

City Council Regular Meeting

Regular Meeting

Tuesday, October 5, 2021

6:00 PM

Zoom Meeting



ELECTED OFFICIALS

Mayor Hildy Stern

Mayor Pro Tem Steve Napolitano

Councilmember Richard Montgomery

Councilmember Joe Franklin

Councilmember Suzanne Hadley

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

Fire Chief Michael Lang

Human Resources Director Lisa Jenkins

Information Technology Director Terry Hackelman

Parks and Recreation Director Mark Leyman

Police Chief Derrick Abell

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.

October 5, 2021

City Council Meeting Agenda Packet:

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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

City Council provides an early opportunity for public comments under "Public Comments," at which time speakers may comment on any matter within the subject matter jurisdiction of the City Council, including items on the agenda.

Pursuant to Governor Newsom's executive orders issued in response to the COVID-19 pandemic, the City continues to offer an opportunity to participate in Council meetings via Zoom. 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, October 5, 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. Instructions are provided on item F (Public Comments).

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.

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, September 29, 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 Recognition In Honor of Mayor Stern's Kindness Initiative to Jeff and Peir Serota for Supporting Local Businesses During the Pandemic and Creating the "Local Love for MB" Campaign. [21-0271](#)
PRESENT

Attachments: [Kindness Initiative - Jeff and Peir Serota](#)

2. Presentation of a Proclamation Declaring the Month of October 2021, as National Breast Cancer Awareness Month. [21-0303](#)
PRESENT

Attachments: [Breast Cancer Awareness Month 2021](#)

3. Presentation of a Commendation to Soroptimist International of Manhattan Beach in Recognition of Their 100th Anniversary. [21-0302](#)
PRESENT

Attachments: [Soroptimist Club - 100 Year Recognition](#)

4. Presentation of a Proclamation Declaring October 6, 2021 as Energy Efficiency Day. [21-0252](#)
PRESENT

Attachments: [Energy Efficiency Day 2021](#)

5. Presentation of a Proclamation Declaring the Month of October 2021, as National Community Planning Month. [21-0181](#)
PRESENT

Attachments: [National Community Planning Month 2021](#)

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. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)

City Councilmembers and community organization representatives may inform the public about upcoming events.

G. 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 Order No. N-09-21, The City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 5:30 PM, October 5, 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.

ZOOM PUBLIC PARTICIPATION

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>.

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>, even when submitting this request you will need to use the "raise hand" feature via Zoom during the presentation of that Agenda Item in order to confirm with the City Clerk's Office that you wish to provide comments.

- 1) Join Zoom Meeting via the internet:

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 Agenda Item is being presented for City Council consideration.

- 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 Agenda Item is being presented for City Council consideration.

Please note, the City is not responsible for the public's use of Zoom as it relates to the software, configuration, and setting on a personal device. The public is encouraged to visit the Zoom website for information on use of this software. The City's use of Zoom is consistent with the platform features and functions as described on the Zoom website.

H. COVID-19

6. City Manager Report on EOC (Emergency Operations Center) and Update on COVID-19 Response.
7. City Council Reconsideration of the Circumstances of the Declared COVID-19 Emergency to Determine Whether the City Council Should Continue to Hold Remote Meetings Pursuant to AB 361's Special Teleconferencing Requirements (City Attorney Barrow).

[21-0312](#)

ACCEPT STAFF RECOMMENDATION

I. 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.

8. City Council Minutes: [21-0159](#)

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

a) City Council Adjourned Regular Meeting Minutes of September 21, 2021

b) City Council Regular Meeting Minutes of September 21, 2021

(City Clerk Tamura).

APPROVE

Attachments: [City Council Adjourned Regular Meeting Minutes of September 21, 2021](#)

[City Council Regular Meeting Minutes of September 21, 2021](#)

9. Financial Reports: [21-0310](#)

Schedule of Demands for September 9, 2021, and September 16, 2021

(Finance Director Charelian).

ACCEPT REPORT AND DEMANDS

Attachments: [Schedule of Demands for September 9, 2021 and September 16, 2021](#)

10. Consideration of a Resolution Confirming Emergency Order Nos. 26 and [21-0267](#)

27 Issued by the Director of Emergency Services During the Local

Emergency Proclaimed to Address COVID-19 (City Attorney Barrow).

ADOPT RESOLUTION NO. 21-0088

Attachments: [Resolution No. 21-0088](#)

[Emergency Order No. 26](#)

[Emergency Order No. 27](#)

11. Consideration of a Resolution Approving Amendment No. 1 to the General [21-0245](#)

Services Agreement with Hadronex dba SmartCover Systems for Sewer

SmartCovers at a Cost Not-to-Exceed \$75,767.99 (Public Works Director

Lee).

ADOPT RESOLUTION NO. 21-0083

Attachments: [Resolution No. 21-0083](#)

[Amendment No. 1 - Hadronex dba SmartCover Systems](#)

[Agreement - Hadronex dba SmartCovers Systems \(2019\)](#)

J. ITEMS REMOVED FROM THE CONSENT CALENDAR

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

K. PUBLIC HEARINGS

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

L. GENERAL BUSINESS

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

12. Consider Request by Mayor Stern and Councilmember Montgomery to Postpone the Removal of the Peace Pole Pending the Cultural Arts Commission Review (Parks and Recreation Director Leyman). [21-0311](#)
DISCUSS AND PROVIDE DIRECTION
13. Consideration of Reduction in Size of Temporary Encroachment Areas for Street Dining for COVID-19 Purposes, Effective November 1, 2021 (Community Development Director Tai). [21-0309](#)
DISCUSS AND PROVIDE DIRECTION
Attachments: [DBPA Letter Requesting Reduction in Outdoor Dining Areas](#)
[Map of Proposed Encroachment Area Reductions](#)
[Sample Encroachment Permit Template](#)
14. Discussion of a Proposed Work Plan Item For Long-Term Outdoor Business Use (Including Dining) in the Public Right-of-Way and Private Property (Community Development Director Tai). [21-0306](#)
DISCUSS AND PROVIDE DIRECTION
Attachments: [Draft Work Plan Item](#)
15. Update on Fiscal Year 2021-2022 City Council Work Plan Report (City Manager Moe). [21-0291](#)
RECEIVE REPORT
Attachments: [Work Plan Summary](#)
[City Council Work Plan \(35 Items\)](#)
[Completed Work Plan Items \(19 Items\)](#)
[Departmental Involvement Matrix](#)

M. 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.

N. FUTURE AGENDA ITEMS

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

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

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

16. Agenda Forecast (City Clerk Tamura). [21-0244](#)
INFORMATION ITEM ONLY

17. Commission Minutes: [21-0301](#)

This Item Contains Minutes of the following City Commission Meetings:

- a) Cultural Arts Commission Meeting Minutes of July 19, 2021 (Parks and Recreation Director Leyman)
- b) Parks and Recreation Commission Meeting Minutes of July 26, 2021 (Parks and Recreation Director Leyman)
- c) Planning Commission Action Meeting Minutes of July 28, 2021 (Community Development Director Tai)
- d) Planning Commission Action Meeting Minutes of September 8, 2021 (Cancelled) (Community Development Director Tai)
- e) Planning Commission Action Meeting Minutes of September 22, 2021 (Cancelled) (Community Development Director Tai).

INFORMATION ITEM ONLY

Attachments: [Cultural Arts Commission Meeting Minutes of July 19, 2021](#)
[Parks and Recreation Commission Meeting Minutes of July 26, 2021](#)
[Planning Commission Action Meeting Minutes of July 28, 2021](#)
[Planning Commission Action Meeting Minutes of September 8, 2021 \(Cancelled\)](#)
[Planning Commission Action Meeting Minutes of September 22, 2021 \(Cancelled\)](#)

R. CLOSED SESSION**S. ADJOURNMENT**

T. FUTURE MEETINGS**CITY COUNCIL MEETINGS**

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
January 3, 2022 - Monday -- 6:00 PM - Joint City Council/Parks and Recreation Commission, Cultural Arts Commission and Library Commission Meeting
January 4, 2022 - Tuesday -- 6:00 PM - City Council Meeting
January 18, 2022 - Tuesday -- 6:00 PM - City Council Meeting
January 19, 2022 - Wednesday -- 6:00 PM - Joint City Council/Planning Commission and Parking and Public Improvements Commission Meeting
February 1, 2022 - Tuesday -- 6:00 PM - City Council Meeting
February 15, 2022 - Tuesday -- 6:00 PM - City Council Meeting
March 1, 2022 - Tuesday -- 6:00 PM - City Council Meeting
March 15, 2022 - Tuesday -- 6:00 PM - City Council Meeting
April 5, 2022 - Tuesday -- 6:00 PM - City Council Meeting
April 19, 2022 - Tuesday -- 6:00 PM - City Council Meeting
April 26, 2022 - Tuesday -- TBD - Boards and Commissions Interviews
May 3, 2022 - Tuesday -- 6:00 PM - City Council Meeting
May 17, 2022 - Tuesday -- 6:00 PM - City Council Meeting
June 7, 2022 - Tuesday -- 6:00 PM - City Council Meeting (Reorganization)
June 21, 2022 - Tuesday -- 6:00 PM - City Council Meeting
July 5, 2022 - Tuesday -- 6:00 PM - City Council Meeting
July 19, 2022 - Tuesday -- 6:00 PM - City Council Meeting
August 2, 2022 - Tuesday -- 6:00 PM - City Council Meeting
August 16, 2022 - Tuesday -- 6:00 PM - City Council Meeting
September 6, 2022 - Tuesday -- 6:00 PM - City Council Meeting
September 20, 2022 - Tuesday -- 6:00 PM - City Council Meeting
October 4, 2022 - Tuesday -- 6:00 PM - City Council Meeting
October 18, 2022 - Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

