

City Council Regular Meeting

Regular Meeting

Tuesday, June 1, 2021

6:00 PM

City Council at Joslyn Community Center

Public Participation Via Zoom



ELECTED OFFICIALS

Mayor Suzanne Hadley

Mayor Pro Tem Hildy Stern

Councilmember Steve Napolitano

Councilmember Richard Montgomery

Councilmember Joe Franklin

City Treasurer Tim Lilligren

EXECUTIVE TEAM

City Manager Bruce Moe

City Attorney Quinn Barrow

City Clerk Liza Tamura

Community Development Director Carrie Tai

Finance Director Steve Charelian

Interim Fire Chief Wolfgang Knabe

Human Resources Director Lisa Jenkins

Information Technology Director Terry Hackelman

Parks and Recreation Director Mark Leyman

Police Chief Derrick Abell

Interim Public Works Director Erick Lee

MISSION STATEMENT:

Our mission is to provide excellent municipal services,
preserve our small beach town character, and enhance the quality of life for our
residents, businesses and visitors.

June 1, 2021

City Council Meeting Agenda Packet:

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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

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, 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.

Meetings are broadcast live through Manhattan Beach Local Community Cable, Channel 8 (Spectrum), Channel 35 (Frontier), and live streaming via the City's website.

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. The City also provides closed captioning of all its Regular City Council Meetings for the hearing impaired.

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 Wednesday, May 26, 2021, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.

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.

PLEASE NOTE THAT THE CITY COUNCIL MAY ACT ON ANY ITEM LISTED ON THE AGENDA.

A. CALL MEETING TO ORDER**B. PLEDGE TO THE FLAG****C. ROLL CALL****D. CEREMONIAL CALENDAR**

1. Presentation of Certificates of Commendation Recognizing Police Officer Michael Lynch as Police Officer of the Year and Acting Battalion Chief Tyler Wade as Firefighter of the Year.

[21-0097](#)

PRESENT

Attachments: [Certificate of Commendation - Michael Lynch](#)
[Certificate of Commendation - Tyler Wade](#)

2. Presentation of Plaques to Outgoing Commissioners: Planning Commissioners Fournier and Thompson, Parks & Recreation Commissioners Nicholson and Cullen, Cultural Arts Commissioner Ryan, and Library Commissioner Bailey. [21-0163](#)

PRESENT

3. Presentation of a Proclamation Declaring the Month of June 2021, as LGBTQ+ (Lesbian, Gay, Bisexual, Transgender & Queer or Questioning) Pride Month. [21-0179](#)

PRESENT

Attachments: [Proclamation - LGBTQ+ Pride Month](#)

E. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES

This is the time for the City Council to:

- (a) notify the public of any changes to the agenda;*
- (b) remove items from the consent calendar for individual consideration; or*
- (c) rearrange the order of the agenda.*

MOTION TO APPROVE AGENDA AND WAIVE FULL READING

F. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the City Council, including items on the agenda. 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.

Pursuant to Governor Newsom's Executive Orders No. N-25-20 and No. N-29-20, City Council Chambers is not open to the public. In the interest of maintaining appropriate social distancing, the City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 5:30 PM, June 1, 2021 (the day of the meeting), via:

- 1) eComment at <http://www.citymb.info/ecomment>;
- 2) email to cityclerk@citymb.info; or
- 3) telephone message recorded at (310) 802-5030.

All of your comments provided by the deadlines above will be available to the City Council and the public prior to the meeting.

In addition, you may participate by joining Zoom during the meeting:

If you wish to speak on any item on the agenda, please register in advance by clicking the following link: <https://citymb.seamlessdocs.com/f/publiccomment>.

- 1) Direct URL: <https://citymb-info.zoom.us/j/93376200363>, Meeting ID: **933-7620-0363**

During the meeting you will need to use the "raise hand" button through Zoom at the time the Mayor invites the public to provide comments.

- 2) Join Zoom Meeting via Phone Conference (Voice Only):
Phone Number: **(669) 900-6833**, Meeting ID: **933 7620 0363**

During the meeting you will need to enter *9 on the phone's dial pad at the time the Mayor invites the public to provide comments.

G. COVID-19

4. City Manager Report on EOC (Emergency Operations Center) and Update on COVID-19 Response.

H. CONSENT CALENDAR (APPROVE)

Items on the Consent Calendar are routine and customary items and are enacted by a single motion with the exception of items previously removed by a member of the City Council during "Approval of the Agenda" for individual consideration. Any items removed shall be individually considered immediately after taking action on the Consent Calendar.

5. City Council Minutes: [21-0102](#)

This Item Contains Minutes of the Following City Council Meetings:

- a) City Council Adjourned Regular Meeting Minutes (Budget Study Session) of May 11, 2021
- c) City Council Adjourned Regular Meeting Minutes of May 18, 2021
- b) City Council Regular Meeting Minutes of May 18, 2021 (City Clerk Tamura).

APPROVE

Attachments: [City Council Adjourned Regular Meeting Minutes \(Budget Study Session\) of May 11, 2021](#)
[City Council Adjourned Regular Meeting Minutes of May 18, 2021](#)
[City Council Regular Meeting Minutes of May 18, 2021](#)

6. Financial Reports: [21-0125](#)

- a) Schedule of Demands May 6, 2021, and May 13, 2021
- b) Investment Portfolio for the Month Ending April 30, 2021
- c) Month End Report for April 30, 2021 (Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

Attachments: [Schedule of Demands for May 6, 2021 and May 13, 2021](#)
[Investment Portfolio for the Month Ending April 30, 2021](#)
[Month End Report for April 30, 2021](#)

7. Consideration of a Resolution Declaring an Emergency and Confirmation of [21-0176](#)

a Prior Delegation to the City Manager of Authority to Take Action in the Emergency Without Competitive Bids Pursuant to Public Contract Code Section 22050, and Authorization of Repairs to Parking Structure Lot 3 (Interim Public Works Director Lee).

ADOPT RESOLUTION NO. 21-0045

Attachments: [Resolution No. 21-0045](#)
[Resolution No 12-6422](#)
[Change Order No. 3 – Pro Finish Painting, Inc. dba Pro Finish Construction Services](#)

I. ITEMS REMOVED FROM THE CONSENT CALENDAR

Each speaker may speak for up to 2 minutes on each item pulled from the agenda.

J. PUBLIC HEARINGS

At the discretion of the Mayor, each speaker may speak for up to 3 minutes on each public hearing item.

K. GENERAL BUSINESS

Each speaker may speak for up to 2 minutes on each general business item.

8. Report on the Use of Homeless Court Services and Funding Sources for Homeless Services (Continued from the May 18, 2021, City Council Meeting) (City Manager Moe). [21-0171](#)
DISCUSS AND PROVIDE DIRECTION

Attachments: [Redondo Beach Homeless Court Cost Breakdown](#)
9. Report on the City's Ambassador Program Analyzing Activities, Expenditures, and Feedback of the Program (Verbal Report) (City Manager Moe).
DISCUSS AND PROVIDE DIRECTION
10. Discussion and Consideration of a Resolution to Express Support for Local Control and Authority as it Relates to Land Use, Zoning, and Housing Issues (ACA 7) (Community Development Director Tai). [21-0177](#)
CONSIDER ADOPTION OF RESOLUTION NO. 21-0046

Attachments: [Resolution No. 21-0046](#)
11. Discussion of Fees for the Business Use of the Public Right-of-Way (Community Development Director Tai). [21-0178](#)
DISCUSS AND PROVIDE DIRECTION
12. Consider Approving the Fiscal Year 2021-2022 City Council Work Plan (City Manager Moe). [21-0100](#)
APPROVE

Attachments: [City Council Work Plan \(37 Items\)](#)
[Work Plan Summary](#)
[Completed Work Plan Items \(16 Items\)](#)
[Departmental Involvement Matrix](#)
[City Council Work Plan Development](#)
13. Discussion of the Fiscal Year 2021-2022 Proposed Operating Budget (Finance Director Charelian). [21-0170](#)
DISCUSS AND PROVIDE DIRECTION

L. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

In addition to providing reports of meetings and conferences attended by Councilmembers in connection with their official duties at City expense as required by AB 1234, Councilmembers requested at a previous City Council meeting that the following item(s) be placed on the agenda for discussion.

M. FUTURE AGENDA ITEMS

Councilmembers may request that items be placed on a future agenda with the concurrence of one other Councilmember.

N. CITY MANAGER REPORT**O. CITY ATTORNEY REPORT****P. INFORMATIONAL ITEMS**

This section is for items that do not require City Council action.

14. Commission Minutes:[21-0164](#)

This Item Contains Minutes of the following City Commission Meetings:

a) Parks and Recreation Commission Meeting Minutes of March 22, 2021

(Parks and Recreation Director Leyman)

b) Library Commission Meeting Minutes of April 12, 2021 (Parks and Recreation Director Leyman)

c) Cultural Arts Commission Meeting Minutes of April 19, 2021 (Parks and Recreation Director Leyman)

d) Finance Subcommittee Meeting Minutes of May 13, 2021 (Finance Director Charelian).

INFORMATION ITEM ONLY

Attachments: [Parks and Recreation Commission Meeting Minutes of March 22, 2021](#)

[Library Commission Meeting Minutes of April 12, 2021](#)

[Cultural Arts Commission Meeting Minutes of April 19, 2021](#)

[Finance Subcommittee Meeting Minutes of May 13, 2021](#)

Q. CLOSED SESSION**R. ADJOURNMENT**

S. FUTURE MEETINGS

CITY COUNCIL MEETINGS

June 15, 2021 - Tuesday -- 6:00 PM - City Council Meeting
July 6, 2021 - Tuesday -- 6:00 PM - City Council Meeting
July 20, 2021 - Tuesday -- 6:00 PM - City Council Meeting
August 3, 2021 - Tuesday -- 6:00 PM - City Council Meeting
August 17, 2021 - Tuesday -- 6:00 PM - City Council Meeting
September 7, 2021 - Tuesday -- 6:00 PM - City Council Meeting (Reorganization)
September 21, 2021 - Tuesday -- 6:00 PM - City Council Meeting
October 5, 2021 - Tuesday -- 6:00 PM - City Council Meeting
October 19, 2021 - Tuesday -- 6:00 PM - City Council Meeting
November 2, 2021 - Tuesday -- 6:00 PM - City Council Meeting
November 16, 2021 - Tuesday -- 6:00 PM - City Council Meeting
December 7, 2021 - Tuesday -- 6:00 PM - City Council Meeting
December 21, 2021 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

June 9, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
June 14, 2021 - Monday - 5:00 PM - Library Commission Meeting
June 21, 2021 - Monday - 5:00 PM - Cultural Arts Commission Meeting
June 23, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
June 24, 2021 - Thursday - 4:00 PM - Parking and Public Improvements Commission
June 28, 2021 - Monday - 6:00 PM - Parks and Recreation Commission Meeting

T. CITY OFFICES CLOSED

CITY HOLIDAYS:

July 5, 2021 - Monday - Independence Day Observed
September 6, 2021 - Monday - Labor Day
October 11, 2021 - Monday - Columbus Day
November 11, 2021 - Thursday - Veterans Day
November 25-26, 2021 - Thursday & Friday - Thanksgiving Holiday
December 24, 2021 - Friday - Christmas Day Observed (Saturday, December 25, 2021)
December 31, 2021 - Friday - New Years Day Observed (Saturday, January 1, 2022)
January 17, 2022 - Monday - Martin Luther King Day
February 21, 2022 - Monday - Presidents Day
May 30, 2022 - Monday - Memorial Day



CITY OF MANHATTAN BEACH
1400 Highland Avenue Manhattan Beach, CA 90266
www.citymb.info • (310) 802-5000

STAFF REPORT

Agenda Date: 6/1/2021

TO:

Members of the City Council

FROM:

Mayor Hadley

SUBJECT:

Presentation of Certificates of Commendation Recognizing Police Officer Michael Lynch as Police Officer of the Year and Acting Battalion Chief Tyler Wade as Firefighter of the Year.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize**

**Police Officer Michael Lynch as Police Officer of the Year
and
Acting Battalion Chief Tyler Wade as Firefighter of the Year**

Certificate of Commendation

2020 POLICE OFFICER OF THE YEAR POLICE OFFICER MICHAEL LYNCH

- Whereas,* in 1980 the Manhattan Beach Police Department implemented a program whereby the department would recognize outstanding efforts of police officers and encourage motivation and morale by naming an “Officer of the Year;” and
- Whereas,* nominees must be sworn officers of any rank and must maintain an outstanding attitude and professional demeanor; and
- Whereas,* the distinction and honor of being named “2020 Officer of the Year” recently went to Police Officer Michael Lynch, who has shown the professional qualities that render outstanding police officers, the expertise, the courage, the patience, and the ability to perform a duty which at times seems impossible; and
- Whereas,* Michael’s performance stands out among his peers; and
- Whereas,* the City Council wishes to recognize Police Officer Michael Lynch for being designated “Officer of the Year” and for doing such an outstanding job for the Police Department and the community.

Now, Therefore, Be It Resolved that I, Suzanne Hadley, Mayor of the City of Manhattan Beach, California, on behalf of the City Council and the residents of Manhattan Beach, do hereby commend

Police Officer Michael Lynch

for his outstanding contribution to the Manhattan Beach Police Department and to the community.

Dated this 1st day of June, 2021.

MAYOR SUZANNE HADLEY

Certificate of Commendation

2020 FIREFIGHTER OF THE YEAR ACTING BATTALION CHIEF TYLER WADE

- Whereas,* the Manhattan Beach Fire Department implemented a program whereby the department would recognize outstanding efforts of Firefighters and encourage motivation and morale by naming a “Firefighter of the Year;” and
- Whereas,* nominees must be safety employees of any rank and must have demonstrated a commitment to the mission statement of the department, an outstanding and professional attitude and demeanor, and made a significant contribution to the department and the community; and
- Whereas,* the distinction and honor of being named “2020 Firefighter of the Year” recently went to Acting Battalion Chief Tyler Wade, who has shown the professional qualities of a team player, expertise, and the ability to perform his duties at an exceptionally high level; and
- Whereas,* Tyler’s performance stands out among his peers and within the department; and
- Whereas,* the City Council wishes to recognize Acting Battalion Chief Tyler Wade for being designated “Firefighter of the Year” and for doing such an outstanding job.

Now, Therefore, Be It Resolved that I, Suzanne Hadley, Mayor of the City of Manhattan Beach, California, on behalf of the City Council and the residents of Manhattan Beach, do hereby commend

Acting Battalion Chief Tyler Wade

for his outstanding contribution to the Manhattan Beach Fire Department and to the community.

Dated this 1st day of June, 2021.

MAYOR SUZANNE HADLEY



Agenda Date: 6/1/2021

TO:

Members of the City Council

FROM:

Mayor Hadley

SUBJECT:

Presentation of Plaques to Outgoing Commissioners: Planning Commissioners Fournier and Thompson, Parks & Recreation Commissioners Nicholson and Cullen, Cultural Arts Commissioner Ryan, and Library Commissioner Bailey.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize the
Following Commissioners for Their
Service to the City of Manhattan Beach**

Planning Commission

**Stewart Fournier
Richard Thompson**

Parks & Recreation Commission

**Steven Nicholson
Matthew Cullen**

Cultural Arts Commission

Shannon Ryan

Library Commission

Jordan Bailey



CITY OF MANHATTAN BEACH
1400 Highland Avenue Manhattan Beach, CA 90266
www.citymb.info • (310) 802-5000

STAFF REPORT

Agenda Date: 6/1/2021

TO:

Members of the City Council

FROM:

Mayor Hadley

SUBJECT:

Presentation of a Proclamation Declaring the Month of June 2021, as LGBTQ+ (Lesbian, Gay, Bisexual, Transgender & Queer or Questioning) Pride Month.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Declare
the Month of June 2021 as
LGBTQ+ (Lesbian, Gay, Bisexual, Transgender & Queer or Questioning)
Pride Month**

Proclamation

- Whereas,* this nation was founded on the principle that every individual has infinite dignity and worth, and the City of Manhattan Beach calls upon the people of this city to embrace this principle and work to eliminate prejudice everywhere it exists; and
- Whereas,* while society at large increasingly supports LGBTQ+ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and
- Whereas,* celebrating Pride Month influences awareness and provides support and advocacy for Manhattan Beach's LGBTQ+ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights; and
- Whereas,* LGBTQ+ individuals are a vital part of all fields and professions and have had immeasurable impact to the cultural, civic and economic successes of our country; and
- Whereas,* everyone should be able to live without fear of prejudice, discrimination, violence and hatred based on ethnic, cultural, racial, religious, gender and sexual identities; and
- Whereas,* it is imperative that all people in the community, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and community leaders.

Now, Therefore, Be It Resolved that I, Suzanne Hadley, Mayor of the City of Manhattan Beach, California, on behalf of the City Council and the residents of Manhattan Beach, do hereby proclaim the month of June 2021 as

LGBTQ+ Pride Month

and encourage all of our residents to respect and honor our diverse community and celebrate and build a culture of inclusiveness and acceptance.

Dated this 1st day of June 2021.

ATTEST:

CITY CLERK LIZA TAMURA

MAYOR SUZANNE HADLEY



CITY OF MANHATTAN BEACH CITY HALL

1400 Highland Avenue, Manhattan Beach, CA 90266

WEBSITE: www.citymb.info • **PHONE:** (310) 802-5000

AGENDA ITEM NO. 4

City Manager Report on EOC (Emergency Operations Center) and Update on COVID-19 Response.



Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Liza Tamura, City Clerk

Patricia Matson, Deputy City Clerk

SUBJECT:

City Council Minutes:

This Item Contains Minutes of the Following City Council Meetings:

- a) City Council Adjourned Regular Meeting Minutes (Budget Study Session) of May 11, 2021
- c) City Council Adjourned Regular Meeting Minutes of May 18, 2021
- b) City Council Regular Meeting Minutes of May 18, 2021
(City Clerk Tamura).

APPROVE

RECOMMENDATION:

The attached minutes are for City Council approval:

Attachment(s):

1. City Council Adjourned Regular Meeting Minutes (Budget Study Session) of May 11, 2021
2. City Council Adjourned Regular Meeting Minutes of May 18, 2021
3. City Council Regular Meeting Minutes of May 18, 2021

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, May 11, 2021

6:00 PM

Budget Study Session

Zoom Meeting

City Council Adjourned Regular Meeting

ELECTED OFFICIALS

Mayor Suzanne Hadley

Mayor Pro Tem Hildy Stern

Councilmember Steve Napolitano

Councilmember Richard Montgomery

Councilmember Joe Franklin

PLEASE NOTE THAT THE CITY ARCHIVES THE VIDEO RECORDINGS OF ALL REGULAR CITY COUNCIL MEETINGS AND THE VIDEO FOR THIS MEETING IS HEREBY INCORPORATED BY THIS REFERENCE. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR CITY COUNCIL MEETINGS. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO:

www.citymb.info/departments/city-clerk/city-council-meetings-agendas-and-minutes

A. CALL MEETING TO ORDER

Mayor Hadley called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Hadley led the Pledge of Allegiance.

C. ROLL CALL

Present 5 - Mayor Hadley, Mayor Pro Tem Stern, Councilmember Napolitano, Councilmember Montgomery and Councilmember Franklin

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Management Services, Senior Deputy City Clerk Martha Alvarez confirmed that 3 email public comments were received by the City for the May 11, 2021 City Council Adjourned Regular Meeting Budget Study Session.

Mayor Hadley opened the floor for public comments.

Seeing no requests to speak, Mayor Hadley closed the floor for public comments.

E. GENERAL BUSINESS

Presentation of the Fiscal Year 2021-2022 Proposed Operating Budget (Finance Director Charelian).

DISCUSS AND PROVIDE DIRECTION

City Manager Bruce Moe provided an introduction of the item.

Finance Director Steve Charelian provided a PowerPoint presentation and responded to City Council questions.

The following department heads provided PowerPoint overviews of their departmental budgets:

Community Development Director Tai

Interim Fire Chief Wolfgang Knabe

Finance Director Steve Charelian

Acting Public Works Director Carrie Tai

Police Chief Derrick Abell

City Manager Bruce Moe presented and responded to City Council questions.

Parks and Recreation Director Mark Leyman

Human Resources Director Lisa Jenkins

Information Technology Director Terry Hackelman

Mayor Hadley opened the floor for public comments.

Seeing no requests to speak, Mayor Hadley closed the floor for public comments.

The following department heads responded to City Council questions:

Information Technology Director Hackelman

Police Chief Abell

City Manager Moe

Finance Director Charelian

City Manager Moe responded to City Council questions.

Finance Director Charelian provided that the City advertised the Budget Study Session as well as upcoming budget meetings in the Beach Reporter.

City Manager Moe responded to City Council questions.

The City Council provided direction to receive a report of the budget line item detail in descending order by department and in descending order citywide.

Finance Director Charelian provided that the requested reports would be available for the May 25, 2021 Budget Study Session and that the current proposed budget and line item detail are available on the City's website.

Councilmember Montgomery encouraged the public to review the budget documents on the City's website.

City Manager Moe clarified City Council’s direction and responded to City Council questions.

Mayor Hadley specified City Council’s direction and stated that the City Council would like the budget line item detail reports in descending order down to \$1,000 by department and in descending order citywide.

City Manager Moe received clarification that the requested line item detail report would only include the general fund.

Finance Director Charelian stated that the City Council would receive printed hard copies of the requested line item detail reports. He reiterated that the line item detail is currently on the City’s webpage in PDF format under the Finance Department.

Mayor Hadley requested that page numbers be added to the descending line item detail report as a whole.

Finance Director Charelian provided that the link to the current line item detail on the City’s website would be sent to the City Council.

Mayor Hadley confirmed that further discussions regarding the budget would occur on May 18, 2021 and May 25, 2021.

City Manager Moe responded to City Council questions.

F. ADJOURNMENT

At 8:07 PM, Mayor Hadley adjourned the meeting to the 4:30 PM, May 18, 2021 Adjourned Regular City Council meeting.

Patricia Matson
Recording Secretary

ATTEST:

Suzanne Hadley
Mayor

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, May 18, 2021

4:30 PM

Zoom Meeting

City Council Adjourned Regular Meeting

ELECTED OFFICIALS

Mayor Suzanne Hadley

Mayor Pro Tem Hildy Stern

Councilmember Steve Napolitano

Councilmember Richard Montgomery

Councilmember Joe Franklin

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A. CALL MEETING TO ORDER

Mayor Hadley called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Hadley led the Pledge of Allegiance.

C. ROLL CALL

Present 5 - Mayor Hadley, Mayor Pro Tem Stern, Councilmember Napolitano, Councilmember Montgomery and Councilmember Franklin

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Mayor Hadley opened the floor to public comments.

Seeing no requests to speak, Mayor Hadley closed the floor to public comments.

E. CLOSED SESSION

I. ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

City Attorney Quinn Barrow announced the following Closed Session:

**CONFERENCE WITH LEGAL COUNSEL (EXISTING LITIGATION)
(Government Code Section 54956.9(d)(1)) in the following case
involving short-term rentals:**

**Name of Case: Darby T. Keen (Trustee) v City of Manhattan Beach
Court of Appeals**

Case No: Appeal B307538; LA County No. 19STCP02984

II. RECESS INTO CLOSED SESSION

At 4:36 PM, Mayor Hadley announced that City Council would recess into Closed Session.

III. RECONVENE INTO OPEN SESSION

At 6:04 PM, the City Council reconvened into Open Session with all Councilmembers present.

IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Barrow announced that pursuant to Government Code Section 54956.9(d) (1), the City Council went into closed session at 4:30 PM to discuss the pending litigation in the case of Keen v. City of Manhattan Beach. By a 5-0 vote the City Council gave direction to the City Attorney. There was no other reportable action taken.

F. ADJOURNMENT

At 6:06 PM, the meeting was adjourned.

Patricia Matson
Recording Secretary

Suzanne Hadley
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, May 18, 2021

6:00 PM

Regular Meeting

Zoom Meeting

City Council Regular Meeting

ELECTED OFFICIALS

Mayor Suzanne Hadley

Mayor Pro Tem Hildy Stern

Councilmember Steve Napolitano

Councilmember Richard Montgomery

Councilmember Joe Franklin

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A. CALL MEETING TO ORDER

Mayor Hadley called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Hadley led the Pledge of Allegiance.

C. ROLL CALL

Present: 5 - Mayor Hadley, Mayor Pro Tem Stern, Councilmember Napolitano, Councilmember Montgomery and Councilmember Franklin

D. CEREMONIAL CALENDAR

- 1. Presentation of a Commendation to Camille Jorenby of Scouts BSA Girls Troop 860, for Attaining the Rank of Eagle Scout. [21-0150](#)

PRESENT

Mayor Hadley, on behalf of the City Council, presented a Commendation to Camille Jorenby of Scouts BSA Girls Troop 860, for Attaining the Rank of Eagle Scout.

- 2. Presentation of a Certificate of Recognition to Teen Entrepreneur, Kendal Steller, Custom Charcuterie Boards and Dessert Boxes. [21-0158](#)

PRESENT

Mayor Hadley, on behalf of the City Council, presented a Certificate of Recognition to Kendal Steller as a Teen Entrepreneur who creates and sells custom charcuterie and dessert boxes.

E. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES

Mayor Pro Tem Stern requested to remove from the Consent Calendar, for individual consideration, Agenda Item No. 6 – Consideration of a Resolution Affirming the City’s Commitment to the Safety and Well-Being of our Asian American and Pacific Islander Community Members and Denouncing Xenophobia.

For the record, Councilmember Napolitano commented that Joe Ahn was a great choice for the position on the South Bay Workforce Investment Board, in regard to Agenda Item No. 9.

A motion was made by Councilmember Montgomery, seconded by Councilmember Napolitano, to approve the agenda, waive full reading of ordinances, and remove Agenda Item No. 6 from the Consent Calendar for individual consideration. The motion carried by the following vote:

Aye: 5 - Hadley, Stern, Napolitano, Montgomery and Franklin

F. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Management Services, Senior Management Analyst George Gabriel provided a public service announcement and video regarding the new scrambled crosswalks in Downtown Manhattan Beach.

Senior Management Analyst Gabriel provided an update regarding homelessness in the City and responded to City Council questions.

Management Services, Senior Deputy City Clerk Martha Alvarez provided that the following public comments were received by the City for the May 18, 2021 City Council Regular Meeting:

*Agenda Item No. 3a
5 eComments
149 emails*

*Agenda Item No. 6
11 eComments
4 emails*

*Agenda Item No. 12
1 eComment
1 email*

*Agenda Item No. 13
73 eComments
216 emails
6 Voicemails*

*Agenda Item No. 15
4 emails*

*Agenda Item No. 16
5 emails*

*Other Items Not On the Agenda
3 emails*

Mayor Hadley opened the floor to public comments. The following individuals spoke:

*Donna Thomas
Zac Dean
Josh Murray
Karen Roseberry
Paul Mullin
Eileen O'Connor
Marta Price
Tiffany Wright
Michael Zislis
Matthew Kimm
Taylor Coco
George Kaufman
Timothy Miley
Robert Ambrose
Fred Taylor
Heather Kim
Alita Rethmeyer
Joseph Trevizu
Jeffrey
Francis Hardiman*

Seeing no further requests to speak, Mayor Hadley closed the floor to public comments.

G. COVID-19

3. City Manager Report on EOC (Emergency Operations Center), Update on COVID-19 Response and Outdoor Dining.

City Manager Bruce Moe reported on the EOC (Emergency Operations Center).

- a) Update on Outdoor Dining and Discussion on Extending Expiration Date
(Community Development Director Tai).

[21-0149](#)

DISCUSS AND PROVIDE DIRECTION

Community Development Director Carrie Tai introduced the item and Community Development, City Traffic Engineer Erik Zandvliet provided the staff presentation.

City Traffic Engineer Zandvliet, Community Development Director Tai, and Police Chief Derrick Abell responded to City Council questions.

Mayor Hadley thanked Community Development Director Tai, City Traffic Engineer Zandvliet, and all City staff members that were involved in making outdoor dining a success.

Mayor Hadley opened the floor to public comments. The following individuals spoke:

*Neil Leventhal
Carol Perrin
Donald McPherson
Jill Lamkin
Kelly Stroman
John Schmitt
Jim Burton
Mike Simms
Heather Kim
Rod Stoddard
Jacque May
Elyse Gura*

Mayor Hadley announced that the City Council would take a break and upon their return, Laura Leventhal would be the last individual to provide public comment in order to accommodate a technical issue that Ms. Leventhal was having.

At 8:24 PM, City Council recessed and reconvened at 8:40 PM with all Councilmembers present.

Laura Leventhal provided public comment.

Mayor Hadley closed the floor to public comments.

Community Development Director Tai, City Traffic Engineer Zandvliet, Police Chief Abell, and Interim Fire Chief Wolfgang Knabe responded to City Council questions.

A motion was made by Councilmember Montgomery, to extend outdoor dining Citywide through Labor Day weekend.

Mayor Hadley inquired if Councilmember Montgomery would consider extending outdoor dining until the end of September. Councilmember Montgomery declined.

Community Development Director Tai received clarification of City Council's direction regarding the dining decks and locations west of Ocean Drive.

Police Chief Abell responded to City Council questions.

Community Development Director Tai received further clarification regarding the dining decks and locations west of Ocean Drive.

A motion was made by Councilmember Montgomery, seconded by Mayor Pro Tem Stern, to extend outdoor dining Citywide through Labor Day weekend with service to cease on September 7, 2021, and for all outdoor dining decks to be removed by September 10, 2021; the locations west of Ocean Drive including the 4 dining decks, Shellback Tavern, and the half deck being utilized by the Strand House for space heater storage were excluded and would be considered in a separate discussion by the City Council. The motion carried by the following vote:

Aye: 5 - Hadley, Stern, Napolitano, Montgomery and Franklin

A motion was made by Mayor Hadley, seconded by Mayor Pro Tem Stern, to extend outdoor dining to July 5, 2021 for the locations west of Ocean Drive.

City Traffic Engineer Zandvliet, City Manager Moe, and Community Development Director Tai responded to City Council questions.

A motion was made by Councilmember Montgomery, seconded by Mayor Pro Tem Stern, to extend outdoor dining to July 5, 2021 for the locations west of Ocean Drive.

Aye: 5 - Hadley, Stern, Napolitano, Montgomery and Franklin

The City Council clarified that the maker of the motion was Councilmember Montgomery.

Community Development Director Tai provided information regarding Staff Recommendation 3 from the staff report which included recouping some of the revenue from parking meter spaces used for street dining.

City Manager Moe and City Traffic Engineer Zandvliet responded to City Council questions.

A motion was made by Councilmember Montgomery to have the City allocate \$50,000 a month during the summer months for public safety enforcement and cleanliness in the downtown area, with no new revenue source.

City Attorney Quinn Barrow clarified that the authorization of the City to pay \$50,000 a month was not part of the agenda, but could come back at the next City Council meeting for discussion.

Councilmember Montgomery withdrew his motion.

City Attorney Barrow responded to City Council questions.

At 10:10 PM, Mayor Hadley requested a motion to extend the meeting.

A motion was made by Councilmember Napolitano, seconded by Mayor Pro Tem Stern, to extend the meeting past 11:00 PM. The motion carried by the following vote:

Aye: 4 - Hadley, Stern, Napolitano and Franklin

Nay: 1 - Montgomery

H. CONSENT CALENDAR (APPROVE)

A motion was made by Councilmember Montgomery, seconded by Mayor Pro Tem Stern, to approve the Consent Calendar with the exception of Agenda Item No. 6, which was individually considered under Section I – Items Removed from the Consent Calendar.

City Attorney Quinn Barrow read the title of Ordinance No. 21-0004:

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH REPEALING SECTION 14.36.070 OF CHAPTER 14.36 OF TITLE 14 OF THE MANHATTAN BEACH MUNICIPAL CODE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

City Attorney Barrow read the title of Urgency Ordinance No. 21-0005-U:

AN URGENCY ORDINANCE OF THE CITY OF MANHATTAN BEACH REPEALING URGENCY ORDINANCE NOS. 20-0014-U AND 20-0015-U, DECLARING THE URGENCY THEREOF, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

The motion carried by the following vote:

Aye: 5 - Hadley, Stern, Napolitano, Montgomery and Franklin

4. City Council Minutes: [21-0096](#)

This Item Contains Minutes of the Following City Council Meeting(s):

- a) City Council Adjourned Regular Meeting Minutes of May 4, 2021
- b) City Council Regular Meeting Minutes of May 4, 2021 (City Clerk Tamura).

APPROVE

The recommendation for this item was approved on the Consent Calendar.

5. Financial Reports: [21-0124](#)

- a) Schedules of Demands April 22, 2021, and April 29, 2021
- b) Investment Portfolio for the Month Ending March 31, 2021
- c) Month End Report for March 31, 2021 (Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

The recommendation for this item was approved on the Consent Calendar.

6. Consideration of a Resolution Affirming the City of Manhattan Beach's [21-0153](#)

Commitment to the Safety and Well-Being of our Asian American and Pacific Islander Community Members and Denouncing Xenophobia (City Manager Moe).

ADOPT RESOLUTION NO. 21-0043

This item was removed from the Consent Calendar and heard under Section I - Items Removed from the Consent Calendar.

7. Second Reading and Adoption of an Ordinance Repealing Manhattan Beach Municipal Code Section 14.36.070 - Parking for Demonstration (City Manager Moe). [21-0157](#)

ADOPT ORDINANCE NO. 21-0004

The recommendation for this item was approved on the Consent Calendar.

8. Consideration of Urgency Ordinance No. 21-0005-U Repealing Urgency Ordinance Nos. 20-0014-U and 20-0015-U Regarding Facial Coverings; and Resolution No. 21-0038 Confirming Emergency Order Nos. 21 Through 25 Issued by the Director of Emergency Services During the Local Emergency Proclaimed to Address COVID-19 (City Attorney Barrow). [21-0137](#)

a) ADOPT URGENCY ORDINANCE NO. 21-0005-U

b) ADOPT RESOLUTION NO. 21-0038

The recommendation for this item was approved on the Consent Calendar.

9. Consideration of the Re-Appointment of Joe Ahn of Northrop Grumman to the South Bay Workforce Investment Board's Manhattan Beach Business Private Sector Seat (City Clerk Tamura). [21-0144](#)

APPOINT

For the record, Councilmember Napolitano commented that Joe Ahn was a great choice for the position on the South Bay Workforce Investment Board.

The recommendation for this item was approved on the Consent Calendar.

10. Consideration of Approving Assessment Engineer's Report for Annual Levy of Street Lighting Assessments for Fiscal Year 2021-2022 (Finance Director Charelian). [21-0048](#)

ADOPT RESOLUTION NO. 21-0039

The recommendation for this item was approved on the Consent Calendar.

11. Declaration of Intention to Provide for Annual Levy and Collection of Assessments for Street Lighting Maintenance and Setting of Public Hearing for June 15, 2021 (Finance Director Charelian). [21-0049](#)

a) ADOPT RESOLUTION NO. 21-0040

b) SET PUBLIC HEARING DATE FOR JUNE 15, 2021

The recommendation for this item was approved on the Consent Calendar.

