

CITY OF MANHATTAN BEACH

Revised 11/22/13

Budget Calendar*Fiscal Year 2014-2015*

Date	Action	Responsibility
January 8 Wednesday	Budget Kick Off! <i>Council Chambers</i>	All Departments
January 9 Thursday	Budget Townhall Meeting <i>6pm - Council Chambers</i>	All Departments
January 9-15	Eden System Line-Item Budget Training; Personnel Rosters distributed	All Departments
January 21 Tuesday	City Council Meeting: Report on Town Hall meeting. Budget Direction Meeting #1 <i>Council Chambers</i>	City Council
January 24 Friday	Revenue Estimates, Personnel Rosters, Position and IT Requests due to Finance	All Departments
February 5 Wednesday	Department Budget Detail, Supplemental Requests, Budget Savings Forms and Revenue Enhancement Forms Due to Finance	All Departments
February 6-11	Finance Reviews Department Detail Requests	Finance
February 12- 28 <i>Specific days</i>	Department Review of Line-Item Detail and Supplemental Requests with Finance	All Departments
February 25 Tuesday	City Council Meeting: Budget Direction Meeting #2 with Survey Results/Mid-Year Review <i>Council Chambers</i>	City Council
March 3 Monday	Department Narratives & Performance Measures Due to Finance	All Departments
March 10-28 <i>Specific days</i>	Department Review of Line-Item Detail and Supplemental Requests with City Manager	All Departments
March 18 Tuesday	City Council Meeting: Budget Performance Measures Review <i>Council Chambers</i>	City Council
April 1-18	Final Revisions to Approved Supplemental Requests and Finalized Allocations Finance to Finalize Proposed Budget	Finance
April 21 Monday	Proposed Budget to the City Manager	Finance
April 28-30	Printing of Proposed Budget	Finance
April 30 Wednesday	Proposed Budget to City Clerk	Finance
May 6 Tuesday	City Council Meeting: Proposed Budget <i>Council Chambers</i>	City Council
May 8 Thursday	City Council Budget Study Session #1 <i>6pm - Location TBD</i>	Select Departments
May 13 Tuesday	City Council Budget Study Session #2 <i>6pm - Location TBD</i>	Select Departments
May 14 Wednesday	City Council Budget Study Session #3 <i>6pm - Location TBD</i>	Select Departments
May 21 Wednesday	City Council Budget Study Session #4 <i>6pm - Location TBD</i>	Select Departments
June 3 Tuesday	City Council Meeting: Public Hearing and Vote to Adopt Budget <i>Council Chambers</i>	City Council

CITY OF MANHATTAN BEACH

FY 2014-2015 Budget Desktop Training - One Hour Block

January 9-15, 2014

CITY OF MANHATTAN BEACH
Department Budget Review Meeting Schedule
Fiscal Year 2013-2014

Date	Department	Attending
DEPARTMENT BUDGET REVIEW WITH FINANCE		
Tuesday, February 26 10am - 12pm:	<i>CM Conference Room</i>	
Wednesday, February 27 2 - 4pm	<i>CM Conference Room</i> Parks & Rec	
Thursday, February 28 10am - 12pm:	<i>CM Conference Room</i>	
3 - 5pm	Fire	Bob, Frank, Ron, Ken, Louis Petroni
Tuesday, March 05 10am - 12pm: 2 - 4pm	<i>PD Conference Room</i> POLICE Public Works	
Wednesday, March 06 2 - 4pm	<i>ComDev Conference Room</i> ComDev	Rich, Laurie, Sal, Nhung, Angela, Roz
Thursday, March 07 3 - 5pm	<i>ComDev Conference Room</i> Finance	
Friday, March 08 10am - 12pm: 2 - 4pm	<i>ComDev Conference Room</i> Human Resources	HR Conference Room
Monday, March 11 10am - 12pm:	<i>CM Conference Room</i> MGMT	

CITY OF MANHATTAN BEACH
Department Budget Review Meeting Schedule
Fiscal Year 2013-2014

Date	Department	Attending
DEPARTMENT BUDGET REVIEW WITH CITY MANAGER - Available time slots (saved by Patricia)		
Monday, March 18	<i>CM Conference Room</i>	
10am - 12pm	Public Works	
2pm - 4pm		
Tuesday, March 19	<i>CM Conference Room</i>	
9am - 11am		
Wednesday, March 20	<i>CM Conference Room</i>	
2pm - 4pm	Parks & Rec	
Tuesday, March 26	<i>PD Conference Room</i>	
9am - 11am	POLICE	
Wednesday, March 27	<i>CM Conference Room</i>	
1pm - 3pm	Finance	
3pm - 5pm	Fire	
Monday, April 1	<i>CM Conference Room</i>	
10am - 12pm	MGMT	
2pm - 4pm	ComDev	
Tuesday, April 2	<i>CM Conference Room</i>	
9am - 11am		
1:30pm - 3:30pm	Human Resources	

Budget Main Contacts

Management Services	Clay
Finance	
Human Resources	Sylvana
Parks & Recreation	Idris
Police	Julie
Fire	Frank
Community Development	Angela
Public Works	Christina

Eden Authorization

MGMT

Clay
Liza
Kerry

HR

Cathy Hanson
Sylvana Tamura
Janna Payne

Parks & Recreation

Idris
Jessica Vincent
Mark
Gina
Matt
Marcella
Eve

Police

Julie Dahlgren
Jill Mendoza

Fire

Robert Espinosa
Frank Chiella
Ken Shuck
Ron Laursen
Cleo Vasquez

Community Development

Angela
Roz

Nhung
Laurie

Public Works

Christina Lopez
Catherine Cates

CITY OF MANHATTAN BEACH
Budget Detail Access Authorization Form
Fiscal Year 2013-2014

Department: _____

Contact #1: _____

Ext: _____

Contact #2: _____

Ext: _____

Contact #3: _____

Ext: _____

Please complete and return this form to Eden Serina by Wednesday January 9, 2013, indicating the representatives from your department who should be given budget detail access in the Eden system. Only one form per department.