October 11, 2021 - Monday - 5:00 PM - Library Commission Meeting
October 13, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
October 18, 2021 - Monday - 5:00 PM - Cultural Arts Commission Meeting
October 25, 2021 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
October 27, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
October 28, 2021 - Thursday - 4:00 PM - Parking and Public Improvements Commission
November 8, 2021 - Monday - 5:00 PM - Library Commission Meeting
November 10, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
November 15, 2021 - Monday - 5:00 PM - Cultural Arts Commission Meeting
November 22, 2021 - Monday - 6:00 PM - Parks and Recreation Commission Meeting
November 24, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
November 25, 2021 - Thursday - 4:00 PM - PPIC (Rescheduled to December 2, 2021 Due to Thanksgiving Holiday)
December 2, 2021 - Thursday - 4:00 PM - PPIC (Rescheduled from November 25, 2021 and December 23, 2021)
December 8, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
December 13, 2021 - Monday - 5:00 PM - Library Commission Meeting
December 20, 2021 - Monday - 5:00 PM - Cultural Arts Commission Meeting
December 22, 2021 - Wednesday - 3:00 PM - Planning Commission Meeting
December 23, 2021 - Thursday - 4:00 PM - PPIC (Rescheduled to December 2, 2021 Due to Christmas Holiday)
December 27, 2021 - Monday - 6:00 PM - Parks and Recreation Commission Meeting

U. CITY OFFICES CLOSED**CITY HOLIDAYS:**

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
July 4, 2022 - Monday - Independence Day
September 5, 2022 - Monday - Labor Day



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

STAFF REPORT

Agenda Date: 10/5/2021

TO:

Members of the City Council

FROM:

Mayor Stern

SUBJECT:

Presentation of Certificates of Recognition In Honor of Mayor Stern's Kindness Initiative to Jeff and Peir Serota for Supporting Local Businesses During the Pandemic and Creating the "Local Love for MB" Campaign.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Jeff and Peir Serota
for Supporting Local Businesses
During the Pandemic and Creating the
"Local Love for MB" Campaign**

Certificate of Recognition

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

Jeff Serota

as an

Honoree of Mayor Stern's Kindness Initiative

for

Creating the Local Love for MB Campaign
Which Supported Local Small Businesses
By Providing Relief Funds
During the COVID-19 Pandemic

Dated this 5th Day of October, 2021

MAYOR HILDY STERN

Certificate of Recognition

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

Peir Serota

as an

Honoree of Mayor Stern's Kindness Initiative

for

Creating the Local Love for MB Campaign
Which Supported Local Small Businesses
By Providing Relief Funds
During the COVID-19 Pandemic

Dated this 5th Day of October, 2021

MAYOR HILDY STERN



CITY OF MANHATTAN BEACH
1400 Highland Avenue Manhattan Beach, CA 90266
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STAFF REPORT

Agenda Date: 10/5/2021

TO:

Members of the City Council

FROM:

Mayor Stern

SUBJECT:

Presentation of a Proclamation Declaring the Month of October 2021, as National Breast Cancer Awareness Month.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Proclaim
the Month of October 2021 as
National Breast Cancer Awareness Month**

Proclamation

- Whereas, Breast cancer is the second most commonly diagnosed form of cancer for women in the United States and is expected to be detected in 281,550 American women in 2021; and*
- Whereas, Breast cancer remains the second leading cause of cancer death among American women. It is projected that it will claim 43,600 women in the United States in 2021; and*
- Whereas, Although men are not as susceptible to developing this form of cancer as women, 2,650 men are expected to be diagnosed with breast cancer this year. While survival rates for men and women with breast cancer are similar at parallel stages, men report symptoms less frequently, and are therefore at a greater risk of developing an advanced case of breast cancer before detection; and*
- Whereas, Death rates from breast cancer have been declining, and this change is believed to be the result of earlier detection and improved treatment; and*
- Whereas, Mammography is recognized as the single most effective method of detecting breast changes that may be cancer, long before physical symptoms can be seen or felt; and*
- Whereas, Researchers, scientists, numerous nonprofit organizations, and breast cancer survivors are dedicated to discovering the cure for breast cancer. During the month of October, we acknowledge the extraordinary commitment and effort invested in this cause, and support those who are working towards a cure; and*
- Whereas, We recognize the breast cancer survivors among us and honor their faith and courage. Over 3.8 million American breast cancer survivors today give us hope of a better future for those affected by breast cancer.*

Now, Therefore, Be It Resolved that I, Hildy Stern, Mayor of the City of Manhattan Beach, California, on behalf of the City Council and the residents of Manhattan Beach, do hereby proclaim October, 2021 as

National Breast Cancer Awareness Month

and encourage all Americans to learn the facts about breast cancer and invest in a healthy future by obtaining regular breast cancer screenings.

Dated this 5th day of October, 2021.

ATTEST:

CITY CLERK LIZA TAMURA

MAYOR HILDY STERN



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

STAFF REPORT

Agenda Date: 10/5/2021

TO:

Members of the City Council

FROM:

Mayor Stern

SUBJECT:

Presentation of a Commendation to Soroptimist International of Manhattan Beach in Recognition of Their 100th Anniversary.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Commend
Soroptimist International of Manhattan Beach
on Their
100th Anniversary**

Certificate of Recognition

The City Council of the City of Manhattan Beach
Does Hereby Proudly Commend

Scroptimist International of *Manhattan Beach*

on the occasion of their

100th Anniversary Celebration

Dated this 5th Day of October, 2021

MAYOR HILDY STERN

MAYOR PRO TEM STEVE NAPOLITANO

COUNCILMEMBER RICHARD MONTGOMERY

COUNCILMEMBER JOE FRANKLIN

COUNCILMEMBER SUZANNE HADLEY



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

STAFF REPORT

Agenda Date: 10/5/2021

TO:

Members of the City Council

FROM:

Mayor Stern

SUBJECT:

Presentation of a Proclamation Declaring October 6, 2021 as Energy Efficiency Day.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Proclaim
October 6, 2021 as
Energy Efficiency Day**

Proclamation

- Whereas, Energy efficiency is the cheapest, quickest, and cleanest way to meet California's energy needs, avoid dangerous pollution, and reduce utility bills for residents and business in our community; and*
- Whereas, implementing energy efficiency and other clean energy policies and programs can help boost economic opportunities and job creation while continuing to move the City of Manhattan Beach toward a sustainable future; and*
- Whereas, smarter energy use reduces the amount of electricity needed to power our lives, which helps avoid power plant emissions that can harm our health, pollute our air, and warm our climate; and*
- Whereas, for cities and states like ours that are trying to tackle harmful pollution, energy efficiency can get us about halfway toward our emissions reduction goals; and*
- Whereas, energy efficiency makes our homes and workspaces healthier, safer, and more comfortable; and*
- Whereas, cutting energy waste saves U.S. households billions of dollars on their utility bills every year, up to \$500 per household from appliance efficiency standards alone; and*
- Whereas, a nationwide network of energy efficiency groups and partners has designated the first Wednesday in October as national annual Energy Efficiency Day; and*
- Whereas, together we can continue to contribute to our sustainability efforts by learning more about energy efficiency and practicing smarter energy use in our daily lives.*

Now, Therefore, Be It Resolved that I, Hildy Stern, Mayor of the City of Manhattan Beach, California, on behalf of the City Council and the residents of Manhattan Beach, do hereby proclaim October 6, 2021 as

Energy Efficiency Day

and urge citizens to join in supporting our clean energy goals and moving toward more energy efficiency now and in the future.

Dated this 5th day of October, 2021.

ATTEST:

CITY CLERK LIZA TAMURA

MAYOR HILDY STERN



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

STAFF REPORT

Agenda Date: 10/5/2021

TO:

Members of the City Council

FROM:

Mayor Stern

SUBJECT:

Presentation of a Proclamation Declaring the Month of October 2021, as National Community Planning Month.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Proclaim
the Month of October 2021 as
National Community Planning Month**

Proclamation

- Whereas,* change is constant and affects all cities, towns, suburbs, counties and other places; and
- Whereas,* community planning and plans can help manage this change in a way that provides better choices for how people work and live; and
- Whereas,* community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and
- Whereas,* the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and
- Whereas,* the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and
- Whereas,* American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to recovery and how planners can lead communities to equitable, resilient and long-lasting recovery; and
- Whereas,* the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Manhattan Beach.

Now, Therefore, Be It Resolved that I, Hildy Stern, Mayor of the City of Manhattan Beach, California, on behalf of the City Council and the residents of Manhattan Beach, do hereby proclaim October, 2021 as

National Community Planning Month

And in doing so we recognize the many valuable contributions made by professional planners of the City of Manhattan Beach and extend our heartfelt thanks for the continued commitment to public service by these professionals.

Dated this 5th day of October, 2021.

ATTEST:

CITY CLERK LIZA TAMURA

MAYOR HILDY STERN



CITY OF MANHATTAN BEACH CITY HALL

1400 Highland Avenue, Manhattan Beach, CA 90266

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

AGENDA ITEM NO. 6

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



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Quinn M. Barrow, City Attorney

SUBJECT:

City Council Reconsideration of the Circumstances of the Declared COVID-19 Emergency to Determine Whether the City Council Should Continue to Hold Remote Meetings Pursuant to AB 361's Special Teleconferencing Requirements (City Attorney Barrow).

ACCEPT STAFF RECOMMENDATION

RECOMMENDATION:

Staff recommends that the City Council make the following findings so that meetings of the City Council will be subject to the special Brown Act requirements for teleconference meetings: (1) the City Council has reconsidered the circumstances of the COVID-19 state of emergency; and (2) state and local officials continue to recommend measures to promote social distancing.

BACKGROUND:

On March 4, 2020, Governor Newsom proclaimed a state of emergency to exist in California due to the spread of COVID-19. The Governor subsequently issued numerous executive orders suspending or modifying state laws to facilitate the response to the emergency. Among other things, these executive orders superseded certain Brown Act requirements and established special rules to give local public agencies greater flexibility to conduct teleconference meetings, including authorizing council members and board members to participate in meetings from remote locations without compliance with certain noticing requirements. Among the suspended teleconferencing rules are the Brown Act's requirements that: (1) the notice of the meeting and agenda identify the location of the remote location; (2) the remote location is accessible to the public; and (3) the agenda provides an opportunity for the public to directly address the council at each teleconference location. The special rules suspending these Brown Act requirements expired on September 30, 2021.