I. ITEMS REMOVED FROM THE CONSENT CALENDAR

- 6. Consideration of a Resolution Affirming the City of Manhattan Beach’s Commitment to the Safety and Well-Being of our Asian American and Pacific Islander Community Members and Denouncing Xenophobia (City Manager Moe). [21-0153](#)

ADOPT RESOLUTION NO. 21-0043

Mayor Pro Tem Stern explained why she pulled the agenda item.

Mayor Hadley opened the floor to public comments. The following individuals spoke:

- Brooklyn Chan*
- Armaan Shivpuri*
- Madeline Kaplan*
- Diana Skaar*
- Mags Ng*
- Joseph Ungoco*
- Grace Lou*
- Jennifer Lin*
- Heather Kim*

Seeing no further requests to speak, Mayor Hadley closed the floor to public comments.

A motion was made by Councilmember Montgomery, seconded by Mayor Pro Tem Stern to adopt Resolution No. 21-0043 affirming the City of Manhattan Beach’s commitment to the safety and well-being of our Asian American and Pacific Islander community members and denouncing xenophobia. The motion carried by the following vote:

Aye: 5 - Hadley, Stern, Napolitano, Montgomery and Franklin

J. PUBLIC HEARINGS

12. Conduct Public Hearing to Consider Approval of a Coastal Development Permit to Expand the Overnight Residential Permit Parking Program on 45th Street Between Ocean Drive and Highland Avenue (Community Development Director Tai). [21-0136](#)
- a) CONDUCT PUBLIC HEARING**
- b) ADOPT RESOLUTION NO. 21-0041**

Community Development Director Carrie Tai introduced the item and City Traffic Engineer Erik Zandvliet provided the staff presentation and responded to City Council questions.

Mayor Hadley opened the public hearing.

Seeing no requests to speak, Mayor Hadley closed the floor to public comments.

City Traffic Engineer Zandvliet responded to City Council questions.

A motion was made by Councilmember Montgomery, seconded by Councilmember Napolitano, to adopt Resolution No. 21-0041 as amended approving a Coastal Development Permit to expand the overnight residential permit parking program on 45th Street between Ocean Drive and Highland Avenue within the appealable portion of the City's Coastal Zone – CDP-21-0024 with overnight parking permit hours to be limited between 7:00 pm and 9:00 am. The motion carried by the following vote:

Aye: 5 - Hadley, Stern, Napolitano, Montgomery and Franklin

K. GENERAL BUSINESS

Mayor Hadley announced that Agenda Item Nos. 16 and 17 would be postponed and heard at a future City Council meeting.

13. Consideration of Resolution Expressing a “Vote of No Confidence” in Los Angeles County District Attorney, George Gascón (City Manager Moe).

[21-0140](#)

CONSIDER ADOPTING RESOLUTION NO. 21-0042

City Manager Moe provided a brief introduction of the item.

Mayor Hadley opened the floor to public comments. The following individuals spoke:

*Lucia La Rosa Ames
Kim Brant-Lucich
Tiffany Blacknell
Megan Singer
Heather Kim
Desiree Andrade*

Seeing no further requests to speak, Mayor Hadley closed the floor to public comments.

City Attorney Quinn Barrow responded to City Council questions.

A motion was made by Mayor Hadley, seconded by Councilmember Montgomery, to adopt Resolution No. 21-0042 expressing a Vote of No Confidence in Los Angeles County District Attorney George Gascón as amended to incorporate the language in the resolution adopted by the City of Beverly Hills. The motion carried by the following vote:

Aye: 4 - Hadley, Napolitano, Montgomery and Franklin

Nay: 1 - Stern

14. Report on the Use of Homeless Court Services and Funding Sources for Homeless Services (City Manager Moe).

[21-0130](#)

DISCUSS AND PROVIDE DIRECTION

Mayor Hadley announced that this item was postponed to the June 1, 2021 City Council meeting.

15. Consideration of Allowing Indoor Construction and Outdoor Construction Staging at 1200 North Sepulveda Boulevard After Hours (May 24, 2021 - September 17, 2021 from 10:00 p.m. - 7:30 a.m.) (Community Development Director Tai).

[21-0142](#)

APPROVE

Community Development Director Carrie Tai introduced Community Development, Building Official Ryan Heise, who presented the PowerPoint presentation and responded to City Council questions.

Construction Superintendent Errol Needham and Assistant Project Manager DeMarcus Fullington of BAC Consulting responded to City Council questions.

Mayor Hadley opened the floor to public comments. The following individuals spoke:

*Madeline Kaplan
Paul Mullin*

Seeing no further requests to speak, Mayor Hadley closed the floor to public comments.

Assistant Project Manager Fullington and Building Official Heise responded to City Council questions.

The City Council provided direction that a phone number for the Project Manager should appear on the next notice going out to the residents affected by the construction site. The City Council also directed that the contractors would be required to use the west side entrances instead of the ones on the south side of the store, and that heavy equipment should be moved during the day instead of at night.

A motion was made by Mayor Hadley, seconded by Councilmember Napolitano, to approve the request to allow indoor construction and outdoor construction staging at 1200 North Sepulveda Blvd for a trial period and to have the City Council review the request at the July 6, 2021 City Council meeting.

City Attorney Quinn Barrow clarified that staff has the ability to revoke the after hours construction request, if necessary, without an emergency meeting with the City Council.

A motion was made by Mayor Hadley, seconded by Councilmember Napolitano, to approve the request to allow indoor construction and outdoor construction staging at 1200 North Sepulveda Blvd for a trial period and to have the City Council review the request at the July 6, 2021 City Council meeting. The motion carried by the following vote:

Aye: 4 - Hadley, Stern, Napolitano and Franklin

Nay: 1 - Montgomery

16. Presentation of the Proposed 5-Year Capital Improvement Program (CIP) for Fiscal Year 2021-2022 Through Fiscal Year 2025-2026 (Acting Public Works Director Tai). [21-0148](#)
- a) **DISCUSS AND PROVIDE DIRECTION**
 - b) **APPROVE**

This item was postponed to a future City Council meeting.

17. Discussion of the Fiscal Year 2021-2022 Proposed Operating Budget (Finance Director Charelian). [21-0160](#)
- DISCUSS AND PROVIDE DIRECTION**

This item was postponed to a future City Council meeting.

L. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

None.

M. FUTURE AGENDA ITEMS

A request was made by Councilmember Montgomery, seconded by Mayor Hadley, to agendize a discussion expressing support of Assembly Constitutional Amendment ACA-7, introduced by Assembly Member Al Muratsuchi as it relates to local control of land use.

N. CITY MANAGER REPORT

City Manager Moe introduced the City's new Interim Public Works Director, Erick Lee.

O. CITY ATTORNEY REPORT

None.

P. INFORMATIONAL ITEMS

18. Commission Minutes:

[21-0151](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Parking and Public Improvements Commission Meeting Minutes of March 2020-October 2020 (Cancelled) (Community Development Director Tai)
- b) Parking and Public Improvements Commission Meeting Minutes of December 3, 2020 (Community Development Director Tai)
- c) Cultural Arts Commission Meeting Minutes of December 21, 2020 (Parks and Recreation Director Leyman)
- d) Planning Commission Meeting Minutes of January 13, 2021 (Cancelled) (Community Development Director Tai)
- e) Planning Commission Meeting Minutes of January 27, 2021 (Cancelled) (Community Development Director Tai)
- f) Parking and Public Improvements Commission Meeting Minutes of January 28, 2021 (Community Development Director Tai)
- g) Planning Commission Meeting Minutes of February 10, 2021 (Cancelled) (Community Development Director Tai)
- h) Planning Commission Meeting Minutes of February 24, 2021 (Cancelled) (Community Development Director Tai)
- i) Parking and Public Improvements Commission Meeting Minutes of February 25, 2021 (Cancelled) (Community Development Director Tai)
- j) Parking and Public Improvements Commission Meeting Minutes of March 25, 2021 (Cancelled) (Community Development Director Tai)
- k) Planning Commission Meeting Minutes of April 14, 2021 (Cancelled) (Community Development Director Tai)
- l) Planning Commission Meeting Minutes of April 28, 2021 (Cancelled) (Community Development Director Tai)
- m) Planning Commission Meeting Minutes of May 12, 2021 (Cancelled) (Community Development Director Tai)

INFORMATION ITEM ONLY

This item was received and filed by order of the Chair.

Q. CLOSED SESSION

None.

R. ADJOURNMENT

At 12:45 AM, Mayor Hadley adjourned the meeting to the 4:30 PM, Adjourned Regular Meeting on Tuesday, May 25, 2021.

City Attorney Quinn Barrow clarified that postponed Agenda Item No. 16 regarding the 5-year Capital Improvement Program (CIP) would be heard at the 6:00 PM, Budget Study Session on Tuesday, May 25, 2021.

Patricia Matson
Recording Secretary

Suzanne Hadley
Mayor

ATTEST:

Liza Tamura
City Clerk



Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Julie Bondarchuk, Financial Controller
Libby Bretthauer, Financial Services Manager

SUBJECT:

Financial Reports:

- a) Schedule of Demands May 6, 2021, and May 13, 2021
- b) Investment Portfolio for the Month Ending April 30, 2021
- c) Month End Report for April 30, 2021
(Finance Director Charelian).

ACCEPT REPORTS AND DEMANDS

RECOMMENDATION:

Staff recommends that the City Council accept the attached reports and demands.

FISCAL IMPLICATIONS:

The financial reports included herein are designed to communicate fiscal activity based upon adopted and approved budget appropriations. No further action of a fiscal nature is requested as part of this report.

The total value of the warrant register for May 6, 2021, and May 13, 2021, is \$5,425,667.33.

BACKGROUND:

Finance staff prepares a variety of financial reports for City Council and the Finance Subcommittee. A brief discussion of the attached report follows.

DISCUSSION:

Schedule of Demands:

Every week, staff prepares a comprehensive listing of all disbursements with staff certification

that the expenditure transactions listed have been reviewed and are within budgeted appropriations.

Investment Portfolio:

Detailed Investment reports are provided to the Finance Subcommittee with summary reporting to City Council. The month end portfolio includes a certification by the Finance Director that all investments comply with established Investment Policies (or with Finance Subcommittee approved exceptions), and there is sufficient liquidity to support projected expenditures.

Month End Report:

This package includes summary level financial information for the month ending April 30, 2021. This report marks the tenth month of Fiscal Year 2020-2021 and reflects the annual budget adopted by City Council.

The report provides monthly and year-to-date activity for all funds and departments presenting a snapshot of budget performance. A report highlighting the performance of key revenue sources is also included.

PUBLIC OUTREACH:

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

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(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.

ATTACHMENTS:

1. Schedule of Demands for May 6, 2021, and May 13, 2021
2. Investment Portfolio for the Month Ending April 30, 2021
3. Month End Report for April 30, 2021

City of Manhattan Beach



Schedule of Demands

May 3, 2021 and May 13, 2021

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) AP050621 & AP051321
DATED: 05/06/2021 & 05/13/2021

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$5,425,667.33 HAVE BEEN REVIEWED AND THAT SAID CLAIMS OR DEMANDS ARE ACCURATE, ARE IN CONFORMANCE WITH THE ADOPTED BUDGET, AND THAT THE FUNDS ARE AVAILABLE THEREOF.



FINANCE DIRECTOR

THIS 1ST DAY OF JUNE

REVIEWED, CERTIFIED AND APPROVED
BY CITY MANAGER BRUCE MOE

WARRANT REGISTER(S) AP050621 & AP051321

WARRANT(S)	AP050621	1,631,796.90
	AP051321	1,510,519.66
PREPAID WIRES / MANUAL CKS		1,384,736.11
SUBTOTAL WARRANTS		4,527,052.67
VOIDS		
PAYROLL PE 05/07/2021	PY	898,614.66
TOTAL WARRANTS		5,425,667.33

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WIRES

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
904282021	4/28/2021	W	CMB RISK MGMT WORKERS COMP	REIMBURSEMENT WORKERS COMP ACC	337,534.90
905032021	5/3/2021	W	UNION BANK	F.I.T./MEDICARE/S.I.T.	403,797.42
905042021	5/4/2021	W	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	PERS CONTRIBUTION PE 04-23-202	265,382.66
905062021	5/6/2021	W	CA PUBLIC EMPLOYEES' RETIRMENT SYSTEM	MEDICAL PREMIUM - MAY 2021	378,021.13
SUB-TOTAL :					1,384,736.11

WARRANT #: AP050621

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
545347	5/6/2021	P	ADVANCED IMAGING STRATEGIES	5YR MULTIFUNCTION COPIERS & PR	5,524.28
545348	5/6/2021	P	AM-TEC TOTAL SECURITY INC	SECURITY/ALARM SYSTEMS	91.50
545349	5/6/2021	P	ARAKELIAN ENTERPRISES INC	STREET SWEEPING AND PRESSURE W	1,612.99
545350	5/6/2021	P	AT&T	T1 LINE TO RCC (4/7 - 5/6/2021	1,031.02
545351	5/6/2021	P	AT&T MOBILITY	CELL PHONE CHARGES	1,592.80
545352	5/6/2021	P	BARR COMMERCIAL DOOR REPAIR	THREE YEAR COMMERCIAL DOOR REP	1,964.88
545353	5/6/2021	P	BO BRIDGES PHOTOGRAPHY INC	CREATE AND INSTALL 2 (TWO) ORI	103,204.00
545354	5/6/2021	P	BRYAN K MATIC	TREE IRRIGATION NORTH MANHATTA	4,500.00
545355	5/6/2021	P	BUTIER ENGINEERING INC	PECK RESERVOIR REPLACEMENT PRO	182,391.00
545356	5/6/2021	P	CA NEWSPAPER PARTNERSHIP	ADVERTISING 03/01/2021 - 3/31/	294.00
545357	5/6/2021	P	COATING SPECIALISTS AND INSPECTION SERVICES	BLOCK 35 ELEVATED TANK PAINTIN	17,480.00
545358	5/6/2021	P	CORAL BAY HOME LOANS	WINTER 2020 II INVOICE	6,930.00
545359	5/6/2021	P	CORODATA RECORDS MANAGEMENT	OFFICE RECORDS STORAGE SERVICE	40.00
545360	5/6/2021	P	CT&T CONCRETE PAVING	CITYWIDE CONCRETE REPAIRS PROJ	217,478.75
545361	5/6/2021	P	DAILY JOURNAL CORPORATION	LEGAL AD PUBLICATION	762.05
545362	5/6/2021	P	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUM - MAY 2021	29,956.65
545363	5/6/2021	P	DEPARTMENT OF TRANSPORTATION	TRAFFIC SERVICES	3,782.38
545364	5/6/2021	P	DESIGN SPACE MODULAR BUILDINGS	CULTURAL ARTS 36 MONTHS TRAILE	474.52
545365	5/6/2021	P	ELEVATORS ETC LP	ELEVATOR AND ESCALATOR MAINTEN	3,200.92
545366	5/6/2021	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	3,766.75
545367	5/6/2021	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	3,766.75
545368	5/6/2021	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	390.50

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WIRES					
CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
545369	5/6/2021	P	EMPLOYEE REFUND VENDOR	LIVESCAN FINGERPRINTING FEE	33.00
545370	5/6/2021	P	EMPLOYEE REFUND VENDOR	REIMBURSEMENT-TRAVEL EXPENSE	248.50
545371	5/6/2021	P	EQUINIX INC	DATA CENTER SECURE RACK SERVIC	1,050.00
545372	5/6/2021	P	EXPRESS ENERGY SERVICES INC	CITYWIDE STREET LIGHT LED RETR	246,532.33
545373	5/6/2021	P	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	11.53
545374	5/6/2021	P	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	21,255.02
545375	5/6/2021	P	GAIL MINDY WINTHROP	WATER AEROBICS - APRIL PAYMENT	680.00
545376	5/6/2021	P	INCONTACT INC	LONG DISTANCE SERVICE	268.98
545377	5/6/2021	P	INTL BUS INFO TECHNOLOGIES INC	ANNUAL LEFTA AND METR SOFTWARE	4,343.00
545378	5/6/2021	P	IPS GROUP INC	PARKING METER REPAIR SERVICE	609.76
545379	5/6/2021	P	KITCHELL CORPORATION	HVAC DESIGN SERVICES	2,950.00
545380	5/6/2021	P	L A COUNTY DEPARTMENT OF PUBLIC WORKS	TRAFFIC SERVICES	5,320.97
545381	5/6/2021	P	LA COUNTY CLERK/RECORDER	NOVEMBER 3, 2020 PRESIDENTIAL	69,140.90
545382	5/6/2021	P	LISA R RYDER	CONTRACT SERVICES - ENV-GRN20	1,400.00
545383	5/6/2021	P	MCA DIRECT	4 REAMS OF ARCHIVAL PAPER	346.99
545384	5/6/2021	P	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES	3,100.00
545385	5/6/2021	P	NANCY K BOHL INCORPORATED	EMPLOYEE SUPPORT SERVICES FOR	1,250.00
545386	5/6/2021	P	ORANGE COUNTY STRIPING SVCS	ROADWAY STRIPING SERVICES	3,422.40
545387	5/6/2021	P	PACIFIC HYDROTECH CORPORATION	8 MG PECK RESERVOIR REPLACEMEN	357,238.00
545388	5/6/2021	P	PARKER ANDERSON ENRICHMENT CENTRAL LA	PARKER ANDERSON SPRING PAYMENT	175.50
545389	5/6/2021	P	QUANTUM QUALITY CONSULTING INC	ROSECRANS STREET RESURFACING P	2,080.00
545390	5/6/2021	P	QUICKCAPTION INC	CLOSED CAPTION PROFESSIONAL SV	5,610.00
545391	5/6/2021	P	REFUND VENDOR	ALARM SCHOOL REFUND	290.00
545392	5/6/2021	P	REFUND VENDOR	TR-20-00003 REFUND DEPOSIT 18	3,000.00
545393	5/6/2021	P	RICHARDS WATSON & GERSHON	RETAINER (MARCH 2020)	48,000.00
545394	5/6/2021	P	SBRPCA	TECHNICAL SERVICES DIVISION WO	2,491.49
545395	5/6/2021	P	SEA CLEAR POOLS INC	POOL HEATER MAINTENANCE SERVIC	7,705.16
545396	5/6/2021	P	SELECTIVE GIFT INSTITUTE	EMPLOYEE SERVICE AWARD	301.13
545397	5/6/2021	P	SMART SOURCE OF CALIFORNIA LLC	PRINTING SERVICES	318.10

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WIRES					
CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
545398	5/6/2021	P	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING	25,868.47
545399	5/6/2021	P	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	29,448.86
545400	5/6/2021	P	STACEY WEXLER	ART/CERAMICS CLASS INSTRUCTION	260.00
545401	5/6/2021	P	STANDARD INSURANCE COMPANY	SHORT TERM DISABILITY PREMIUM	1,653.06
545402	5/6/2021	P	STANDARD INSURANCE COMPANY	LIFE, AD&D, LTD PREMIUMS - MAY	12,215.73
545403	5/6/2021	P	STEPHAN T HONDA MD INC	OK TO BOOK - DR #21-0456	185.00
545404	5/6/2021	P	STEPHEN ROSS HYDE	BEGG POOL MASTERS - APRIL PAYM	1,750.00
545405	5/6/2021	P	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	426.80
545406	5/6/2021	P	T MOBILE USA	MIFI CHARGES	29.75
545407	5/6/2021	P	TIME WARNER CABLE INC	CABLE SERVICE (MAY 2021)	127.00
545408	5/6/2021	P	TRIAD CONSULTING & SYSTEM DESIGN GROUP	CITY FACILITY SECURITY CAMERA	10,463.47
545409	5/6/2021	P	TURBO DATA SYSTEMS INC	NFORCER CAR CHARGERS	240.90
545410	5/6/2021	P	UNITED PARCEL SERVICE	DELIVERY SERVICE	33.00
545411	5/6/2021	P	US BANCORP CARD SERVICES INC	DCARD CHARGES APRIL 2021	9,594.66
545412	5/6/2021	P	US BANCORP CARD SERVICES INC	PCARD CHARGES FOR APRIL 2021	150,551.86
545413	5/6/2021	P	US BANK NA	FUEL PURCHASES APR 2021	1,711.37
545414	5/6/2021	P	VAN LINGEN BODY SHOP INC	TOWING SERVICES	280.00
545415	5/6/2021	P	VISION SERVICE PLAN - (CA)	VISION PREMIUM - MAY 2021	3,827.72
545416	5/6/2021	P	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	3,379.55
545417	5/6/2021	P	WASTE MANAGEMENT INC	TRASH SERVICE	341.20
SUB-TOTAL WARRANT AP050621:					1,631,796.90
TOTAL WARRANT(S):					3,016,533.01

CITY OF MANHATTAN BEACH

DISBURSEMENT BY FUND

DATED 05/06/2021



Fund	Fund Description	Amount
100	General Fund	1,458,227.07
201	Street Lighting & Landscape Fu	31,254.26
205	Streets, Highways & Sidewalks	219,558.75
230	Prop. A Fund	136.32
401	Capital Improvement Fund	259,945.80
501	Water Fund	563,837.56
503	Wastewater Fund	265.73
520	Parking Fund	7,633.97
601	Insurance Reserve Fund	337,695.22
605	Information Technology Fund	4,950.00
610	Fleet Management Fund	1,991.37
615	Building Maintenance & Operati	27,358.44
802	Special Deposits Fund	103,678.52
	GRAND TOTAL:	3,016,533.01

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 04/24/21 TO 05/07/21
PAY DATE: 05/14/21

NET PAY 898,614.66

4/24/2021

5/7/2021

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE

5/7/2021

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,187,039.51
210	Asset Forfeiture Fund	962.71
230	Prop. A Fund	10,027.80
501	Water Fund	35,218.34
502	Stormwater Fund	2,667.01
503	Wastewater Fund	11,770.70
520	Parking Fund	4,062.45
521	County Parking Lots Fund	1,063.47
522	State Pier and Parking Lot Fund	1,063.50
601	Insurance Reserve Fund	14,175.84
605	Information Technology Fund	41,783.96
610	Fleet Management Fund	11,770.08
615	Building Maintenance & Operations Fund	15,702.40
801	Pension Trust Fund	7,449.65
		1,344,757.42
		Gross Pay
		446,142.76
		Deductions
		898,614.66
		Net Pay

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP051321

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
545418	5/13/2021	P	1 800 PACK RAT LLC	MONTHLY STORAGE FEES	234.78
545419	5/13/2021	P	ADLERHORST INTERNATIONAL LLC	OFF SITE MONTHLY TRAINING FOR	350.00
545420	5/13/2021	P	ARMORCAST PRODUCTS COMPANY	WATER METER BOXES AND LIDS	26,936.67
545421	5/13/2021	P	ASPEN ENVIRONMENTAL GROUP	CONTRACT SERVICES	5,223.97
545422	5/13/2021	P	ASPLUNDH CONSTRUCTION LLC	UNDERGROUNDING UTILITY ASSESSM	322,060.61
545423	5/13/2021	P	AT&T MOBILITY	CELLULAR CHARGES	4,223.00
545424	5/13/2021	P	BIG BELLY SOLAR LLC	DOUBLE STATION CONNECT W/ FOOT	290.42
545425	5/13/2021	P	BRIT WEST SOCCER INC	SPRING BREAK CAMP 2021 INVOICE	1,433.25
545426	5/13/2021	P	BUSINESS RECOVERY SERVICES	REMOTE PAYMENT PROCESSING SERV	1,392.33
545427	5/13/2021	P	C A RASMUSSEN INC	SEPULVEDA BRIDGE WIDENING	335,306.32
545428	5/13/2021	P	CA NEWSPAPER PARTNERSHIP	ADVERTISING - APRIL 2021	929.24
545429	5/13/2021	P	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	5,703.00
545430	5/13/2021	P	CINTAS CORPORATION NO 640	AUTOMATED HAND/SOAP SANITIZER	183.81
545431	5/13/2021	P	CITY OF HAWTHORNE	2020 ANNUAL MAINTENANCE FOR PU	46,599.47
545432	5/13/2021	P	CLINICAL LAB OF SAN BERNARDINO	WATER QUALITY TESTING	570.50
545433	5/13/2021	P	COMPANY NURSE LLC	WORK INJURY TRIAGE HOTLINE	472.50
545434	5/13/2021	P	CONCENTRA HEALTH SERVICES INC	DOT RANDOM TESTING & OHS SERVI	240.00
545435	5/13/2021	P	CSAC EXCESS INSURANCE AUTH	EMPLOYEE ASSISTANCE PROGRAM	1,505.70
545436	5/13/2021	P	DEPT MOTOR VEHICLES	DMV 2020 CA VEHICLE CODE BOOK	857.73
545437	5/13/2021	P	DEWEY SERVICES INC	INTEGRATED PEST MANAGEMENT SER	2,505.00
545438	5/13/2021	P	DRI STICK DECAL CORP	2021-2023 DOWNTOWN PARKING PER	1,339.73
545439	5/13/2021	P	EMPLOYEE REFUND VENDOR	N HUYNH - BLIZZ FOR L VALENZUE	16.99
545440	5/13/2021	P	EMPLOYEE REFUND VENDOR	N HUYNH - BJS FOR D HALEY CD H	16.08
545441	5/13/2021	P	EMPLOYEE REFUND VENDOR	N HUYNH - SWEET JILLS FOR R MC	18.45

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP051321

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
545442	5/13/2021	P	EQUINIX INC	DATA CENTER SECURE RACK SERVIC	1,050.00
545443	5/13/2021	P	EVANS BROOKS ASSOCIATES	PROJECT MANAGEMENT SERVICES	2,423.00
545444	5/13/2021	P	EXCLAIMER LTD	SIGNATURE MANAGER EXCHANGE EDI	681.00
545445	5/13/2021	P	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	291.98
545446	5/13/2021	P	GALLS PARENT HOLDINGS LLC	UNIFORM SUPPLY	668.27
545447	5/13/2021	P	GARDA CL WEST INC	ARMORED SERVICES	126.49
545448	5/13/2021	P	GEOSYNTEC CONSULTANTS INC	BEACH CITIES CIMP 20-25	41,506.91
545449	5/13/2021	P	GWEN ENG	DUES (MID-MGMT): PAYMENT	748.00
545450	5/13/2021	P	HDL COREN & CONE	CONTRACT SERVICES PROPERTY TAX	3,249.18
545451	5/13/2021	P	HIGHROSE EL PORTO LLC	LICENSE AGREEMENT FOR PARKING	5,480.00
545452	5/13/2021	P	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 109365: PAYMENT	949.60
545453	5/13/2021	P	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 4	76,489.83
545454	5/13/2021	P	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	10,394.25
545455	5/13/2021	P	IPS GROUP INC	SINGLE-SPACE PARKING METER REP	609.76
545456	5/13/2021	P	JAYCOX CONSTRUCTION CNG	CNG STATION MAINTENANCE SERVIC	1,830.00
545457	5/13/2021	P	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
545458	5/13/2021	P	L A COUNTY DEPARTMENT OF PUBLIC WORKS	BATTERY BACK UP SYSTEM PROJECT	32,417.47
545459	5/13/2021	P	M & M LIFTS INC	AERIAL LIFT TRUCK V#550	147,404.17
545460	5/13/2021	P	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	525.00
545461	5/13/2021	P	M B POLICE OFFICERS ASSOCIA	DUES % (POLICE - %): PAYMENT	3,444.23
545462	5/13/2021	P	MANHATTAN BEACH PART TIME EMPLOYEES	DUES (MBPTEA): PAYMENT	50.00
545463	5/13/2021	P	MATRIX CONSULTING GROUP LTD	COST ALLOCATION PLAN AND USER	1,625.00
545464	5/13/2021	P	MBPOA RETIREE MEDICAL REIMBURSEMENT	MD TRUST (MED TRUST): PAYMENT	2,100.00
545465	5/13/2021	P	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE MAINTENANCE SERVICES	5,100.00

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP051321

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
545466	5/13/2021	P	NOEL TREVINO	TEST AND REPAIR BACKFLOW DEVIC	1,922.00
545467	5/13/2021	P	NV 5 INC	UNDERGROUND UTILITY ASSESSMENT	38,752.50
545468	5/13/2021	P	PREPAID LEGAL SERVICES INC	PREPAID LEGAL: PAYMENT	15.95
545469	5/13/2021	P	RACE TELECOMMUNICATIONS INC	INTERNET SERVICES/SOUTH BAY FI	1,004.50
545470	5/13/2021	P	REFUND VENDOR	REFUND ROW DEPOSIT 221 19TH ST	496.00
545471	5/13/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND - 200 3	939.76
545472	5/13/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND - 636 30	1,432.20
545473	5/13/2021	P	REFUND VENDOR	REFUND ROW DEPOSIT 2701 OAK AV	150.00
545474	5/13/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND - 464 3	709.29
545475	5/13/2021	P	REFUND VENDOR	REFUND SIGN DEPOSIT SIGN-21-00	301.00
545476	5/13/2021	P	REFUND VENDOR	2021 SUMMER REFUND	395.00
545477	5/13/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND - 453 31	211.19
545478	5/13/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND - 1009 1	74.35
545479	5/13/2021	P	REFUND VENDOR	REFUND ROW DEPOSIT 4416 THE ST	496.00
545480	5/13/2021	P	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
545481	5/13/2021	P	S2 ENGINEERING INC	CONSTRUCTION MANAGEMENT SERVIC	151,659.13
545482	5/13/2021	P	SBRPCA	COMMUNICATIONS EQUIPMENT	7,433.17
545483	5/13/2021	P	SEA CLEAR POOLS INC	WEEKLY POOL PREVENTATIVE MAINT	350.00
545484	5/13/2021	P	SHARIDEN DESIGN ASPHALT INC	DOWNTOWN CROSSWALK ARTWORK INS	49,400.00
545485	5/13/2021	P	SOUTH COAST EMERGENCY VEHICLE SERVICES	EMERGENCY VEHICLE SERVICE, MAI	18,213.01
545486	5/13/2021	P	SPCA LA	ANIMAL CONTROL SERVICES - APRI	725.00
545487	5/13/2021	P	STANTEC CONSULTING INC	PECK RESERVOIR REPLACEMENT PRO	41,588.25
545488	5/13/2021	P	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	859.85
545489	5/13/2021	P	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	230.76

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP051321

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
545490	5/13/2021	P	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	92.30
545491	5/13/2021	P	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	533.61
545492	5/13/2021	P	T MOBILE USA	MOBILE CONNECTION	61.82
545493	5/13/2021	P	THE EDGE FITNESS TRAINING	FITNESS INSTRUCTOR/CONSULTANT	175.00
545494	5/13/2021	P	THE PITNEY BOWES BANK INC	POSTAGE	6,500.00
545495	5/13/2021	P	TILLMAN FORENSIC INVEST LLC	FINGERPRINT SERVICES FOR APRIL	150.00
545496	5/13/2021	P	TIME WARNER CABLE INC	CABLE SERVICE	95.39
545497	5/13/2021	P	TOTAL ADMINISTRATION SVCS CORP	MED125 AND CHILD125 (CHILD 125	6,169.80
545498	5/13/2021	P	TYLER TECHNOLOGIES INC	MUNIS ERP IMPLEMENTATION	65,980.00
545499	5/13/2021	P	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PA	3,855.96
545500	5/13/2021	P	UNDERGROUND SERVICE ALERT OF SOUTHERN	UNDERGROUND SCHEMATIC NOTIFICA	1,085.58
545501	5/13/2021	P	UNIFIRST CORPORATION	UNIFORM AND SAFETY MAT RENTAL	1,486.18
545502	5/13/2021	P	VANTAGEPOINT TRANSFER AGENTS	RETMNT HLTH SAVINGS CONTRIB: P	1,271.51
545503	5/13/2021	P	VERIZON CALIFORNIA INC	16 LINES FOR ALPRS FOR 12/2020	1,883.26
545504	5/13/2021	P	VERIZON CALIFORNIA INC	CONTRACT SERVICES	71.74
545505	5/13/2021	P	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	5,436.44
SUB-TOTAL WARRANT AP051321:					1,510,519.66
TOTAL WARRANT(S):					1,510,519.66

CITY OF MANHATTAN BEACH

DISBURSEMENT BY FUND

DATED 05/13/2021



Fund	Fund Description	Amount
100	General Fund	224,303.88
205	Streets, Highways & Sidewalks	2,423.00
231	Prop. C Fund	487,847.05
401	Capital Improvement Fund	32,417.47
403	Underground Assessment Distric	360,813.11
501	Water Fund	75,669.87
502	Stormwater Fund	41,540.56
503	Wastewater Fund	57.14
520	Parking Fund	6,136.74
601	Insurance Reserve Fund	2,393.20
605	Information Technology Fund	69,323.02
610	Fleet Management Fund	149,375.86
615	Building Maintenance & Operati	8,818.76
802	Special Deposits Fund	49,400.00
GRAND TOTAL:		1,510,519.66



City of Manhattan Beach

Investment Portfolio

April 2021

As Finance Director for the City of Manhattan Beach, I hereby certify that these investments are in compliance with the City's investment policy (unless otherwise noted). Sufficient liquidity has been maintained to meet budget expenditure requirements for the current six month period.




