

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

TO: Parking and Public Improvements Commission
FROM: Erik Zandvliet, T.E., City Traffic Engineer
DATE: May 25, 2017
SUBJECT: Discussion of Work Plan Items for Joint City Council/PPIC Meeting

RECOMMENDATION:

That the Commission identify the Work Plan items to it wishes to discuss at the upcoming joint City Council / Parking and Public Improvements Commission meeting.

DISCUSSION:

As described in the Boards and Commissions Handbook, the purpose of the Parking and Public Improvements Commission (PPIC) is to makes recommendations to the City Council on public parking issues, capital improvement projects, traffic management and activities within the public right-of-way including encroachment permits.

In January 2016, the City Council approved the current City-Wide Strategic Plan to guide decision-making at all levels of the organization (Exhibit 1). It allows the City to focus on core functions and ensure that every department is working together towards common goals. It does so by establishing six Pillars of Success that were considered by the City Council as essential to the vibrant future of Manhattan Beach. They are:



**Strong Governance that Values
Meaningful Resident Engagement**



Environmental Stewardship



**Excellent Municipal Services Provided
by an Aligned and Committed Workforce**



**Effective Physical Asset
Management - Infrastructure,
Facilities, Amenities**



Financial Sustainability



Economic Vitality

Work Plan

The Work Plan is a guiding document that provides direction and discussion items to the Commission for the upcoming year. For the PPIC, the Work Plan is generally pre-established because the Commission's business is regulatory in nature and primarily mandated by State and Local codes. However, from time to time, amendments to the City's regulations will be required due to changes in law. Also, the Commission may be asked to review policy documents or legislative matters and provide direction to City Council through the Work Plan Process.

Staff Liaisons have been asked to work with commissioners to develop a list of items to discuss with City Council for inclusion in their Work Plan. Those items should correspond with City Council's current goals and priorities. The Work Plan will outline the Commission's goals, future activities, any necessary or anticipated budgetary considerations and priorities for the upcoming year. At the Joint meeting, the Commission will receive direction and prioritize Work Plan items from the City Council.

The Commission's Draft Work Plan will then be presented at a regularly scheduled City Council meeting for City Council approval. Upon review, the City Council may add, remove or revise items at any time. The Work Plan will serve as a road map for the upcoming calendar year.

If a new item is brought forward from the Commission after the Work Plan has been approved by the City Council, the Commission may still request permission to discuss that item, but will require City Council approval. During the "Commission Items" portion of a Commission meeting, a Commissioner may raise the idea of a new initiative for potential future consideration. If the majority of the Commission agrees to pursue the new initiative, the Commission may forward the request to the City Council through a letter or summary prepared by the Staff Liaison and attached to the Commission Minutes asking to consider amending the Work Plan to include the new initiative.

The Commissioners should review a partial list of Work Plan items that were raised in prior PPIC meetings, and discuss any additions, revisions or deletions from this list (Exhibit 2). The items will then be discussed at the joint City Council / PPIC meeting scheduled for June 21, 2017.

- Exhibits:
1. Citywide Strategic Plan 2016
 2. Draft Work Plan List

Manhattan Beach Strategic Planning Framework



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.

Our Vision

Our Vision is achieved by following Pillars for success:

- Strong Governance that Values Meaningful Resident Engagement
- Excellent City Services Provided by an Aligned and Committed Workforce
- Financial Sustainability
- Environmental Stewardship
- Effective Physical Asset Management; and
- Economic Vitality

Our Values

The City recognizes the following Core Values:

- Excellence
- Fiscal Responsibility
- Ethical Behavior
- Mutual Respect
- Integrity
- Dedication to the Community
- Professionalism
- Openness



Strong Governance that Values Meaningful Resident Engagement

Effective Governance is accomplished by elected officials who embrace their role as Trustee and Policy Maker. The Manhattan Beach City Council recognizes its obligation to make decisions with the long-term best interest of the community at the center of every decision. Respect and civility are the hallmark of public meetings and personal interactions between and among our elected officials, City employees and the public. Our residents actively participate in civic life and recognize that volunteering is part of the culture and fabric of our community. The City Council listens and encourages input from residents and effectively communicates with stakeholders.

Governance Activities:

1. Vigorously uphold standards of civility and decorum at all public meetings.
2. Annually evaluate and adopt strategic initiatives that continue to move the City towards its vision.
3. Evaluate opportunities to enhance civic engagement.
4. Evaluate and enhance two-way communication strategies and opportunities between the City and the community.



Excellent Municipal Services Provided by an Aligned and Committed Workforce

The efficient delivery of high quality municipal services is made possible by the City's aligned and committed workforce. Strong leadership ensures that teamwork and a strong customer service focus are translated into service delivery consistent with the priorities and expectations of the City Council. City employees recognize the community's identity is based on its small beach town character.

Governance Activities:

1. Provide clear communication on Council priorities to the City Manager and staff.
2. Proactively review and update all City ordinances, including land use ordinances.
3. Proactively respond to data regarding public safety to ensure proper policies and practices are in place.
4. Continually assess and update long-term and specific planning documents.
5. Proactively review employee compensation and performance.



Financial Sustainability

Manhattan Beach is committed to being a financially successful City as a result of good oversight, financial stewardship, and cost management. The City of Manhattan Beach places a high value on maintaining sound and conservative financial practices to ensure the fiscal sustainability of the City. City services are funded with diverse revenue sources. The City consistently prioritizes the maintenance of existing infrastructure, assets and amenities and plans for future capital needs.