On September 16, 2021, in anticipation of the then-imminent expiration of his special rules for

teleconference meetings, the Governor signed Assembly Bill 361. In key part, this bill amends the Brown Act to establish special requirements for teleconference meetings. To hold meetings under these special teleconferencing requirements, a legislative body of a local public agency needs to make two findings pursuant to Government Code Section 54953(e)(3). First, there must be a declared state of emergency and the legislative body must find that it has “reconsidered” the circumstances of such emergency. Second, the legislative body must find that such emergency continues to directly impact the ability of the legislative body’s members to meet safely in person. Alternatively, for the second finding, the legislative body must find that state or local officials continue to impose or recommend social distancing measures. These findings must be made within 30 days after the legislative body teleconferences for the first time under AB 361 and on a monthly basis thereafter.

The declared emergency is still in effect. Furthermore, California and Los Angeles County have each recommended measures to promote social distancing. Thus, the California Division of Occupational Safety and Health still requires that employers provide training on the effectiveness of physical distancing in the workplace. Additionally, the Los Angeles County Department of Public Health still encourages people at risk for severe illness or death from COVID-19 to take protective measures such as social distancing and, for those not yet fully vaccinated, to physically distance from others whose vaccination status is unknown. The County Health Department also continues to recommend that employers take steps to support physical distancing.

CONCLUSION:

After reconsidering the circumstances of the emergency created by the spread of COVID-19, staff recommends that the City Council find that state or local officials continue to impose or recommend social distancing measures, and direct staff to place on the agenda a second reconsideration for the City Council meeting scheduled for November 2.

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.



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Liza Tamura, City Clerk

Martha Alvarez, Senior Deputy City Clerk

SUBJECT:

City Council Minutes:

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

- a) City Council Adjourned Regular Meeting Minutes of September 21, 2021
- b) City Council Regular Meeting Minutes of September 21, 2021
(City Clerk Tamura).

APPROVE

RECOMMENDATION:

The attached minutes are for City Council approval:

Attachment(s):

- 1. City Council Adjourned Regular Meeting Minutes of September 21, 2021
- 2. City Council Regular Meeting Minutes of September 21, 2021

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, September 21, 2021

4:30 PM

Zoom Meeting

City Council Adjourned Regular Meeting

ELECTED OFFICIALS

Mayor Hildy Stern

Mayor Pro Tem Steve Napolitano

Councilmember Richard Montgomery

Councilmember Joe Franklin

Councilmember Suzanne Hadley

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 Stern called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Stern led the Pledge of Allegiance.

C. ROLL CALL

Present 4 - Mayor Hildy Stern, Mayor Pro Tem Steve Napolitano, Councilmember Joe Franklin and Councilmember Suzanne Hadley

Absent 1 - Councilmember Richard Montgomery*

(Absent from Open Session)

**Present for Closed Session*

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Mayor Stern opened the floor to public comments.

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

E. CLOSED SESSION

City Attorney Quinn Barrow announced the following Closed Session:

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

**CONFERENCE WITH LABOR NEGOTIATORS
(Government Code Section 54957.6)**

Agency Negotiators:

Bruce Moe, City Manager

Lisa Jenkins, Human Resources Director

Employee Groups:

Manhattan Beach Firefighters' Association

Manhattan Beach Fire Management Association

Manhattan Beach Police Officers Association

Manhattan Beach Police Management Association

Manhattan Beach Mid-Management Employee Association

Manhattan Beach Part-Time Employees' Association

Unrepresented (Executive, Management and Confidential)

Teamsters Local 911

II. RECESS INTO CLOSED SESSION

At 4:35 PM, Mayor Stern announced that the City Council would recess into Closed Session.

III. RECONVENE INTO OPEN SESSION

At 6:00 PM, the City Council reconvened into Open Session with all Councilmembers present.

IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that pursuant to Government Code 54957.6 the City Council went into Closed Session to have a conference with its labor negotiators. By a 5-0 vote the City Council gave direction to its negotiators and there was no other reportable action taken.

F. ADJOURNMENT

At 6:01 PM Mayor Stern adjourned the meeting.

Caroline Choi
Recording Secretary

Hildy Stern
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, September 21, 2021

6:00 PM

Regular Meeting

Zoom Meeting

City Council Regular Meeting

ELECTED OFFICIALS

Mayor Hildy Stern

Mayor Pro Tem Steve Napolitano

Councilmember Richard Montgomery

Councilmember Joe Franklin

Councilmember Suzanne Hadley

**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 Stern called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Hadley led the Pledge of Allegiance.

C. ROLL CALL

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

D. CEREMONIAL CALENDAR

- 1. Presentation of a Proclamation Declaring September 21, 2021, as the International Day of Peace. [21-0286](#)

PRESENT

Mayor Stern, on behalf of the City Council, presented a Proclamation declaring September 21, 2021 as the International Day of Peace.

- 2. Presentation of Certificates of Recognition In Honor Of Mayor Stern’s Kindness Initiative to Karen Wooldridge and Donna Barney for Their Peace Initiative, stand4peace. [21-0251](#)

PRESENT

Mayor Stern, on behalf of the City Council, presented Certificates of Recognition to Karen Wooldridge and Donna Barney for Their Peace Initiative, stand4peace. Donna Barney accepted the certificates on their behalf.

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

A motion was made by Councilmember Franklin, seconded by Mayor Stern, to approve the agenda as amended, and waive full reading of ordinances with Councilmember Hadley removing Agenda Item No. 12 from the consent calendar for individual consideration. Councilmember Hadley also requested to move Item No. 17 to be discussed after Item No. 14.

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

F. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)

Dylan Kircher of Mira Costa's Drama Tech Department announced that Mira Costa High School's fall play will be Alice in Wonderland which will open on October 14, 2021 and have additional shows on October 15, 22 & 23.

Christina Holman spoke regarding mandatory vaccinations.

G. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Management Services, Assistant City Clerk Martha Alvarez confirmed that the following public comments were received by the City prior to the September 21, 2021, City Council Regular Meeting.

*Agenda Item No. 3 - COVID-19
3 emails*

*Agenda Item No. 14 - Fee for the Use of Public Right-of-Way
2 eComments
7 emails*

*Agenda Item No. 15 - Licensing of the City Logo
1 eComment*

*Agenda Item No. 16 - 6th Cycle Housing Element Update
2 eComments*

*Agenda Item No. 17 - Mandatory COVID-19 Vaccination Policy for City Employees
2 eComments
5 emails*

*Other Items Not on the Agenda
18 emails*

Mayor Stern opened the floor to public comments. The following individual(s) spoke:

- Angela Nelson*
- Alexis*
- Fred Taylor*
- Charlene Harding*
- Christina Holman*
- Britney Nucci*
- Cindy Bond*
- Mahlone Becker*
- Laurie Garcia*
- Michael Zislis*

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

H. COVID-19

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

City Manager Bruce Moe reported on the EOC (Emergency Operations Center) and responded to City Council questions.

City Attorney Quinn Barrow gave a brief introduction on AB 361 and responded to City Council questions. City Attorney Barrow will provide a full report on AB 361 at the October 5, 2021 City Council Meeting.

City Manager Moe sought direction on how the City Council would like to hold the October 5, 2021 City Council Meeting.

The City Council provided direction that the Tuesday, October 5, 2021 City Council Meeting will be held via Zoom.

I. CONSENT CALENDAR (APPROVE)

A motion was made by Councilmember Montgomery, seconded by Councilmember Hadley, to approve the Consent Calendar, with the exception of Agenda Item No. 12, which was individually considered under Section J – Items Removed from the Consent Calendar. The motion carried by the following vote:

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

4. City Council Minutes: [21-0101](#)

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

- a) City Council Regular Meeting Minutes of September 9, 2021
- b) City Council Adjourned Regular Meeting Minutes of September 13, 2021

(City Clerk Tamura).

APPROVE

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

5. Financial Reports: [21-0264](#)

Schedule of Demands for August 26, 2021, and September 2, 2021
(Finance Director Charelian).

ACCEPT REPORT AND DEMANDS

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

6. Consideration of the Approval of City Council Assignments (City Clerk [21-0248](#) Tamura).

APPROVE

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

7. Consideration of a Resolution Approving a Sub-Recipient Agreement with Los Angeles County Regarding the State Homeland Security Program and Authorizing Acceptance of a Grant in the Amount of \$51,789 for the Purchase of Equipment to Enhance Regional Communication Capabilities (Police Chief Abell). [21-0232](#)
a) ADOPT RESOLUTION NO. 21-0070
b) APPROPRIATE FUNDS

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

8. Consideration of a Resolution Accepting the State of California Office of Traffic Safety Selective Traffic Enforcement Program (STEP) Grant in the Amount of \$50,000 (Police Chief Abell). [21-0292](#)
a) ADOPT RESOLUTION NO. 21-0080
b) APPROPRIATE FUNDS

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

9. Update on Police Recruitment and Information Regarding Police Officer Recruitment Incentive Programs (Human Resources Director Jenkins and Police Chief Derrick Abell). [21-0298](#)
RECEIVE AND FILE

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

10. Consideration of a Resolution Approving Amendment No. 2 in the Amount of \$172,046 to Onward Engineering's Existing Professional Services Agreement for Additional Design and Right-Of-Way Services for the Manhattan Beach Boulevard and Sepulveda Boulevard Intersection Improvement Project (Public Works Director Lee). [21-0229](#)
ADOPT RESOLUTION NO. 21-0082

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

11. Consideration of a Resolution Approving an Agreement with Honeywell International, Inc. for Citywide HVAC Maintenance, Repair and Replacement Services (Public Works Director Lee). [21-0191](#)
ADOPT RESOLUTION NO. 21-0084

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

12. Consideration of the Following for Cycle 1 Water Infrastructure Improvement Project: [21-0269](#)
- a) A Resolution Awarding a Construction Agreement to Stephen Doreck Equipment Rentals, Inc. for the Cycle 1 Water Infrastructure Improvement Project for \$2,210,484.30; Approving the Plans and Specifications for the Project; and Authorizing the City Manager to Approve Additional Work, if Necessary, for up to \$221,048; and
 - b) A Resolution Approving an Inspection Services Agreement with Onward Engineering, Inc. in the Amount of \$204,930 (Public Works Director Lee).