Steve S. Charelian, Finance Director

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Summary
April 1, 2021 through April 30, 2021

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LAIF	61,000,000.00	61,000,000.00	61,000,000.00	51.64	1	1	0.334	0.339
Medium Term Notes	15,000,000.00	15,524,910.00	14,950,550.35	12.66	1,517	759	2.396	2.429
Federal Agency Issues - Coupon	29,000,000.00	30,145,480.00	29,270,427.61	24.78	1,586	774	1.946	1.973
Treasury Securities - Coupon	13,000,000.00	13,386,360.00	12,908,231.24	10.93	1,484	687	2.247	2.278
Investments	118,000,000.00	120,056,750.00	118,129,209.20	100.00%	748	363	1.204	1.220
Cash								
Passbook/Checking (not included in yield calculations)	8,968,860.01	8,968,860.01	8,968,860.01		1	1	0.000	0.000
Total Cash and Investments	126,968,860.01	129,025,610.01	127,098,069.21		748	363	1.204	1.220

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	119,475.76	1,449,746.91


 STEVE S. CHARELIAN, FINANCE DIRECTOR

5/25/2021

Reporting period 04/01/2021-04/30/2021

Run Date: 05/24/2021 - 11:27

Portfolio CITY
 CP
 PM (PRF_PM1) 7.3.11
 Report Ver. 7.3.11

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
April 30, 2021

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to Maturity	Maturity Date
LAIF											
SYS3000	3000	Local Agency Invest. Fund	07/01/2018	61,000,000.00	61,000,000.00	61,000,000.00	0.339		0.339	1	
Subtotal and Average				61,000,000.00	61,000,000.00	61,000,000.00			0.339	1	

Medium Term Notes

037833DC1	MTN0096	APPLE INC	04/23/2018	1,000,000.00	1,024,420.00	984,830.24	2.100	AA+	3.060	499	09/12/2022
037833AK6	MTN0098	APPLE INC	05/22/2018	1,000,000.00	1,042,110.00	981,116.04	2.400	AA+	3.298	732	05/03/2023
06406FAD5	MTN0106	BANK OF NY MELLO	09/09/2019	1,000,000.00	1,040,310.00	1,009,011.00	2.200	A	1.951	837	08/16/2023
06406RAL1	MTN0109	BANK OF NY MELLO	02/10/2020	1,000,000.00	1,053,760.00	1,011,205.00	2.100	A	1.850	1,272	10/24/2024
084670BC1	MTN0094	BERKSHIRE HATHWY	11/03/2017	1,000,000.00	1,009,850.00	1,010,167.96	3.750	AA	2.148	106	08/15/2021
22160KAK1	MTN0102	COSTCO COMPANIES	05/13/2019	1,000,000.00	1,019,660.00	994,226.00	2.300	A+	2.500	382	05/18/2022
254687FK7	MTN0107	Walt Disney	12/12/2019	2,000,000.00	2,065,200.00	1,983,976.54	1.750	A-	1.977	1,217	08/30/2024
191216CL2	MTN0108	COCA-COLA CO	12/12/2019	1,000,000.00	1,041,770.00	993,679.00	1.750	A+	1.890	1,224	09/06/2024
594918BQ6	MTN0104	MICROSOFT CORP	07/01/2019	1,000,000.00	1,036,660.00	999,000.00	2.000	AAA	2.025	829	08/08/2023
68389XAP0	MTN0103	ORACLE CORP	05/13/2019	1,000,000.00	1,031,880.00	995,436.00	2.500	A	2.640	532	10/15/2022
89236TFN0	MTN0099	TOYOTA MOTOR CREDIT	09/21/2018	1,000,000.00	1,072,180.00	999,500.00	3.450	A+	3.461	872	09/20/2023
89236TDK8	MTN0101	TOYOTA MOTOR CREDIT	03/26/2019	1,000,000.00	1,043,660.00	989,508.71	2.250	A+	2.634	900	10/18/2023
911312BC9	MTN0100	United Parcel Service	10/04/2018	1,000,000.00	1,020,140.00	988,380.95	2.350	A-	3.193	380	05/16/2022
90331HPC1	MTN0105	US BANK NA OHIO	09/09/2019	1,000,000.00	1,023,310.00	1,010,512.91	2.650	AA-	1.883	387	05/23/2022
Subtotal and Average				15,000,000.00	15,524,910.00	14,950,550.35			2.429	759	

Federal Agency Issues - Coupon

3133EHCT8	FAC0259	FED FARM CR BK	05/22/2017	1,000,000.00	1,018,250.00	1,003,160.23	2.150	AA+	1.894	318	03/15/2022
3133EJDE6	FAC0271	FED FARM CR BK	02/16/2018	2,000,000.00	2,086,660.00	1,995,250.80	2.570	AA+	2.708	656	02/16/2023
3133EJSD2	FAC0276	FED FARM CR BK	10/02/2018	2,000,000.00	2,114,880.00	1,990,360.00	2.890	AA+	3.000	779	06/19/2023
3133EJK57	FAC0278	FED FARM CR BK	12/12/2018	2,000,000.00	2,127,480.00	2,013,390.49	3.080	AA+	2.840	814	07/24/2023
3130A3KM5	FAC0268	Federal Home Loan Bank	01/10/2018	2,000,000.00	2,074,260.00	2,005,829.09	2.500	AA+	2.357	587	12/09/2022
3130A2UW4	FAC0285	Federal Home Loan Bank	12/11/2019	2,000,000.00	2,159,540.00	2,082,448.35	2.875		1.771	1,231	09/13/2024
3130AGWK7	FAC0289	Federal Home Loan Bank	02/07/2020	1,000,000.00	1,036,920.00	1,001,306.00	1.500		1.470	1,202	08/15/2024
3130A1XJ2	FAC0291	Federal Home Loan Bank	02/04/2021	1,000,000.00	1,077,070.00	1,089,174.00	2.875		0.312	1,140	06/14/2024
3134G9M79	FAC0258	Federal Home Loan Mortgage	03/13/2017	2,000,000.00	2,008,020.00	1,997,873.21	1.875	AA+	2.076	86	07/26/2021
3137EAEC9	FAC0269	Federal Home Loan Mortgage	01/25/2018	2,000,000.00	2,005,920.00	1,986,504.08	1.125	AA+	2.154	103	08/12/2021
3135G0T45	FAC0261	Fannie Mae	05/22/2017	1,000,000.00	1,016,600.00	1,001,150.00	1.875	AA+	1.850	339	04/05/2022
3135G0W66	FAC0286	Fannie Mae	12/11/2019	2,000,000.00	2,080,940.00	1,993,020.00	1.625		1.700	1,263	10/15/2024
3135G0W66	FAC0287	Fannie Mae	02/07/2020	2,000,000.00	2,080,940.00	2,011,260.00	1.625		1.500	1,263	10/15/2024
3135G0V75	FAC0288	Fannie Mae	02/07/2020	2,000,000.00	2,087,920.00	2,017,572.46	1.750		1.526	1,158	07/02/2024
3135G0V75	FAC0290	Fannie Mae	02/04/2021	1,000,000.00	1,043,960.00	1,051,930.00	1.750		0.259	1,158	07/02/2024

Portfolio CITY
CP

PM (PRF_PM2) 7.3.11

Run Date: 05/24/2021 - 11:27

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Investments
April 30, 2021

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM	Days to Maturity	Maturity Date
Federal Agency Issues - Coupon											
3135G0U43	FAC0292	Fannie Mae	02/04/2021	1,000,000.00	1,062,760.00	1,070,672.00	2.875		0.499	864	09/12/2023
880591EN8	FAC0277	Tennessee Valley Authority	12/12/2018	2,000,000.00	2,042,240.00	1,970,108.85	1.875	AA+	2.793	471	08/15/2022
880591EN8	FAC0279	Tennessee Valley Authority	02/14/2019	1,000,000.00	1,021,120.00	989,418.05	1.875	AA+	2.493	471	08/15/2022
Subtotal and Average				29,000,000.00	30,145,480.00	29,270,427.61			1.973	774	
Treasury Securities - Coupon											
912828D72	UST0023	US TREASURY	02/16/2018	1,000,000.00	1,006,360.00	996,957.97	2.000		2.439	122	08/31/2021
912828F21	UST0024	US TREASURY	02/16/2018	1,000,000.00	1,008,590.00	997,362.70	2.125		2.478	152	09/30/2021
912828XQ8	UST0027	US TREASURY	12/12/2018	2,000,000.00	2,047,500.00	1,978,227.66	2.000		2.681	456	07/31/2022
912828XQ8	UST0028	US TREASURY	02/14/2019	1,000,000.00	1,023,750.00	992,464.75	2.000		2.510	456	07/31/2022
912828S92	UST0029	US TREASURY	02/14/2019	1,000,000.00	1,023,360.00	969,165.17	1.250		2.525	821	07/31/2023
912828D1	UST0030	US TREASURY	02/14/2019	1,000,000.00	1,026,800.00	971,365.32	1.375		2.432	852	08/31/2023
912828L57	UST0031	US TREASURY	03/25/2019	1,000,000.00	1,023,130.00	991,673.66	1.750		2.201	517	09/30/2022
9128283C2	UST0032	US TREASURY	03/25/2019	1,000,000.00	1,028,010.00	991,406.25	2.000		2.250	548	10/31/2022
912828W48	UST0033	US TREASURY	05/13/2019	1,000,000.00	1,051,210.00	995,039.06	2.125		2.234	1,034	02/29/2024
912828W71	UST0034	US TREASURY	05/13/2019	1,000,000.00	1,052,030.00	994,687.50	2.125		2.240	1,065	03/31/2024
9128282U3	UST0035	US TREASURY	02/07/2020	2,000,000.00	2,095,620.00	2,029,881.20	1.875		1.493	1,218	08/31/2024
Subtotal and Average				13,000,000.00	13,386,360.00	12,908,231.24			2.278	687	
Total and Average				118,000,000.00	120,056,750.00	118,129,209.20			1.220	363	

CITY OF MANHATTAN BEACH
Portfolio Management
Portfolio Details - Cash
April 30, 2021

CUSIP	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity
Money Market Fund										
SYS39903-39902	39901	UNION BANK	07/01/2018	8,968,860.01	8,968,860.01	8,968,860.01			0.000	1
Subtotal and Average										1
Total Cash and Investments				126,968,860.01	129,025,610.01	127,098,069.21			1.220	363



City of Manhattan Beach
Investment Portfolio Summary
As of April 30, 2021

PORTFOLIO PROFILE	Apr 30, 2021	Mar 31, 2021	Feb 28, 2021	Jan 31, 2021	Dec 31, 2020
Total Book Value (Excluding Trust Funds)	\$118,129,209	\$118,129,209	\$122,129,209	\$120,906,928	\$121,106,928
Increase/(Decrease) from Prior Period	-	(4,000,000)	1,222,281	(200,000)	5,037,878
Percentage Change	0.0%	(3.3%)	1.0%	(0.2%)	4.3%
Average Yield to Maturity (365 Days)	1.220%	1.230%	1.228%	1.291%	1.334%
Increase/(Decrease) from Prior Period	(0.009%)	0.002%	(0.064%)	(0.043%)	(0.052%)

PORTFOLIO ALLOCATIONS

By Security	Value (Par)	Percent	Par YTM	Time Horizon	Percent
LAIF*	\$61,000,000	51.69%	0.339%	Next 12 months	59%
Medium Term Notes	15,000,000	12.7%	2.429%	Months 13-24	14%
Federal Agencies	29,000,000	24.6%	1.973%	Months 25-36	12%
U.S. Treasuries	13,000,000	11.0%	2.278%	Months 37-48	14%
Total	\$118,000,000	100.0%	1.220%	Months 49-60	0%
				Total	100.0%

*LAIF YTM as of April 30, 2021

RECENT ACTIVITY

Security	Date of Activity	Maturity Date	Purchase (Par)	Maturing/Call	YTM
FNMA - 1.75% Coupon	2/4/2021	7/2/2024	1,000,000		0.259%
FHLB - 2.875% Coupon	2/4/2021	6/14/2024	1,000,000		0.312%
FNMA - 2.875% Coupon	2/4/2021	9/12/2023	1,000,000		0.499%
Total Purchases			\$3,000,000		0.357%
Matured: MTN - 1.95% Coupon	11/10/2020	11/10/2020		2,000,000	2.167%
Called: MTN - 1.95% Coupon	11/30/2020	6/3/2021		1,000,000	2.709%
Matured: MTN - 1.85% Coupon	2/2/2021	2/2/2021		1,000,000	2.110%
Matured: FNMA - 1.375% Coupon	2/26/2021	2/26/2021		1,000,000	1.917%
Total Maturing/Calls				\$5,000,000	2.214%



City of Manhattan Beach

Investment Portfolio Summary

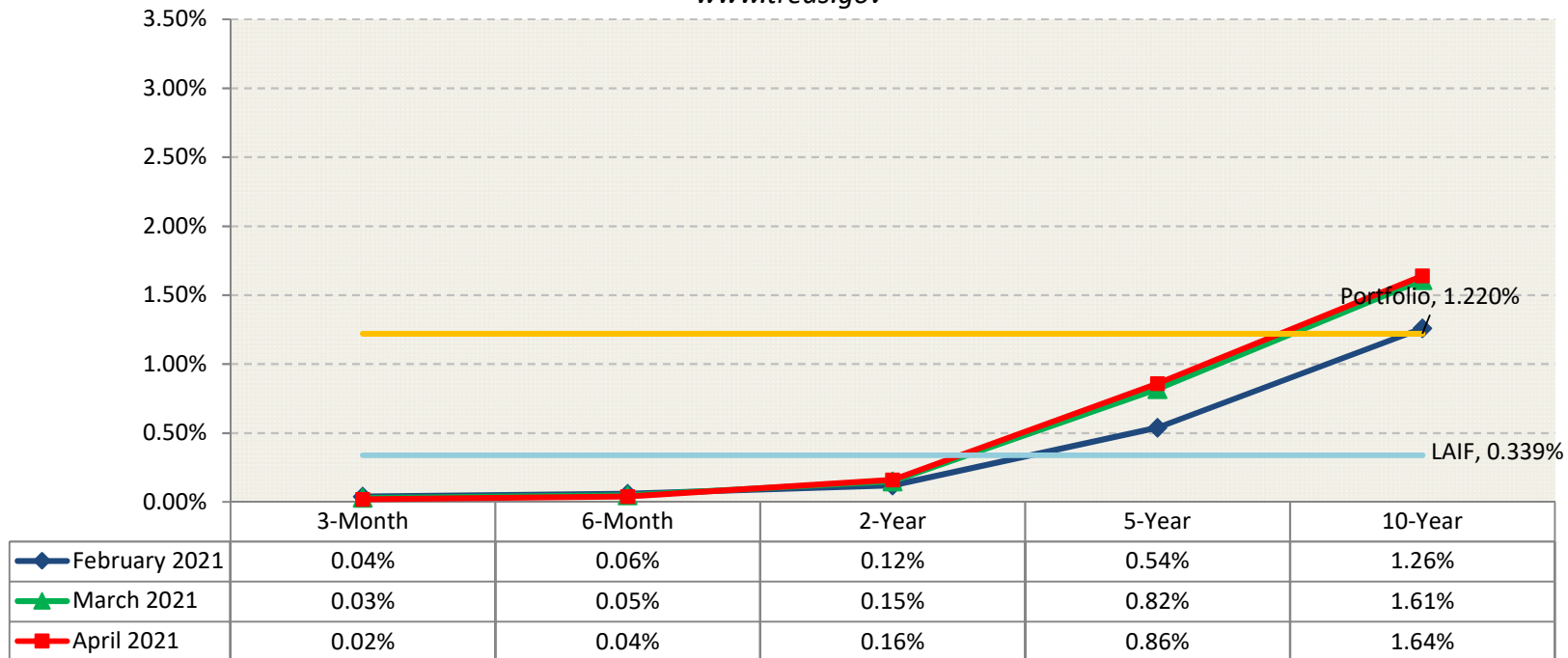
As of April 30, 2021

FUNDS HELD IN TRUST	Value
Police/Fire Refunding Bonds	\$2
Marine Avenue Refunding Bonds	1
Metlox & Water/Wastewater Refunding Bonds	2
UUAD Assessment Refunding Bonds	511,568
UUAD Assessment District 12 & 14	402,978
UUAD Assessment District 4	203,681
PARS Investment Trust	1,794,018
Total Funds Held in Trust	\$2,912,249

As of April 30, 2021

US Treasuries Yield Curve

www.treas.gov



Monthly yields are interpolated by the Treasury from the daily yield curve.

CITY OF MANHATTAN BEACH
Portfolio Maturity Structure
May 2021 through April 2026

HELD TO MATURITY
Rolling 60 Months

Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt	Mth	Mat.	YTM	Inv	Call	Amt						
May 21						May 22	5/16/22	3.19%	MTN	MW: 10	\$1.0M	May 23	5/3/23	3.30%	MTN	MW: 15	\$1.0M	May 24						May 25					
							5/18/22	2.50%	MTN	MW: 10	\$1.0M																		
							5/23/22	1.88%	MTN	4/22/22	\$1.0M																		
Jun 21						Jun 22						Jun 23	6/19/23	3.00%	FFCB	nc	\$2.0M	Jun 24	6/14/24	0.31%	FHLB	nc	\$1.0M	Jun 25					
Jul 21	7/26/21	2.1%	FHLMC	nc	\$2.0M	Jul 22	7/31/22	2.68%	T	nc	\$2.0M	Jul 23	7/24/23	2.84%	FFCB	nc	\$2.0M	Jul 24	7/2/24	1.53%	FNMA	nc	\$2.0M	Jul 25					
							7/31/22	2.51%	T	nc	\$1.0M		7/31/23	2.53%	T	nc	\$1.0M		7/2/24	0.26%	FNMA	nc	\$1.0M						
Aug 21	8/15/21	2.1%	MTN	nc	\$1.0M	Aug 22	8/15/22	2.79%	TVA	nc	\$2.0M	Aug 23	8/31/23	2.43%	T	nc	\$1.0M	Aug 24	8/15/24	1.47%	FHLB	nc	\$1.0M	Aug 25					
	8/12/21	2.2%	FHLMC	nc	\$2.0M		8/15/22	2.49%	TVA	nc	\$1.0M		8/8/23	2.03%	MTN	MW:12.5	\$1.0M		8/30/24	1.98%	MTN	7/30/24	\$2.0M						
	8/31/21	2.4%	T	nc	\$1.0M							8/16/23	1.95%	MTN	6/16/23	\$1.0M		8/31/24	1.49%	T	nc	\$2.0M							
Sep 21						Sep 22	9/12/22	3.06%	MTN	MW: 7.5	\$1.0M	Sep 23	9/20/23	3.46%	MTN	nc	\$1.0M	Sep 24	9/6/24	1.89%	MTN	9/6/24	\$1.0M	Sep 25					
	9/30/21	2.5%	T	nc	\$1.0M		9/30/22	2.20%	T	nc	\$1.0M		9/12/23	0.50%	FNMA	nc	\$1.0M		9/13/24	1.77%	FHLB	nc	\$2.0M						
Oct 21						Oct 22	10/31/22	2.25%	T	nc	\$1.0M	Oct 23	10/18/23	2.63%	MTN	nc	\$1.0M	Oct 24	10/15/24	1.70%	FNMA	nc	\$2.0M	Oct 25					
							10/15/22	2.64%	MTN	MW: 12.5	\$1.0M							10/15/24	1.50%	FNMA	nc	\$2.0M							
																	10/24/24	1.85%	MTN	9/6/24	\$1.0M								
Nov 21						Nov 22						Nov 23						Nov 24						Nov 25					
Dec 21						Dec 22	12/9/22	2.36%	FHLB	nc	\$2.0M	Dec 23						Dec 24						Dec 25					
Jan 22						Jan 23						Jan 24						Jan 25						Jan 26					
Feb 22						Feb 23	2/16/23	2.71%	FFCB	nc	\$2.0M	Feb 24	2/29/24	2.23%	T	nc	\$1.0M	Feb 25						Feb 26					
Mar 22	3/15/22	1.9%	FFCB	nc	\$1.0M	Mar 23						Mar 24	3/31/24	2.24%	T	nc	\$1.0M	Mar 25						Mar 26					
Apr 22	4/5/22	1.9%	FNMA	nc	\$1.0M	Apr 23						Apr 24						Apr 25						Apr 26					
Total By Year (excl LAIF)					\$9.0m						\$17.0m						\$14.0m						\$17.0m						\$0.0m
% of Total Securities (excl LAIF)					16%						30%						25%						30%						0%
% of Total Investments (incl LAIF)					59%						14%						12%						14%						0%

Total Securities	48%	\$57.0M
LAIF	52%	\$61.0M
Total Investments	100%	\$118.0M

Shaded rows indicate months with significant cash inflows.

City of Manhattan Beach
Investment Policy Compliance Chart
As of April 30, 2021

Instrument		% of Total	Dollar Compliance		Percentage Compliance		Term Compliance	
			Limit	Compliant?	Limit	Compliant?	Limit	Compliant?
Local Agency Investment Fund (LAIF)	\$61,000,000	51.7%	\$65,000,000	Yes	Temporary Suspension			
Treasury Securities								
US Treasury	\$13,000,000	11.0%					5 Years	Yes
Total U.S. Treasuries (11)		\$13,000,000	11.0%					
Medium Term (Corporate) Notes								
Costco	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
<i>Total Consumer Staples Sector</i>		<i>\$1,000,000</i>	<i>0.8%</i>			<i>10.0%</i>	<i>Yes</i>	
Coca-Cola	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
<i>Total Consumer Goods Sector</i>		<i>\$1,000,000</i>	<i>0.8%</i>			<i>10.0%</i>	<i>Yes</i>	
Berkshire Hathaway	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
Toyota Motor Credit	2,000,000	1.7%			5.0%	Yes	5 Years	Yes
US Bank	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
Bank of NY	2,000,000	1.7%			5.0%	Yes	5 Years	Yes
<i>Total Financial Sector</i>		<i>\$6,000,000</i>	<i>5.1%</i>			<i>10.0%</i>	<i>Yes</i>	
United Parcel Service	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
<i>Total Industrials Sector</i>		<i>\$1,000,000</i>	<i>0.8%</i>			<i>10.0%</i>	<i>Yes</i>	
Apple Inc	2,000,000	1.7%			5.0%	Yes	5 Years	Yes
Microsoft Corp	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
Oracle Corp	1,000,000	0.8%			5.0%	Yes	5 Years	Yes
<i>Total Technology Sector</i>		<i>\$4,000,000</i>	<i>3.4%</i>			<i>10.0%</i>	<i>Yes</i>	
Walt Disney Co	2,000,000	1.7%			5.0%	Yes	5 Years	Yes
<i>Total Communication Services Sector</i>		<i>\$2,000,000</i>						
Total Medium Term Notes (14)		\$15,000,000	12.7%			20.0%	Yes	
Federal Agencies								
Federal Home Loan Bank (FHLB)	\$6,000,000	5.1%			33.3%	Yes	5 Years	Yes
Federal Farm Credit (FFCB)	7,000,000	5.9%			33.3%	Yes	5 Years	Yes
Fannie Mae (FNMA)	9,000,000	7.6%			33.3%	Yes	5 Years	Yes
Freddie Mac (FHLMC)	4,000,000	3.4%			33.3%	Yes	5 Years	Yes
Tennessee Valley Authority (TVA)	3,000,000	2.5%			33.3%	Yes	5 Years	Yes
Total Federal Agencies (18)		\$29,000,000	24.6%			60.0%	Yes	
Total Portfolio	\$118,000,000	100.0%						



CITY OF MANHATTAN BEACH
TREASURER'S REPORT
April 30, 2021

<u>Investments</u>	Book Value
LAIF	\$61,000,000.00
Medium Term Notes	14,950,550.35
Federal Agency Issues-Coupon	29,270,427.61
Treasury Securities	12,908,231.24
Subtotal Investments	<u>\$118,129,209.20</u>
<u>Demand Deposit/Petty Cash</u>	
Cash in Bank	\$8,968,860.01
Petty Cash	3,425.99
Subtotal Demand Deposit	<u>\$8,972,286.00</u>
Subtotal City Cash & Investments	<u>\$127,101,495.20</u>
<u>Bond Funds Held in Trust</u>	
Police Fire Refunding	\$1.83
Marine Ave Park Refunding	0.65
Metlox & Water/Wastewater Refunding	1.53
Utility Assessment Districts	1,118,226.47
Subtotal Bonds Held in Trust	<u>\$1,118,230.48</u>
<u>Investment Trust Funds</u>	
PARS Pension Rate Stabilization Trust	1,794,018.21
 Treasurer's Balance	 <u><u>\$130,013,743.89</u></u>



PMIA/LAIF Performance Report as of 05/13/21



PMIA Average Monthly Effective Yields⁽¹⁾

Apr	0.339
Mar	0.357
Feb	0.407

Quarterly Performance Quarter Ended 03/31/21

LAIF Apportionment Rate ⁽²⁾ :	0.44
LAIF Earnings Ratio ⁽²⁾ :	0.00001214175683392
LAIF Fair Value Factor ⁽¹⁾ :	1.001269853
PMIA Daily ⁽¹⁾ :	0.35%
PMIA Quarter to Date ⁽¹⁾ :	0.41%
PMIA Average Life ⁽¹⁾ :	220

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 04/30/21 \$140.8 billion

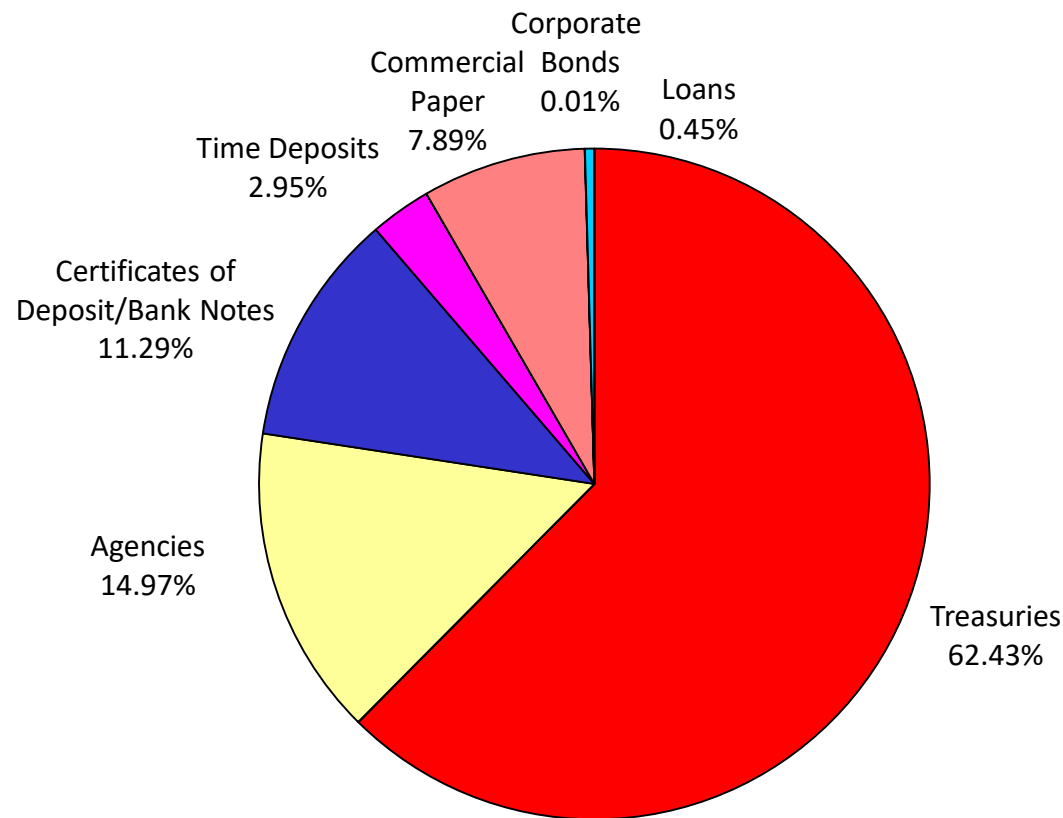


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

City of Manhattan Beach



Month End Report April 30, 2021 Fiscal Year 2020-2021



City of Manhattan Beach
Fiscal Year 2020-2021 General Fund Expenditures by Department
As of April 30, 2021

% of Year
83.3%

Current Year Activity

	Dept No.	Original Budget	Budget Adjustments*	Adjusted Budget	YTD Expenditures	YTD Encumbrances	Available Budget	% Used
Management Services	11	\$3,338,253	\$301,305	\$3,639,558	\$2,718,734	\$372,538	\$548,285	84.9%
Finance	12	3,408,829	274,259	3,683,088	3,083,362	167,169	432,557	88.3%
Human Resources	13	1,179,070	82,761	1,261,831	947,728	76,227	237,875	81.1%
Parks and Recreation	14	7,326,536	171,102	7,497,638	5,732,939	225,019	1,539,680	79.5%
Police	15	29,573,506	270,975	29,844,481	23,095,582	49,944	6,698,956	77.6%
Fire	16	14,322,427	17,371	14,339,798	11,653,845	13,040	2,672,914	81.4%
Community Development	17	5,579,574	711,835	6,291,409	4,647,129	259,981	1,384,299	78.0%
Public Works	18	8,395,993	34,305	8,430,298	6,043,241	171,982	2,215,075	73.7%
Information Technology	19	-	-	-	-	-	-	n/a
		\$73,124,188	\$1,863,913	\$74,988,101	\$57,922,559	\$1,335,901	\$15,729,641	79.0%

**Budget Adjustments include City Council-approved adjustments during the current year and encumbrances carried forward from the prior year.*



City of Manhattan Beach
Fiscal Year 2020-2021 Statement of Revenues & Expenditures
As of April 30, 2021

% of Year
83.3%

Current Year Activity

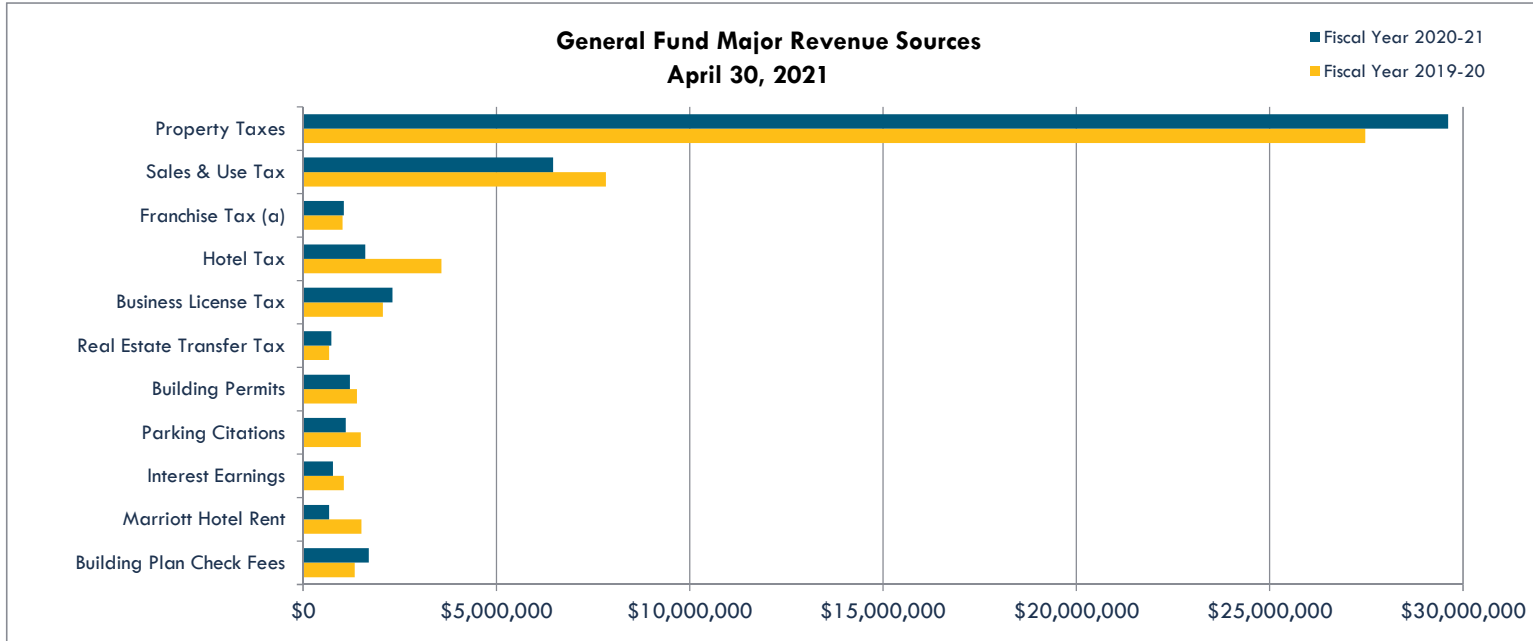
	Fund No.	Adjusted			Adjusted			
		Budget Revenues	YTD Revenues	% Realized	Budget Expenditures	Year-to-Date Expenditures		% Utilized
						Encumbrances		
General Fund	100	\$73,386,730	\$57,203,681	77.9%	\$74,988,101	\$57,922,559	\$1,335,901	79.0%
Street Lighting & Landscaping Fund	201	389,918	321,424	82.4%	618,270	481,323	7,550	79.1%
Gas Tax Fund	205	4,086,209	2,287,455	56.0%	4,198,835	1,804,255	755,469	61.0%
Asset Forfeiture	210	5,000	20,561	411.2%	327,900	153,008	81,510	71.5%
Police Safety Grants	211	143,000	151,700	106.1%	242,000	105,489	11,237	48.2%
Prop A Fund	230	941,811	592,548	62.9%	941,812	556,005	11,894	60.3%
Prop C Fund	231	16,810,431	469,559	2.8%	20,506,525	5,194,098	7,793,577	63.3%
AB 2766 Fund	232	47,000	53,596	114.0%	673	560	-	83.2%
Measure R	233	943,497	430,669	45.6%	1,927,979	45,622	217,933	13.7%
Measure M	234	4,065,518	411,220	10.1%	4,764,996	235,307	1,373,013	33.8%
Capital Improvements Fund	401	2,346,925	1,281,485	54.6%	9,057,505	2,235,197	884,508	34.4%
Underground Assessment District Construction	403	-	101,524	n/a	10,995,832	5,421,253	3,090,658	77.4%
Water Fund	501	16,075,000	12,438,957	77.4%	57,612,440	17,236,291	34,381,124	89.6%
Stormwater Fund	502	789,484	659,095	83.5%	4,195,621	1,060,737	872,586	46.1%
Wastewater Fund	503	3,729,000	2,814,379	75.5%	13,621,832	1,698,325	2,052,301	27.5%
Parking Fund	520	4,306,000	2,291,272	53.2%	3,826,682	2,321,396	872,913	83.5%
County Parking Lots Fund	521	1,043,500	1,128,325	108.1%	747,077	194,422	-	26.0%
State Pier & Parking Lot Fund	522	821,000	607,804	74.0%	665,464	435,254	61,889	74.7%
Insurance Reserve Fund	601	7,203,980	5,996,170	83.2%	6,766,244	5,932,923	83,345	88.9%
Information Systems Reserve Fund	605	2,814,340	2,345,290	83.3%	3,966,359	2,562,772	435,333	75.6%
Fleet Management Fund	610	25,000	88,309	353.2%	1,883,582	959,444	208,899	62.0%
Building Maintenance & Operation Fund	615	2,082,725	1,472,786	70.7%	2,220,290	1,485,740	118,843	72.3%
Special Assessment Debt Service	710	732,532	699,156	95.4%	717,050	715,050	-	99.7%
Special Assessment UAD 19-12 19-14 Fund	711	614,943	522,034	84.9%	282,099	281,699	-	99.9%
Special Assessment UAD 19-4 Fund	712	340,513	333,231	97.9%	120,279	118,280	-	98.3%
City Pension Fund	801	220,000	(1,488)	-0.7%	241,000	164,255	-	68.2%
PARS Investment Trust	804	50,000	178,174	356.3%	-	-	-	-
		\$144,014,056	\$94,898,915	65.9%	\$225,436,447	\$109,321,262	\$54,650,482	48.5%



City of Manhattan Beach
Fiscal Year 2020-2021 General Fund Major Revenue Trends
April 30, 2021

Percent of Year
83.3%

Major Revenue Accounts	Fund No.	Year-To-Date Actuals						FY 2021	
		2016	2017	2018	2019	2020	2021	Adj Budget	Realized
Property Taxes	100	21,212,099	22,559,316	24,215,864	25,746,991	27,471,166	29,619,573	35,123,856	84.3%
Sales & Use Tax	100	6,302,663	7,448,057	7,312,584	7,837,528	7,830,413	6,467,650	8,157,222	79.3%
Franchise Tax (a)	100	1,271,433	1,108,275	1,094,222	1,008,237	1,018,936	1,051,935	1,135,000	92.7%
Hotel Tax	100	3,696,048	3,707,655	3,076,271	3,588,030	3,574,726	1,605,033	4,400,000	36.5%
Business License Tax	100	2,839,199	2,705,963	3,022,394	3,535,969	2,065,381	2,307,770	3,325,000	69.4%
Real Estate Transfer Tax	100	631,887	452,331	663,498	598,175	674,360	733,379	650,000	112.8%
Building Permits	100	1,456,826	1,280,182	1,695,463	1,610,408	1,391,144	1,209,374	1,532,712	78.9%
Parking Citations	100	1,974,240	2,014,415	2,009,513	1,601,018	1,489,437	1,100,187	1,700,000	64.7%
Interest Earnings	100	381,352	552,119	669,800	862,173	1,056,505	771,459	925,000	83.4%
Marriott Hotel Rent	100	1,620,281	1,596,247	903,496	1,315,062	1,509,276	668,661	1,500,000	44.6%
Vehicle in Lieu	100	14,430	15,812	18,680	17,276	28,431	-	17,000	0.0%
Building Plan Check Fees	100	882,369	1,523,322	1,496,387	1,547,138	1,335,854	1,695,018	1,450,000	116.9%
Total Major Revenue Accounts		42,282,827	44,963,693	46,178,172	49,268,008	49,445,629	47,230,040	59,915,790	78.8%
Over/(Under) Prior Year			2,680,866	1,214,479	3,089,836	177,621	(2,215,589)		
Percent Change From Prior Year			6.3%	2.7%	6.7%	0.4%	(4.5%)		
Other Revenues		10,855,160	11,851,589	12,942,497	14,277,203	12,094,009	9,973,641	13,470,940	74.0%
Total General Fund Revenues		53,137,987	56,815,282	59,120,669	63,545,210	61,539,638	57,203,681	73,386,730	77.9%