Governance Activities:

1. Annually review existing and examine new potential funding mechanisms and revenue sources.
2. Proactively review, adjust and implement new financial oversight and cost management practices and policies that ensure effective budget management.
3. Proactively review policies and practices to ensure alignment between our resident and businesses needs, and financial resources available.
4. Proactively review, adjust and implement new policies and initiatives that support financial stewardship.



Environmental Stewardship

The residents of Manhattan Beach place a high value on a healthy, outdoor, and recreational life style and are committed to protecting the environment of their beautiful coastal community. The City recognizes its leadership role in environmental stewardship and works to create a built environment that compliments the natural environment. Manhattan Beach is recognized for its progressive environmental stewardship and healthy community initiatives. A healthy and active lifestyle is accessible for residents because the City is safe, sustainable and resilient.

Governance Activities:

1. Proactively review changes in environmental stewardship best practices.
2. Identify leadership opportunities for environmental stewardship.



Effective Physical Asset Management – Infrastructure, Facilities, Amenities

The City of Manhattan Beach is committed to ensuring a well-maintained and up to date physical infrastructure. Facilities and amenities are properly maintained to ensure the public's investment is properly managed. The City is committed to a Capital Improvement Plan that anticipates and plans for the ongoing needs of the community

Governance Activities:

1. Proactively assess and report on the state of the City's above and below ground infrastructure and physical assets.
2. Annually evaluate the City's infrastructure investment needs in the Capital Improvement Program.



Economic Vitality

Manhattan Beach is committed to a dynamic approach to economic vitality. The City is proactive in identifying and attracting new businesses, and retaining existing businesses that complement and enhance our unique community. The City has created a nurturing business-friendly environment that encourages developers interested in meeting our high environmental and design standards. Our community is attractive to a talented and innovative workforce.

Governance Activities:

1. Proactively evaluate economic development tools, best practices and policies that support the City's economic development priorities.
2. Proactively explore and evaluate economic vitality opportunities.

Exhibit 2
PARKING AND PUBLIC IMPROVEMENTS COMMISSION
WORK PLAN 2017-18

DRAFT

	WORK PLAN ITEM	ITEM ORIGIN	ANTICIPATED SCHEDULE	STRATEGIC PILLAR
1	Review Draft Capital Improvements Plan (CIP)	City Council	Annually (April)	Physical Asset Management Financial Sustainability
2	Review Proposed Bikeway Improvements per Citywide Bikeway Plan		As Needed	Physical Asset Management Environmental Stewardship
3	Neighborhood Traffic Management Plans A. Manhattan Beach Middle School Traffic Safety Study B. West Marine Avenue NTMP C. El Porto Traffic Circulation Follow Up Study	Staff	Summer 2017 Fall 2017 Fall 2017	Strong Governance Environmental Stewardship
4	Review and provide recommendations for Mobility Plan Update	City Council	Summer 2017	Physical Asset Management Environmental Stewardship
5	Review Draft Living Streets Policy and Aviation Bl. Multi-Modal Plan	SCAG Grant	Winter 2017	Physical Asset Management Environmental Stewardship
6	Review Veterans Parkway Pedestrian Access Plan recommendations	CIP	Fall 2017	Physical Asset Management Environmental Stewardship
7	Review Update to Downtown Parking Management Plan	DTSP	Spring 2018	Physical Asset Management Strong Governance
8	Review Citywide Wayfinding Sign Program	CIP	Spring 2018	Physical Asset Management Economic Vitality

	POSSIBLE WORK PLAN ITEMS	ITEM ORIGIN	ANTICIPATED SCHEDULE	STRATEGIC PILLAR
1	Develop Electric Vehicle Parking Policy	PPIC (10/2016)		Environmental Stewardship
2	Develop Bikesharing Program with Public/Private Partnership	Staff		Environmental Stewardship
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PARKING AND PUBLIC IMPROVEMENTS COMMISSION

DRAFT

WORK PLAN 2018-19

	POTENTIAL WORK PLAN ITEMS	ITEM ORIGIN	ANTICIPATED SCHEDULE	NOTES
1	Pursue utility undergrounding districts	PPIC (5-25-2017)		
2	Expand Gas Lamp Street Lighting (First along Highland Avenue)	PPIC (5-25-2017)		
3	Study feasibility of all directional "scramble" crosswalks at Manhattan Beach Boulevard/Manhattan Avenue	PPIC (5-25-2017)		
4	Small/Smart car parking spaces	Franklin (4/26/2019)		
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	EXISTING WORK PLAN ITEMS	ITEM ORIGIN	ANTICIPATED SCHEDULE	NOTES
A	Review Draft Capital Improvements Plan (CIP)	City Council	Annually (April)	
B	Review Proposed Bikeway Improvements per Citywide Bikeway Plan	City Council	As Needed	
C	Review items related to the implementation of the Mobility Plan	City Council	As Needed	
D	Review West Marine Neighborhood Traffic Management Plan Follow Up Study	City Council	Summer 2019	
E	Review Citywide Pedestrian Crossing Evaluation Study	CIP/City Council	Summer 2019	
F	Review proposed revisions to the City's commercial parking requirements (including electric vehicle, shared parking, mixed-uses,	City Council	Fall 2019	
G	Review draft Telecom Regulation Ordinance	City Council	Fall 2019	
H	Work with adjacent cities and SBCCOG to develop shared mobility device regulations (e-scooters and/or bikeshare)	City Council (Moratorium)		
I	Review Update to Downtown Parking Management Plan (residential permits, merchant parking demand, demand pricing, metered parking)	DTSP	Spring 2019	