ADOPT RESOLUTION NOS. 21-0085 AND 21-0086

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

J. ITEMS REMOVED FROM THE CONSENT CALENDAR

12. Consideration of the Following for Cycle 1 Water Infrastructure Improvement Project: [21-0269](#)
- a) A Resolution Awarding a Construction Agreement to Stephen Doreck Equipment Rentals, Inc. for the Cycle 1 Water Infrastructure Improvement Project for \$2,210,484.30; Approving the Plans and Specifications for the Project; and Authorizing the City Manager to Approve Additional Work, if Necessary, for up to \$221,048; and
 - b) A Resolution Approving an Inspection Services Agreement with Onward Engineering, Inc. in the Amount of \$204,930 (Public Works Director Lee).

ADOPT RESOLUTION NOS. 21-0085 AND 21-0086

Councilmember Hadley requested a breakdown for the \$2,210,484.30 that is being allocated for the Cycle 1 Water Infrastructure Improvement Project.

Public Works Director Erick Lee responded to City Council questions.

Mayor Stern opened the floor to public comments.

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

A motion was made by Councilmember Hadley, seconded by Mayor Pro Tem Napolitano, to adopt Resolution Nos. 21-0085 and 21-0086. The motion carried by the following vote:

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

K. PUBLIC HEARINGS

None.

L. GENERAL BUSINESS

- 13. Update on the City’s Homelessness Initiatives Including: [21-0289](#)
 - A) A Cost Estimate for Contracting with the City of Redondo Beach for Homeless Court and Prosecution Services;
 - B) Possible Engagement with Los Angeles County to Develop a Regional County-Run Homeless Court;
 - C) Grant Applications with the South Bay Cities Council of Governments (SBCCOG) for Measure H Grant Funding for Homeless Services;
 - D) Amendment No. 2 to an Agreement with Los Angeles County for an Additional \$14,519 of Grant Funds for Homeless Services Provided by Measure H; and
 - E) Appropriate the Amount of \$14,519 (City Manager Moe).
 - a) **DISCUSS AND PROVIDE DIRECTION**
 - b) **ADOPT RESOLUTION NO. 21-0087 APPROVING AMENDMENT NO. 2**
 - c) **APPROPRIATE FUNDS**

City Manager Moe introduced Assistant to the City Manager George Gabriel who provided the Powerpoint presentation.

City Manager Moe, City Attorney Barrow and Assistant to the City Manager Gabriel responded to City Council questions.

Mayor Stern opened the floor to public comments.

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

A motion was made by Councilmember Montgomery, seconded by Councilmember Hadley to authorize staff to negotiate a contract with Redondo Beach for prosecution services, seek the Los Angeles County D.A.'s consent to prosecute state misdemeanors, explore options with the City of Hawthorne and private firms during the period of negotiations, adopt Resolution No. 21-0087 approving Amendment No. 2, and appropriate funds in the amount of \$14,519 for homeless services. A friendly amendment was proposed by Mayor Stern to allow staff two more meetings to gather information on contracting prosecutorial services and to get a more firm understanding when we will hear from the County about the proposal for creating a regional homeless court. The friendly amendment was not accepted. The motion carried by the following vote:

Aye: 3 - Montgomery, Franklin and Hadley

Nay: 2 - Stern and Napolitano

At 8:17 PM City Council recessed and reconvened at 8:30 PM with all Councilmembers present.

14. Consideration of a Fee for the Use of Temporary Street Encroachment Areas of the Public Right-of-Way (PROW) for COVID-19 Purposes (Community Development Director Tai).

[21-0287](#)

APPROVE

Community Development Director Carrie Tai introduced Community Development, City Traffic Engineer Erik Zandvliet who provided the Powerpoint presentation.

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

Mayor Stern opened the floor to public comments. The following individual(s) spoke:

*Jim Burton
Dario Vullo
Andrew Goldstein
Mike Simms*

Mayor Stern closed the floor to public comments.

A motion was made by Councilmember Montgomery, seconded by Mayor Pro Tem Napolitano to approve a monthly \$1.00 per square foot fee for the use of temporary street encroachment areas of the public right-of-way. The motion carried by the following vote:

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

17. Request by Councilmember Montgomery and Mayor Pro Tem Napolitano to Discuss Implementing a Mandatory COVID-19 Vaccination Policy for City Employees (Human Resources Director Jenkins). [21-0297](#)

DISCUSS AND PROVIDE DIRECTION

Human Resources Director Lisa Jenkins provided the Staff presentation.

Human Resources Director Jenkins responded to City Council questions.

Mayor Stern opened the floor to public comments.

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

Councilmember Hadley expressed concern about the current Manhattan Beach Police Department recruitment and whether implementing mandatory COVID-19 vaccinations will have a negative effect.

Police Chief Derrick Abell responded that he was pleased with the current recruitment and responded to City Council questions.

A motion was made by Mayor Pro Tem Napolitano, seconded by Councilmember Montgomery, for all City employees to show proof of vaccination by December 1, 2021 or claim an exemption. If an employee claims an exemption, they must get tested weekly. The motion carried by the following vote:

Aye: 4 - Stern, Napolitano, Montgomery and Franklin

Nay: 1 - Hadley

- 15. Consideration of Licensing the City of Manhattan Beach Logo (Parks and Recreation Director Leyman). [21-0219](#)

APPROVE LICENSE AGREEMENT TEMPLATE

Parks and Recreation Director Mark Leyman introduced Management Services, Communications and Civic Engagement Manager Jessica Vincent who provided the Staff presentation.

City Attorney Barrow and Communications and Civic Engagement Manager Vincent responded to City Council questions.

Mayor Stern opened the floor to public comments.

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

Mayor Pro Tem Napolitano made a motion to approve the License Agreement Template for the use of the Manhattan Beach Logo.

Councilmember Hadley requested that "Section 6. Advertising" of the License Agreement reflect ten days instead of twenty-one days from the date of receipt for the Licensor to approve or disapprove the material.

City Attorney Barrow and Communications and Civic Engagement Manager Vincent responded to City Council questions.

Mayor Stern requested clarification regarding limiting the first round of licenses to local businesses.

A motion was made by Mayor Pro Tem Napolitano, seconded by Councilmember Montgomery to approve the License Agreement Template as amended to reflect the change in "Section 6. Advertising," to ten days instead of twenty-one days, excluding social media content; allow 90 days for local businesses to apply for the first round of licenses; and direct staff through the City Manager to negotiate terms and conditions with licensees to use the City of Manhattan Beach logo. The motion carried by the following vote:

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

- 16. Discussion of the 6th Cycle Housing Element Update (Community Development Director Tai). [21-0288](#)

DISCUSS AND PROVIDE INPUT

Community Development Director Carrie Tai introduced Community Development, Planning Manager Talyn Mirzakhian who provided the PowerPoint presentation.

At 10:27 PM, Mayor Stern requested a motion to extend the meeting.

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

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

Community Development, Planning Manager Talyn Mirzakhonian responded to City Council questions.

Mayor Stern opened the floor to public comments.

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

Community Development, Planning Manager Talyn Mirzakhonian stated a draft Housing Element is being prepared and is required to be submitted to the State of California Department of Housing and Community Development by October 1, 2021.

- 17. Request by Councilmember Montgomery and Mayor Pro Tem Napolitano to Discuss Implementing a Mandatory COVID-19 Vaccination Policy for City Employees (Human Resources Director Jenkins). [21-0297](#)
DISCUSS AND PROVIDE DIRECTION

This item was taken out of order and heard after Agenda Item No. 14.

M. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS

Councilmember Montgomery provided a brief report on the California Contract Cities Association Fall Educational Summit that he attended from September 16, 2021 – September 19, 2021 in Indian Wells, CA.

N. FUTURE AGENDA ITEMS

Councilmember Hadley requested to agendize a discussion on the Downtown Manhattan Beach Business and Professional Association’s proposal to cut dining decks back to storefront. Mayor Stern concurred.

Mayor Stern requested to postpone removing the peace pole until a presentation to the Cultural Arts Commission can be made in mid-November and the Commission can make a recommendation on where the peace pole can be placed. Councilmember Montgomery concurred.

O. CITY MANAGER REPORT

None.

P. CITY ATTORNEY REPORT

None.

Q. INFORMATIONAL ITEMS

- 18. Agenda Forecast (City Clerk Tamura). [21-0239](#)
INFORMATION ITEM ONLY

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

- 19. Commission Minutes: [21-0250](#)
This Item Contains the Following Commission Minutes:
 - a) Library Commission Meeting Minutes of July 12, 2021 (Parks and Recreation Director Leyman)
 - b) Planning Commission Action Meeting Minutes of July 14, 2021 (Community Development Director Tai)
 - c) Library Commission Meeting Minutes of August 9, 2021 (Parks and Recreation Director Leyman).

INFORMATION ITEM ONLY

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

R. CLOSED SESSION

None.

S. ADJOURNMENT

At 11:00 PM, Mayor Stern adjourned the meeting to the 4:30 PM Adjourned Regular Meeting on Tuesday, October 5, 2021.

Caroline Choi
Recording Secretary

Hildy Stern
Mayor

ATTEST:

Liza Tamura
City Clerk



Agenda Date: 10/5/2021

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:
Schedule of Demands for September 9, 2021, and September 16, 2021 (Finance Director Charelian).

ACCEPT REPORT 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 September 9, 2021, and September 16, 2021, is \$5,607,125.54.

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.