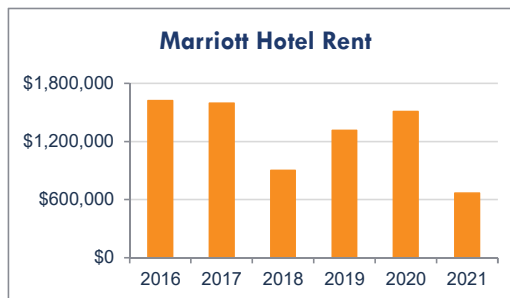
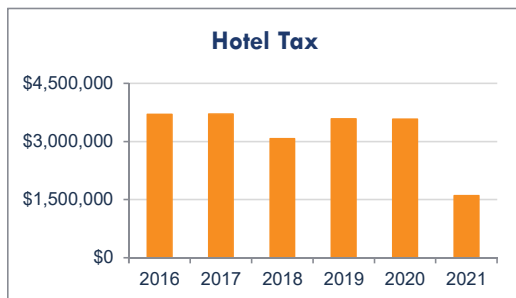
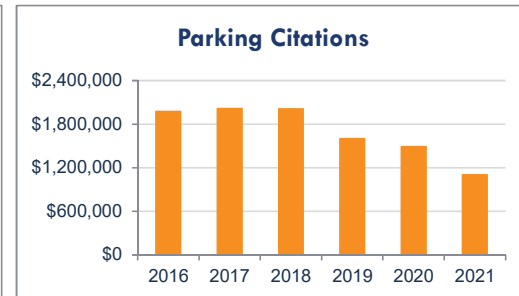
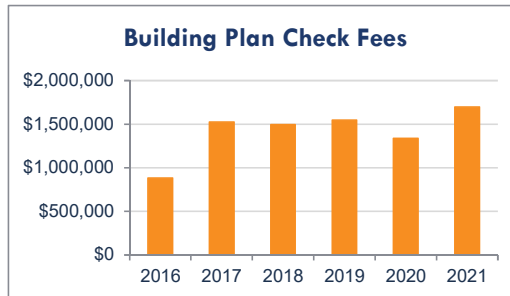
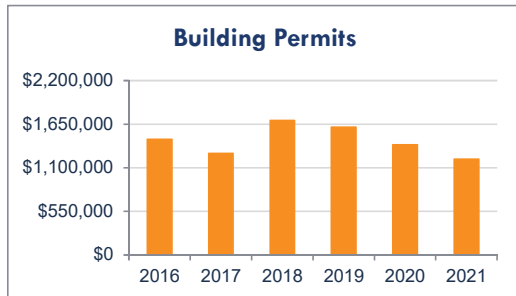
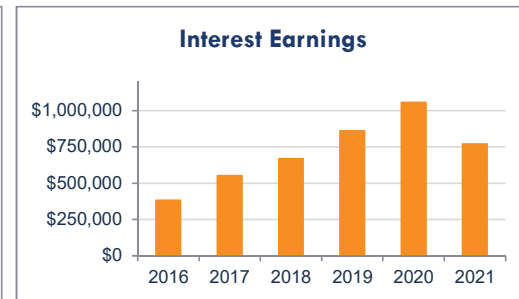
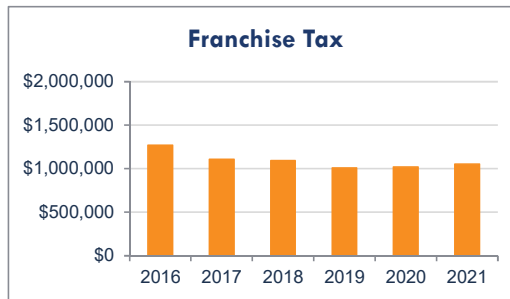
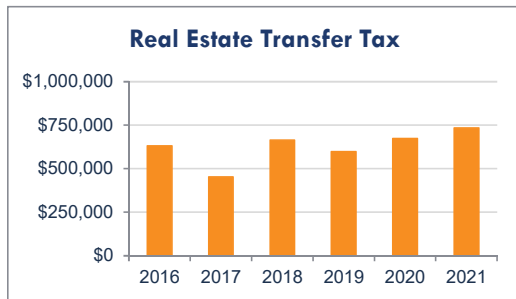
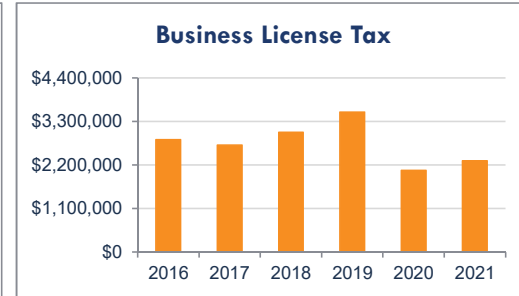
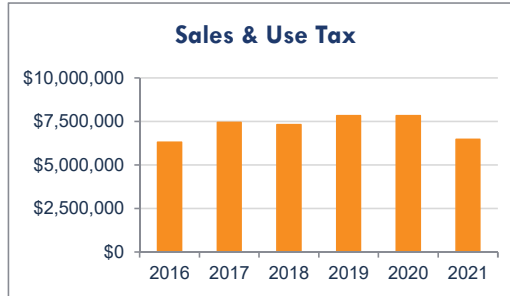
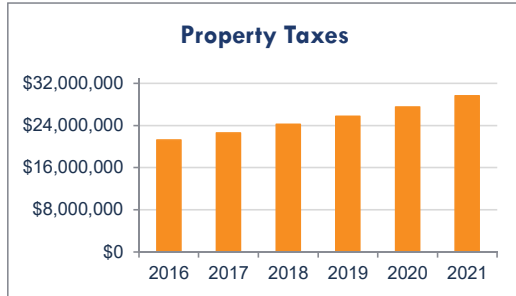


(a) The structure of payments for the some of the franchise fees has changed resulting in lower initial revenues at the beginning of the fiscal year as compared to prior years. This revenue will self adjust throughout the year to better align with prior full-year numbers.



City of Manhattan Beach Fiscal Year-To-Date General Fund Trends Through April Year-Over-Year

Percent of Year
83.3%





Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Erick Lee, Interim Public Works Director
Prem Kumar, City Engineer
Mamerto Estepa, Jr., Senior Civil Engineer

SUBJECT:

Consideration of a Resolution Declaring an Emergency and Confirmation of a Prior Delegation to the City Manager of Authority to Take Action in the Emergency Without Competitive Bids Pursuant to Public Contract Code Section 22050, and Authorization of Repairs to Parking Structure Lot 3 (Interim Public Works Director Lee).

ADOPT RESOLUTION NO. 21-0045

RECOMMENDATION:

Staff recommends that the City Council:

1. Review the Emergency Action; and
2. Determine, by 4/5th Vote, that there is a need to continue the emergency action.

FISCAL IMPLICATIONS:

The emergency repairs to Parking Structure Lot 3 will be funded from the Parking Structure Lot 4 Repairs Project unexpended project balance of \$105,011.54.

BACKGROUND:

Parking Structure Lot 3, located at 1155 Morningside Drive (across from Metlox), was constructed in 1971. Due to its central location to Downtown, Metlox, Civic Center, and the beach, the structure is a high-traffic area, particularly during the summer season.

The 50-year old structure is approaching the end of its useful life and its visible deterioration requires immediate attention. Concrete spalls, the breaking away of pieces of concrete that extends to the steel reinforcement, is present along the railing curb of the 3rd Level, which impacts the anchorage of the existing railing. In addition, concrete spalls and loose concrete

above the parking areas and travel way must be addressed out of concern for both pedestrians and motorists. A portion of the third level parking structure cantilevers over Center Place (the alley between 12th Street and Manhattan Beach Boulevard) and repairs are needed in this area as well. The Capital Improvement Plan (CIP) for Fiscal Year 2022-2023 programmed \$490K for the design and construction of improvements to rehabilitate the structure.

However, in early May 2021, the Building Official evaluated Parking Structure Lot 3 and indicated the structure would be “red tagged” if certain repairs were not performed immediately.

On December 15, 2020, the City Council awarded a contract to Pro Finish Construction Services, Inc. for the Parking Structure Lot 4 Repairs Project in the amount of \$568,205, and authorized the City Manager to approve additional work up to \$95,231. Pro Finish recently completed repairs to Parking Structure Lot 4 (Highland Avenue & Rosecrans Avenue) including spall repairs to the concrete curb and ceiling. Because those repairs are similar to repairs required for Lot 3, and Pro Finish’s crew is experienced in quickly and efficiently performing concrete spall repairs, the company was directed to perform the emergency repairs at Lot 3 via a contract change order. Pro Finish agreed to honor its unit prices for the Lot 4 project for the emergency repairs at Lot 3, and to perform the work in accordance with construction details for Lot 4. The emergency repairs to Lot 3 will be paid for using \$105,011.54 in unexpended project budget on the Parking Structure Lot 4 Repairs Project. This work was authorized to start on May 17, 2021, and will take place for approximately one month.

DISCUSSION:

On December 4, 2012, the City Council Adopted Resolution No. 12-6422, delegating authority to the City Manager to take action in emergencies pursuant to California Public Contract Code Section 22050. Per Resolution No. 12-6422, in the event of an emergency, the City Manager may take action to repair public facilities without advertising for bids if the repair is in the public interest and necessitates the immediate expenditure of public money to safeguard life, health or property.

Given the upcoming summer season and the expected crowds that will come to Manhattan Beach, especially after the lifting of COVID-19 restrictions, it is imperative that the more immediate repairs to Parking Lot 3 be performed. The work to be performed by the contractor will address the areas of most concern and will be completed sometime in mid-June. Only portions of the parking structure and the alley way will be affected during the construction work. The parking structure and alley way will remain open to the public except for short intervals to set up and take down the contractor’s equipment.

California Public Contract Code Section 22050 provides that:

- In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts.
- The City Council, by a four-fifths vote, may delegate, by resolution or ordinance, to

the City Manager, Chief Engineer, or other nonelected agency officer, the authority to order any such action. (On December 4, 2012, the City Council adopted Resolution No. 12-6422, delegating authority to the City Manager to take action in emergencies pursuant to California Public Contract Code Section 22050).

- If the City Manager orders an emergency action, the City Manager or his designee shall report to the governing body, at its next meeting the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency. (This report explains the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation from bids and why the action is necessary to respond to the emergency).
- If the City Manager orders an emergency action, the governing body shall initially review the emergency action at its next regularly scheduled meeting and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action.

PUBLIC OUTREACH:

The Contractor is required to install “No Parking” signage for any stalls that are impacted due to the emergency repair work. Furthermore, the Contractor shall install the necessary traffic controls to direct traffic around the work area. Because circulation around and within Parking Structure Lot 3 is minimally impacted due to the repairs, no additional outreach has been performed.

ENVIROMENTAL REVIEW:

The City reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and determined that the project qualifies for a Class 1(d) categorical exemption pursuant to Section 15301, Existing Facilities of the State CEQA Guidelines. No environmental review is necessary.

LEGAL REVIEW:

The City Attorney has reviewed this report.

ATTACHMENTS:

1. Resolution No. 21-0045
2. Resolution No. 12-6422
3. Change Order No. 3 - Pro Finish Painting, Inc. dba Pro Finish Construction Services

RESOLUTION NO. 21-0045

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL DECLARING AN EMERGENCY, CONFIRMING A PRIOR DELEGATION TO THE CITY MANAGER OF AUTHORITY TO TAKE ACTION IN THE EMERGENCY WITHOUT COMPETITIVE BIDS PURSUANT TO CALIFORNIA PUBLIC CONTRACT CODE SECTION 22050, AND AUTHORIZING REPAIRS TO PARKING STRUCTURE LOT 3

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Manhattan Beach (“City”) owns and operates Parking Structure Lot 3, located at 1155 Morningside Drive. The existing 50-year old structure is approaching its useful life and its visible deterioration requires immediate attention. Concrete spalls, the breaking away of pieces of concrete that extends to the steel reinforcement, is present along the railing curb of the 3rd Level. In addition, there is concrete spalling and loose concrete above the parking areas and travel way, which is a concern for both pedestrians and motorists.

SECTION 2. In early May 2021, the Building Official evaluated Parking Structure Lot 3 and indicated that the structure would be “red tagged” if certain repairs were not performed.

SECTION 3. On December 4, 2021, City Council awarded a contract to Pro Finish Construction Services, Inc. to perform repairs to a separate parking structure, Lot 4, including spall repairs to the concrete curb and ceiling. The nature of the work is similar to the repairs required for Lot 3. Pro Finish completed the work.

SECTION 4. Due to the anticipated heavy volume of traffic anticipated at Lot 3 due to the upcoming summer season and the lifting of COVID-19 regulations, Pro Finish Contracting Services, Inc. was directed to perform repairs to Lot 3 via Contract Change Order. Pro Finish agreed to honor its unit prices for the project on Lot 4 for the repairs at Lot 3.

SECTION 5. Based upon the foregoing and upon the staff report and public comment, and in accordance with California Public Contract Code Sections 20168 and 22050, the City Council hereby:

- A. Declares that the public interest and necessity demanded the immediate expenditure of public money to safeguard life, health or property;
- B. Finds that the above described emergency would not allow for the delay that would result from a competitive solicitation of bids; and
- C. Authorizes City Staff to take any directly related and immediate action required by the emergencies, and procure the necessary equipment,

services, and supplies for those purposes, without giving notice for bids to let contracts for such repair.

SECTION 5. Pursuant to Resolution No. 12-6422, the City Council delegated to the City Manager the authority to order any action specified in Public Contract Code Section 22050(a)(1) and to expend funds without complying with state competitive bidding requirements, in relation to emergencies, including the above-mentioned emergency.

SECTION 6. This Resolution shall take effect immediately. The City Clerk shall make this Resolution Available for public Inspection.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution and henceforth and therefore the same shall be in full force and effect.

ADOPTED on June 1, 2021.

AYES:
NOES:
ABSENT:
ABSTAIN:

SUZANNE HADLEY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

RESOLUTION NO. 12-6422

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A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL DELEGATING TO THE CITY MANAGER AUTHORITY TO TAKE ACTION IN EMERGENCIES WITHOUT COMPETITIVE BIDS PURSUANT TO CALIFORNIA PUBLIC CONTRACT CODE SECTION 22050, DECLARING AN EMERGENCY, AND AUTHORIZING REPLACEMENT AND INSTALLATION OF TWO BOOSTER PUMP MOTORS AT THE PECK RESERVOIR BOOSTER STATION

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH DOES HEREBY RESOLVE:

Section 1. The City of Manhattan Beach ("City") operates four submersible booster pump motors at the Peck Reservoir Booster Station to maintain appropriate pressure for the City's water distribution system. Two of the four motors at the Peck Reservoir Booster Station recently failed after an incoming voltage spike from the electrical power utility, which damaged the motors beyond repair. In order to maintain appropriate pressure in the City's water system, staff determined that the pump motors needed to be replaced immediately.

Section 2. On August 13, 2012, the City staff placed an emergency call to General Pump Company, Inc. ("Contractor") for them to replace and install two submersible booster pump motors at the Peck Reservoir Booster Station. On October 18, 2012, the Contractor completed the installation of the two pump motors.

Section 3. Based upon the foregoing, and based upon substantial evidence in the record, including but not limited to the staff report and public comment, and in accordance with California Public Contract Code Sections 20168 and 22050, the City Council hereby:

- A. Declares that the public interest and necessity demanded the immediate expenditure of public money to safeguard life, health or property;
- B. Finds that the above described emergency would not allow for the delay that would result from a competitive solicitation of bids; and
- C. Authorizes City staff to take any directly related and immediate action required by the emergencies, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts for such repair.

Section 4. In accordance with Public Contract Code Section 22050(b)(1), the City Council hereby delegates to the City Manager the authority to order any action specified in Public Contract Code Section 22050(a)(1) and to expend funds without complying with state competitive bidding requirements, both in relation to the above-mentioned emergency and in relation to any future emergency.

Section 5. This Resolution shall take effect immediately. The City Clerk shall make this Resolution available for public inspection.

Section 6. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect.


PASSED, APPROVED AND ADOPTED this 4th day of December 2012.

Ayes: Howorth, Montgomery, Tell, Lesser and Mayor Powell
Noes: None.
Abstain: None.
Absent: None.



Wayne Powell, Mayor
City of Manhattan Beach, California

ATTEST:



Liza Tamura, City Clerk



**CITY OF MANHATTAN BEACH
PUBLIC WORKS DEPARTMENT
Engineering Division**

CONTRACT CHANGE ORDER NO. 3

PROJECT NO.: **D-936**
 DESCRIPTION: **PARKING STRUCTURE LOT 4 REPAIR**
 TO: **PRO FINISH PAINTING, INC. dba PRO FINISH CONSTRUCTION SERVICES**

You are hereby instructed to comply with the following changes from the Contract Plans and Specifications:

SUMMARY OF CHANGES		
Description (Detailed Explanation Attached)	Change in Contract Price¹	Change in Work Days
1. Credit – Bid Item 2.7 – Chemical Grout Injection	(\$25,500.00)	0
2. Additional Work – Setting Grades Two (2) Times to Evaluate Options for Final Grades at Lower Level	\$1,900.00	0
3. Additional Work – Emergency Repairs at Parking Structure Lot 3	\$105,011.54	20
Net Change in Contract Price and Work Days	\$81,411.54	20

¹Deduction or decrease in Contract Price is denoted in parentheses.

The following change is hereby made a part of the Contract Documents and shall be performed under the same terms and conditions as required by the original Contract Documents. Except as modified herein, the original Contract Documents and all prior amendments shall remain in full force and effect and all of the terms of the Contract Documents are hereby incorporated in this Change Order.

SUMMARY OF ALL CHANGE ORDERS

ORIGINAL CONTRACT AMOUNT	\$568,205.00
CCO1	\$6,383.97
CCO2.....	\$7,435.49
CCO3.....	\$81,411.54
TOTAL.....	\$663,436.00



SUMMARY OF WORKING DAYS

FIRST DAY OF WORK:	01/06/2021
CONTRACT WORKING DAYS:	90
TIME EXTENSION: CCO 1, CCO 2 & CCO 3	20
NEW TOTAL WORKING DAYS:	110
LAST DAY OF WORK:	06/14/2021



CHANGE ORDER DETAIL

Change Order No.: **3**
Project No.: **D-936**
Description: **PARKING STRUCTURE LOT 4 REPAIR**

The changes or interpretations described and noted herein are hereby authorized. The signed original of this order is on file in the Department of Public Works. Shown as separate paragraphs: (A) Reason for Change; (B) Description of Change; (C) Change in Contract Costs; and (D) Change in Completion Date.

Item No. 1: Credit – Bid Item 2.7 – Chemical Grout Injection

- A. Reason for Change: The Contractor performed prep work for Bid Item 2.7– Chemical Grout Injection, by drilling all the injection port holes for Bid Item 2.7 along the vertical wall at the easterly border of the Lower Level. To prevent from water intrusion due to rain events during this time period, the Contractor did not fully penetrate the full thickness of the wall. The Contractor intended to penetrate the full thickness of the wall immediately prior to injection of the chemical grout. When the Contractor prepared to proceed with the chemical grout injection, he attempted to drill through the entire thickness of the wall, however the drill bit was met with resistance at the thickness of the wall. The Contractor proceeded to drill in other locations along the wall and was met with the same resistance. Upon further investigation, the Contractor identified the presence of a ½-inch thick sheet pile wall behind the concrete wall. This sheet pile prevented the injection of chemical grout. This was confirmed when the Contractor attempted chemical grout injection on a 2'x4' section of wall. Upon consult with the chemical grout manufacturer, it was determined that chemical grout injection was not appropriate, given the existing site conditions. Therefore, the contractor was directed to delete chemical grout injection from the project scope of work and to fill the existing injection port holes with epoxy. City and Contractor mutually agree that the Contractor the amount of work performed for this Bid Item is \$9,500, and therefore a \$25,500 credit is due to the City.
- B. Description of Change: Remove chemical grout injection for the project scope of work. Fill all injection port holes that were drilled as part of prep work, using epoxy.
- C. Change in Contract Cost:
Subtract \$25,500.00
- D. Change in Completion Date:
Add 0 Working Days

Item No. 3: Additional Work – Setting Grades Two (2) Times to Assist the City in Evaluating Options for Final Grades at the Lower Level (3/18/2021 & 4/8/2021)

- A. Reason for Change: Following demolition of the existing slab on grade on the lower level, the Contractor identified that the footing for the wall and columns were above the the



designed final, finished concrete surface. The City directed the Contractor to string line the finished grades per the proposed, revised plans that were provided to the Contractor as part of Field Directive #9. Following review from by the Design Engineer on 3/18/2021, the proposed, revised plans for Field Directive #9 underwent a number of revisions. During one of the final revision iterations, the City directed the Contractor to regrade and string line the finished grades, as directed by the City Project Manager, for review by City Engineering Staff on 4/8/2021. City and Contractor mutually agree that this work was above and beyond the Scope of Work for the project and that that the total cost of work for regrading and stringlining on both days total \$1,900.00.

- B. Description of Change: Regrade and set the string lines for the finished concrete surface, based on the proposed revised plans provided as part of Field Directive #9. Regrade and set the stringlines for the finished concrete surface as directed by the City on 4/7/2021, in preparation for review by City Engineering staff on 4/8/2021.
- C. Change in Contract Cost:
Add \$1,900.00
- D. Change in Completion Date:
Add 0 Working Days

Item No. 3: Additional Repairs – Emergency Repairs at Parking Structure Lot 3

- A. Reason for Change: Parking Structure Lot 3 is constructed similarly to Parking Structure Lot 4. The existing structure contains extensive spalling of the concrete curb and deck. Upon review of the condition of the Parking Structure Lot 3, the Contractor confirmed that repairs to the structure can be made per the details specified on the plans for the Parking Structure Lot 4 Repairs Project and at the same unit prices.
- B. Description of Change: Perform concrete curb repairs per Details 3.3 and 3.4 and Ceiling Repair per Detail 4.1 on the plans for Project D-936 Parking Structure Lot 4 Repairs. Contractor shall be entitled to be compensated for re-mobilization in the amount of \$2,000.00 and all work will be billed at the Pro Finish Painting's unit prices for the Parking Structure Lot 4 Repairs Project, as follows:
Bid Item 3.3: Curb Repair – Interior (\$275.00/SF)
Bid Item 3.4: Curb Repair – Façade (\$275.00/SF)
Bid Item 4.1: Ceiling Repair (\$75.00/SF)

The total cost for re-mobilization and all work performed on the this Item No. 3 shall not exceed

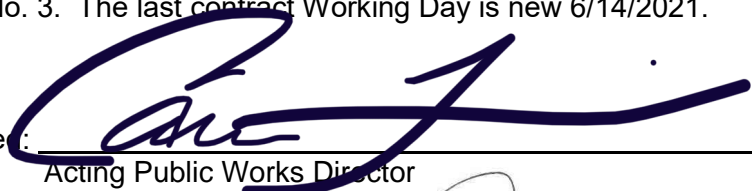
- C. Change in Contract Cost:
Add \$105,011.54
- D. Change in Completion Date:
Add 20 Working Days

SIGNATURE PAGE TO FOLLOW:

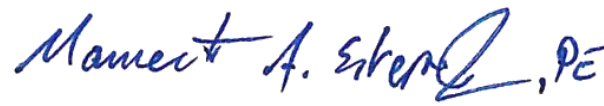


The original Contract Price was \$568,205.00. Contract Change Order No. 1 increased the Contract Price by \$6,383.97. Contract Change Order No. 2 increased the Contract Price by \$7,435.49. Contract Change Order No. 3 increased the Contract amount by \$81,411.54. The new Contract Price will be \$663,436.00, resulting in an increase of approximately 16.76% to the original Contract.

The original Contract Time of 90 Working Days was extended by 20 Working Days per Change Order No. 3. The last contract Working Day is new 6/14/2021.

Ordered:  Date: 5/14/2021
Acting Public Works Director

Concurred by:  Date: 05/13/2021
City Engineer

Concurred by: 
Project Manager

Acceptance by the Contractor:

This Change Order is in full compromise and settlement of all adjustments to Contract Time and Contract Price, and compensation for any and all delay, extended or additional field and home office overhead, disruption, acceleration, inefficiencies, lost labor or equipment productivity, differing site conditions, construction interferences and other extraordinary or consequential damages (hereinafter called "Impacts"), including any ripple or cumulative effect of these Impacts on the overall Work under the Contract arising directly or indirectly from the performance of Work described in this Change Order. By execution of this Change Order, the Contractor agrees that this Change Order constitutes a complete accord and satisfaction with respect to all claims for schedule extension, Impacts, or any costs of any nature, character or kind arising out of or incidental to this Change Order.

Name: Oscar Bianchi / Profinish Construction Services Date: 05/12/21
Title: President



Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

George Gabriel, Senior Management Analyst

SUBJECT:

Report on the Use of Homeless Court Services and Funding Sources for Homeless Services
(Continued from the May 18, 2021, City Council Meeting) (City Manager Moe).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction regarding the City's exploration of homeless court services.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

At the March 16, 2021 Council Meeting, the City Council directed staff to agendize Council consideration of homeless court and an analysis of potential funding sources for various homeless services.

The City has taken an active role in addressing homelessness, strategically and regionally. In doing so, the City is doing everything possible to ensure public safety while also assisting homeless in obtaining the services needed, and respecting their rights. Over the past three years, the City of Manhattan Beach has taken the following steps so far:

- Approved the "Five-Year Plan to Address Homelessness in our Community" that creates goals that align with the County of Los Angeles's objectives;
- Adopted an Anti-Camping Ordinance prohibiting camping and storing personal property in public areas. Signage with this information, has been placed in multiple locations within the City;
- Appointed a Homelessness Liaison responsible for homelessness initiatives and

concerns;

- Participated in the county-wide Homelessness Counts the past two years to assist with understanding the size and scope of homelessness. Fifteen individuals were counted in Manhattan Beach in 2020 (down from 41 individuals in 2018 and 21 in 2019);
- Created a Homelessness Task Force of 11 residents and stakeholders to assist in: 1) developing a proposal to obtain County Measure H funds, and 2) conduct community outreach/education on homelessness;
- Increased the number of mental health clinicians provided by the Los Angeles County Department of Mental Health available to the Manhattan Beach Police Department to address mentally ill homeless individuals;
- Created and distributed a Homeless Resource Guide and Card that summarizes a variety of resources and phone numbers to refer to, for residents and those experiencing homelessness;
- Awarded a \$330,666 grant by the County of Los Angeles to offer case management and coordination services to homeless individuals in the cities of Redondo Beach, Hermosa Beach, and Manhattan Beach.
- Approved a City Homelessness Plan Implementation Grant contract with the County of Los Angeles that would provide homeless coordination, case management and trainings in the beach cities of Manhattan, Hermosa and Redondo.
- Developed specifications in order to obtain proposals from qualified service providers to assist in moving people off the streets into interim and permanent housing.
- Awarded a subcontract to a qualified homeless services firm, Harbor Interfaith Services (HIS), to provide:
 - A full-time Homeless Coordinator/City Liaison to leverage the cities' fiscal and administrative resources to systematize, coordinate and help oversee multi-sectoral homeless efforts to enhance and expand regional access to services.
 - Developing and implementing internal city-level homelessness response protocols and beach city regional response;
 - Tailoring training material and lead training sessions with staff;
 - Planning and holding an annual homelessness stakeholder roundtable/community meeting;
 - Providing two full-time Homeless Case Managers to assist homeless individuals and families by getting individual "document ready;" and make successful referrals to interim housing, treatment centers, and permanent housing.
- Since November 2019, HIS has interacted with over 153 homeless individuals, placing 37 into interim housing, 14 in the State/County sponsored Project Room Key locations, 7 into treatment programs, and 16 in stable housing placements.
- Adopted Resolution No. 20-0031 approving a Memorandum of Understanding (MOU) between the City of Manhattan Beach, the City of Redondo Beach and the City of Hermosa Beach regarding the implementation of the South Bay Beach Cities Homelessness Project for homeless coordination, housing navigation and training services.
- Promoted the Los Angeles Homeless Outreach Portal (LA-HOP), web-based portal to help make it easier to request coordinated county services for homeless individuals and ensure constituents can easily submit requests for homeless outreach;

- Joined a coalition of California local public agencies in support of the City of Boise’s Petition for a Writ of Certiorari with the United States Supreme Court to clarify homeless enforcement mechanisms for our Police Department (the Supreme Court rejected the petition);
- Explored contracting with a regional homeless shelter to assist homeless with immediate shelter options; and
- Increased the presence of outreach workers in the City by conducting “ride-alongs” with the City’s Police Department.

The City continues to be responsive to concerns, and actively monitor incidents where the public safety is threatened or homeless outreach can be coordinated.

DISCUSSION:

In 2019, the Los Angeles County Board of Supervisors provided funding to the South Bay Cities Council of Governments to administer “Innovation Funds” for homeless services in the South Bay. The City of Redondo Beach is the only jurisdiction that was awarded an innovation grant to provide a Homeless Court as a pilot program titled, “Enhanced Homelessness Response Pilot Program.” The Homeless Court Program offers an informal diversion program and services such as mental health counseling, substance abuse treatment and housing placement. This effort is coordinated in cooperation with the Public Defender, Alternate Public Defender, Sheriff’s Department, Community Partners, City of Redondo Beach, South West District Administrator, Torrance Criminal Operations Manager, and Judge Gilbertson.

At the April 13, 2021, Redondo Beach City Council agenda, the following summary of homeless court was provided:

“Harbor Interfaith, PATH and City Net are the homeless service providers that attend Homeless Court. Every participant of Homeless Court is connected with a housing navigator of their choice. The housing navigators give the attorneys recommendations and updates on each participant, and the attorneys will ask the judge to make the appropriate orders to get the participants to work towards becoming housing ready. Judge Rene Gilbertson is the presiding judge of Homeless Court, who compassionately encourages the participants while at the same time is firm when the participants are not following her orders. Homeless Court continues to grow into a one-stop shop with multiple agencies offering services. The Public Defender Expungement Van attends every month to assist defendants in clearing their criminal records to help pass background checks for housing. Clear Recovery Center donates substance abuse counseling and mental health therapy. The Department of Mental Health is able to conduct evaluations and refer people to treatment and services. In addition, these services are not only available to the participants of Homeless Court, but also to any interested person experiencing homelessness in Redondo Beach.”

Based on the City of Redondo Beach’s homeless count conducted by the Los Angeles Homeless Services Authority in 2020, Redondo Beach’s homeless population is substantially larger than Manhattan Beach. Redondo Beach totaled 176 individuals experiencing homelessness while Manhattan Beach totaled 15 individuals. Upon conducting an unofficial count by the City’s Police Department in April 2021, the Police Department identified about 7

individuals that may benefit from a homeless court program.

The homeless court program has been viewed as a success in Redondo Beach and has provided an additional tool to incentivize homeless individuals to seek housing options.

Prosecution Services and Homeless Court

The District Attorney (DA) is an elected county official established by Government Code Section §26500-26543. The DA is responsible for the prosecution of criminal violations of state law and county ordinances occurring within the county in which they are elected. This includes investigation and apprehension, as well as prosecution in court.

The elected District Attorney, George Gascón, is in charge of the office that prosecutes felony and misdemeanor crimes that occur within Los Angeles County. The Los Angeles District Attorney's Office prosecutes felony crimes and misdemeanor crimes in unincorporated areas and in 78 of the county's 88 cities, including the City of Manhattan Beach.

The cities of Burbank, Hawthorne, Inglewood, Long Beach, Los Angeles, Pasadena, Redondo Beach, Santa Monica, and Torrance have their own City Attorneys who prosecute misdemeanor crimes and municipal code violations that occur within their jurisdictions. With the exception of Hawthorne and Pasadena, all of the other cities are charter cities. In some cities, such as Burbank and Hawthorne, the City Council appoints the City Attorney and in other cities, such as Long Beach and Los Angeles, the City Attorney is elected.

The City of Hermosa Beach, which is a general law city, contracts with the City of Redondo Beach for City Prosecutor services.

The City of Hawthorne's Prosecution Department also performs prosecution services for other entities such as the California Highway Patrol, Los Angeles County Health Department, California State Department of Alcoholic Beverage Control, and various police agencies in the South Bay area.

As a charter city which has an elected City Attorney, the City of Redondo Beach operates and conducts its own homeless court. MB staff has sent the City of Redondo Beach a non-binding letter of intent for Homeless Court Service and/or Prosecution Services. At the May 18, 2021, meeting, the The City of Redondo Beach City Council authorized Redondo Beach City Attorney Mike Webb to explore offering prosecution services (including homeless court) to the City of Manhattan Beach.

is still evaluating the feasibility of allowing Manhattan Beach to utilize Redondo Beach's services, and Redondo Beach City Attorney Mike Webb will raise the issue with the Redondo Beach City Council.

In addition to this exploration with the City of Redondo Beach, Sshould the City of Manhattan Beach seek to prosecute state law misdemeanors committed within city limits, the City must request the authority to prosecute state law misdemeanors from the LA County District Attorney. Government Code section 41803.5 provides:

“(a) With the consent of the district attorney of the county, the city attorney of any general law city or chartered city within the county may prosecute any misdemeanor committed within the city arising out of violation of state law. This section shall not be deemed to affect any of the provisions of Section 72193.

(b) In any case in which the district attorney is granted any powers or access to information with regard to the prosecution of misdemeanors, this grant of powers or access to information shall be deemed to apply to any other officer charged with the duty of prosecuting misdemeanor charges in the state, as authorized by law.”

A number of preliminary steps must be taken to effectuate that switch, including analyzing the existing **general services** contract with the County for **that covers a number of services, including** prosecution services; staff would need further direction from the City Council for the City Attorney to research the legal steps necessary to enable the Redondo Beach to prosecute violations of state law in Manhattan Beach. Also, the Police Chief’s input is essential.

Funding Analysis

As mentioned earlier, the Homeless Court facilitated by Redondo Beach is funded by the County of Los Angeles via the South Bay Cities Council of Governments. For a years’ worth of homeless court services, the City of Redondo Beach required \$245,287 to fund the program. Costs/Services included: Police Department Overtime, Prosecutors (2), contract attorney services, security officers, homeless outreach services, LA County Sheriff’s Department security, and treatment services. The itemized cost of Redondo Beach’s program is attached for reference.

