo Big Belly solar trash compactors
- ▶ New 5-yr street sweeping/powerwashing contract
- ▶ New 7-yr solid waste hauling contract
- ▶ New 5-yr landscaping contract



FY2019-20 Initiatives/Studies/One-time Expenditures

- ▶ Replace 13,500 water meters and 1600 parking meters
- ▶ Major Construction: Senior & Scout House and Sepulveda Bridge
- ▶ Complete design of Fire Station 2
- ▶ Administer UUAD Program
- ▶ LED Retrofit 825 Streetlights



FY2019-20 Significant Adjustments

- ▶ FY2019-20 to 2023-24 Proposed 5-Year CIP
 - \$130,296,998
- ▶ Fleet Related Purchases & Activities
 - \$50,000: Software
 - \$209,722: 4 Vehicle Carryovers
- ▶ Power Savings from Purchasing Street Light Poles
 - \$55,000 annually
- ▶ Increased Admin Service Charges based on anticipated capital project activity
 - \$52,000: Streets and Highways & Measure R Funds

Q & A