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. Schedule of Demands for September 9, 2021, and September 16, 2021

City of Manhattan Beach



Schedule of Demands
September 9, 2021, and September 16, 2021

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) AP090921 & AP091621
DATED: 9/9/2021 & 9/16/2021

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$5,607,125.54 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 5TH DAY OF OCTOBER

REVIEWED, CERTIFIED AND APPROVED
BY CITY MANAGER BRUCE MOE

WARRANT REGISTER (S)
AP090921 & AP091621

WARRANT(S)	AP090921	473,808.71
	AP091621	3,205,915.83
PREPAID WIRES / MANUAL CKS	AP090921	907,270.76
	AP091621	0.00
SUBTOTAL WARRANTS		4,586,995.30
VOIDS		(5,810.86)
PAYROLL	PE 09/10/2021 PY	1,025,941.10
TOTAL WARRANTS		5,607,125.54

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WIRES

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
9090721	9/7/2021	W	UNION BANK	F.I.T./MEDICARE/S.I.T.	257,301.26
909072021	9/7/2021	W	CA PUBLIC EMPLOYEES' RETIRMENT SYSTEM	MEDICAL PREMIUM - SEPTEMBER 20	374,293.72
909082021	9/8/2021	W	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	PENSION SAFETY - CLASSIC: PAYM	275,675.78
SUB-TOTAL :					907,270.76

WARRANT #: AP090921

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546742	9/9/2021	P	ADAM OSCISLARSHI	2021 MBOTT SEMI FINALS WINNER	120.00
546743	9/9/2021	P	ADLERHORST INTERNATIONAL LLC	MONTHLY OFF-SITE TRAINING-AUG	350.00
546744	9/9/2021	P	AIR SOURCE INDUSTRIES INC	MEDICAL & INDUSTRIAL GRADE GAS	364.20
546745	9/9/2021	P	ALARM PROGRAM SYSTEM LLC	FALSE ALARM PROGRAM MANAGEMENT	4,285.87
546746	9/9/2021	P	ANA RODRIGUEZ	WELLNESS SERVICES - AUGUST 202	936.25
546747	9/9/2021	P	AT&T MOBILITY	MOBILE CHARGES: HR & RISK MGMT	603.01
546748	9/9/2021	P	AT&T MOBILITY LLC	CELLULAR CHARGES	1,193.82
546749	9/9/2021	P	BRICKS 4 KIDZ	PAYMENT FOR SUMMER CAMPS	8,867.95
546750	9/9/2021	P	CA NEWSPAPER PARTNERSHIP	COMMDEV ADVERTISING - AUGUST 2	82.18
546751	9/9/2021	P	CHRISTOPHER STEELE	2021 MBOTT QUARTER FINALS CHRI	65.00
546752	9/9/2021	P	COMPANY NURSE LLC	TRIAGE SERVICES	472.50
546753	9/9/2021	P	CONCENTRA HEALTH SERVICES INC	DOT RANDOM TESTING & OHS SERVI	120.00
546754	9/9/2021	P	CONOR CONSULTING LLC	EXECUTIVE COACHING SERVICES	425.00
546755	9/9/2021	P	CWE	DESIGN SERVICES - FEASIBILITY	3,562.00
546756	9/9/2021	P	DANIEL F MANTOOTH	2021 MBOTT OFFICIAL DANIEL MAN	150.00
546757	9/9/2021	P	DIANE KOSAKOWSKI	2021 MBOTT OFFICIAL DIANE KOSA	300.00
546758	9/9/2021	P	DIETZ BROTHERS MUSIC INC	DIETZ BROTHERS BAND CONCERT IN	2,000.00
546759	9/9/2021	P	EMPLOYEE REFUND VENDOR	REIMB-6TH ANN INTL POLICE K9 C	90.00

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP090921

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546760	9/9/2021	P	EMPLOYEE REFUND VENDOR	REIMB-LIEBERT CASSIDY WHITMORE	14.00
546761	9/9/2021	P	EMPLOYEE REFUND VENDOR	UNIFORM FOOTWEAR	148.81
546762	9/9/2021	P	EMPLOYEE REFUND VENDOR	UNIFORM FOOTWEAR	273.73
546763	9/9/2021	P	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	GIS ENTERPRISE AGREEMENT - YR	35,000.00
546764	9/9/2021	P	EQUINIX INC	REMOTE DATA CENTER SECURE RACK	1,400.00
546765	9/9/2021	P	ETHAN HA	MBOTT QUARTER FINALS ETHAN HA	65.00
546766	9/9/2021	P	FELICIA ANN VILLARREAL	NORTH MB BID EXECUTIVE COORDIN	1,800.00
546767	9/9/2021	P	FLYING LION INC	DRONE SERVICES FOR CALL OUTS &	1,200.00
546768	9/9/2021	P	GAIL MINDY WINTHROP	PAYMENT FOR TEACHING WATER AER	520.00
546769	9/9/2021	P	GALLS PARENT HOLDINGS LLC	FD UNIFORM SUPPLIER	42.69
546770	9/9/2021	P	IRON MOUNTAIN INFO MNGMT INC	RECORDS STORAGE - PERM & ARCHI	1,778.76
546771	9/9/2021	P	JAMES F FLOOD	2021 MBOTT OFFICIAL JAMES FLOO	800.00
546772	9/9/2021	P	JOE MAR POLYGRAPH & INVESTIGATION	POLYGRAPH EXAMS FOR APPLICANT	200.00
546773	9/9/2021	P	JOHN EDWARD ZIELLO	COED KICKBALL 11 GAMES @ \$40 P	1,680.00
546774	9/9/2021	P	JONAH SEAN WILSON	2021 MBOTT SEMI-FINALS JONAH S	120.00
546775	9/9/2021	P	KARARET VARDANYAN	2021 MBOTT SEMI FINAL KARAPET	71.18
546776	9/9/2021	P	KRONOS INCORPORATED	WORKFORCE MANAGEMENT SOLUTIONS	900.00
546777	9/9/2021	P	LACPCA	REGISTRATION-LACPCA STRATEGIC	200.00
546778	9/9/2021	P	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES FOR EMPLOYMENT	10,254.00
546779	9/9/2021	P	MARCIA JONES	2021 MBOTT OFFICIAL MARCIA JON	150.00
546780	9/9/2021	P	MELAD AND ASSOCIATES INC	BLDG PLAN CHECK & INSPECTIONS	1,575.00
546781	9/9/2021	P	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES PROJECT	3,700.00
546782	9/9/2021	P	MORNINGSTAR PRODUCTIONS LLC	CONCERT IN THE PARK SOUND & ST	5,200.00
546783	9/9/2021	P	NATIONAL LEAGUE OF CITIES	MEMBERSHIP DUES SEPTEMBER 2021	3,419.00

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP090921

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546784	9/9/2021	P	INCONTACT INC	LONG DISTANCE SERVICE	900.60
546785	9/9/2021	P	NOEL TREVINO	TEST AND REPAIR BACKFLOW DEVIC	296.00
546786	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 660050	53.00
546787	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 710081	53.00
546788	9/9/2021	P	REFUND VENDOR	UB TEMP CONSTRUCTION METER REF	1,500.00
546789	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 700083	74.00
546790	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 620069	53.00
546791	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 620071	53.00
546792	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 660049	53.00
546793	9/9/2021	P	REFUND VENDOR	UB TEMP CONSTRUCTION METER REF	1,127.90
546794	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 680063	53.00
546795	9/9/2021	P	REFUND VENDOR	UB TEMP CONSTRUCTION METER REF	630.00
546796	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 700080	53.00
546797	9/9/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND (11-0601	15.16
546798	9/9/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND (84-1654	2,858.43
546799	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 650080	53.00
546800	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 670077	53.00
546801	9/9/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND (22-0613	304.50
546802	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 660055	53.00
546803	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 700077	53.00
546804	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 700077	43.00
546805	9/9/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND (86-2246	111.25
546806	9/9/2021	P	REFUND VENDOR	UB OVERPAYMENT REFUND (58-0552	40.51
546807	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 680060	53.00

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP090921

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546808	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 620071	53.00
546809	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 650076	84.00
546810	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 680063	43.00
546811	9/9/2021	P	REFUND VENDOR	TURBO CITATION REFUND - 670076	53.00
546812	9/9/2021	P	REGENTS UNIVERSITY OF CALIFORNIA LOS	NURSE EDUCATOR SERVICES	2,773.01
546813	9/9/2021	P	RENAUD LEFEVRE	2021 MBOTT 2ND PLACE WINNER	250.00
546814	9/9/2021	P	RICHARDS WATSON & GERSHON	LEGAL SERVICES RETAINER - AMEN	24,000.00
546815	9/9/2021	P	RK SPORTS LLC	SPORTBALL SUMMER 2021 INVOICE	6,844.50
546816	9/9/2021	P	SANTIAGO A CORNEJO	TENNIS COURT WASHINGS/JUNE 202	4,032.00
546817	9/9/2021	P	SELECTIVE GIFT INSTITUTE	EMPLOYEE SERVICE AWARDS	54.76
546818	9/9/2021	P	SF MOBILE VISION INC	IN-CAR VIDEO SOFTWARE COVERAGE	1,456.36
546819	9/9/2021	P	SOUTH COAST EMERGENCY VEHICLE SERVICES	EMERGENCY VEHICLE SERVICE, MAI	14,353.97
546820	9/9/2021	P	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	26,203.63
546821	9/9/2021	P	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	61,265.11
546822	9/9/2021	P	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	4,818.09
546823	9/9/2021	P	SPCA LA	ANIMAL CONTROL SERVICES FOR AU	725.00
546824	9/9/2021	P	SSBRA	REFEREE & ASSIGNMENT SERVICES	2,160.00
546825	9/9/2021	P	STEPHEN ROSS HYDE	PAYMENT FOR COACHING BEGG POOL	880.00
546826	9/9/2021	P	SUSAN SAXE CLIFFORD PHD	PSYCHOLOGICAL EVALUATIONS	1,275.00
546827	9/9/2021	P	TILLMAN FORENSIC INVEST LLC	FINGERPRINT SERVICES FOR AUGUS	225.00
546828	9/9/2021	P	TIME WARNER CABLE INC	CABLE SERVICE (CH)	127.00
546829	9/9/2021	P	TINA KATCHEN GALL	CDBG	1,305.00
546830	9/9/2021	P	TURBO DATA SYSTEMS INC	ENFORCER COMM/SUPPORT 9/1/21-8	12,614.40
546831	9/9/2021	P	TYLER TECHNOLOGIES INC	TYLER SYSTEM MANAGEMENT RETURN	201,259.16