In preliminary discussions with County Supervisor Janice Hahn’s Office, staff has been informed that Supervisor Hahn supports the homeless court program and is interested in expanding it. Should a proposal from the City be provided to Supervisor Hahn’s Office, grant funds may be available to fund the initiative.

As indicated in the background section of the report, the cities of Manhattan Beach, Hermosa Beach and Redondo Beach, received a \$330,665 grant to fund homeless case management, regional coordination and training services. Since November 2019, the City has expended grant funds by subcontracting for homelessness initiatives with Harbor Interfaith Services. From December 2019 to March 2021, the City has expended \$211,789.74 in grant funding. The remaining \$118,875.26 will be expended to continue services until December 2021. This remaining amount will need to be supplemented by additional grant funding (i.e. “Bridge Funding”) from the County of Los Angeles for services to prevent homeless service disruptions. Staff is processing this request.

After December 2021, the County of Los Angeles is planning to allocate a total of \$15.0 million in Measure H Strategy E7 funds be allocated to the Councils of Government (COGs) to facilitate a regional approach in preventing and combatting homelessness in Los Angeles County. The term of the new funding will be for 18 months, January 2022 through June 2023.

Grant funding requests to the County of Los Angeles will continue to be focused on increasing the supply of permanent and interim housing for people experiencing homelessness, and

enhancing County service systems for those experiencing and/or at-risk of homelessness.

CONCLUSION:

Staff recommends that the City Council discuss and provide direction regarding the City's exploration of homeless court services. Specifically, staff is requesting whether staff should continue exploring the possibility of contracting with the City of Redondo Beach for prosecution services and explore options to fund a homeless court program for the City of Manhattan Beach.

LEGAL REVIEW:

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

ATTACHMENT:

1. Redondo Beach Homeless Court Cost Breakdown

Deliverables

Funding total amount is \$245,287 (from starting date of contract through June 30, 2021)

STAFFING COSTS

Position	FTE/12 Months	Rate	Hours	Total
Police Department Overtime		\$100/hour	700/year	\$70,000
Prosecutors (2)		\$22,643.50/year for 1 prosecutor	2600/3060 year	\$34,618
Contract attorneys (backfill)		\$110/hour	150/year	\$20,669
Staffing Subtotal				\$125,287

OPERATIONAL EXPENSES

-Special Services (i.e., psychiatrist, therapy, mental health treatment, prescribed medication, etc.) -LA Count Sheriffs Department Security for Homeless Court		Rates vary between services	520-1000 hours/year	\$90,380.90
- Deputy (1) -Security Officers (2)		\$801.60/month	48 hours/year	\$9,619.20
-Additional Homeless Outreach Counts to monitor effects of program		\$100/hour & additional rates with private service vary	30-50 hours	\$20,000
Operations Subtotal				\$120,000.01
TOTAL				\$245,287



CITY OF MANHATTAN BEACH CITY HALL

1400 Highland Avenue, Manhattan Beach, CA 90266

WEBSITE: www.citymb.info • **PHONE:** (310) 802-5000

AGENDA ITEM NO. 9

Report on the City's Ambassador Program Analyzing Activities, Expenditures, and Feedback of the Program (Verbal Report) (City Manager Moe).

DISCUSS AND PROVIDE DIRECTION



Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director

SUBJECT:

Discussion and Consideration of a Resolution to Express Support for Local Control and Authority as it Relates to Land Use, Zoning, and Housing Issues (ACA 7) (Community Development Director Tai).

CONSIDER ADOPTION OF RESOLUTION NO. 21-0046

RECOMMENDATION:

Staff recommends that the City Council consider adoption of Resolution No. 21-0046 to express support for local control and authority as it relates to land use, zoning, and housing issues.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

At the May 18, 2021, City Council meeting, Councilmember Montgomery and Mayor Hadley requested a future agenda item to support a proposed Assembly Constitutional Amendment 7, concerning local control of land use issues.

DISCUSSION:

State law requires each local government to have a General Plan, which includes required Land Use and Housing Elements (chapters) to guide policies for land use and housing for a particular jurisdiction. Several of the housing bills proposed in the Senate and Assembly over the past few years preempt local regulations for land use and housing. State legislators are currently considering Senate Bills 9 and 10, which would allow additional housing units on existing single-family residential properties, without the need for any local land use approvals.

If State laws were to dictate local land-use planning policies and zoning designations, the City

would lose the ability to involve public participation and the democratic process in changing its land use policies. What could result are significant adverse impacts on the established community's infrastructure, vehicular traffic and parking resources, and availability of utility and public safety services. To address the detrimental impacts of these proposed housing bills, staff has prepared the attached resolution expressing the City's intention to support efforts to protect the ability of cities to retain local control over land use, zoning, and housing policies. An example of this is California Constitutional Amendment 7, introduced by Assembly Member Muratsuchi, to specify that local land use regulations would prevail in the event of a conflict with State regulations, allowing local governments to retain their land-use authority.

PUBLIC OUTREACH:

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

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(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. Resolution No. 21-0046

RESOLUTION NO. 21-0046

RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY, AND CONTROL AS RELATED TO LOCAL LAND USE AND HOUSING ISSUES

WHEREAS, the legislature of the State of California each year proposes, passes, and has signed into law a number of bills addressing a range of land use and housing issues; and

WHEREAS, the legislature of the State of California has not and does not allow sufficient time between each legislative cycle to determine if the legislation is successful in bringing about the change for the State of California's land use and housing issues; and

WHEREAS, the majority of these bills usurp local jurisdictions authority to determine for themselves the land use policies and practices that best suit each city and its residents and instead impose mandates that do not consider the needs and differences of jurisdictions; and

WHEREAS, the ability of local jurisdictions to determine for themselves which projects require review beyond a ministerial approval; what parking requirements are appropriate for various neighborhoods within their jurisdiction; what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city; and what zoning should be allowed for residential properties is a matter of great importance to the City, among other items related to local zoning and housing issues; and

WHEREAS, the City Council of the City of Manhattan Beach feels strongly that the local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability.

NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Manhattan Beach is opposed to the current practice of the legislature of the State of California of continually proposing and passing multitudes of bills that directly impact and interfere with the ability of cities to control their own destiny through use of the zoning authority that has been delegated to local jurisdictions through the California Constitution and state law.

SECTION 2. The City of Manhattan Beach will support efforts to protect the ability of cities to retain local control over land use and housing as each individual city within the State of California is best suited to determine how land use and housing policies should be implemented in its City, and the City Council hereby authorizes and delegates to the City Manager the authority to submit correspondence in support of such efforts.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution.

ADOPTED on June 1, 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

SUZANNE HADLEY
Mayor

ATTEST:

LIZA TAMURA
City Clerk



Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director
Steve S. Charelian, Finance Director

SUBJECT:

Discussion of Fees for the Business Use of the Public Right-of-Way (Community Development Director Tai).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction on requiring businesses using the public right-of-way to render payment for such use with the fees tied to parking meter revenue replacement for use of parking spaces, and a per-square-footage fee for use of non-parking space portions of the public right-of-way, after expiration of the Los Angeles County COVID-19 restrictions on indoor dining (expected on or about June 15, 2021).

FISCAL IMPLICATIONS:

The City is currently losing revenue of approximately \$734,597 annually due to 78 public metered parking spaces used by businesses operations, specially outdoor dining. This includes lost citation revenue of approximately \$101,000 annually. The City is also foregoing revenue for use of non-parking space portions of public right-of-way. The revenue loss of approximately \$114,000 annually from non-parking space portions at \$3 per square foot per month. The analysis of the loss in parking meter revenue was initially estimated to be \$544,000 annually, based on 67 parking spaces. This includes the loss of parking citation revenue estimated to be \$87,000 annually. Revenue from parking meters is directed into the Parking Fund and Capital Improvement Plan Fund, which is used to improve and repair City parking facilities, as well as on-going maintenance expenses. Lastly, staff time in support of outdoor dining is not reimbursed.

BACKGROUND:

On June 5, 2020, through Emergency Order No. 10, the City approved the Outdoor Dining and Business Use Program. This consisted of allowing businesses to use metered parking spaces in the public right-of-way for outdoor operations, due to COVID-19 operating restrictions limiting indoor capacity. This also included the City charging for lost parking meter revenue. Beginning July 2020, the City Council authorized additional use of right-of-way areas on Ocean Drive, Manhattan Avenue, and Manhattan Beach Boulevard at \$3.00 per square foot, the same lease amount charged to Uncle Bill's Pancake House, Ocean View Café, Fusion Sushi, and Summers restaurant through the City's Resolution of Fees, pre-existing the pandemic. On August 4, 2020, the City Council retroactively waived \$51,000 in lost parking meter revenue and right-of-way use fees due by the businesses. Since then, businesses have used public parking spaces and the public right-of-way free of parking meter revenue replacement or right-of-way encroachment charges.

On September 15, 2020, the City Council approved an increase in parking meter rates to \$2.00 per hour for on-street meters and city-owned parking lots to offset losses associated with the use of metered parking spaces for street dining. The increase in the parking meter rates was estimated to generate an additional \$750,000 per year to compensate for lost parking meter revenue caused by street dining. This did not compensate for the loss of revenue from leasing of non-public right-of-way spaces. To date, there are 78 parking spaces and about 3,373 square feet of public right-of-way used by outdoor dining.

DISCUSSION:

On Friday, May 20, 2021, the Governor's office announced that due to increasing vaccinations and decreasing COVID-19 cases, the State could possibly reopen fully by June 15, 2021, including removal of capacity limitations and most operating restrictions. Given this, it is possible that restaurants will be able to return to providing for 100% indoor seating capacity. Los Angeles County has indicated that it intends to align with the State regulations. If this were the case, the use of the City's right-of-way would exceed the scope of emergency response.

If restaurants are able to operate fully indoors and on private property, the use of the public right-of-way, which is a public resource, for the private economic gain of a business may constitute a gift of public funds. As such, it is necessary for the City to determine the market value of providing space for businesses to operate for private gain. Given that the businesses use the public right-of-way outdoor space in the same manner as inside the building or on private property, the market rate should be the equivalent to the indoor rate. However, given that the use of the public right-of-way is not time-certain or guaranteed, the value of the outdoor space can expected to be lower than an indoor rate. The additional space enables businesses to increase its cash flow. There is an industry practice of charging 50% of the indoor rate to accommodate the less certain terms of right-of-way space. With the average rate of approximately \$8.00 per square foot for indoor commercial space in premier downtown locations, we would recommend charging \$4.00 per square foot for temporary outdoor use. The current rate we charge is \$3.00 per square foot.

Furthermore, the City has incurred undetermined costs from supporting the Outdoor Dining and Business Use Program. These costs include, but are not limited to, extra public services for

trash and maintenance, modifications of streets to accommodate dining areas, code enforcement, traffic control, law enforcement presence, sign installation, creation of custom signs, and staff resources diverted from other work initiatives to support the program and the City Council Ad-Hoc Committee. Once there is no longer the need to accommodate for businesses to operate outside due to relaxation of indoor operating restrictions, the City must study the resources for this Program and disclose this to the City Council and the public in a transparent manner. Otherwise, the appropriation of these resources to support private businesses could also be construed as a gift of public funds.

Staff recommends that the City Council discuss and provide direction on charging businesses utilizing the public right of way for commercial for private gain.

PUBLIC OUTREACH:

Depending on City Council direction, staff will notify current encroachment permit holders of any pending changes to the Outdoor Dining and Business use terms.

ENVIRONMENTAL REVIEW:

The subject request is not a “project” as defined under Section 15378 of the State California Environmental Quality Act (CEQA) Guidelines; therefore, pursuant to Section 15060(c)(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.



Agenda Date: 4/20/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

George Gabriel, Senior Management Analyst

SUBJECT:

Consider Approving the Fiscal Year 2021-2022 City Council Work Plan (City Manager Moe).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve the Fiscal Year 2021-2022 City Council Work Plan.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action. However, various City Council Work Plan items have fiscal implications associated with them which will likely require expenditure approvals at future City Council meetings.

BACKGROUND:

The City Council reviews a Work Plan document that lists the City Council's priorities. The document allows the City Council to receive an update on projects that staff is undertaking (based on City Council direction) and allows the City Council to review projects they may want to proceed with in the future.

The City Council's current Work Plan was last discussed at the January 26, 2021, City Council meeting. Based on direction provided at that meeting, staff updated the Work Plan to reflect the priorities identified by City Council. Direction included:

- Added the work plan item titled, "Explore Agenda Management Solutions;"
- Postponed the work plan item titled, "Explore Increasing Stormwater Fees" to an uncertain date;
- Postponed the work plan item titled, "Public Art Conservation/Maintenance Assessment Explore Increasing Stormwater Fees" to an uncertain date;

- Revised the “Online Reservation System” for park facilities item to include discussing protocols;
- Removed the work plan item titled, “Transportation Options Review;”
- Added the Work Plan item titled, “Solar Panel Installation on City Facilities” (Note: This item was converged with the Environmental Sustainability Work Plan item);
- Revised the title of the, “Code Enforcement Review” work plan item to indicate it includes consider additional personnel (Note: City Council subsequently directed staff to add two code enforcement officers); and
- Removed the work plan item titled, “Fiber Master Plan.”

DISCUSSION:

The current Work Plan reflects the City Council’s priorities for the foreseeable future (Attachment #1). Additionally, staff has provided a summary of all the work plan items (Attachment #2) which includes status, previous target date of complete and current target date of completion.

The City Council Work Plan features consistent layouts, priority levels on projects, funding sources and images. Priority levels are organized in the following A, B, and C categories with the following definitions.

- A - Critical
- B - Important
- C - Normal

In recent years, various items have been completed on the City Council Work Plan (Attachment #3). These 16 items are listed below, as well as the responsible department within parentheses:

- Election Policy (Management Services);
- Update on the City’s Streetlighting Fund (Finance);
- Update on City’s Pension Unfunded Actuarial Liabilities (Finance);
- Conduct a Comprehensive User Fee Study and Cost Allocation Plan (Finance);
- Body Worn Camera Replacement Project (Police);
- Expanded Wifi Opportunities (Information Technology);
- Fire Code Adoption (Fire Department);
- Radio Interoperability Network of the South Bay (Fire Department);
- Improve Ambulance Transport Response (Fire Department);
- County Fire Assessment (Fire Department);
- Uniform Citywide Wayfinding Sign Program (Public Works);
- Pedestrian Security Improvements - Bollards (Public Works);
- Solid Waste Franchise Agreement Selection Process (Public Works);
- Shared Mobility Devices Regulations (Community Development);
- Building Code Update (Community Development); and
- Pedestrian Safety Improvements (Community Development).

Currently, the City Council Work Plan contains 37 items across 9 City Departments. Many items involve multiple departments. To reflect the cross-departmental collaboration, staff has prepared a matrix (Attachment #4) to inform the City Council which items require work from multiple departments.

Staff continues to make progress on the Work Plan but various items have been delayed as a result of the COVID-19 pandemic. During the pandemic, staff altered priorities to address public health concerns and assist local businesses impacted by business restrictions.

In addition to the City Council Work Plan items, staff is concurrently dedicating significant time and resources to the following projects not on the City Council Work Plan. These items include:

- Municipal Code Transparency Enhancements (Management Services);
- COVID-19 Modified “Team Policing” Schedule (Police);
- Management of Contracted Face Covering Enforcement (Police/Community Development);
- COVID-19 Testing and Safety amongst Staff (Police/Human Resources);
- Upgrading the Police Station’s Video Security System (Police);
- Upgrading Patrol In-Car Video Systems (Police);
- Upgrading of Police Station Access Control System (Police);
- Permitting System (Energov) Implementation and Customization (Community Development);
- Development Projects (e.g., Nando Trattori) & Complex Appeals Process and Litigation Support for MB Post and Proposed Hotel on 600 South Sepulveda Blvd (Community Development);
- COVID-19 Enforcement - Business and Construction Site COVID-19 protocols (Community Development);
- COVID-19 Outdoor Dining Program Administration and Management (Community Development);
- Oak Avenue/Manhattan Village Mall Neighborhood Traffic Management Plan (Community Development);
- Gelson’s Neighborhood Traffic Management Plan (Community Development);
- South Sepulveda/Skechers/Hotel Neighborhood Traffic Management Plan (Community Development);
- Citywide Engineering and Traffic Surveys i.e. Speed Surveys (Community Development);
- Updating City’s Financial Policies (Finance);
- COVID-19 Business Loan Program (Finance);
- Assessment Deferral Program for Undergrounding (Finance);
- FEMA Reimbursements for COVID-19 Response (Finance);
- Fire Station No. 2 Certificates of Participation (Finance);
- COVID-19 Remote Work Force Deployment And Ongoing Support (Information Technology);
- Remote Council Broadcasting And Zoom Implementation And Support (Information Technology);
- Phone System Upgrade (Information Technology);
- Disaster Recover Activities (Tyler Dr, Documentation, Process Review, Etc.) (Information Technology);
- Cybersecurity (Arctic Wolf, Firewall Policies, Proofpoint, Etc.) (Information Technology);
- Catalina Classic Sculpture/North End Business Improvement District Sculpture (Parks and Recreation); and

- Capital Improvement Program (Public Works);

It should also be noted that, per the Boards and Commissions Handbook, staff is also responsible for assisting separate Commission Work Plans (approved by the City Council) overseen by the Community Development and Parks and Recreation Departments.

CONCLUSION:

Staff recommends that the City Council approve the Fiscal Year 2021-2022 City Council Work Plan.

LEGAL REVIEW:

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

ATTACHMENTS:

1. City Council Work Plan (37 Items)
2. Work Plan Summary
3. Completed Work Plan Items (16 Items)
4. Departmental Involvement Matrix
5. City Council Work Plan Development



MANHATTAN BEACH CITY COUNCIL

WORK PLAN

FISCAL YEAR
2021-22

MANHATTAN BEACH CITY HALL
1400 HIGHLAND AVENUE
MANHATTAN BEACH, CA 90266



CITYWIDE DOCUMENT IMAGING SYSTEM (CONVERSION) PROJECT

City continues to utilize OnBase as our central electronic content management software through Konica Minolta Business Solutions/KMBS-ECM. City Council approved use of OnBase on June 15, 2015. The City Clerk began integrating the systems in early 2016 and continues to work with departments to upload documents in phases. In order to assess department-specific needs and a tentative implementation schedule, the City Clerk's office along with Information Technology, convened the Electronic Records and Retention Subcommittee in July of 2018. This subcommittee includes staff from every department and meets quarterly to discuss the management of City records and their retention.



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Scanned City Clerk legislative documents from 1912 to present that includes City council minutes ordinances and resolutions as well as City Council agenda packets from 1995 – present.
- Scanned Community Development (Building) past documents.
- Scanned Finance (General Services) past documents.
- Fire Department determined that scanning needs are not needed at this time.
- Ongoing - Continue supporting departments that are currently scanning documents. These departments include:
 - Community Development (Building) scanning documents going forward utilizing a vendor;
 - Police Department scanning documents going forward utilizing internal staff;
 - Management Services scanning documents going forward utilizing internal staff.

ACTIONS PENDING:

- Scheduled – Support departments that are planning to scan their documents in Fiscal Year 2021-2022. These departments include:
 - Community Development (Planning and Traffic)
 - Human Resources
 - Finance (Administration)
 - Parks and Recreation

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



- Public Works

NEXT CITY COUNCIL ACTION:

Information Technology will procure a citywide scanning services contract for City Council approval and appropriation.



CENTRALIZED CITYWIDE CONTRACT MANAGEMENT SYSTEMS

In 2016, staff convened a Contract Working Group with the City Attorney’s Office, Human Resources/Risk Management and Finance Department to create a more efficient and effective contract approval process. The group created a citywide contract workflow process with all City departments. Investing in a Citywide Contract Management solution ensures accurate record-keeping practices, continued



workflow standards, maintaining legal compliance and meeting insurance requirements. On March 9, 2018, City Council directed staff to move forward with a Citywide Contract Management software solution that manages the City’s growing contract demands. However, due to the implementation of the ERP Project, this project was placed on hold. Thereafter, as part of the Fiscal Year 2020-2021 budget process, the City Council approved a supplement to fund the project.

TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Built and implemented an internal workflow document for contract routing and approval (in the absence of a software contract management solution).
- Approved a City Council budget request in the amount of \$50,000 for Fiscal Year 2020-2021.
- Acquired DocuSign to assist with electronic signature process.

ACTIONS PENDING:

- Assist Information Technology with the selection of a vendor.
- Negotiate acceptable terms with selected vendor.
- Create proper contract management workflow with selected vendor.

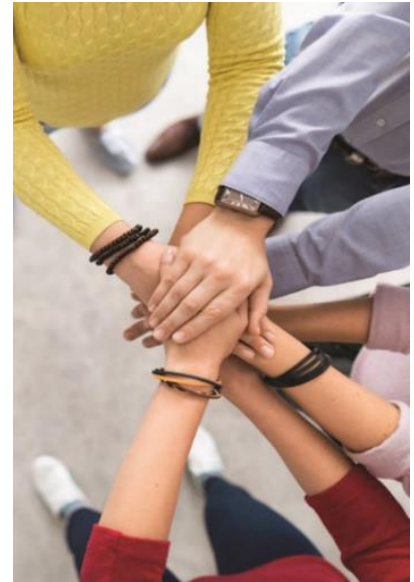
NEXT CITY COUNCIL ACTION:

Present a centralized contract management solution for City Council approval and appropriation.



DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

Concerns have been raised within the community regarding an increased presence of homeless individuals within the City. The City has taken a strategic and regional approach to address homelessness. By working with the City's regional partners at the South Bay Cities Council of Governments (SBCCOG) and Harbor Interfaith Services (HIS) the City has begun to direct individuals experiencing homelessness to resources in the South Bay region. In October 2017, Manhattan Beach applied for and received a grant from Los Angeles County to create a plan to prevent and address homelessness. The City retained consultants with expertise in regional homeless and housing resources and conducted outreach from March to April 2018. A plan was developed and presented to City Council on April 17, 2018. Based on City Council direction, the draft was updated and approved by the City Council on August 21, 2018.



TARGET DUE DATE	QUARTER 4 2023
FUNDING SOURCE	GRANTS
PRIORITY LEVEL	A
DEPTS. INVOLVED	PD, PR

STATUS:



COMPLETED ACTION ITEMS:

- Appointed, formed and dissolved homelessness task force once grant funding goal was achieved.
- Received a Measure H grant award from Los Angeles County in the amount of \$330,665 with the cities of Hermosa and Redondo Beach to provide homeless outreach and case management.
- Approved a Measure H grant funding contract award with the County of Los Angeles.
- Issued a Request for Proposals for a homeless services provider to serve the Beach Cities.
- Requested and received an additional Mental Health Clinician from the County Department of Mental Health to serve the beach cities.
- Approved a subcontract with Harbor Interfaith Services to provide homeless coordination, training, and case management services.
- Approved a Memorandum of Understanding with Cities of Hermosa Beach and Redondo Beach.
- Held a virtual community meeting on homelessness on December 8, 2020, to educate the community on the beach cities homelessness efforts. showcase the partnership between the beach cities.

ACTIONS PENDING:

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@citymb.info

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



- Ongoing – Work with community and staff to implement goals of the homelessness plan.
- Homeless Outreach - Continue to conduct street outreach to the beach cities homeless populations and place homeless individuals into temporary and stable housing arrangements.
- Provide training to staff and community members on homelessness response.
- Provide report to the City Council regarding homeless court services and future funding options for homeless services.

NEXT CITY COUNCIL ACTION:

Discuss and provide direction to staff regarding homeless court and service funding at the June 1, 2021, City Council meeting.



CITY COUNCIL COMMUNICATIONS POLICY

On August 6, 2019, City Council directed staff to develop a policy to guide City Council communications with City staff and the public in order to maintain efficient and effective work flow. The policy will address communication between Councilmembers and staff with the intent to: 1) affirm that governing shall be by will of the collective Council, and 2) establish guidelines to ensure orderly, consistent and open City government, and 3) provide a framework for processing requests from the City Council through the City Manager.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Gathered and researched a variety of City Council Communication Policies from a variety of cities.
- Formed a working group consisting of Department Directors to develop policy for City Council consideration

ACTIONS PENDING:

- Develop draft policy and present to City Council for initial discussion.
- Implement approved policies throughout the organization.

NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction on draft policy document.



EXPLORE AGENDA MANAGEMENT SOLUTIONS

The City currently has an Agenda Management solution, Legistar through Granicus, but is looking for a full legislative suite that incorporates features and functionalities which will streamline the agenda creation process and post the published agenda, with attachments, to the City's website so that the citizens may view all the documents provided to the City Council or other City commissions.



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	C
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- None.

ACTIONS PENDING:

- Conduct a request for proposals for an automated agenda and legislative management solution that contains modules with a meeting management software, a module to record and live stream meetings, a transcription service or partner that can transcribe the live meeting and create file that is time stamped in accordance with the live video and agenda, and to post agendas and minutes to the website.

NEXT CITY COUNCIL ACTION:

To be determined.



INTERNAL POLICIES AND PROCEDURES REVIEW

Human Resources staff is conducting a review of current policies and procedures. The Municipal Code outlines the framework for the City’s Personnel Rules, which were promulgated in 1978. Additionally, there are Personnel Instructions and Administrative Instructions which contain policies and procedures for City employees and an Employee Handbook that is outdated. While some resolutions have been passed to update certain provisions of the rules and some instructions have been updated, a comprehensive review had not been undertaken. Staff is evaluating the City’s personnel rules and instructions, including the policy for processing workers’ compensation claims and the City’s Injury Illness Prevention Program (IIPP) program.



TARGET DUE DATE	QUARTER 2 2022
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Contracted with Liebert Cassidy Whitmore (LCW) to review and revise Personnel Rules and Instructions and draft compensation resolutions.
- Conducted HR review of existing rules, instructions, policies and MOU’s to determine course of action for policies and procedures overhaul, restructure, and update.

ACTIONS PENDING:

- Revise Municipal Code outlining the City’s framework for the human resources function.
- Incorporate compensation provisions into the MOU’s in Negotiations and a new compensation plan for unrepresented employees.
- Recommend to City Manager to rescind outdated policies and procedures.
- Update critical policies (harassment/discrimination, leaves, IIPP, Information Technology use, etc.)
- Consolidate and restructure remaining rules, policies and procedures.
- Negotiate actual policy revisions or impacts with impacted employee associations, as needed.
- Finalize, implement, and educate employees on updated policies throughout the organization.

NEXT CITY COUNCIL ACTION:

- City Council approval of an MOU with the Fire Management Association (FMA).
- City Council approval of an Unrepresented Employees’ Compensation Resolution.



COLLECTIVE BARGAINING NEGOTIATIONS

For City employees represented by a labor association (union), the City negotiates Memorandum of Understandings (MOU), or collective bargaining agreements with designated representatives to establish or modify the salary, benefits, and terms and conditions of employment.



TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Negotiated and implemented Memoranda of Understanding with Teamsters, PMA, and POA during Fiscal Year 2018-2019, which expire in 2021.
- Held closed session meetings with City Council in Quarter 3 - 4 of 2019 and Quarter 1 -3 of 2020 to obtain authority for labor negotiations for MOU's expiring in 2019 and new MOU's (Fire Management).
- Received City Council Approval of MOU with Manhattan Beach Part-Time Association (MBPTEA) on November 19, 2019.
- Received City Council Approval of MOU with Manhattan Beach Firefighters' Association (MBFA) on February 4, 2020.
- Received City Council Approval of MOU with Manhattan Beach Mid Management Employees' Association (MBMEA) on March 3, 2020.
- Completed collective bargaining with Fire Management (FMA) and reached agreement; Agreement approved by Council on November 7, 2020 and oversaw implementation of terms.
- Complete MOU with the FMA, obtain City Council approval and oversee MOU implementation.

NEXT CITY COUNCIL ACTION:

Council Approval of MOU with Manhattan Beach Fire Association (FMA) with term of November 7, 2020-December 31, 2021.



UPDATE CITY DONATION POLICY

City Council discussed the Donation programs at the January 4, 2020 Joint Council/Commission meeting. Based upon City Council direction, staff will complete the outstanding Donation policy items which include developing options for the Military Wall, Art Donations and Legacy park donations. Staff will also implement the community paver program and the park amenity catalogue.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- Engaged stakeholders in discussion of current donation policies.
- Developed donation program options.
- Presented donation program options at City Council meeting on September 3, 2019.
- Presented paver donation program and Veterans Parkway recognition wall at City Council meeting on June 30, 2020.

ACTIONS PENDING:

- Develop options for a Military Wall at the Veterans Memorial site
- Explore Legacy Donation program options.
- Update Donation Policy to include art donation guidelines.
- Research origins of parkettes for possible recognition.

NEXT CITY COUNCIL ACTION:

Return to the City Council with consideration of a military recognition wall donation program cost estimate and design options.

WORK PLAN

PARKS & REC DEPARTMENT



ONLINE RESERVATION SYSTEM AND PROTOCOLS FOR SAND DUNE, TENNIS & PICKLEBALL COURTS, AND BEGG POOL

Update the tennis and pickleball courts, Begg Pool and Sand Dune reservation processes to an online and app platform to provide better efficiencies and be user friendly.



TARGET DUE DATE	QUARTER3 2021
FUNDING SOURCE	USER FEES
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT

STATUS:



COMPLETED ACTION ITEMS:

- Launched an online tennis reservation program through the City’s current registration/reservation software, ActiveNet in May 2020, to minimize contact between customers and employees in response to COVID-19.
- Updated user fees to reflect a resident and non-resident rate.
- Developed a priority reservation system for residents.

ACTIONS PENDING:

- Develop protocols for adapting to resident reservation needs.
- Analyze the processes and research additional software options.
- Install a prefabricated office at Sand Dune for employees.
- Install a prefabricated office at Manhattan Heights for employees.
- Develop vendor agreement for new software platform. Legal and Risk Management review software platform vendor agreement.

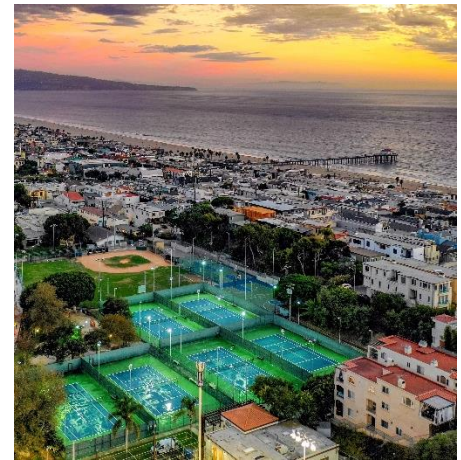
NEXT CITY COUNCIL ACTION:

Update the City Council on software platforms and process as implemented.



PARK MASTER PLAN

City Council approved the Parks Master Plan on December 15, 2020. On January 4, 2021, the City Council approved the exploration of select projects within the plan, to be completed by Parks & Rec staff along with the Parks & Rec Commission as part of the Commission Annual Work Plan.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, CD

STATUS:



COMPLETED ACTION ITEMS:

- Approved the Parks Master Plan at the January 4, 2021, City Council meeting.

ACTIONS PENDING:

- Conduct community outreach for specific projects, including:
 - El Porto Park
 - Open Space Opportunities (6th & Aviation, Voorhees & Rowell)
 - Wilderness Areas
 - Contact the Pay N Play racquetball court owner to discuss use options
 - Communicate interest in Armory property
 - Sand Dune building
 - Polliwog Park upgrades – NFC fitness court, playground project, Begg turf project
 - Aquatic Facility Exploratory Committee to explore cost, location and design options
- Develop cost estimates for all Parks Master Plan projects and identify potential funding options.

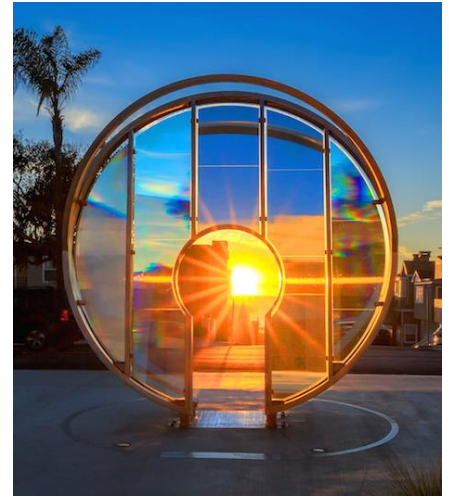
NEXT CITY COUNCIL ACTION:

Present outreach findings, cost estimates and potential funding options to City Council.



COMMUNITY ARTS GRANTS PROGRAM & POLICY DEVELOPMENT (INCLUDES MURAL, SCULPTURE GARDEN AND UTILITY BOX BEAUTIFICATION PROGRAMS)

At the January 4, 2021, Joint Council/Commission meeting, Council directed staff to update the grant program guidelines for Council review. This includes implementing murals, sculpture garden and utility box wraps to the program, with a focus on local performing and arts education grants in partnership with the School District.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, CD, MS

STATUS:



COMPLETED ACTION ITEMS:

Overall Program

- Established the Cultural Arts Commission Ad-hoc committee to reevaluate and develop an Art Grant Program that is more appropriate for community interests.

ACTIONS PENDING:

Overall Program

- Research, develop, and propose a new structure for the Community Arts Grant Policy and Program.
- Pending COVID-19 restrictions in the future, begin actualization of grant projects in 2021.
- Cultural Arts Commission will establish ad-hoc committees to develop guidelines for the community arts program and policy.

NEXT CITY COUNCIL ACTION:

Present revised Community Arts Grants Program guidelines to City Council for consideration.



ASSESSMENT OF HISTORICAL ARTIFACTS AND STRUCTURAL REVIEW OF HISTORICAL BEACH COTTAGE

On May 14, 2018, CC requested staff conduct an assessment of the City’s current historical artifacts and prepare a report regarding options for preservation thereof, including facilities the City could build and pre-fabricated options. CC also directed staff to include the historical “Little Red House” in Polliwog Park in the assessment.. At the Joint Council/Commission meeting on January 4, 2021 City Council directed staff to evaluate the use of surplus library funds to digitize historical documents.



TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	PUBLIC ARTS TF, SURPLUS LIBRARY FUNDS
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW, CD,

STATUS:



COMPLETED ACTION ITEMS:

- Placed Mobile storage unit (trailer) and installed trailer and shelving for work room in Red House.
- Purchased archival storage, conservation, and documentation materials and equipment.
- Removed documents from Red House and relevant artifacts from Park facilities and placed them in trailer and other appropriate facilities.
- Installed network infrastructure (July 2019) and computer systems (September 2019).
- Public Works completed Red House feasibility study.
- Purchased, installed, and trained staff on use of inventory organization software.

ACTIONS PENDING:

- In Progress – Preservation and treatment of materials; Inventory and relocation of collection.
- Explore digitization of Historical collection in partnership with LA County Library.
- In Progress - Comprehensive assessment of City’s historical artifacts, including the Red House.
- Reach out to MBUSD to coordinate development of Manhattan Beach history education curriculum.
- Consider options for a museum facility.

NEXT CITY COUNCIL ACTION:

Discussion of options for a Historical Museum Facility as directed by City Council.