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP090921

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546832	9/9/2021	P	UNITED PARCEL SERVICE	DELIVERY SERVICE	33.00
546833	9/9/2021	P	VAN LINGEN BODY SHOP INC	TOWING SERVICE	66.50
546834	9/9/2021	P	VERIZON CALIFORNIA INC	CELL SERVICE	126.82
546835	9/9/2021	P	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	885.10
546836	9/9/2021	P	WESTCHESTER MEDICAL GROUP	PRE-EMPLOYMENT & FIRE WELLNESS	2,805.00
SUB-TOTAL WARRANT AP090921:					473,808.71
TOTAL WARRANT(S):					1,381,079.47

CITY OF MANHATTAN BEACH

DISBURSEMENT BY FUND

DATED 09/09/2021



Fund	Fund Description	Amount
100	General Fund	1,121,511.93
201	Street Lighting & Landscape Fu	28,659.00
401	Capital Improvement Fund	885.10
501	Water Fund	10,583.75
502	Stormwater Fund	3,562.00
520	Parking Fund	13,562.14
521	County Parking Lots Fund	105.55
522	State Pier and Parking Lot Fun	4,148.61
601	Insurance Reserve Fund	752.37
605	Information Technology Fund	182,912.34
610	Fleet Management Fund	66.50
615	Building Maintenance & Operati	14,330.18
GRAND TOTAL:		1,381,079.47

CITY OF MANHATTAN BEACH

VOIDED CHECK LISTING



CHECK #	DATE	VENDOR NAME	VOID AMOUNT
541772	09/07/2021	BRANDON OATES	1,250.00
541870	09/07/2021	S B FIRE CHIEFS ASSOCIATION	200.00
541919	09/07/2021	BRENDA BITTNER	1,762.95
541962	09/07/2021	EMPLOYEE REFUND VENDOR	90.00
542283	09/07/2021	BRENDA BITTNER	919.80
542356	09/07/2021	REFUND VENDOR	66.00
542387	09/07/2021	REFUND VENDOR	19.38
542675	09/07/2021	REFUND VENDOR	3.17
543131	09/07/2021	REFUND VENDOR	99.00
543282	09/07/2021	REFUND VENDOR	118.00
543336	09/07/2021	REFUND VENDOR	427.00
543459	09/07/2021	REFUND VENDOR	549.50
543564	09/07/2021	REFUND VENDOR	3.17
543917	09/07/2021	REFUND VENDOR	302.89
GRAND TOTAL VOIDS:			5,810.86

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP091621

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546837	9/16/2021	P	AECOMAECOM TECHNICAL SERVICES	2020 STORM DRAIN MASTER PLAN U	26,310.00
546838	9/16/2021	P	ALL AMERICAN ASPHALT	ROSECRANS AVENUE STREET RESURF	89,212.19
546839	9/16/2021	P	AMERICAN BUSINESS BANK	CONTRACT WITHHOLDING: 9202001	82,384.64
546840	9/16/2021	P	AXON ENTERPRISE INC	AXON BODY WORN CAMERA ANNUAL M	58,503.96
546841	9/16/2021	P	BEST CONTRACTING SERVICES INC	ROOF REPLACEMENTS AT LIVE OAK	11,983.94
546842	9/16/2021	P	BRIDGEPAY NETWORK SOLUTIONS	CD ENERGOV TRANSACTION FEES-AU	42.60
546843	9/16/2021	P	BUTIER ENGINEERING INC	PECK RESERVOIR REPLACEMENT PRO	222,545.50
546844	9/16/2021	P	CA NEWSPAPER PARTNERSHIP	PW ADVERTISING - AUGUST 2021	1,878.44
546845	9/16/2021	P	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	5,290.00
546846	9/16/2021	P	CONTEMPORARY SERVICES CORP	CROWD MGT. SERVICES FOR MB PAR	71,988.73
546847	9/16/2021	P	DANIEL DOUBROFF	MEN'S ADVANCE VOLLEYBALL INSTR	778.00
546848	9/16/2021	P	DELL MARKETING LP	MICROSOFT ENTERPRISE AGREEMENT	108,044.06
546849	9/16/2021	P	DKS ASSOCIATES	MB AVANCED TRAFFIC SIGNAL (MBA	60,510.00
546850	9/16/2021	P	DOUGLAS DECASTRO	FEATHER FLAG FOR REC PROGRAM	229.95
546851	9/16/2021	P	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	188.56
546852	9/16/2021	P	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	5,891.24
546853	9/16/2021	P	GWEN ENG	DUES (MID-MGMT): PAYMENT	704.00
546854	9/16/2021	P	HDR ENGINEERING INC	CORROSION MITIGATION PECK RESE	32,313.85
546855	9/16/2021	P	HEARDS INVESTIGATIONS AND POLYGRAPH LLC	PRE-EMPLOYMENT POLYGRAPH	700.00
546856	9/16/2021	P	HYM ENGINEERING INC	AVIATION ARTESIA RIGHT RIGHT T	74,753.05
546857	9/16/2021	P	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 109365: PAYMENT	1,179.67
546858	9/16/2021	P	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 4	79,487.75
546859	9/16/2021	P	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	11,828.05
546860	9/16/2021	P	JENNIFER KALLOK	09-16-21 EARNINGS WITHHOLDING	184.62

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP091621

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546861	9/16/2021	P	JOE MAR POLYGRAPH & INVESTIGATION	POLYGRAPH-S.HSU,A.MAGSINO,V.CO	800.00
546862	9/16/2021	P	KAMILA PAVLASKOVA	BEGINNER VOLLEYBALL INSTRUCTOR	1,468.00
546863	9/16/2021	P	KEVORK ENTERPRISES INC	AUTO BODY REPAIRS	375.00
546864	9/16/2021	P	KOA CORPORATION	LOCAL ROADWAY SAFETY PLAN (LRS	19,733.00
546865	9/16/2021	P	L A COUNTY DEPARTMENT OF PUBLIC WORKS	TS EXTRA MAINTENANCE-VALLEY/AR	3,043.83
546866	9/16/2021	P	LANCE SOLL & LUNGHARD LLP	FINANCIAL AUDIT SERVICES	17,000.00
546867	9/16/2021	P	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES FOR EMPLOYMENT	3,282.00
546868	9/16/2021	P	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	525.00
546869	9/16/2021	P	M B POLICE OFFICERS ASSOCIA	DUES % (POLICE - %): PAYMENT	3,364.26
546870	9/16/2021	P	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	27,209.71
546871	9/16/2021	P	MANHATTAN BEACH PART TIME EMPLOYEES	DUES (MBPTEA): PAYMENT	75.00
546872	9/16/2021	P	MBPOA RETIREE MEDICAL REIMBURSEMENT	MD TRUST (MED TRUST): PAYMENT	2,250.00
546873	9/16/2021	P	MCGOWAN CONSULTING LLC	BEACH CITIES WATERSHED MANAGEM	28,313.50
546874	9/16/2021	P	MERRIMAC ENERGY GROUP	MONTHLY FUEL - AUGUST 2021	28,524.20
546875	9/16/2021	P	MICHAEL BAKER INTERNATIONAL	AVIATION BLVD @ ARTESIA RIGHT	6,555.00
546876	9/16/2021	P	MOFFATT & NICHOL	DESIGN SVCS AGRMNT - PIER RAIL	9,758.50
546877	9/16/2021	P	MTGL INC	AVIATION BOULEVARD AT ARTESIA	2,556.50
546878	9/16/2021	P	NANCY K BOHL INCORPORATED	EMPLOYEE SUPPORT SERVICES AUGU	875.00
546879	9/16/2021	P	NELLY KORENEVSKY	SUMMER 2021 ZUMBA INVOICE	505.00
546880	9/16/2021	P	PACIFIC ADVANCED CIVIL ENG	MULTIPLE PUMP STATIONS IMPROVE	10,375.00
546881	9/16/2021	P	PACIFIC HYDROTECH CORPORATION	8 MG PECK RESERVOIR REPLACEMEN	1,144,246.02
546882	9/16/2021	P	PREPAID LEGAL SERVICES INC	PREPAID LEGAL: PAYMENT	15.95
546883	9/16/2021	P	QUANTUM QUALITY CONSULTING INC	AVIATION AT ARTESIA RT TURN LA	15,985.00
546884	9/16/2021	P	RACE TELECOMMUNICATIONS INC	SECONDARY INTERNET SERVICES/SB	2,238.60

CITY OF MANHATTAN BEACH

WARRANT REGISTER



WARRANT #: AP091621

CHECK #	DATE	TYPE	PAYEE NAME	DESCRIPTION	AMOUNT
546885	9/16/2021	P	RAFTELIS FINANCIAL CONSULTANTS INC	2020 WATER MASTER PLAN UPDATE	12,536.25
546886	9/16/2021	P	ROBIN L VARGAS	09-16-21 EARNINGS WITHHOLDING	553.85
546887	9/16/2021	P	ROSEMARY A LACKOW	CULTURAL ARTS COMMISSION MINUT	176.00
546888	9/16/2021	P	SA ASSOCIATES	PROJECT MANAGEMENT CONSULTANT	38,857.50
546889	9/16/2021	P	SBRPCA	QUARTERLY ASSESSMENT-2ND QTR	365,394.50
546890	9/16/2021	P	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	743.91
546891	9/16/2021	P	STATE DISBURSEMENT UNIT	09-16-21 EARNINGS WITHHOLDING	539.07
546892	9/16/2021	P	STATE DISBURSEMENT UNIT	09-16-21 EARNINGS WITHHOLDING	230.76
546893	9/16/2021	P	STATE DISBURSEMENT UNIT	09-16-21 EARNINGS WITHHOLDING	92.30
546894	9/16/2021	P	STATE OF CALIFORNIA	STATE OF CALIFORNIA FIRE AUTHO	140.00
546895	9/16/2021	P	TIME WARNER CABLE INC	CABLE SERVICES	280.37
546896	9/16/2021	P	TINA KATCHEN GALL	COMMUNITY DEVELOPMENT AND BLOC	1,890.00
546897	9/16/2021	P	TOTAL ADMINISTRATION SVCS CORP	MED125 AND CHILD125 (CHILD 125	8,283.76
546898	9/16/2021	P	TOTAL COMPENSATION SYSTEMS INC	THREE-YEAR GASB 74/75 VALUATIO	1,125.00
546899	9/16/2021	P	TURBO DATA SYSTEMS INC	PARKING CITATION PROCESSING CO	9,846.38
546900	9/16/2021	P	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PA	3,825.26
546901	9/16/2021	P	UNIFIRST CORPORATION	UNIFORM AND SAFETY MAT RENTAL	1,207.28
546902	9/16/2021	P	UNITED PARCEL SERVICE	DELIVERY SERVICE	33.00
546903	9/16/2021	P	US BANCORP CARD SERVICES INC	PCARD CHARGES FOR JULY 2021	480,175.01
546904	9/16/2021	P	VANTAGEPOINT TRANSFER AGENTS	RETMNT HLTH SAVINGS CONTRIB: P	1,667.34
546905	9/16/2021	P	VERIZON CALIFORNIA INC	TIBURON SHERIFF DATA NETWORK	949.50
546906	9/16/2021	P	VERIZON CALIFORNIA INC	16 LINES FOR ALPRS 8/24-9/23/2	1,339.00
546907	9/16/2021	P	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	22.92
SUB-TOTAL WARRANT AP091621:					3,205,915.83

CITY OF MANHATTAN BEACH

WARRANT REGISTER



TOTAL WARRANT(S): 3,205,915.83

CITY OF MANHATTAN BEACH

DISBURSEMENT BY FUND

DATED 09/16/2021



Fund	Fund Description	Amount
100	General Fund	1,208,626.24
205	Streets, Highways & Sidewalks	208,794.74
231	Prop. C Fund	25,818.85
234	Measure M	60,510.00
401	Capital Improvement Fund	12,741.38
501	Water Fund	1,468,442.28
502	Stormwater Fund	54,650.42
503	Wastewater Fund	10,973.59
520	Parking Fund	37.59
522	State Pier and Parking Lot Fun	9,758.50
605	Information Technology Fund	110,282.66
610	Fleet Management Fund	29,533.14
615	Building Maintenance & Operati	5,746.44
GRAND TOTAL:		3,205,915.83

CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 08/28/21 TO 09/10/21
PAY DATE: 09/17/21

NET PAY 1,025,941.10

8/28/2021

9/10/2021

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE

9/10/2021

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,379,706.69
210	Asset Forfeiture Fund	5,243.46
230	Prop. A Fund	16,162.16
501	Water Fund	36,116.62
502	Stormwater Fund	3,317.54
503	Wastewater Fund	10,944.85
520	Parking Fund	4,213.04
521	County Parking Lots Fund	1,355.29
522	State Pier and Parking Lot Fund	1,355.28
601	Insurance Reserve Fund	14,890.62
605	Information Technology Fund	43,553.49
610	Fleet Management Fund	9,421.31
615	Building Maintenance & Operations Fund	15,776.06
801	Pension Trust Fund	7,888.07
		1,549,944.48
		524,003.38
		1,025,941.10
	Gross Pay	
	Deductions	
	Net Pay	



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Quinn M. Barrow, City Attorney

SUBJECT:

Consideration of a Resolution Confirming Emergency Order Nos. 26 and 27 Issued by the Director of Emergency Services During the Local Emergency Proclaimed to Address COVID-19 (City Attorney Barrow).

ADOPT RESOLUTION NO. 21-0088

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 21-0088 confirming additional orders issued by the Director of Emergency Services after the Local Emergency was proclaimed to address COVID-19.

FISCAL IMPLICATIONS:

There is no impact to the General Fund from adopting this Resolution. There have been staff resources utilized and expenses incurred in connection with the implementation and enforcement of the various orders, and there will be additional expenses associated with enforcement.

BACKGROUND AND DISCUSSION:

Pursuant to Manhattan Beach Municipal Code Chapter 3.08, the City Manager serves as the Director of Emergency Services for the City. Due to the threat to the public health and safety of persons and property in the City caused by the global spread of the Coronavirus ("COVID-19") pandemic, the City Council proclaimed the existence of a local emergency on March 13, 2020. On March 17, 2020, the City Council ratified this proclamation of a local emergency. In the event of a proclamation of a local emergency, Manhattan Beach Municipal Code Section 3.08.060.A.6.a empowers the Director of Emergency Services to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency. The Code requires that the rules and regulations be confirmed by the City

Council. Pursuant to this authority, the Director of Emergency Services issued a series of emergency orders intended to reduce the spread of COVID-19 by – among other things – closing certain City spaces, regulating various activities deemed “essential” by the applicable state and county public health orders and guidelines, and complying with other state and county public health orders and guidelines. On May 12, 2020, the City Council adopted Resolution No. 20-0051, which confirmed the seven emergency orders issued by the Director of Emergency Services prior to that date. On August 4, 2020, the City Council adopted Resolution No. 20-0094, which confirmed Emergency Order Nos. 8 through 15 issued by the Director of Emergency Services. On November 4, 2020, the City Council adopted Resolution No. 20-0125, which confirmed Emergency Order No. 16 through 20 issued by the Director of Emergency Services. On May 18, 2021, the City Council adopted Resolution No. 21-0038, which confirmed Emergency Order Nos. 21 through 25 issued by the Director of Emergency Services. Since then, the Director of Emergency Services has issued an additional two emergency orders to address the COVID-19 pandemic, which are listed in the accompanying Resolution.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 21-0088.

ATTACHMENTS:

1. Resolution No. 21-0088
2. Emergency Order No. 26
3. Emergency Order No. 27

RESOLUTION NO. 21-0088

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL CONFIRMING EMERGENCY ORDER NOS. 26 AND 27 ISSUED BY THE DIRECTOR OF EMERGENCY SERVICES DURING THE LOCAL EMERGENCY PROCLAIMED TO ADDRESS COVID-19

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARS-CoV-2,” and the disease it causes has been named “coronavirus disease 2019,” abbreviated COVID-19 (“COVID-19”);

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19;

WHEREAS, on March 13, 2020, the President of the United States of America declared a national emergency and announced that the federal government would make emergency funding available to assist state and local governments in preventing the spread of and addressing the effects of COVID-19;

WHEREAS, on March 13, 2020, the City Council adopted Resolution No. 20-0039, A Resolution of the City Council of the City of Manhattan Beach Proclaiming the Existence of a Local Emergency;

WHEREAS, the City Manager is the Director of Emergency Services in the City of Manhattan Beach. Pursuant to Manhattan Beach Municipal Section 3.08.060.A.6.a, the City Manager as the Director of Emergency Services is empowered during a local emergency to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency. Such rules and regulations must be confirmed by the City Council;

WHEREAS, on May 12, 2020, the City Council adopted Resolution 20-0051, which confirmed Emergency Order Nos. 1 through 7 issued by the Director of Emergency Services during the local emergency proclaimed to address COVID-19;

WHEREAS, on August 4, 2020, the City Council adopted Resolution 20-0094, which confirmed Emergency Order Nos. 8 through 15 issued by the Director of Emergency Services during the local emergency proclaimed to address COVID-19;

WHEREAS, on November 4, 2020, the City Council adopted Resolution No. 20-0125, which confirmed Emergency Order Nos. 16 through 20 by the

Director of Emergency Services during the local emergency proclaimed to address COVID-19;

WHEREAS, on May 18, 2021, the City Council adopted Resolution No. 21-0038, which confirmed Emergency Order Nos. 21 through 25 by the Director of Emergency Services during the local emergency proclaimed to address COVID-10;

WHEREAS, since May 18, 2021, the Director of Emergency Services has issued additional Emergency Orders to address the spread of COVID-19; and

WHEREAS, in the interest of the public health and safety, as affected by the emergency caused by the spread of COVID-19, it is necessary for the City Council to confirm Director of Emergency Services Orders issued during the local emergency proclaimed to address COVID-19 in accordance with Chapter 3.08 of the Manhattan Beach Municipal Code, Manhattan Beach City Council Resolution No. 20-0039, and the California Emergency Services Act, Chapter 7 (commencing with Section 8550) of Title 2 of the Government Code.

NOW, THEREFORE, THE MANHATTAN BEACH CITY COUNCIL DOES HEREBY DECLARE, FIND, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The recitals set forth above are true and correct and are incorporated into this Resolution by reference.

Section 2. The City Council hereby confirms the following Emergency Orders issued by the Director of Emergency Services during the local emergency proclaimed to address COVID-19, each of which is incorporated by this reference:

- A. Emergency Order Nos. 26 and 27 (Extending the use of public property by businesses and restaurants).

Section 3. If any section, subsection, sentence, clause, or phrase of this Resolution or the Emergency Orders confirmed herein is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution or the Emergency Orders. The City Council hereby declares that it would have passed this Resolution and confirmed the Emergency Orders and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of such Resolution or the Emergency Orders would be subsequently declared invalid or unconstitutional.

Section 4. The City Clerk shall certify to the passage and adoption of this Resolution.

ADOPTED on October 5, 2021.