MERCHANDISING, LICENSING AND BRANDING FOR THE CITY

On March 9, 2018, City Council approved an exploration of merchandising, licensing and branding options for the City. On March 6, 2019, City Council adopted Resolution No. 19-0028 establishing the Manhattan Beach Logo and directed staff to complete the brand style guide.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	GENERAL/MERCHANDISE REVENUE
PRIORITY LEVEL	B
DEPTS. INVOLVED	FN, IT, MS

STATUS:



COMPLETED ACTION ITEMS:

- Approved design of Manhattan Beach Logo at City Council meeting in February 2019.
- Developed City brand style guidelines.
- Received Copyright status by USPTO.
- Launched Manhattan Beach City Store dubbed “Branded,” on August 5, 2019.
- Approval of Wayfinding Signage Master Plan at the November 19, 2019, meeting.
- Developed Use Agreement template for local retailers to use logo to sell.

ACTIONS PENDING:

- Incorporate branding into the Public Works wayfinding signage program, city website and publications.
- Collaborate with local businesses to incorporate logo into merchandise.
- Research options and launch online store.

NEXT CITY COUNCIL ACTION:

Staff to provide updates on merchandising and branding as needed.



PLACE PUBLIC ART IN CITY HALL (CITY HALL MURAL)

At the City Council work plan meeting on March 9, 2018, City Council directed staff to bring a status update on each of the approved projects. In addition, City Council directed staff to bring forward a process to update the City Hall Mural, and propose a process for new public art projects moving forward.

Council requested a memo on the status of Council actions.

The concept of a Digital Wall has been discussed as a potential option. If Council is interested in pursuing, staff will develop options and cost estimates and return for further direction.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PW, IT,

STATUS:



COMPLETED ACTION ITEMS:

- On November 17, 2020, after reviewing final design options, CC elected not to move forward with the project due to City Hall closure and negative response to the project from the public.
- Council directed staff to explore digital wall options.
- Staff met with representatives to gather information on digital wall capabilities, pricing and installation.

ACTIONS PENDING:

- Prepare alternative options, including a Digital wall proposal.

NEXT CITY COUNCIL ACTION:

Distribute information memo to the City Council regarding Public Arts Trust Fund and provide update to the City Council in 2nd quarter of 2021.

NFC FITNESS COURT

The replacement equipment for the Mariposa Fitness station was on November 6, 2018. The City received a \$30,000 grant from NFC to aid in the purchase of the equipment. The MBIOK has committed to a \$30,000 sponsorship of the project. Bids came in significantly over the estimated budget, primarily due to upgrades to the surrounding area to meet ADA guidelines. Staff is exploring alternate options which include relocating to Polliwog Park to replace the existing fitness equipment, and evaluating alternate locations on Veteran's Parkway. In addition to this site, the MBIOK has agreed to fund the replacement of the Strand Parcourse station, which is scheduled for replacement in 2021.

MANHATTAN BEACH FITNESS COURT
NATIONAL FITNESS CAMPAIGN DESIGN SERVICES



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- Conducted public outreach and presented project to Parks and Rec. Commission on May 28, 2019.
- Purchased and received delivery of fitness equipment, currently stored at Public Works facility.
- Project site design/NFC Fitness Court installation & design; City Building Div. Plan Check complete
- Construction bids received.
- Staff met on-site to explore feasibility of replacing the existing equipment.

ACTIONS PENDING:

- Explore alternative locations, including Polliwog Park.
- Explore cost estimates for Polliwog location.
- Award a construction contract.
- Construction and installation of fitness court.

NEXT CITY COUNCIL ACTION:

Receive City Council direction for recommended locations at a future City Council meeting.

POLLIWOG PARK PLAY EQUIPMENT

The existing play equipment and particularly the surfacing area have reached the end of its useful life and need to be replaced. Due to safety concerns, a substantial portion of the existing play equipment is now off limits to users. Renovations will help to reduce liability, safety, improve accessibility and meet the needs of the community. Project improvements include replacing existing play equipment maintaining the natural theme of Polliwog Park with equipment that can withstand flooding from the pond; improving ADA access to all play equipment; and replace existing fence and surfacing.

polliwog park PLAY EQUIPMENT REPLACEMENT



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- Conducted Public Outreach meeting on design presentations by manufacturers (April 29, 2019).
- Created Open City Hall survey and solicited community input on proposed designs.
- Selected designs recommended by Parks and Recreation Commission, May 28, 2019.
- Design vendor selected for design services and construction document preparation.
- Staff met to evaluate options to reduce the overall project cost.

ACTIONS PENDING:

- Prepare Request for Proposals (RFP) for Playground equipment/surfacing purchase and installation.
- Select equipment and installation vendor(s) and present contract(s) for City Council approval.
- Installation of equipment and resurfacing.

NEXT CITY COUNCIL ACTION:

Award bid to selected vendor(s) for playground equipment, surfacing purchase and installation.

RADIO REPLACEMENT PROJECT

Replacement of Police Department portable and in-car radios will achieve enhanced interoperability and officer safety. The replacement project is being done in partnership with the South Bay Regional Public Communications Authority (SBRPCA), and together, the SBRPCA member agencies have negotiated reduced pricing for the radios. The Police Department is also seeking grant funding to offset the cost of the project.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FD

STATUS:



COMPLETED ACTION ITEMS:

- Approved the purchase of the radios at the December 5, 2017, City Council meeting.
- Acquired, programmed and installed radios.
- Conducted training on the enhanced capabilities of the interoperable radios.
- Transitioned radios to the new digital Interoperability Network South Bay (INSB) radio system on October 29, 2019.
- Worked with SBRPCA to switch to encrypted digital radio frequency.
- Appropriated funds in the Fiscal Year 2021 budget to address the purchase and installation of bi-directional radio amplifiers to improve radio signal strength.

ACTIONS PENDING:

- Purchase and install bi-directional radio amplifiers to improve radio signal strength.

NEXT CITY COUNCIL ACTION:

Receive City Council approval to purchase bi-directional radio amplifiers.

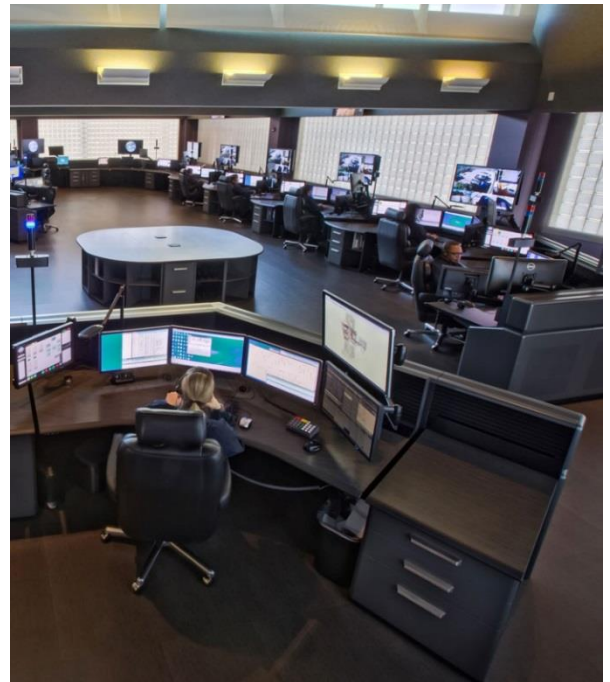
STAFF CONTACT:

DERRICK ABELL, Police Chief, dabell@citymb.info



COMPUTER AIDED DISPATCH AND RECORDS MANAGEMENT SYSTEM REPLACEMENT PROJECT

In Fiscal Year 2017-2018, the South Bay Regional Public Communication Authority (SBRPCA) began the process of replacing/upgrading the Computer Aided Dispatch (CAD) and Records Management Systems (RMS). The consortium cities are sharing the cost of the upgrade. Hawthorne Police Department is serving as the project management lead.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT, FD

STATUS:



COMPLETED ACTION ITEMS:

- Implemented the Records Management System.

ACTIONS PENDING:

- Vendor’s analysis of replacing the Computer Aided Dispatch (CAD).
- Implement the Mark 43 Computer Aided Dispatch solution.

NEXT CITY COUNCIL ACTION:

None.



IMPLEMENTATION OF 2019-21 STRATEGIC PLAN

The 2019-2021 Strategic Plan took effect on January 1, 2019 and serves as a road map to guide the Police Department in the delivery of police services to the Manhattan Beach community. Workshops, surveys, and meetings were conducted with supervisors and with sworn and civilian personnel representing every Bureau in the Police Department. A community workshop with community stakeholders was also conducted in preparation for the new strategic plan. One aspect of the Strategic Plan is to implement the “Community Safety Collaboration Initiative” which aims to strengthen community engagement beyond groups that typically interact with the Police Department. Other goals include Proactive Crime Fighting Strategies, Staffing/Recruitment, and Employee Development.



TARGET DUE DATE	QUARTER 1 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Plan went into effect on January 1, 2019.
- Presented plan to City Council on February 19, 2019.
- Posted update to the Strategic Plan posted on the City website.

ACTIONS PENDING:

- Continue to implement the 24 action items of the Police Department’s Strategic Plan.
- Continue to report progress on the plan to the community.

NEXT CITY COUNCIL ACTION:

Present final progress report at City Council meeting in February 2022.

WORK PLAN

POLICE DEPARTMENT



PUBLIC SAFETY TECHNOLOGY ASSESSMENT

In August 2017, the Police Department installed fixed Automated License Plate Readers (ALPRs) at five intersections in Manhattan Beach (Artesia/Aviation, Manhattan Beach Blvd./Aviation, Marine/Aviation, Rosecrans/Aviation, and 45th/Highland). They continue to be positive additions to the Police Department’s investigative and crime fighting toolbox, helping investigators to solve crime and helping patrol officers to proactively find and arrest wanted felons entering our community. At the request of Council, staff researched and identified several additional locations.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	GRANTS & ASSET FORFEITURE
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW

STATUS:



COMPLETED ACTION ITEMS:

- Approved a purchase order to Vigilant Solutions for three grant-funded automated mobile license plate readers in an amount not-to-exceed \$68,000 at the November 5, 2019, City Council meeting; readers to be installed on public safety vehicles.
- City Council approved a contract to purchase and install additional ALPR cameras at the March 17, 2020 City Council meeting. ALPR installations have been completed in the following locations: Rosecrans Avenue at Sepulveda Boulevard, on Sepulveda Boulevard at Rosecrans, on Manhattan Beach Boulevard at Valley Drive/Ardmore Avenue, and additional readers at the intersection of 45th Street and Highland Avenue.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.



IMPROVE FIRE PREVENTION INSPECTION DOCUMENTATION/DATA COLLECTION

In January 2016, the Fire Prevention Division developed an internal plan to capture inspection data which includes building information and permit requirements. Fire Prevention has identified technological opportunities that will further enhance the way data is collected, monitored and reported. We are currently working with Emergency reporting to migrate fire inspection data include all CAD data for emergency response reporting.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Researched technology-based solutions that can be accessed in the field and manage gathered data.
- Identified a vendor that integrates with new permitting software, EnerGov and enterprise resource planning software, TylerMunis for compatibility.
- Completed Fire Prevention Data Migration into system.
- Preserve, archive and transfer all existing records from existing database to CAD RMS system.
- Trained personnel in Fire Prevention inspection formats.
- Trained personnel in CAD and RMS data reporting.

ACTIONS PENDING:

- Train Fire Prevention personnel in Bluebeam (June, 2021).
- Creation of Emergency Reporting CVS report file to transmit billing data from ER to Finance.
- Working with Finance and IT on incorporation of credit card reader for paperless on-site billing and approval of one-time permits.
- Creation of Fire Prevention Operations Manual.

NEXT CITY COUNCIL ACTION:

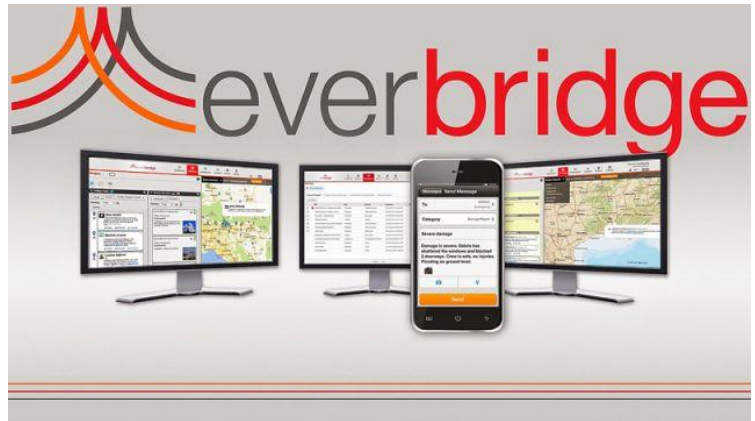
None.

STAFF CONTACT:

WOLFGANG KNABE, Interim Fire Chief, wknabe@citymb.info

EMERGENCY NOTIFICATION SYSTEM

Everbridge is a Mass Notification system that enables every City department the ability to send notifications via 25+ contact paths to individuals or groups using lists, locations, and visual intelligence. This comprehensive notification solution keeps employees, residents and visitors informed before, during and after all events, operational incidents, and emergencies.



TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Executed three-year agreement with Everbridge in March 2019, that brings the City into compliance with state legislation (Senate Bill 833 and Assembly Bill 1646) regarding integrated alerting and notification system.
- Consolidated Nixle 360 platform to avoid service interruption for existing notification system.
- Completed system set up and created alert types and groups. Upload existing GIS shape files to create notification boundaries throughout the City.
- Establish guidelines and procedures on approved message protocol.
- Adopt internal comprehensive policy on messaging procedures.
- Provide training to department leads.

ACTIONS PENDING:

- Go live with system in June 2021.

NEXT CITY COUNCIL ACTION:

Provide verbal report to the City Council at the June 15, 2021, meeting.

STAFF CONTACT:

WOLFGANG KNABE, Interim Fire Chief, wknabe@citymb.info



REPLACE DISPATCH SOFTWARE, DATABASE MANAGEMENT, AND CAD INTEGRATION

Staff identified a need for these services and presented a status update to City Council on November 1, 2016. City Council directed staff to develop and issue an RFP. After reviewing the responses, staff conducted site visits and reviewed proposed software modules, project cost and scope of work. The South Bay Regional Public Communications Authority (RCC) has entered into a contract with a software development firm, Mark 43. They are near completion developing systems for Police Departments served by the RCC. After implementation of Police Department systems, Mark 43 will develop systems for Manhattan Beach Fire Department and other contract fire agencies.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PD

STATUS:



COMPLETED ACTION ITEMS:

- Reviewed RFP responses, conducted site visits, proposed software modules, projected costs and scope of work analysis.

ACTIONS PENDING:

- Continue to work with vendor, Mark 43, to develop appropriate systems for Manhattan Beach Fire Department needs.
- Implement system and conduct appropriate training.

NEXT CITY COUNCIL ACTION:

None.



MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

In December 2014, City Council approved a proposed expansion of the Manhattan Village Shopping Center and associated Environmental Impact Report (EIR). Willdan provides Project Management services with all costs borne by the applicant through a Reimbursement Agreement. All Plan Checks and Inspections are funded by the applicant through a separate Agreement as well. Several amendments to the project have been approved and implemented, and several more are anticipated. This multi-phased project is under construction and requires continued plan check, permitting and updates.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, FD, PD, MS

STATUS:



COMPLETED ACTION ITEMS:

- Constructed North East Parking Deck, Macy's Expansion, California Pizza Kitchen Restaurant, and South Parking Deck.
- Reviewed plan check of North Parking Deck, shops, façade improvements and site improvements.
- Conducted Planning Commission public hearing and obtained approval of new restaurant, boutique fitness facilities and limited off-site alcohol sales at restaurants.
- Obtained Planning Commission approval of the Digital Media Package proposal.

ACTIONS PENDING:

- Construction of North Parking Decks, shops, façade improvements and on and off-site improvements.
- Continued plan check review of building plans submittals and field inspections of on-going construction projects.
- Continue monitoring of condition compliance and Mitigation Measure implementation.

NEXT CITY COUNCIL ACTION:

The City Council Subcommittee, City staff, and the property owner/developer's leadership team continue to meet monthly to review and discuss project status and updates.



MODERNIZE PARKING STANDARDS

During the discussion regarding Sepulveda Corridor on September 19, 2017, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project. The Sepulveda Planning Initiatives Project final report was delivered to City Council in February 2019. The review of parking standards was bifurcated from the Sepulveda Initiatives Project for additional review and research by the Traffic Engineer and Planning staff.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Conducted staff meetings to evaluate existing and proposed parking code changes.
- Held public workshop at Parking and Public Improvement Commission meeting on December 5, 2019 and solicited community input.

ACTIONS PENDING:

- Traffic Engineer and Planning Division is researching and developing parking code revisions and amendments based on local, regional and nationwide data.
- Publish proposed parking requirements identifying benefits and impacts of new parking requirements on land use development for public comments.
- After preparation of draft parking code revisions, staff will present findings and recommendations at noticed public study sessions and at Planning Commission in Summer 2021.
- Conduct a Public Hearing to adopt an Ordinance to revise parking codes and standards at a City Council meeting in Fall 2021.

NEXT CITY COUNCIL ACTION:

Conduct a public hearing and amend the Municipal Code to update the parking standards at a future meeting in Fall 2021.

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



ENVIRONMENTAL SUSTAINABILITY WORK PLAN

Staff researched City sustainability and environmental policy best practices, identified priority initiatives for City Council discussion, and provided updates on existing and on-going environmental sustainability programs. The work plan was discussed during a dedicated City Council Study Session and approved unanimously on January 31, 2018. In partnership with The Bay Foundation, Los Angeles County Department of Beaches and Harbors, and the California State Coastal Conservancy, the City is in the process of planning a Beach Dune Restoration Project to be implemented in fall-winter 2021. The State Coastal Conservancy is fully funding this project.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FD, PD, PR, MS, FN

STATUS:



COMPLETED ACTION ITEMS:

Community Choice Energy/Clean Power Alliance (CPA) (City joined in 2017.)

- Support City Councilmembers in their CPA Board Director roles.
- Providing analysis resulting in City Council setting a 50% initial default renewable energy rate for residents, businesses, and municipal accounts in 2018, subsequently increasing to 100% in 2020.
- Senior-focused Clean Power Alliance outreach at “Dine ‘N Discover” program in January 2019.

Climate (See separate Work Plan item for Climate Ready MB, the City’s Climate Resiliency effort)

- Submitted for and achieved the highest rating available for cities: an “A” for climate leadership from the international Carbon Disclosure Project (CDP) (February 2020).
- Convened the Mayor’s Town Hall on Climate Change in March 2020.

Manhattan Beach Dune Restoration/Coastal Resiliency with project partner The Bay Foundation

- Presented to the City Council, who supported the Beach Dune Enhancement project (February 2019).
- Assisted in securing full project funding from the State Coastal Conservancy.
- Assisted in the review of the Request for Proposal (RFP) for design and planning services.
- Co-hosted multiple public workshops with The Bay Foundation on the Beach Dune Enhancement project.

Manhattan Beach Green Business Program

- From 2018-2020, secured CalEPA grants as follows: \$20,000; \$10,000; and \$14,000; respectively.
- To date, recognized 34 new businesses, including the City of Manhattan Beach.



- Coordinated the creation of the first MB Green Business Program promotional video.

Plastic Pollution Reduction

- Updated plastic pollution policy throughout 2018-2020 (straws, utensils, stirrers, polystyrene packing materials, and polystyrene egg cartons, balloons, polystyrene trays, plastic bags).
- Conducted regular outreach, including presentations, webpage, and spanish translations.

Awards and Recognitions

- Achieved SolSmart Gold designation (highest award) for solar panel permitting processing.
- Secured a Climate Protection Award from the U.S. Conference of Mayors (2020).
- Recognized as the first officially-certified “Blue City” for our efforts as a water and ocean-friendly City (2021).

Community Outreach and Education

- Completed a Manhattan Beach Environmental Accomplishments Report (2007-2018).
- Formed the Sustainability Task Force (STF) in April 2018 to engage the community on the City’s sustainability goals; continue to support through monthly meetings and initiatives.
- Engaged youth, including forming the Sustainability Youth Council (October 2018) and Sustainability Youth Task Force (2018-2019), to conduct environmental outreach and education.
- Launched a digital Earth Week with partnering organizations in April 2020.
- Provided information on Electric Vehicle (EV) infrastructure through an updated digital map.
- Helped coordinate two successful Urban Tides Walks, attended by over 60 people (2020).
- Presentations at conferences and events, and to community and industry groups, to share and garner support for the City’s sustainability initiatives.
- Reached 5,000-8,000 people annually with education on environmental initiatives through more than 100 opportunities (large and small community events, social media, etc).

ACTIONS PENDING:

- Certify new businesses into the MB Green Business Program in 2021; manage and pursue associated grants.
- Conduct additional public outreach and provide updated information to the public on CPA energy tier options in summer 2021, leading up to the 100% Green Power start date in October.
- Lead the City’s opportunity for CPA’s Power Ready program for solar power and battery storage at a City facility.
- Present policy options to City Council on green building requirements and reducing run-off.
- Launch outreach, CDP permitting, and construction for the Beach Dune Enhancement project.
- Continue building and strengthening community partnerships to pursue sustainability initiatives such as water conservation and energy efficiency.

NEXT CITY COUNCIL ACTION:

Consider approving Coastal Development Permit (CDP) for Pilot Dune Enhancement Project (with Planning Division).



CLIMATE READY MB (CLIMATE RESILIENCY PROGRAM)

The City’s Environmental Work Plan calls for the City to prepare for climate change. To do this, we have launched Climate MB, the City’s climate resiliency program, to complete best-practice sea level rise (SLR) and climate change analyses and planning to form a strong scientific basis to inform and enhance the preparation and implementation of the City’s Climate Action and Adaptation Plan (CAAP) and update to the Local Coastal Plan, General Plan, and Local Hazard Mitigation Plan. Updating these City documents will also bring the City into compliance with multiple state mandates. In March 2019, the City received grant funding from the California Coastal Commission (CCC) to fund this work. These plans will be reviewed for approval by the Planning Commission, City Council, and subsequent certification by the CCC. The City is incorporating a robust public process and outreach to the community, utilizing forms of communication such as virtual reality to complement stakeholder engagement. Outreach is intended to be open, inclusive, and develop science-based recommendations among stakeholders.



TARGET DUE DATE	QUARTER 2 2022
FUNDING SOURCE	GRANT
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FD, PD, PR, MS, FN

STATUS:



COMPLETED ACTION ITEMS:

- Applied for and received a \$225,000 grant from the CCC to fund this effort (2018-2019).
- Completed Greenhouse Gas (GHG) Emissions Inventory Analysis in June 2019.
- Completed Sea Level Rise (SLR) vulnerability maps and initial SLR research in August 2019.
- Completed RFP process for Climate Resiliency Project (SLR and Climate Action and Adaptation) awarding the contract to Environmental Science Associates (ESA) in February 2020.
- Completed first Virtual Reality sea level rise visualization for Bruce’s Beach (July 2020).
- Launched Climate Ready MB project team (July 2020).
- Completed Virtual Reality sea level rise visualization for El Porto (November 2020).
- Completed Virtual Reality sea level rise visualization for Manhattan Beach Pier (November 2020).
- Launched public outreach using Virtual Reality visualizations called Look Ahead MB, including the



creation of a public survey to inform Climate Ready MB.

- Created and launched Virtual Reality interactions with stakeholders on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- Completed Public Engagement Strategy.
- Presented Climate Ready MB update, including Virtual Reality visualization demonstration to City Council (November 2020).
- Completed Draft I of Confluence Modeling on Stormwater Infrastructure and sea level rise.
- Completed Draft I of SLR Risk, Hazards, and Vulnerability Assessment.
- Presented on Climate Ready MB to the Beach Ecology Coalition to over 60 attendees.
- Held four public workshops and focus groups reaching over 150 community members on the City's sea level rise hazard and adaptation planning efforts (February-March 2021).

ACTIONS PENDING:

- Manage the Climate Ready MB Program, including deliverables, contracts, grant management project team, stakeholders, and public outreach.
- Complete SLR Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis. Confluence Modeling on Stormwater Infrastructure and SLR.
- Conduct Stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options (February-May 2021).
- Initiate and complete a Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and LCP-Land Use Plan.
- Finish analyzing climate hazards and planning for climate change to integrate into the climate adaptation portion of the CAAP.
- Develop Climate Action Future Emissions Scenarios and Wedge Analysis using GHG emissions inventory including business as usual, 40% reductions by 2030 (SB 350), and Carbon Neutrality by 2045 (California Executive Order B-55-18).
- Develop emission reduction strategies so the City can achieve GHG reduction goals under the scenarios of the Wedge Analysis.
- Develop a comprehensive Climate Action and Adaptation Plan that includes both municipal and community climate action goals (adoption in 2022).
- Conduct CEQA analysis for Climate Action and Adaptation Plan.
- Update LCP-LUP language to reflect climate change risk and adaptation.
- Bring the LCP-LUP amendment to Planning Commission in December 2021 (subsequent adoption process to City Council and CCC in 2022).
- Develop language to ensure consistency with future Local Hazard Mitigation Plan (LHMP) and General Plan Safety Element updates (AB 379).

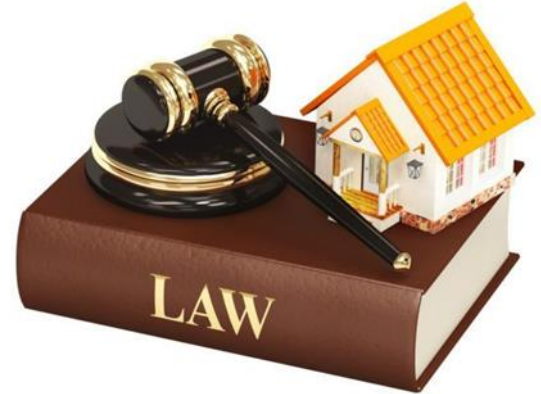
NEXT CITY COUNCIL ACTION:

Receive Climate Ready MB Program update on climate action and adaptation following public outreach meetings.



HOUSING POLICY AND REGULATION UPDATES

In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate and make adjustments to its current housing ordinances and Housing Element. The City received its Regional Housing Needs Assessment (RHNA) for the 2022-2030 Housing Element cycle. Furthermore, City staff and the housing consultant have begun to prepare for the 2021 Housing Element Update.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, FN, MS

STATUS:



COMPLETED ACTION ITEMS:

- Completed required housing surveys submitted to Southern California Association Governments (SCAG) (July 2019).
- Adopted urgency ordinances to comply with new legislation regarding accessory dwelling units (ADU), housing standards (January 2020 with extensions adopted in December 2020).
- Conducted three Planning Commission study sessions and one public hearing on ADU regulations for long-term ordinances and obtained a Planning Commission recommendation (October 2020).
- Presented the Annual Progress Report to City Council; Submitted to the Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) (March 2020).
- Obtained a \$150,000 Local Early Action Planning grant to fund Housing Element Update.

ACTIONS PENDING:

- Continue to monitor and act on new housing laws, case law, and updates from SCAG or HCD.
- Conduct City Council hearings for consideration of long-term ordinances to comply with State law regarding accessory dwelling unit and net-loss housing regulations.
- Review City's Housing Element and other relevant documents, including parking standards.
- Update General Plan, Housing Element, Zoning Code, Subdivision Code and Local Coastal Program, as needed, to comply with state laws. Planning Commission, City Council, and California Coastal Commission review and action required.
- Provide periodic status updates to City Council on the RHNA and Housing Element Update

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



processes.

NEXT CITY COUNCIL ACTION:

Review Planning Commission recommendations for permanent ordinances for accessory dwelling units and no-net-loss units in Quarter 1 2021 and consider adoption of updated Housing Element in Quarter 4 2021.



WIRELESS TELECOMMUNICATIONS PROGRAM

The City continues to update policies regarding the review of telecommunication facilities in accordance with federal law. It is also important to keep the community educated and informed about: 1) the City's authority to review and approve or deny equipment, and 2) infrastructure needs for communication facilities.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT, PW, FN, MS

STATUS:



COMPLETED ACTION ITEMS:

- Adopted updated Ordinance and Resolution with objective standards in April 2019.
- Held a Community Open House Meeting in June 2019.
- Updated information on City website related to telecommunications permits and processes.
- Updated handouts, forms, procedures and checklists to conform to Federal and local standards, and posted on City's website.
- Improved internal systems to process telecommunications applications in a timely manner.
- Cross-training to ensure that all staff are well-versed in telecommunications issues, in order to provide better customer service to applicants and residents.

ACTIONS PENDING:

- Conduct Planning Commission and City Council hearings to update the telecommunications facilities ordinance pursuant to State Assembly Bill 2421.
- Prepare suite of outreach materials and efforts to continue providing education to the community on on-going telecommunications projects with the City.
- Develop telecom permitting activity map and improve public notification of applications in process.

NEXT CITY COUNCIL ACTION:

Conduct public hearing(s) to consider amendments to the telecommunication facilities ordinance in response to updated State regulations.



CODE ENFORCEMENT REVIEW

In recent years, the City has adopted a number of ordinances regulating and/or banning uses and activities within the City limits. This requires a period of education and notification to community members including residents, commercial business owners, and visitors. Further, in order to make the ordinance effective, enforcement against violators is also required. Other routine activities in the community, such as construction, business operations, and property maintenance, also requires oversight by code enforcement staff.



Staff has evaluated the Code Enforcement Program and City Council determined two additional Code Enforcement personnel are required to meet the community expectations.

TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	A
DEPTS. INVOLVED	PD, MS

STATUS:



COMPLETED ACTION ITEMS:

- Received monthly Short Term Rental (STR) enforcement activity reports from Host Compliance.
- Recommended and received upgrading a Code Enforcement Officer position to a Supervising Code Enforcement Officer to provide day-to-day oversight.
- Performed review of the existing Code Enforcement Program operational structure and recommended an additional Code Enforcement Officer position. City Council approved adding two Code Enforcement Officer positions to provide a reduced response time and additional proactive patrols.
- Evaluated roles and responsibilities for City regulations, including implementation and enforcement.

ACTIONS PENDING:

- Prepare class specification for Supervising Code Enforcement Officer and initiate recruitment process.
- Revise Code Enforcement class specification to modernize and account for entry level Code Enforcement staff.
- Fill approved positions

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



- Develop a strategic plan and goals for the Code Enforcement Program.

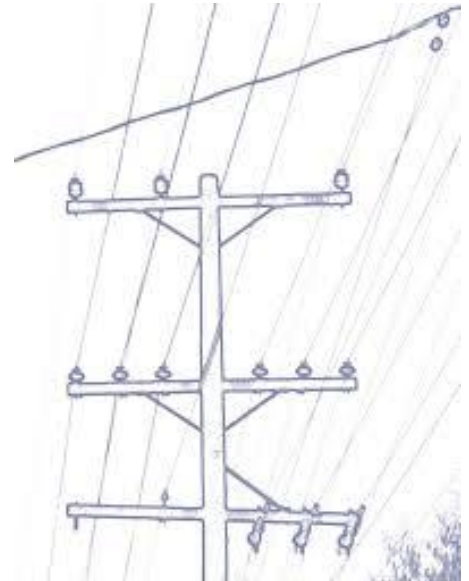
NEXT CITY COUNCIL ACTION:

None.



UTILITY UNDERGROUND ASSESSMENT DISTRICTS

The City's Utility Underground Assessment District (UUAD) program allows property owners to self assess the cost of relocating overhead utilities to underground networks. The program was active in the early to mid-2000s, but placed on a moratorium in 2009 at the onset of the economic recession. That moratorium was lifted in 2017, and Districts 4, 12 and 14 were permitted to resume with district formation proceedings. In addition to revitalizing the program, City Council established new guidelines for future district formation while allowing for flexibility in petition thresholds for two previously formed Districts, 8 and 13. Nine additional neighborhoods have contacted the City inquiring about starting their own UUADs, which will commence as a phased approach in mid-2021 now that a project engineer has been hired and Districts 4, 12 and 14 are in construction.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	FN

STATUS:



COMPLETED ACTION ITEMS:

- Completed the Proposition 218 voting process for Districts 4, 12 and 14, with all districts passing.
- Construction contracts were awarded to all three districts and construction commenced.
- Took over construction responsibilities for Frontier for Districts 12 and 14, including awarding a contract to the low bidder, Hot Line Construction, on June 23, 2020.

ACTIONS PENDING:

- Complete construction for Districts 4, 12 and 14 in by the end of summer 2021.
- Commence residential conversions for Districts 4, 12 and 14 the second half of 2021.
- Move forward with nine new districts as a phased approach once a project engineer has been retained to administer the UUAD program (starting in 2020).

NEXT CITY COUNCIL ACTION:

Request approval for design services with Southern California Edison for the next two districts that pass the survey validation process (expected in the first half of 2021).

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@citymb.info



DOWNTOWN AND NORTH END BEAUTIFICATION

On April 23, 2019, City Council directed staff to place “Downtown and North End Beautification” on the City Council Work Plan to evaluate various “refresh” opportunities, including sidewalk and landscaping replacements. On January 21, 2020, staff presented a host of measure that could be implemented downtown and others for the North Manhattan Beach, listed from easiest/least expensive to most expensive. City Council directed staff to undertake several actions, including installing scrambled crosswalks on Manhattan Beach Blvd. at the intersections and Highland Ave. and Manhattan Ave. and completing a painting refresh. Council also suggested including widening sidewalks for discussion as part of the upcoming CIP budget discussion. However, that discussion was temporarily suspended due to the COVID-19 pandemic.



TARGET DUE DATE	TBD
FUNDING SOURCE	TBD
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Installed various sidewalk stencil patterns in front of City Hall as a pilot project and solicited feedback from City Council and the downtown community, which was ultimately declined.
- Selected a new, drought-tolerant, plant palette for the downtown area, which was showcased in front of Starbucks. The feedback received was very positive.
- Held a meeting with downtown representatives regarding downtown enhancement priorities.
- Refreshed curbs and painted trash cans throughout downtown – blue for trash and green for recycling, and installed scrambled crosswalks at two Manhattan Beach Blvd. intersections.

ACTIONS PENDING:

- Installation of trees and grates in North Manhattan Beach in early 2021.
- Installation of new landscaping, street benches, wayfinding signage downtown.

NEXT CITY COUNCIL ACTION:

Receive additional direction from City Council regarding Downtown and North Manhattan Beach enhancements as part of the Fiscal Year 2021/22 Capital Improvement Program budget review process in Spring 2021.

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@citymb.info



SENIOR & SCOUT HOUSE PROJECT (INCLUDING JOSLYN CENTER FAÇADE)

In 2014, the City of Manhattan Beach and Friends of Senior and Scout Community Center (Friends) entered into an agreement to replace the existing scout house. Since that time, the Friends have engaged in fundraising efforts, retained an architect and developed preliminary plans for the new building. Those concept plans were presented to and approved by City Council on August 1, 2017, and updated on November 4, 2020. The overall cost of the new building is anticipated to be approximately \$3.5 million, and the City has agreed to contribute \$1 million as cash and in-kind support for its construction. The City also agreed to construct the shell of the building once sufficient funds have been raised and the development and disposition agreement has been executed.



TARGET DUE DATE	TBD
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	C
DEPTS. INVOLVED	MS, CD

STATUS:



COMPLETED ACTION ITEMS:

- City Council approved \$1 million as cash or in-kind services toward construction of the new Senior and Scout House and directed staff to enter into a Development and Disposition Agreement for initial construction of the building.
- Executed an agreement between the City and Beach Cities Health District for \$150,000 to be used for construction of the Community Center on behalf of the Friends.

ACTIONS PENDING:

- Complete negotiations on the Development and Disposition Agreement with Friends, pending the Friends nearing completion of their fundraising efforts.
- Approve the final design after the project has completed the environmental review process.
- Review and approve a Development and Disposition Agreement after sufficient funds have been secured by Friends.

NEXT CITY COUNCIL ACTION:

Present the Development and Disposition Agreement with Friends, as well as finalized design to City Council.

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@citymb.info



ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

In early 2016, the City Council engaged a consultant to assist with an assessment of the current Financial and Human Resources software systems and to develop a Request for Proposal (RFP) for a replacement system. The subsequent RFP resulted in the award of a contract with Tyler Technologies for the purchase of their Munis ERP system.



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Approved ERP contract with Tyler Technologies at the July 17, 2018 City Council Meeting.
- Established core project team to guide the City through the implementation of the new system.
- Reviewed current processes to identify opportunities for process improvements and efficiencies.
- Conducted significant system configuration and tested core modules in anticipation of first go-live.
- Continuously provided City Council with quarterly project update reports.
- As a result of COVID-19 pandemic, established a revised go-live schedule for core Financials and HR/Payroll.
- Went live on January 4 with the Tyler Munis Finance modules (e.g. general ledger, budget, accounts payable, revenue, purchasing, cashiering, etc.). Implementation activities including configuration, data migration, training, integration, and testing.
- Integrated EnerGov and Munis systems, along with full integration of Tyler Content Management, Tyler Cashiering, and Tyler Hub solutions.

ACTIONS PENDING:

- Continue Human Capital Management (HCM – payroll and human resources) implementation activities including configuration, data migration, integration, testing, and training with a go-live date of September 2021.
- Continue Business License module implementation activities with a go-live date of December 2021.
- Plan and implement Utility Billing module with a go-live date of December 2022.
- Plan and implement remaining Tyler Munis modules to include CAFR, Asset Management, and Transparency by the end of 2022.

NEXT CITY COUNCIL ACTION:

Continue to provide quarterly updates to the City Council on the project.

WORK ORDER MANAGEMENT

City staff have been investigating migrating to a new work order management platform that provides additional features and functionality and can interface with other City enterprise software solutions. The Tyler ERP system purchased in July 2018 contains a work order management (referred to as Tyler Enterprise Asset Management – EAM) module which will be evaluated by Public Works and IT staff to ensure it meets the needs of the organization, and if so, scheduled for implementation once the core Financial and HR/Payroll modules are completed.



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN

STATUS:



COMPLETED ACTION ITEMS:

- Approved ERP Contract with Tyler Technologies at the July 17, 2018, City Council Meeting.

ACTIONS PENDING:

- Document and verify current City staff requirements for a Work Order Management System.
- Conduct a Tyler Munis EAM proof of capability (POC) to validate the module meets the City staff needs.
- If the EAM module meets the core requirements, initiate implementation in January 2022 with a go-live date of December 2022.

NEXT CITY COUNCIL ACTION:

Continue to provide quarterly updates to the City Council on the project.

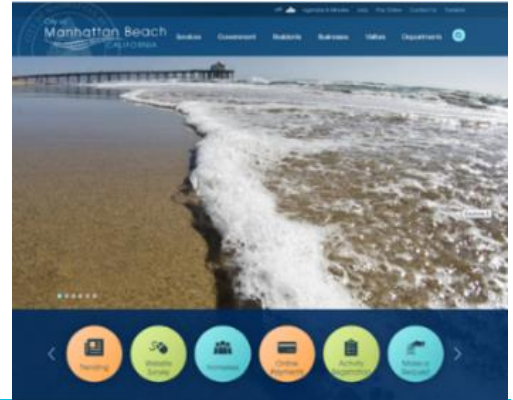
WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



UPDATE ON CITY WEBSITE AND NEW CITY URL (.GOV)

City Council directed staff to research the ability and costs to convert the City's ".info" domain to a ".gov" domain, and to make improvements to the existing City website including a more user-friendly interface and more robust search capabilities.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PR

STATUS:



COMPLETED ACTION ITEMS:

- Implemented updated branding in Email signatures, Microsoft templates, and City Council Meeting graphics.
- Launched Canva (graphic design platform) so Departments can create and utilize updated branding for website pages, social media graphics, images, flyers and presentations.
- Registered "manhattanbeach.gov" domain name with U.S. General Services Administration.
- Completed discussions with current website host (Granicus) regarding a website redesign project to enhance the end-user browsing experience. Based on project cost, began exploring alternatives to improve the current website.
- Implemented the GovAccess Developer Toolkit from Granicus to allow the City to have more control over the look and feel of the website. The toolket allows the City to keep our content looking fresh until the next redesign/refresh is upon us.
- Created a test version of a website search page using Granicus' updated search engine.
- Completed initial technical planning for steps and expertise required to migrate from .info to .gov.
- Established a website improvement team that is working with each department to review the department website organization and content to make citizen centric improvements (ease of use, intuitiveness, reduced clicks, update branding to align with new guidelines, etc.)

ACTIONS PENDING:

- Migrate from "citymb.info" URL to "manhattanbeach.gov" URL and email domain name.
- Schedule and conduct Granicus Strategic Review of the City's website to provide recommendations to improve overall website presentation, navigation, and intuitiveness.

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



- Continue having the website improvement team work with departments to improve presentation and content.

NEXT CITY COUNCIL ACTION:

Staff will continue to provide periodic updates to the City Council.

PERMITTING SOFTWARE SOLUTION

Staff identified the need for a replacement permitting software solution that would include features and functionality not available in the current system, including electronic submittal of applications, remote electronic customer self-service, and electronic plans review. An RFP was issued and after completing due diligence, the City Council awarded a contract to Tyler Technologies for the purchase of their EnerGov Land Management System (LMS) solution.



TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	GENERAL FUND / TECHNOLOGY FEE
PRIORITY LEVEL	A
DEPTS. INVOLVED	CD, FN, PR, FD, PD, PW

STATUS:



COMPLETED ACTION ITEMS:

- Approved contract with Tyler Technologies at the July 17, 2018, City Council Meeting.
- Established core project team to guide the City through the implementation of the new system.
- Reviewed current processes to identify opportunities for process improvements and efficiencies.
- Conducted significant system configuration and tested core modules in anticipation of first go-live.
- Completed significant training with end users in preparation for go-live.
- Went live with the Permitting and online customer portal in January 2020.
- Interim electronic plan submittal and review process currently online until the go-live in June 2021.
- Completed implementation of online payments for all planning and permit application types.
- Completed automated integration with the Tyler Munis ERP system.

ACTIONS PENDING:

- Implement Plan eReview using Bluebeam (electronic plan submittal and review) by June 2021.
- Implement EnerGov for use by the Planning Division.
- Implement EnerGov advanced features available on the newest releases to achieve goals to have efficient and fully electronic processes.

NEXT CITY COUNCIL ACTION:

Continue to provide quarterly updates to the City Council on the project.



MANHATTAN BEACH CITY COUNCIL

WORK PLAN

ITEMS FOR CONSIDERATION AT LATER DATE

MANHATTAN BEACH CITY HALL
1400 HIGHLAND AVENUE
MANHATTAN BEACH, CA 90266

EXPLORE INCREASING STORMWATER FEES

During the discussion regarding Sepulveda Corridor on September 19, 2017, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project. The Sepulveda Planning Initiatives Project final report was delivered to City Council in February 2019. The review of parking standards was bifurcated from the Sepulveda Initiatives Project for additional review and research by the Traffic Engineer and Planning staff.



TARGET DUE DATE	TBD
FUNDING SOURCE	STORMWATER
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Presented preliminary analysis to City Council as part of Fiscal Year 2020-2021 budget discussions.
- Reviewed options for increasing Stormwater Fees.
- Conducted citywide surveying of potential fee increases.
- Received Finance Subcommittee direction at the July 2020 Finance Subcommittee meeting and delayed consideration until next year.

ACTIONS PENDING:

- Pending City Council direction, initiate a Proposition 218 process.

NEXT CITY COUNCIL ACTION:

Review recommendations from staff and Finance Subcommittee and receive City Council direction/

PUBLIC ART CONSERVATION ASSESSMENT

On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. City Council directed staff to conduct an in-house assessment of all public art in Manhattan Beach.



TARGET DUE DATE	TBD
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Created template and process for assessment.
- Completed basic assessment of public art, July 2019.
- Began reviewing assessment to make recommendations for conservation, preservation, or decommission in October 2019.

ACTIONS PENDING:

- Provide presentation and recommendations to Cultural Arts Commission.
- Present recommendations of the Cultural Arts Commission to the City Council.

NEXT CITY COUNCIL ACTION:

Review Cultural Arts Commission recommendations regarding Public Art Conservation Assessment.

City Council Work Plan Summary					
Department	Project Title	Status	Priority Level	Funding Source	Current Target Due Date
Management Services					
	Citywide Document Imaging System (Conversion) Project	In Progress	B	General	Quarter 4, 2022
	Centralized Citywide Contract Management Systems	In Progress	B	General	Quarter 2, 2021
	Develop and Execute Plan to Address Homelessness	In Progress	A	Grants	Quarter 4, 2023
	City Council Communications Policy	Planning	C	N/A	Quarter 4, 2021
	Explore Agenda Management Solutions	Planning	C	General	Quarter 4, 2022
	Election Policy	Completed	N/A	N/A	N/A
Finance					
	Explore Increasing Stormwater Fees	Postponed	N/A	Stormwater	TBD
	Update on City's Pension Liabilities	Completed	A	General	N/A
	Update on City's Streetlighting Fund	Completed	N/A	N/A	N/A
	Conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP)	Completed	N/A	N/A	N/A
Human Resources					
	Internal Policies and Procedures Review	In Progress	B	N/A	Quarter 2, 2022
	Collective Bargaining Negotiations	In Progress	A	N/A	Quarter 2, 2021
Parks and Recreation					
	Update City Donation Policy	In Progress	B	N/A	Quarter 3, 2021
	Online Reservation System for Sand Dune, Tennis & Pickleball Courts and Begg Pool	In Progress	B	User Fees	Quarter 3, 2021
	Park Master Plan	In Progress	B	N/A	Quarter 4, 2021
	Community Arts Grant Program & Policy Development (Includes Mural, Sculpture Garden and Utility Box Beautification Programs)	In Progress	B	Public Art TF	Quarter 3, 2021
	Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage	In Progress	A	Public Art TF	Quarter 2, 2021
	Merchandising, Licensing and Branding for the City	In Progress	B	N/A	Quarter 3, 2021
	Place Public Art in City Hall (City Hall Mural)	In Progress	B	Public Art TF	Quarter 4, 2021
	NFC Fitness Court	In Progress	B	Grant/General	Quarter 4, 2021
	Polliwog Park Play Equipment	In Progress	B	Grant/General	Quarter 4, 2021
	Public Art Conservation Assessment	Postponed	N/A	Public Art TF	Quarter 4, 2021
Police					
	Radio Replacement Project	In Progress	B	General	Quarter 4, 2021
	Computer Aided Dispatch and Records Management System Replacement Project	In Progress	B	General	Quarter 4, 2021
	Implementation of Police Department 2019/2020 Strategic Plan	In Progress	B	General	Quarter 1, 2022
	Public Safety Technology Assessment	In Progress	A	General/Asset Forfeiture	Quarter 3, 2021
	Body Work Camera Replacement Project	Completed	N/A	N/A	N/A
Fire					
	Improve Fire Prevention Inspection Documentation/Data Collection	In Progress	B	N/A	Quarter 4, 2021
	Replace Dispatch Software, Database Management, CAD Integration	In Progress	B	General	Quarter 3, 2021
	Emergency Notification System	In Progress	B	General	Quarter 2, 2021
	Improve Ambulance Transport Services	Completed	N/A	N/A	N/A
	Interoperability Network of the South Bay (INSB)	Completed	N/A	N/A	N/A
	County Fire Assessment	Completed	N/A	N/A	N/A
	Fire Code Adoption	Completed	N/A	N/A	N/A
Community Development					
	Manhattan Village Shopping Center Expansion Project	In Progress	B	N/A	Quarter 4, 2021
	Modernize Parking Standards	In Progress	C	N/A	Quarter 3, 2021
	Environmental Sustainability Work Plan	In Progress	A	N/A	Ongoing

City Council Work Plan Summary					
Department	Project Title	Status	Priority Level	Funding Source	Current Target Due Date
	Climate Resiliency Program (includes Solar Panels at City Facilities)	In Progress	A	Grant	Quarter 2, 2022
	Housing Policy and Regulation Updates	In Progress	A	N/A	Quarter 4, 2021
	Wireless Telecommunications Program	Planning	B	N/A	Quarter 4, 2021
	Code Enforcement Review	In Progress	B	General	Quarter 4, 2021
	Shared Mobility Devices Regulations	Completed	N/A	N/A	N/A
	Building Code Update	Completed	N/A	N/A	N/A
	Pedestrian Safety Improvements	Completed	N/A	N/A	N/A
Public Works					
	Utility Undergrounding Assessment Districts	In Progress	A	General	Ongoing
	Downtown and Northend Beautification	Planning	B	TBD	TBD
	Senior & Scout House Project including Joslyn Center Façade	In Progress	C	General	TBD
	Uniform Citywide Wayfinding Sign Program	Completed	N/A	N/A	N/A
	Pedestrian Security Improvements - Bollards	Completed	N/A	N/A	N/A
	Solid Waste Franchise Agreement Contract Selection Process	Completed	N/A	N/A	N/A
Information Technology					
	Enterprise Resource Planning (ERP) System	In Progress	A	General	Quarter 4, 2022
	Work Order Management	In Progress	B	General	Quarter 4, 2022
	Update on City Website and New City URL (.gov)	In Progress	B	General	Quarter 4, 2021
	Automated Permitting Software Solution	In Progress	A	General/Technology Fees	Quarter 2, 2021
	Expanded Wifi Opportunities	Completed	N/A	N/A	N/A



MANHATTAN BEACH CITY COUNCIL

WORK PLAN

COMPLETED ITEMS

MANHATTAN BEACH CITY HALL
1400 HIGHLAND AVENUE
MANHATTAN BEACH, CA 90266



ELECTION POLICY

During the March 2019 General Municipal Election, the City received several questions regarding the use of City facilities, resources, and positions for election-related activity. As a result, the City Council requested that staff review the current state and municipal codes regarding election-related activity, and propose a City policy regarding such matters. Following City Council consideration, the City Council approved an ordinance, prohibiting the use of City resources for campaign activity, restricting political activity in and on City facilities, adjusting the Consumer Price Index adjustment to the donation limit, and making campaign finance provisions and definitions consistent with changes in state law.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Gathered information and researched campaign activities.
- Presented a first reading of a Campaign Finance Ordinance at the June 30, 2020, City Council meeting.
- Approved the Campaign Finance Ordinance on July 14, 2020.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

UPDATE ON CITY'S PENSION UNFUNDED ACTUARIAL LIABILITIES (UAL)

City Council directed staff to provide an update on the City's pension liabilities and how that impacts the City's financial future and structural deficit. The City reviews plans and receives projected rates from CalPERS each year in August.



TARGET DUE DATE	N/A
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	A
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Presented a preliminary analysis to City Council as part of Fiscal Year 2020-2021 budget discussions.
- Presented recommendations to the Finance Subcommittee in July 2020.
- Received report from CalPERS on pension liabilities in August 2020.
- Presented a Finance Subcommittee and staff recommendation to issue Pension Obligation Bonds to the City Council in October 2020.
- Conducted public outreach and created a frequently asked questions document to answer questions and provide information about Pension Obligation Bonds.
- Adopted Resolution No. 20-0149 authorizing the issuance and sale of bonds to refund certain pension obligations to the City, approving the forms of and authorizing execution of a trust agreement and bond purchase agreement.
- Presented a City Council Pension Policy and Pension Obligation Bond structuring alternatives at the March 2, 2021, City Council meeting.
- Presented a resolution approving a preliminary official statement and continue disclosure certificate related to the issuance of Pension Obligation Bonds at the April 20, 2020, City Council meeting.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

To be determined.



UPDATE ON CITY'S STREETLIGHTING FUND

As part of a request for revenue enhancement opportunities, City Council directed staff to provide an update on the City's Streetlighting Fund, which derives its revenue from assessments to property owners. Updating those assessments, which have not been changed since 1996, will require a Proposition 218 vote. Currently, transfers from the General Fund supplement the Streetlighting Fund. Staff will provide an update on this fund and future options to the Finance Subcommittee and City Council.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	STREETLIGHT
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.
- Developed options to correct deficit in Streetlighting Fund.
- Presented update to Finance Subcommittee in Spring 2020 and reviewed recommendations. Following analysis, no viable option was recommended to the City Council.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.



CONDUCT A COMPREHENSIVE USER FEE STUDY AND COST ALLOCATION PLAN (CAP)

Staff will conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP) in 2019. The study was last completed in 2015, and best practice is to conduct these studies every 4 years. This process ensures that the City identifies the true cost of providing various City services. The study started in January 2019 and will be complete by calendar year end.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	A
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Reviewed Comprehensive User Fee Study and CAP with various city departments in January 2019.
- Reviewed results with Finance Subcommittee in Fall of 2019.
- Received Finance Subcommittee recommendation to the City Council at October 24, 2019, meeting.
- Presented recommendations to the City Council at November 19, 2019, City Council meeting and received direction.
- Conducted additional public outreach and presented Comprehensive User Fee Study and Cost Allocation Plan (CAP) to City Council.
- Updated all fees consistent with City Council direction and received approval of the Comprehensive User Fee Study and Cost Allocation Plan (CAP).
- Delayed implementation of the updated user fee schedule until July 1 (due to COVID-19).

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.



BODY WORN CAMERA REPLACEMENT PROJECT

In January 2016, the Police Department began using Body Worn Cameras. The use of Body Worn Cameras (BWC) serve as an effective tool for law enforcement agencies to demonstrate commitment to transparency, ensure the accountability of its members, increase the public's trust in officers and protect department members from unjustified complaints of misconduct. Current BWCs have reached their recommended end of life (2.5 - 3 years), and new BWC technology has developed over the past few years. Replacement of BWCs is critical to officers' safety, accountability and transparency.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	ASSET FORFEITURE & GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT

STATUS:



COMPLETED ACTION ITEMS:

- Researched and field-tested replacement body worn camera options.
- Researched cloud-based video storage solutions for evidentiary videos.
- Presented recommended vendor to City Council at the June 18, 2019 Council meeting for approval.
- Implemented the replacement body worn camera solution.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.



INTEROPERABILITY NETWORK OF THE SOUTH BAY (INSB)

Through cooperative efforts between the South Bay Regional Communications Authority, Redondo Beach Fire Department and Torrance Fire Department, grant monies have been secured in combination with City contributed funds, for the design, construction, and use of a modern communication system. This system links communication between all Area “G” public safety agencies as well as expand future capabilities for interoperable communications with other County agencies.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GRANT
PRIORITY LEVEL	B
DEPTS. INVOLVED	PD, PW

STATUS:



COMPLETED ACTION ITEMS:

- Received and installed radio apparatus's.
- Received City Council approval of radio purchase utilizing federal grant funding
- Conducted system integration and training.
- Went live with fire radio system.

ACTIONS PENDING:

- Continue quality control measures to ensure seamless communications throughout the area.
- Look for alternative antenna sites.

NEXT CITY COUNCIL ACTION:

None.



COUNTY FIRE ASSESSMENT

City Council directed staff to assess the ramifications of contracting with the County of Los Angeles Fire District for fire services.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Submitted a fire services questionnaire to County of Los Angeles to conduct feasibility study for the provision of fire protection, paramedic and incidental services.
- Received County of Los Angeles Board of Supervisors approval on April 30, 2019, approving the City's feasibility study.
- Provided City Council preliminary analysis of the County of Los Angeles's feasibility study in September 2019.
- Received City Council direction to discontinue the analysis on County fire services.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

WOLFGANG KNABE, Interim Fire Chief, wknabe@citymb.info



IMPROVE AMBULANCE TRANSPORT SERVICES

An ambulance operator program was implemented in 2017 and was staffed with part-time employees. A presentation on the challenges of this program was provided on April 16, 2018. An agreement was entered into on March 2019 with McCormick Ambulance. The existing program is being closely monitored and data is being collected to evaluate the overall success of the program.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Received City Council approval and executed short-term/interim contract for ambulance services with McCormick at the March 19, 2019, meeting.
- Reviewed current EMS ambulance program to identify and recommend delivery model enhancements to City Council in the future.
- McCormick agreed to respond to all medical calls on initial dispatch.

ACTIONS PENDING:

None

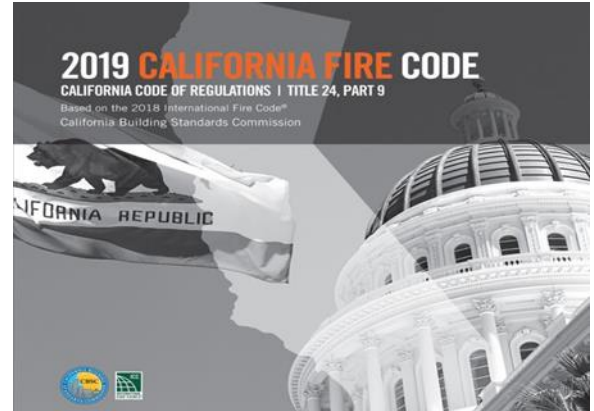
NEXT CITY COUNCIL ACTION:

None.



FIRE CODE ADOPTION

The California Fire Code (CFC) contains regulations consistent with nationally recognized and accepted practices for safeguarding life and property from the hazards of Fire and explosion, Dangerous conditions arising from hazardous storage conditions, handling and use of hazardous materials and devices, and hazardous conditions in the use or occupancy of buildings or premises. The CFC also contains provisions to assist emergency response personnel. These fire-safety-related building standards are referenced in Title 24 of the California Fire Code. The City is able to amend certain provisions due to characteristics that are unique to the City. Any and all amendments clarify and strengthen our existing regulations.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	CD, MS

STATUS:



COMPLETED ACTION ITEMS:

- Purchased 2019 Fire Code Policies and Procedures Manual.
- Reviewed changes to existing fire code and determine necessary items that must be addressed in new resolutions and ordinances.
- Coordinated with Community Development to update all existing Building, Mechanical, Plumbing, Electrical and Engineering codes.
- Received City Council approval, updating the City’s Municipal Code to reflect the State of California’s 2019 Fire Code amendments.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

WOLFGANG KNABE, Interim Fire Chief, wknabe@citymb.info

SHARED MOBILITY DEVICES REGULATIONS

At the City Council meeting on August 21, 2018, City Council adopted an urgency ordinance prohibiting the use of Shared Mobility Devices (aka: bikeshare, motorized bikeshare and motorized scooters) in the public right-of-way. Staff was directed to work with neighboring cities and the SBCCOG to develop a comprehensive set of regulations for the operation of such devices. The ordinance was extended on February 28, 2019, for an additional year.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, PD

STATUS:



COMPLETED ACTION ITEMS:

- Adopted urgency ordinance prohibiting use of shared mobility devices at August 21, 2018, City Council meeting.
- Extended urgency ordinance prohibiting use of shared mobility devices until March 2020.
- Conducted an online survey on shared transportation options.
- Developed a draft of local codes and regulations with neighboring cities and SBCCOG for Shared Mobility Devices.
- City Council adopted an ordinance to define and prohibit operation of Shared Mobility Devices within the City.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BUILDING CODE UPDATE

The California Building Standards Commission published the State construction codes on July 1, 2019, which is a routine process that occurs every three years. The California Department of Housing and Community Development adopted these codes, which will be effective statewide on January 1, 2020. The City must adopt these codes with any amendments before that date as part of an 89 city effort. These codes include the 2019 California Building, Residential, Mechanical, Electrical, Plumbing, Energy, Existing and Green Building Standards. The City is able to amend certain provisions due to unique climatic, geological and topographical conditions prevailing within the City. A majority of the amendments clarify and update the structural requirements due to potential hazards specific to our community, such as earthquakes.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS

STATUS:



COMPLETED ACTION ITEMS:

- Purchased updated State Code books.
- Attended Code Adoption seminars for 2019 code cycle.
- Drafted revised code language for amendments to all codes consistent with the current Manhattan Beach Codes and past practice.
- Drafted justification for all amendments that are more restrictive than the State-Adopted Model Codes.
- Adopted all necessary building code updates through various ordinances at the November 19, 2019, City Council meeting.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



PEDESTRIAN SAFETY IMPROVEMENTS

On March 20, 2018, City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Plan Design Guidelines, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future Capital Improvement Plan (CIP) discussion for funding opportunities and implementation.



TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- Installed high visibility crosswalks and signs at walk streets on Highland Ave. from Homer St. to 8th.
- Installed new edge line for pedestrian path on Marine Ave. from Grandview Ave. to 25th St.
- Installed new crosswalk and signage on Marine Ave. at Flournoy Rd. and Blanche Rd.
- Installed new crosswalks on 21st St., Bell Ave., Flournoy Rd. and 25th St. at Valley Drive.
- Installed new crosswalk on Laurel Ave. at 14th St.
- Installed high visibility crosswalks and ramps on Marine Ave. from Sepulveda Blvd. to Aviation Blvd.
- Installed flashing beacons and in-pavement lights on Highland Ave at 34th, 35th and 36th Streets.
- Installed high visibility crosswalks, flashing beacons, in-pavement warning lights and bulb-outs at various locations as part of two Safe Routes to School (SRTS) projects.
- Presented a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvements Commission in September 2019.
- City Council directed staff on February 4, 2020 to incorporate the prioritized list of pedestrian safety projects into CIP for implementation.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM

In 2015, City Council directed staff to develop a wayfinding signage program that would create a City identity through uniform signage, to be deployed throughout the City. Presentations on this effort were made to City Council on multiple occasions between October 2015 and July 2018 which included various design options. Ultimately City Council selected a “Beach Classic” theme. A draft Wayfinding Master Plan was developed based on the Beach Classic theme and presented to the Cultural Arts Commission, Planning Commission, Parking and Public Improvements Commission, Downtown Business Professional Association and North Manhattan Beach Business Improvement District for review and comments between April 16, 2018 and May 23, 2018. The final Master Plan was presented to City Council on June 5, 2018, at which time staff was directed to refine certain color palette and font selections contained in the Master Plan. That additional work was completed and approved by City Council on November 19, 2019.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PR

STATUS:



COMPLETED ACTION ITEMS:

- Following approval of the Wayfinding Master Plan on November 19, 2019, City Council directed staff to prepare design elements with the white background and appropriated approximately \$347,000 from the Parking Fund towards Phase I implementation.
- Incorporation of the Plan’s objectives into signage throughout City as replacements occur.

ACTIONS PENDING:

- Incorporate further phases of the program as part of the Fiscal Year 2021/22 Capital Improvement Program (CIP) budget review process.

NEXT CITY COUNCIL ACTION:

Allocation of additional funding resources for continued implementation of wayfinding signage as part of the FY 2021/22 CIP budget review process.

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@citymb.info

SOLID WASTE FRANCHISE AGREEMENT CONTRACT SELECTION PROCESS

The City's single largest contract is for Solid Waste Hauling services. This service is provided by Waste Management, who's previous two-year contract extension expired on June 30, 2020. In preparation for awarding a new contract, staff began a new solicitation and selection process in mid-2018. Over an estimated 18-month period, staff wrote and released a Request for Proposals, reviewed the three proposals received, conducted oral interviews with waste haulers, negotiated final contract services and terms, reviewed exceptions to the contract and executed a new 7-year franchise agreement with Waste Management.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, FN

STATUS:



COMPLETED ACTION ITEMS:

- Reviewed solid waste proposals from three waste haulers.
- Awarded a Solid Waste Franchise Agreement to Waste Management (WM), with additional enhancements, including providing an increased number of shredding events and bulky item collections, increased required diversion rate, expanding outreach to businesses and having WM assume customer billing functions at no additional charge.
- Executed a final agreement with Waste Management.
- Completed a Proposition 218 process for new commercial and residential waste hauling rates on May 12, 2020.
- Conducted extensive community outreach about service and billing changes (January – June 2020).

ACTIONS PENDING:

None (Contract services became effective July 1, 2020).

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@citymb.info



PEDESTRIAN SECURITY IMPROVEMENTS - BOLLARDS

On March 9, 2018, City Council held a workplan meeting where the concept of pedestrian safety measures was raised. At that meeting, City Council expressed an interest in exploring options to provide enhanced pedestrian security measures for the public in the downtown area, much like the bollards installed at the head of the Pier in 2017. On June 5, 2018 staff recommended that City Council consider pedestrian security enhancements at four key intersections adjacent to Farmers Market and Pier events. In lieu of completing a Manhattan Beach focused structural design analysis, on March 19, 2019, City Council directed staff to evaluate what other surrounding cities have installed to enhance pedestrian safety. Those results were presented to City Council on December 17, 2019, and which time City Council declined to move forward with additional measures but directed staff to consider installing planters near the Farmers Market.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	TBD
PRIORITY LEVEL	B
DEPTS. INVOLVED	PD

STATUS:



COMPLETED ACTION ITEMS:

- Researched what measures other cities have implemented in their efforts to protect pedestrians and presented findings to City Council on December 17, 2019
- Placed six large planters at the two intersections adjacent to the Farmer’s Market.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

EXPANDED WIFI OPPORTUNITIES

Included in the IS Master Plan was a project to identify potential opportunities to expand the City’s existing wide area network, and as a result a project was completed in 2017 to provide WiFi at seven additional locations. As other opportunities are identified, staff will present cost estimates for the City Council’s consideration.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- Completed the wide area network expansion project, adding seven additional locations to the existing network.
- Per City Council direction at the April 23, 2019, Work Plan meeting, developed cost estimate for the provision of wifi at the Metlox Plaza. Presented cost estimate to City Council at the December 3, 2019 meeting. Council requested staff perform outreach to Metlox Plaza businesses to solicit potential cost sharing opportunities.
- Reported back to City Council at June 9, 2020 meeting regarding results of outreach to Metlox Plaza businesses.

ACTIONS PENDING:

- None – City Council did not approve expenditure of funds for WiFi at Metlox Plaza.

NEXT CITY COUNCIL ACTION:

As additional WiFi expansion opportunities are identified, staff will present them to the City Council for consideration.

Department Matrix

Department	Project Title	Departments Involved								
		Management Services	Finance	Human Resources	Parks and Recreation	Police	Fire	Community Development	Public Works	Information Technology
Management Services										
	Citywide Document Imaging System (Conversion) Project		X	X	X	X	X	X	X	X
	Centralized Citywide Contract Management Systems		X	X	X	X	X	X	X	X
	Develop and Execute Plan to Address Homelessness				X	X				
	Explore Agenda Management Solutions		X	X	X	X	X	X	X	X
	City Council Communications Policy									
Finance										
Human Resources										
	Internal Policies and Procedures Review									
	Collective Bargaining Negotiations									
Parks and Recreation										
	Update City Donation Policy								X	
	Online Reservation System for Sand Dune, Tennis & Pickleball Courts and Begg Pool									X
	Park Master Plan							X	X	
	Community Arts Grant Program & Policy Development (Includes Mural, Sculpture Garden and Utility Box Beautification Programs)	X						X	X	
	Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage							X	X	X
	Merchandising, Licensing and Branding for the City	X	X							X
	Place Public Art in City Hall (City Hall Mural)	X							X	X
	NFC Fitness Court								X	
	Polliwog Park Play Equipment								X	
Police										
	Radio Replacement Project						X			
	Computer Aided Dispatch and Records Management System Replacement Project						X			X
	Implementation of Police Department 2019/2020 Strategic Plan									
	Public Safety Technology Assessment								X	X
Fire										

Department Matrix

Department	Project Title	Departments Involved								
		Management Services	Finance	Human Resources	Parks and Recreation	Police	Fire	Community Development	Public Works	Information Technology
	Improve Fire Prevention Inspection Documentation/Data Collection									
	Replace Dispatch Software, Database Management, CAD Integration					X				
	Emergency Notification System	X	X	X	X	X		X	X	X
Community Development										
	Manhattan Village Shopping Center Expansion Project	X	X			X	X		X	
	Modernize Parking Standards									
	Environmental Sustainability Work Plan	X	X		X	X	X		X	
	Climate Resiliency Program (includes Solar Panels at City Facilities)	X	X		X	X	X		X	
	Housing Policy and Regulation Updates	X	X							X
	Wireless Telecommunications Program	X	X						X	X
	Code Enforcement Review	X				X				
Public Works										
	Utility Undergrounding Assessment Districts		X							
	Downtown and Northend Beautification									
	Senior & Scout House Project including Joslyn Center Façade	X						X		
Information Technology										
	Enterprise Resource Planning (ERP) System	X	X	X	X	X	X	X	X	
	Work Order Management		X						X	
	Update on City Website and New City URL (.gov)	X			X					
	Automated Permitting Software Solution		X		X	X	X	X	X	

City Council Work Plan Development (as of 6/1/21)

Work Plan Items (Active and New)	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward (New)
Management Services		
<ol style="list-style-type: none"> 1. Citywide Document Imaging System (Conversion) Project 2. Centralized Citywide Contract Management Systems 3. Develop and Execute Plan to Address Homelessness 4. City Council Communications Policy 5. Explore Agenda Management Solutions 	<ol style="list-style-type: none"> 1. Municipal Code Transparency Enhancements 	
Finance		
<ol style="list-style-type: none"> 1. Update on City's Pension Liabilities 	<ol style="list-style-type: none"> 1. Updating City's Financial Policies 2. COVID-19 Business Loan Program 3. Assessment Deferment Program for Undergrounding 4. FEMA Reimbursements for COVID-19 Response 	<ol style="list-style-type: none"> 1. Explore Increasing Stormwater Fees (Note: Include as Work Plan Item for Consideration at Later Date)
Human Resources		
<ol style="list-style-type: none"> 1. Internal Policies and Procedures Review 2. Collective Bargaining Negotiations 	<ol style="list-style-type: none"> 1. COVID-19 Testing and Safety amongst Staff (Police/Human Resources); 	

City Council Work Plan Development

Work Plan Items (Active and New)	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward (New)
Parks and Recreation		
<ol style="list-style-type: none"> 1. Update City Donation Policy 2. Online Reservation System and Protocols for Sand Dune, Tennis & Pickleball Courts and Begg Pool Use 3. Park Master Plan 4. Community Arts Grant Program & Policy Development (Includes Mural, Sculpture Garden and Utility Box Beautification Programs) 5. Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage 6. Merchandising, Licensing and Branding for the City 7. Place Public Art in City Hall (City Hall Mural) 8. NFC Fitness Court 9. Polliwog Park Play Equipment 	<ol style="list-style-type: none"> 1. Catalina Classic Sculpture/North End Business Improvement District Sculpture 	<ol style="list-style-type: none"> 1. Public Art Conservation/Maintenance Assessment (Note: Include as Work Plan Item for Consideration at Later Date)
Police		
<ol style="list-style-type: none"> 1. Radio Replacement Project 2. Computer Aided Dispatch and Records Management System Replacement Project 3. Implementation of Police Department 2019/2021 Strategic Plan 4. Public Safety Technology Assessment 	<ol style="list-style-type: none"> 1. COVID-19 Modified "Team Policing" Schedule 2. Management of Contracted Face Covering Enforcement (Police/Community Development); 3. COVID-19 Testing and Safety amongst Staff (Police/Human Resources); 4. Upgrading the Police Station's Video Security System 5. Upgrading Patrol In-Car Video Systems 6. Upgrading of Police Station Access Control System 	

City Council Work Plan Development

Work Plan Items (Active and New)	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward (New)
Fire		
<ol style="list-style-type: none"> 1. Improve Fire Prevention Inspection Documentation/Data Collection 2. Replace Dispatch Software, Database Management, CAD Integration 3. Emergency Notification System 	<ol style="list-style-type: none"> 1. Full RMS integration 2. Business Inspections Resumption 3. Updating Department Policies and Procedures 4. Vaccine Distribution Site (partnership with Beach Cities Health District) 5. Emergency Manager Position Recruitment 6. Emergency Management Plan and Emergency Operations Center Procedures Update 	
Community Development		
<ol style="list-style-type: none"> 1. Manhattan Village Shopping Center Expansion Project 2. Modernize Parking Standards 3. Environmental Sustainability Work Plan (Includes: Solar Panel Installation on City Facilities) 4. Climate Resiliency Program 5. Housing Policy and Regulation Updates 6. Wireless Telecommunications Program 7. Code Enforcement Review (Including Additional Personnel) 	<ol style="list-style-type: none"> 1. Permitting System (Energov) Implementation and Customization 2. Development Projects & Complex Appeals Process and Litigation Support for Nando Trattoria, MB Post and Proposed Hotel on 600 South Sepulveda Blvd 3. COVID-19 Enforcement - Business and Construction Site COVID-19 protocols; 4. COVID-19 Outdoor Dining Program Administration and Management; 5. Management of Contracted Face Covering Enforcement (Police/Community Development); 6. Oak Avenue/Manhattan Village Mall Neighborhood Traffic Management Plan; 7. Gelson's Neighborhood Traffic Management Plan; 	<ol style="list-style-type: none"> 1. Transportation Options Review

	8. South Sepulveda/Skechers/Hotel Neighborhood Traffic Management Plan; 9. Citywide Engineering and Traffic Surveys i.e. Speed Surveys	
City Council Work Plan Development		
Work Plan Items (Active and New)	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward (New)
Public Works		
1. Utility Undergrounding Assessment Districts 2. Downtown and North End Beautification 3. Senior & Scout House Project including Joslyn Center Façade Citywide Document Imaging System (Conversion) Project	1. Capital Improvements Program	
Information Technology		
1. Enterprise Resource Planning (ERP) System 2. Work Order Management 3. Update on City Website and New City URL (.gov) 4. Automated Permitting Software Solution	1. COVID-19 Remote Work Force Deployment And Ongoing Support 2. Remote Council Broadcasting And Zoom Implementation And Support 3. Phone System Upgrade 4. Disaster Recover Activities (Tyler Dr, Documentation, Process Review, Etc.) 5. Cybersecurity (Arctic Wolf, Firewall Policies, Proofpoint, Etc.)	1. Fiber Master Plan



Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Steve S. Charelian, Finance Director
Libby Bretthauer, Financial Services Manager
Julie Bondarchuk, Financial Controller
Marcelo Serrano, Management Analyst

SUBJECT:

Discussion of the Fiscal Year 2021-2022 Proposed Operating Budget (Finance Director Charelian).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss the Proposed Operating Budget for Fiscal Year (FY) 2021-2022 and provide direction.

FISCAL IMPLICATIONS:

Fiscal implications are included in the FY 2021-2022 Proposed Budget document (available at www.citymb.info/Budget <<http://www.citymb.info/Budget>>). The Budget was discussed during the May 11 and May 25, 2021, Budget Study Sessions.

BACKGROUND:

During the May 11, 2021, Budget Study Session, staff presented an overview of the FY 2021-2022 Budget as well as more specific presentations for each department. Department presentations included an overview of their operations, highlights of recent accomplishments, objectives for the coming fiscal year, and significant personnel and budgetary changes. A follow-up discussion of controllable cost line-items occurred during the May 25, 2021, Budget Study Session.

DISCUSSION:

Documents for the FY 2021-2022 Proposed Budget are available on the City's budget



Agenda Date: 6/1/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director
Steve Charelian, Finance Director

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings:

- a) Parks and Recreation Commission Meeting Minutes of March 22, 2021 (Parks and Recreation Director Leyman)
- b) Library Commission Meeting Minutes of April 12, 2021 (Parks and Recreation Director Leyman)
- c) Cultural Arts Commission Meeting Minutes of April 19, 2021 (Parks and Recreation Director Leyman)
- d) Finance Subcommittee Meeting Minutes of May 13, 2021 (Finance Director Charelian).

INFORMATION ITEM ONLY

The attached minutes are for information only:

- 1. Parks and Recreation Commission Meeting Minutes of March 22, 2021
- 2. Library Commission Meeting Minutes of April 12, 2021
- 3. Cultural Arts Commission Meeting Minutes of April 19, 2021
- 4. Finance Subcommittee Meeting Minutes of May 13, 2021

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Virtual – Zoom meeting
March 22, 2021
4:00 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 4:01 PM.

B. ROLL CALL

Present: Chair Greenberg, Weiner, Turkmany, Karger, McCarthy, and Cullen

Absent: Nicholson*

Commissioner Nicholson arrived at 4:07 PM.

C. APPROVAL OF MINUTES

Commissioner McCarthy moved to approve the January 25, 2021 minutes as written and the February 22, 2021 minutes with the following correction submitted via email on March 19, 2021.

P. 3, paragraph 5, sentence 5 – Corrected \$16M to \$13.8M, to read “The pool opened in March 2019 at a cost of \$13.8M to build, not including the land.”

Commissioner Karger seconded the motion. The motion passed.

Ayes: Chair Greenberg, McCarthy, Turkmany, Karger, and Cullen

Nays: None

Abstain: None

Absent: Nicholson*

D. CEREMONIAL

None

Commissioners Weiner and McCarthy confirmed that Ryan Beaupain had been recognized at a City Council meeting for his successful tree donation effort.

E. AUDIENCE PARTICIPATION (3-Minute Limit)

Chair Greenberg opened the floor to audience participation. Seeing none, the floor was closed.

F. GENERAL BUSINESS –

Prior to discussing the workplan items, the new template for project updates was reviewed. Each ad-hoc committee will be responsible for preparing a monthly written update that will be attached to each agenda. Commissioner McCarthy offered some suggestions that will be incorporated into the template.

Chair Greenberg asked if there would be a Salute to the Troops event. Director Leyman replied that there is a preliminary plan for a shortened summer Concert in the Park series that will begin no sooner than August.

Discussion of 2021 Workplan Items:

Donation Policy and Programs – (Turkmany, Karger)

Director Leyman will be working with the City Attorney on the Legacy Gift legal language. Commissioner Karger has found some language from a city in San Diego and is looking at how to incorporate that into the current policy. The Parks Amenity Catalog will be updated when the inventory and replacement prioritization is complete. Military Recognition Wall – Public Works Engineer, Gil Gamboa has spoken with Ish Medrano, retired Public Works Engineer and designer of the Veterans Memorial, to gain some insight on materials, vendors, cost, etc. Mr. Medrano is gathering information.

PMP Project Cost Estimates: P&R Maintenance and Replacement Budgeting – (Weiner, McCarthy) Commissioner Weiner reported that this item has three parts. 1) cost of new projects proposed in the Parks Master Plan, 2) cost of maintenance and schedule of replacement for new projects, 3) maintenance costs and replacement schedule for existing facilities and amenities. He added that he may not have a lot of updates in the next few months but that as the individual projects and inventories are completed, more information will become available. The goal is to have these costs built into the budget and get an idea of how to fund these items in the future. Sr. Recreation Manager (SRM) Vincent offered to do a Parks and Recreation budget overview for the commission at a future meeting.

Commissioner McCarthy mentioned that the subject of restroom facilities came up multiple times in the community outreach and she wondered where they fall in terms of the budget. SRM Vincent stated that GoReach repair requests are regularly reviewed and prioritized by Public Works. Director Leyman recommended for anyone who would like to report a needed repair, to download the GoReach app. Chair Greenberg added that Public Works is very responsive to GoReach requests but he feels that very few people are aware of the app. He suggested that stickers with QR codes might help to increase awareness. Commissioner McCarthy suggested adding the information to new signs as old ones get replaced.

Exploring the feasibility of developing an aquatics center – (McCarthy, Weiner, Cullen)

Commissioner McCarthy reported that the ad-hoc committee had four meetings, including with Matt Wunder, who heads the Da Vinci Schools in El Segundo and Sherry Kramer, who did a lot of private fundraising for the facility. The ad-hoc committee will be touring the Redondo Union pool next. They reviewed the Beach Cities Health District (BCHD) aquatic facility feasibility study and would like to meet with BCHD reps, if possible. It is important to consider which site is most feasible. The committee would like to look at more information on the Begg site, and meet regarding the parking area adjacent to Village Field. The ad-hoc committee plans to tour the Torrance Aquatic Center and may visit Crespi Carmelite High School in Encino to view their new aquatic center. Commissioner Turkmany mentioned that Notre Dame High School in the Valley also has a new facility and he can coordinate a tour. Commissioner Weiner added that the committee had spoken with the architectural firm that built the El Segundo center and they were given great information that will enable them to predict costs. Chair Greenberg hopes that the committee is creating a central repository of the all the information gathered so that it can be used in the future as the project moves along. Commissioner Weiner is concerned that the scope of the project has not been established so the information being gathered now is mostly for comparison purposes. Commissioner McCarthy is keeping records of every meeting. As far as next steps for City Council, Director Leyman stated that once cost information, design options, and potential

location recommendations are established, then City Council can give direction on whether or not to further explore and move forward with outreach, etc.

Explore acquiring Armory land – (Greenberg, McCarthy) Chair Greenberg shared a straw man presentation roughly outlining the project. The parking lot that is adjacent to Public Works is owned by the Armory and currently shared during the day with Public Works. In 1948 the City gave 11.4 acres of land to the California National Guard. In 1963 the National Guard returned 6 acres to the City and in 1970 the City gained one additional acre when property lines were redrawn. In 1989 the National Guard considered selling some of its Southern California properties, including Manhattan Beach to raise money to modernize other facilities. The contact person for the armory has been established by Director Leyman. Chair Greenberg has also identified Major General David Baldwin as a primary contact. The intention is to draft a letter from Mayor Hadley to Major General Baldwin to establish contact. This draft will need to go through internal approvals before reaching Mayor Hadley. Directory Leyman stated that the City Manager would need to review and then it would likely be placed on a council agenda as a consent item. Chair Greenberg stated that ideally there would be a follow up meeting between Mayor Hadley and Major General Baldwin to discuss.

Exploring Repurposing the Pay N Play Racquetball Courts– (Karger, Turkmany) Commissioner Karger shared a Powerpoint presentation showing the current condition of the Pay-N-Play Racquetball court. The ad-hoc committee and staff met on-site.

Background: The City entered into a 35 year sublease agreement with Pay-N-Play Racquetball of America. The initial agreement expires December 31, 2021, with an option to renew for 2 consecutive 10 year terms under the same terms and conditions. The facility was to be constructed, operated and maintained by the tenant, at no cost to the City. The City receives a percentage of gross receipts.

Key Issues:

Current status of lease:

- 1) Need to determine if the tenant is in breach of the contract. Director Leyman is to review with the City Attorney.
- 2) Rent: Are rent payments current? – Director Leyman to confirm with Accounts Receivable
- 3) Use: Is the tenant promoting the facility in a commercially sound manner as to maximize gross receipts?
- 4) Maintenance – is the building being maintained to City standards? Recreation Supervisor, Michael Hudak did a site inspection with the Facilities Supervisor.

What is the best use of the property if the City can reacquire?

- 1) Keep the building as is and renovate for alternative uses (class rooms, ½ courts, indoor pickleball)
- 2) Tear down the building for outdoor use (basketball courts, tennis, pickleball, dog run)

Cost Estimates for repair:

The initial rough estimate to bring the building up to the City's normal standards would be \$30,000 for outside paint, \$15,000-\$20,000 for inside paint/repairs and \$4,000 for window replacement. Outside cracks will need further assessment.

Supervisor Hudak added that everything in the building is cement so tearing down the inner

walls would not be likely. The repair of the cracks are mostly cosmetic and does not look like structural damage. No inspection of the roof was done. No evidence of found of leaks on the inside, but the lighting was poor.

Commissioner McCarthy asked if the courts are being used. Supervisor Hudak reported that the courts do get used. They were closed because of COVID but have recently reopened. He added that lease payment are not up to date at present. Commissioner Greenberg added that gross receipts have been steadily declining over the years.

Commissioner Greenberg stated that the current lease term expires this year and so far, the tenant hasn't expressed a desire to renew for another 10 years. If the tenant does want to renew, the City should require the building be brought up to standard. Commissioner Turkmany added that the commission needs to know the City's stance.

Commissioner Nicholson recommends sending a letter, as soon as possible to the tenant, stating that the renewal is coming up, with list of things that need to be done to renew.

Commissioner Greenberg asked who the tenant would contact regarding renewing the contract. Director Leyman stated that for this particular contract, it would be Parks & Rec. He added that the City Attorney needs to weigh in on the City's options first. Commissioner Weiner reiterated that this is a time sensitive issue because of the expiration date of the contract. Commissioner Karger confirmed that the tenant needs to communicate his intention to renew no later than six months before the expiration of the contract. Chair Greenberg suggested having a conversation with the tenant before the six month deadline to let him know what might be required. Director Leyman stated that the relationship with the tenant has always been collaborative and in good faith, and will stay that way.

Sand Dune Park Building- Commissioner Nicholson reminded the commission that one option is to work with Studio Shed to install a new office space. This option would require the existing building which includes bathrooms and storage space, to be cleaned and upgraded. The office space could be installed for approximately \$60,000. The cost of upgrades to the existing building are not yet known. SRM Vincent reached out to another company for a 30' X 16' building (no restrooms). The estimate came back at about \$250,000, not including a foundation. Another alternative is to use repurposed freight containers so that will be explored. The addition would be not be adjoined to the existing building. The ad-hoc committee is currently considering structures that are 350-500 square feet. SRM Vincent clarified that whatever is put there will need to complement the existing facility. It should not look like facilities are just being dropped in next to each other. If the existing facility needs to be torn down, that will push the cost to the \$500,000 range for a pre-manufactured structure that can be installed on site. ADA upgrades would need to be addressed.

Polliwog Park Enhancements – (McCarthy, Karger)

NFC - SRM Vincent stated that staff will meet on-site with the building official and Public Works Engineer to determine the feasibility of installing the fitness equipment at the current Polliwog Park exercise area site.

Begg Field – staff has met with user groups who have expressed some interest in donating funds to re-turf the field in exchange for dedicated field time. Estimated cost for synthetic turf is \$1,000,000 (not including fencing and lighting). The northwest corner of the field may be a good place for a smaller Pony field which would make the area currently being

considered for a community garden, an ideal place for seating. Staff will also be meeting with the school district to determine their desired uses for the area. Staff would like to bring this item back to the April meeting for commission recommendations for City Council.

Playground replacement update – 90% completion plans have been submitted to the building division for approval. Still working on completion by the end of 2021/early 2022. Funding is still a work in progress and until the bid packages are received they cannot be finalized. In the meantime, funding has been identified that may be redirected from other projects and add-alternates are identified in the project if the total needs to be reduced.

Concert Pavilion – This project was placed on hold for this fiscal year by City Council.

Dog Parks and Community Parkettes – (Weiner) Commissioner Weiner reported that three or four location options have been identified and two of them are on school district property. Director Leyman and SRM Vincent will be meeting with the district to determine feasibility. For the non-district owned property located near residences, the sub-committee hopes to have a better understanding of the Environmental Impact Report (EIR) process by the next meeting. Commissioner Weiner will also be looking at the existing dog parks and how they might be improved. Chair Greenberg asked if anyone had thought of approaching the residents living near the 6th and Aviation location to gauge interest. Commissioner Weiner stated that he needs to better understand the public outreach protocol. The City has a process for public outreach and door knocking is not generally employed. Commissioner Nicholson added that in his experience, a location would be identified, the neighbors would be noticed and a meeting would be held to discuss.

Nature Areas and Trails – (Greenberg, McCarthy, Turkmany) Chair Greenberg shared a presentation.

Live Oak Park Nature Areas – The ad-hoc committee identified the area on the west side of Live Oak Park that acts as a buffer between the park and the residential area. The total amounts to about an acre of land. For consideration, the area was separated into zones with different topography. All of the areas are sloped and some are more accessible and inviting than others.

Sand Dune Park – The presentation outlined the fencing and the ad-hoc committee suggests making the area more inviting instead of removing the fencing. The objective is to make the nature areas more accessible and inviting so Chair Greenberg suggested a pilot project that would allow the commission to evaluate the usage and enjoyment of the nature areas if the areas were opened up. The pilot proposal includes:

- Open the four existing gates daily during park hours. Lock the gates at night. (Sand Dune Park Staff)
- Remove existing signage stating: “Keep Out. No Trail”
- Clean up landscaping to remove low-lying brush, stumps and other prominent hazards (Partner with Scout groups)
- Add signage stating: “Unmaintained nature area. Enjoy at your own risk. Parents should supervise children at all times.” Include hours

Estimated cost is \$200 for new signage.

The ad-hoc committee is recommending taking no immediate action at Live Oak Park as those areas are already open and children are using the area for play. To move forward with removing fencing there is likely to be resistance from the surrounding homeowners.

The committee recommends moving forward with the pilot program to see if people are enjoying the increased access. If so, the next step would be to start the process of removing some fencing at Sand Dune Park and taking another look at Live Oak to see if fencing should be removed.

Commissioner McCarthy added that there are obvious areas where some cleanup is necessary and would be an easy project to work on with the Scouts.

Commissioner Nicholson is not optimistic of the residents supporting the removal of the fences but likes the idea of opening the gates during park hours.

Next steps: SRM Vincent to schedule a meeting with Lt. Harrod and the City's risk manager to view the area.

Commissioner Nicholson suggested reaching out to Mayor Hadley, as she lives very near there, and walk her through the ad-hoc committee's thoughts.

El Porto Family Park (Greenberg, McCarthy, Turkmany) – Chair Greenberg shared a presentation outlining the area under consideration. The vision is for the northern triangular area to be a more passive area with benches and open areas, and the southern triangular area to be the more active area with a play structure. There may also be enough area to add a dog run on either the northern or eastern perimeter. In an informal survey of passersby, there was a general positive response to upgrading the area. Commissioner McCarthy recommended reclaiming the dirt path that runs east/west, since there is an existing paved pathway to the bike path immediately adjacent.

A meeting was held with Nate from Great Western Playground. Nate will be coming back with two different alternatives (including costs) for play equipment and a dog run for the south section and a plan for shade and benches for the north section.

Director Leyman will be reaching out to the County contact in the next few days.

G. STAFF ITEMS

Director Leyman gave an update on recent City Council actions including the items below that are related to the Parks and Recreation Department.

Bruce's Beach Task Force has been disbanded but two of the subcommittees remain (Historical, Art project). \$350,000 was allocated from the Public Art Trust Fund for the new art project. Two new plaques will be installed at the site, staff is working with the historical committee on the plaques. The Resolution of Apology was continued to a future meeting.

City Hall will reopen for appointments only, on April 12. City Council is looking to open City Council meetings, but have not set a date.

Special Events – things are opening up quickly. Staff is looking at tentative dates in late Summer and Fall but cannot make any concrete plans until gatherings are permissible. Events have been included in the Fiscal 2021/2022 budget.

SRM Vincent – All youth sports have reopened, including games. Adult sports have also opened and Kickball and softball adult leagues will be starting in the next two months.

Expanding pickleball to two courts at Manhattan Heights. The department is working with MBUSD to open all fields. The Older Adults Program is looking into expanding operations for senior programs outdoors. Registration opened today for Spring and is almost full due to

our limited capacity. Summer Camp registration will begin on May 3rd. Parks are still being utilized for fitness classes. Beach Volleyball courts are not open yet for organized groups, only drop in for now.

H. COMMISSION ITEMS

Older Adult Program update – Commissioner McCarthy asked about honoring the students delivering Senior Grams at a City Council meeting. Director Leyman has reached out to the City Clerk and is waiting for a reply.

Student update – Commissioner Cullen reported that school will go back to in-person learning on a hybrid system as early as March 29th. Every class will be only an hour long. Students will be in class on their computers on zoom. April 12th back in school after Spring Break. A student survey revealed that only about 35% of students want to go back on campus. Sports are reopening. There will be a swim meet against Redondo Union this weekend. It will be the first swim meet to be held in almost a year. The meet is not open to spectators. It will be open to athletes and coaches only.

MBUSD update – Chair Greenberg – The MBUSD rep to the commission is requested to present a report once a year at a school board meeting. This year Commissioner Cullen attended and did a great job updating the Board on commission accomplishments. The new gym has opened for business. Chair Greenberg encouraged everyone to watch the virtual tour. Volleyball and basketball are now practicing in the gym.

I. ADJOURNMENT

Commissioner Nicholson moved to adjourn. Commissioner Cullen seconded the motion. The motion passed.

Ayes: Greenberg, Weiner, McCarthy, Turkmany, Karger, Nicholson and Cullen

Nays: None

Abstain: None

Absent: None

The meeting was adjourned at 6:45 pm to Monday, April 26, 2021.

CITY OF MANHATTAN BEACH
MINUTES OF THE LIBRARY COMMISSION

April 12, 2021
5:00 p.m.
Virtual – Zoom meeting

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 5:04 PM.

B. ROLL CALL

Present: Chair Windes, Jones, Schreiner, Bond, Bailey

Absent: Siemak

Others present: Director, Mark Leyman; Recreation Services Manager, Jan Buike;
Management Analyst, Linda Robb

C. APPROVAL OF MINUTES

Commissioner Schreiner moved to approve the March 8, 2021 minutes as written.
Commissioner Jones seconded the motion. The motion was approved.

Ayes: Windes, Jones, Schreiner, Bond, Bailey

Nays: None

Abstain: None

Absent: Siemak

D. CEREMONIAL

Chair Windes thanked Commissioner Bailey for her service as commissioner.
Commissioners Schreiner and Jones also thanked her and wished her well.

E. AUDIENCE PARTICIPATION

Chair Windes opened the floor to audience participation.

Acting Library Manager, Josh Murray gave his monthly report including the following:

Since the last meeting the library has circulated 12,330 items from the sidewalk service table. On April 19th, the LA County Library system will reopen 30 libraries (including Manhattan Beach) for limited, in-person service. For a list of services and safety precautions the library will be taking, please visit lacountylibrary.org/reopening. For the immediate opening, the library will be focusing on safety protocols so there will be no opening celebration until it is running smoothly. There will be a limit of 62 people in the library at one time, including staff. The meeting and study rooms will be closed. Sidewalk service will still be available. Story hours will not be immediately available but are being planned with modifications.

The floor was closed to public comment.

F. GENERAL BUSINESS

Afternoon with an Author – (Schreiner, Windes) – nothing to update until group events are allowed.

East Manhattan Beach Library Services/Book Vending Machines

– (Siemak, Bailey) Nothing new to report. Commissioner Bailey is ready to distribute the survey at Mira Costa when it is ready.

Late Night at the Library – (Windes, Schreiner) Likely to be combined with a poetry event. No further updates at this time. Recreation Manager Buike explained that the Late Night at the Library and poetry events could be combined because the City Council mentioned that they would like to see a poetry event held so this would be a great opportunity to have a multigenerational poetry event. Acting Cultural Arts Manager, (joined after Staff Items) Eilen Stewart outlined staff, process, budgetary and marketing requirements for past events. Late Night at the Library was a staff driven event that did not involve the Cultural Arts Commission. Chair Windes suggested planning a smaller version of the event that includes a community poetry event but no alcohol. Manager Stewart recommended partnering with the Cultural Arts Commission if the event is to include visual or performing artists but if planning for spoken word or poetry, the Cultural Arts Commission does not need to be involved. She mentioned that past events were sponsored as part of a larger package of art events and summer concerts and that it is difficult to find sponsors for smaller events. Commissioner Schreiner added that the vision is for a smaller multigenerational event. Chair Windes shared that the Friends of the Library or other volunteer organizations may want to get involved. Commissioner Bond suggested doing a few small events and if they are successful, perhaps the event can be added to future sponsorship packages. Manager Stewart mentioned that due to COVID-19, sponsorships are not being actively sought for 2021. Chair Windes is looking for one more member for the subcommittee.

Library Anniversary Celebration – Mr. Murray stated that the library is not hosting any events at this time. Programming is being slowly reintroduced. Any anniversary celebration event will be held at the County’s discretion. If held, the commission will assist in any way they can.

Library Appreciation Event – The commission agreed that the 2021 event will take place in November, following the same template as last year.

Library Welcome Back event – no action or update until the library is open again.

MB Writer Awards – This event is currently tabled.

Summer Reading Program – Librarian Claire Moore is organizing the virtual program which will begin, April 5th with students to be honored by the commission after the Summer break.

No Strings Attached – Commissioner Schreiner suggested holding the book giveaway event to coincide with the opening of the library. In addition, it is still the hope that the event can coincide with the Light Gate sunset in November. Commissioner Jones asked if donating books to other libraries had been considered. Commissioner Schreiner was involved in a program called Access Books that brought books to underserved libraries and areas. Commissioner Jones suggested that this might be a great project for the incoming student representative. Commissioner Schreiner added that it would be great to donate books to Richstone or local shelters when they are once again accepting donations.

Storywalk – (Bond) – Commissioner Bond reported that many cities are installing Storywalks and she needs to know where this can be done in the City. A basic setup is very inexpensive. More sturdy options are more costly. Manager Buike confirmed that Polliwog Park and the Greenbelt are both possible. She added that minimal sponsorship may be allowed with minimal recognition. The Boy Scouts have been asking for project so this may be a good Eagle Scout project. Commissioner Jones will join the subcommittee. Pages, the Library and Friends of the Library may also support.

G. STAFF ITEMS

Director Leyman addressed Commissioner Jones' previous proposal for Library Commission Award. In terms of process, any new items need to be approved by City Council to be added to the work plan. If this new award program falls into the scope of something that was already approved, it's ok to move forward. Separately, if the commission would like to honor someone as a one-off, that information can be submitted to the City Clerk for City Council recognition. City Council may either recognize or allow the commission to recognize. Commissioner Jones explained that she thought that the MB Writers Awards work plan item may be a bigger project than is needed. She created the Library Commission Award concept to enable the Commission to honor those who enhance writing, journalism, the written word, books, etc., on a quarterly or biannual basis. These honorees would be nominated and selected by the Commission. Director Leyman clarified that if the commission is creating a process to evaluate honorees, then the award would need to be a work plan item. If the commission is looking to recognize an individual or organization that they have learned about through the community or a news story, that can be handled through the City Council process.

H. COMMISSION ITEMS

Commissioner Bond reported that she sends updates to the MBUSD every couple of weeks and she will include library reopening information in the next update.

I. ADJOURNMENT

Commissioner Schreiner moved to adjourn the meeting. Commissioner Bond seconded the motion. The motion carried unopposed.

The meeting was adjourned at 6:18 PM, to May 10, 2021.

**CITY OF MANHATTAN BEACH
MINUTES OF THE CULTURAL ARTS COMMISSION**

April 19, 2021

Meeting by teleconference (Zoom) – in accordance with procedures on agenda
1400 Highland Avenue
Manhattan Beach, CA 90266

CALL TO ORDER

Vice Chair Marcy called the meeting to order at **5:02 p.m.**

A. ROLL CALL

Present: Manna, Rubino, Vice Chair Marcy

Absent: Ibaraki, Chair Ryan

Staff present: Eilen Stewart, Interim Cultural Arts Manager (ICAM), Linda Robb, Cultural Arts Division staff (Host Participant).

ICAM Stewart noted that **Commissioner Davis** has resigned from the Commission.

B. APPROVAL OF MINUTES - March 15, 2021

It was moved and seconded (Manna/Rubino) that the minutes be approved as submitted; said motion passed by hand vote (3-2).

C. CEREMONIAL - None

D. AUDIENCE PARTICIPATION (3-Minute Limit) – Vice Chair Marcy welcomed Councilmember Franklin.

E. GENERAL BUSINESS – Discussion of Work Plan Items

MBAC Revamp (Manna/Rubino): **Commissioner Manna** noted there is no update since the project is on hold while awaiting feedback from legal counsel. **Commissioner Manna** suggested that, so as not to cause delay, the vinyl mural repair and the power washing issues be treated separately; neither should be eliminated and both should be considered as part of the enhancement of the Art Center site. **Commissioner Rubino** agreed.

PR and Marketing Campaign (former Commissioner Davis/Ibaraki): No update.

Rainbow Crosswalk: (Marcy/Rubino). **Commissioner Marcy** noted that the subcommittee has revised its presentation and it is being reviewed by staff; **ICAM Stewart** reported that staff is in the process of getting feedback from other City departments on the crosswalk locations.

Arts Grants – General guidelines: (Murals; Utility Infrastructure Beautification; Sculpture Garden; Performing Arts; Digital Wall Art; School Education; Permanent Sculpture): **Vice Chair Marcy** led discussion on some issues that affect all of the arts grants programs, using as a reference, the most recent (November, 2020) presentation developed by the performing arts subcommittee. Regarding eligibility, **Commissioner Manna** had a concern that the criteria that a member of an application group have a “strong tie to the community” may be too vague. **Vice Chair Marcy** noted the intent of that wording was to be more inclusive and encourage more diversity in the applicants, as there are many who cannot afford to live in the city. A “strong tie” could mean a

person who currently works or has a history such as working, going to school or growing up in the city. **Commissioner Manna** suggested that the application add wording giving some examples of what “strong tie to the community” could include (i.e. “such as.....”).

A brief discussion followed as to how to address the eligibility requirements and there was consensus that some restrictions should apply to staff and commission and/or council members as is typical in competitions, but the extent of the restrictions including geographic criteria needs to be discussed further in future meetings. **Vice Chair Marcy** pointed out that in the broadest terms excluding all city commissions, councilmembers and family members and staff and their family, for example, would be very restrictive. **Commissioner Rubino** noted that the intent for performing arts was that there be a preference, but not necessarily a requirement that applicants be South Bay area residents. **ICAM Stewart** pointed out that the criteria can be limited to the currently seated Cultural Arts or other Commissions and/or City Council, and exceptions can be carved out to a specific type of art grant if appropriate.

ICAM Stewart next went over forms and materials pertaining to the Work Plan projects. She has sent them out and explained that each subcommittee shall keep track of the work being done including anything that is “pending”. The idea is that, at a glance, the current project status can be quickly ascertained on the tracking form. She asked that the forms be filled out and returned to her no later than Monday May 10th. They will all be compiled for the next meeting May 17. Commissioner Rubino asked if they could work in the “Google Doc” platform which perhaps staff could also access. Staff member **Linda Robb** explained there are some city issues with using Google Docs; it was agreed that the subcommittees could use Google Docs internally between themselves, but, once finalized by the committee one final report should then be submitted to staff.

F. STAFF ITEMS

Cultural Arts Division Updates. **ICAM Stewart** reported:

- The Art Center is open to the public for exhibit viewing on weekends only (Fridays, Saturdays, Sundays 10 am to 5 pm) with COVID-19 protocols. The current exhibit *Architecture of Touch* focuses on the city’s ceramics studio and celebrates the teachers (and their art) who have worked through the pandemic.
- Reopening planning: the ceramics studio upgrade by Public Works is going very well. Cultural Arts staff is meeting with the Parks and Rec team to discuss protocols of reopening eventually all recreation facilities for indoor activities; the Joslyn Center will reopen first.

PATF Budget Update – no changes to report.

City Council updates. **ICAM Stewart** commented that there were no new items to report as related to the Cultural Arts Commission (CAC).

Regarding Bruce’s Beach, **Commissioner Manna** pointed out that he feels it is important that the public understand, through the media or other coverage, that the funding for a dedicated art piece as approved by the City Council, will come from the public art trust fund, not the General Fund and that, in doing so, the intent is to do something very special at this site.

Vice Chair Marcy asked, should the County opt to give back the land that it currently owns, would there be alternate locations for the approved art piece that would come under the CAC’s review? **ICAM Stewart** confirmed that the funding would be through the Public Art Trust Fund and review will involve both the APPC and CAC; she will pass along this comment about educating about the art trust fund.

Councilmember Joe Franklin clarified that the Council's intent was that the art would be reviewed by the Cultural Arts Commission and the cost and location has not been determined. The amount approved is for budget purposes and it could be less, would very likely be less.

G. COMMISSION ITEMS - none.

H. ADJOURNMENT

At 5:57 P.M, **Vice Chair Marcy**, seeing no objection, adjourned the meeting to May 17, 2020 at 5:00 p.m. via Zoom.

Finance Subcommittee Meeting Draft Action Minutes

Meeting Date: May 13, 2021, 4:00 p.m.
Recording Secretary: Helga Foushanes

In Attendance: Tim Lilligren, Treasurer
Suzanne Hadley, Mayor
Steve Napolitano, Council Member
Bruce Moe, City Manager
Wolfgang Knabe, Fire Chief
Steve S. Charelian, Finance Director
Libby Bretthauer, Financial Analyst
Julie Bondarchuk, Senior Accountant
Josh Grady, Acting Revenue Services Supervisor

Called to Order: 4:08 p.m. by Tim Lilligren, Treasurer

Agenda Item #1 – Public Comments

None.

Agenda Item #2 - Approval of Minutes from February 19, 2021 Finance Subcommittee Meeting

The Finance Subcommittee approved the minutes of February 19, 2021.

Agenda Item #3 – Fire Annual Business Inspection

The fire annual business inspection fees were approved as part of the citywide User Fee Schedule and Cost Allocation Plan, were adopted at the Public Hearing on February 18, 2020 and were to go into effect on April 18, 2020. Due to the COVID-19 Pandemic ensuing orders for business closures, to shelter in place and other restrictions, the inspections did not take place last year. The Finance Subcommittee directed staff to send out letters on October 1, 2021, notifying businesses of the January 1, 2022 annual Fire and Life Safety inspection start dates and the associated fees.

Agenda Item #4 – Month-End Financials for March 2021

The Finance Subcommittee received and filed the report.

Agenda Item #5 – Investment Portfolio for March 2021

The Finance Subcommittee received and filed the report.

Agenda Item #6 - Fiscal Year 2020-2021 Monthly Schedule of Transient Occupancy Tax and Lease Payments and Miscellaneous Accounts Receivables

The Finance Subcommittee received and filed the report.

Agenda Item #7 - October 1, 2020 through March 31, 2021 Bad Debt Write Offs for Miscellaneous Accounts Receivables, Utility Billing and Ambulance Transports Referred to Collections

The Finance Subcommittee received and filed the report.

Adjournment

The meeting adjourned at 5:25 p.m.