HILDY STERN
Mayor

ATTEST:

LIZA TAMURA
City Clerk

**CITY OF MANHATTAN BEACH
DIRECTOR OF EMERGENCY SERVICES ORDER NO. 26**

**AMENDING EMERGENCY SERVICES ORDER NO. 21 TO EXTEND THE USE
OF PUBLIC PROPERTY BY BUSINESSES AND RESTAURANTS**

EFFECTIVE July 1, 2021

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named "SARS-CoV-2," and the disease it causes has been named "coronavirus disease 2019," abbreviated COVID-19 ("COVID-19");

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19;

WHEREAS, on March 13, 2020, the City Council adopted Resolution No. 20-0039, A Resolution of the City Council of the City of Manhattan Beach Proclaiming the Existence of a Local Emergency;

WHEREAS, the City Manager is the Director of Emergency Services in the City of Manhattan Beach. Pursuant to Manhattan Beach Municipal Section 3.08.060.A.6.a, the City Manager as the Director of Emergency Services is empowered during a local emergency to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency;

WHEREAS, on March 16, 2020, the Los Angeles County Department of Public Health issued the Safer at Home Order for Control of COVID-19, which was subsequently amended and revised (the "County Safer at Home Order");

WHEREAS, Los Angeles County has periodically relaxed and modified closures, allowing restaurants to operate outdoors;

WHEREAS, the Director of Emergency Services issued Emergency Order Nos. 10, 11, 16, 19, and 21 to allow the use of public property by businesses and restaurants, subject to conditions and guidelines;

WHEREAS, at a duly noticed City Council meeting held on May 18, 2021, the City Council directed the Director of Emergency Services to extend the use of public property by businesses and restaurants, subject to certain conditions and guidelines;

WHEREAS, the State of California, County of Los Angeles, and the Manhattan Beach City Council have determined that there is a public benefit to allowing restaurants to conduct outdoor operations to recover from significant losses in revenue during the pandemic. On June 3, 2021, the Governor's office announced the extension of "relief measures that permit restaurants and bars to continue to benefit from their investments to expand outdoor operations in areas such as

sidewalks and parking lots, and to continue the sale of to-go alcoholic beverages with food deliveries, among other successful pandemic adaptations. In addition, the Administration is urging local governments to facilitate outdoor dining through local zoning and programs that support and promote expanded open-air, take-out and delivery options.” Concurrent with this announcement, the State Department of Alcoholic Beverage Control (“ABC”) extended “regulatory relief” allowing for the expansion of licensed footprints for specified ABC-licensed restaurants until December 31, 2021; and

WHEREAS, in the interest of the public health and safety, as affected by the emergency caused by the spread of COVID-19, it is necessary to exercise my authority pursuant to Chapter 3.08 of the Manhattan Beach Municipal Code, Manhattan Beach City Council Resolution No. 20-0039, and the California Emergency Services Act, Chapter 7 (commencing with Section 8550) of Title 2 of the Government Code, to issue this order.

NOW, THEREFORE, IT IS HEREBY ORDERED AS FOLLOWS:

Section 1. The recitals set forth above are true and correct and are incorporated into this Order by reference.

Section 2. Pursuant to Manhattan Beach Municipal Section 3.08.060.A.6.a, the City Manager as the Director of Emergency Services hereby amends Emergency Order No. 21 section 2.A, to read as follows:

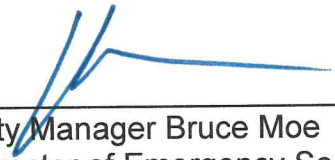
“A. The time period in which businesses, restaurants, and breweries, may use public property and private parking spaces pursuant to Emergency Order Nos. 10, 11, 16, 19, and 21 is hereby extended until September 7, 2021. Any improvements installed on public property shall be removed, and the public property shall be restored to its condition prior to such use, no later than 11:59 p.m. on September 10, 2021. The previously authorized use of public property westerly of the easterly side of Ocean Drive, is hereby extended until July 20, 2021. Any improvements installed on this section of the public property shall subject to temporary or permanent removal at the discretion of the Community Development Director, whereupon the public property shall be restored to its condition prior to such use pursuant to the terms of the Encroachment Permit(s).

Section 3. Any business that continues to use public property or private parking spaces authorized by COVID-19 emergency orders subsequent to the applicable deadlines established by this Order may be determined to be a misdemeanor and punishable by a fine or imprisonment, or both, pursuant to Government Code Section 8665, Manhattan Beach Municipal Code Chapter 1.04, and any other state or city law as may be applicable. In lieu of prosecuting a violation as a misdemeanor, the City may, at its sole discretion under Manhattan Beach Municipal Code Chapter 1.06, issue an administrative citation for each violation and assess a fine of \$1,000 for each day in violation. In addition, pursuant to Government Code Section 8634 and Manhattan Beach Municipal Code Chapters 1.06 and 3.08, the business shall cease all operations, including indoor operations, for two days for a third violation and cease all operations, including indoor operations, for four days for a fourth violation. For any violation, the City may initiate revocation proceedings. Further, the City will notify the California Department of Alcoholic Beverage Control

that any violator with a liquor license has violated the terms and conditions of this Emergency Order.

Section 4. Except as modified hereinabove or previously by other emergency orders, the provisions of Emergency Order Nos. 10, 11, 16, 19, and 21 shall have full force and effect.

Executed on July 13, 2021.



City Manager Bruce Moe
Director of Emergency Services

**CITY OF MANHATTAN BEACH
DIRECTOR OF EMERGENCY SERVICES ORDER NO. 27**

**AMENDING EMERGENCY ORDER NO. 26 TO EXTEND THE USE OF PUBLIC
PROPERTY BY CERTAIN BUSINESSES AND RESTAURANTS TO JANUARY
3, 2022**

EFFECTIVE September 7, 2021

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARS-CoV-2,” and the disease it causes has been named “coronavirus disease 2019,” abbreviated COVID-19 (“COVID-19”);

WHEREAS, on March 13, 2020, the City Council adopted Resolution No. 20-0039, A Resolution of the City Council of the City of Manhattan Beach Proclaiming the Existence of a Local Emergency;

WHEREAS, the City Manager is the Director of Emergency Services in the City of Manhattan Beach. Pursuant to Manhattan Beach Municipal Section 3.08.060.A.6.a, the City Manager as the Director of Emergency Services is empowered during a local emergency to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency;

WHEREAS, Los Angeles County has periodically relaxed and modified closures of businesses, and has allowed and encouraged restaurants to operate outdoors;

WHEREAS, the Director of Emergency Services issued Emergency Order Nos. 10, 11, 16, 19 and 21 to allow the use of public property by businesses and restaurants, subject to conditions and guidelines;

WHEREAS, the Director of Emergency Services issued Emergency Order No. 26 to extend the use of public property by businesses and restaurants to certain dates, including September 7, 2021, subject to conditions and guidelines;

WHEREAS, at a duly noticed City Council meeting held on August 24, 2021, the City Council directed the Director of Emergency Services to extend the September 7, 2021 termination date to January 3, 2022; and

WHEREAS, in the interest of the public health and safety, as affected by the emergency caused by the spread of COVID-19, it is necessary to exercise the authority of the Director of Emergency Services pursuant to Chapter 3.08 of the Manhattan Beach Municipal Code, Manhattan Beach City Council Resolution No. 20-0039, and the California Emergency Services Act, Chapter 7 (commencing with Section 8550) of Title 2 of the Government Code, to issue this order.

NOW, THEREFORE, IT IS HEREBY ORDERED AS FOLLOWS:

Section 1. The recitals set forth hereinabove and in Emergency Order Nos. 10, 11, 16, 19, 21 and 26 are true and correct and are incorporated into this Order by reference.

Section 2. Pursuant to Manhattan Beach Municipal Section 3.08.060.A.6.a, the City Manager as the Director of Emergency Services hereby amends Emergency Order No. 26, Section 2, to change the termination of use and restoration of public property dates as follows:

Termination Date: September 7, 2021 to January 3, 2022

Restoration Date: September 10, 2021 to January 6, 2022.

Section 3. Any business that continues to use public property or private parking spaces authorized by COVID-19 emergency orders subsequent to the applicable deadlines established by this Order may be determined to be a misdemeanor and punishable by a fine or imprisonment, or both, pursuant to Government Code Section 8665, Manhattan Beach Municipal Code Chapter 1.04, and any other state or city law as may be applicable. In lieu of prosecuting a violation as a misdemeanor, the City may, at its sole discretion under Manhattan Beach Municipal Code Chapter 1.06, issue an administrative citation for each violation and assess a fine of \$1,000 for each day in violation. In addition, pursuant to Government Code Section 8634 and Manhattan Beach Municipal Code Chapters 1.06 and 3.08, the business shall cease all operations, including indoor operations, for two days for a third violation and cease all operations, including indoor operations, for four days for a fourth violation. For any violation, the City may initiate revocation proceedings. Further, the City will notify the California Department of Alcoholic Beverage Control that any violator with a liquor license has violated the terms and conditions of this Emergency Order.

Section 4. Except as modified hereinabove, the provisions of Emergency Order No. 26 shall have full force and effect.

Executed on September 3, 2021.

/s/ Bruce Moe

City Manager Bruce Moe

Director of Emergency Services



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Erick Lee, Public Works Director
Lou Vargas, Utilities Manager
Nicholle Petroff, Management Analyst

SUBJECT:

Consideration of a Resolution Approving Amendment No. 1 to the General Services Agreement with Hadronex dba SmartCover Systems for Sewer SmartCovers at a Cost Not-to-Exceed \$75,767.99 (Public Works Director Lee).

ADOPT RESOLUTION NO. 21-0083

RECOMMENDATION:

Staff recommends that the City Council approve Amendment No. 1 to the General Services Agreement with Hadronex dba SmartCover Systems for six new Sewer SmartCovers, a three-year service agreement for technical support, active monitoring, reporting, and parts warranty at a cost not-to-exceed \$75,767.99.

FISCAL IMPLICATIONS:

The additional services to be rendered under Amendment No. 1 will increase the contract amount by \$59,606.20 and will extend the contract term by three years. The Department budgeted \$27,000.00 annually for SmartCovers; therefore, there are sufficient funds for SmartCover monitoring system available in the Sewer Fund. The total contract amount exceeds the City Manager's awarding authority per the City's purchasing policy; therefore, City Council approval of Amendment No. 1 is required.

BACKGROUND:

The City's system consists of 83 miles of sewer lines and 2,100 manholes. The Sewer collection systems are susceptible to blockages outside of the City's control from tree roots, sediment buildup, fats, oils, and grease (FOG). These blockages can build up fast and have the ability to

cause sewer system overflows (SSOs). If these blockages are not detected promptly, the sewage may contaminate nearby waterways and private property causing damage and serious water quality problems. The negative impacts following an SSO reaching the waters of the U.S. or private property can be costly to the City and damaging to the environment.

There are certain homes in Manhattan Beach that are built hydraulically lower than the servicing sanitary sewer which puts these homes at high risk for a sanitary sewer overflow. In the last few years, there have been multiple instances where SSOs have caused sewage from the City's sewer line to end up inside of residents' homes. Whenever an SSO occurs, the City is generally responsible to pay for clean-up and damages associated with the overflow.

Under the Clean Water Act, sewer system overflows are not permitted unless authorized by a National Pollutant Discharge Elimination System (NPDES) permit. Moreover, SSOs, including those that do not reach waters of the U.S. may be indicative of improper operation and maintenance of the sewer systems and may violate NPDES permit conditions.

DISCUSSION:

In 2019, the City installed SmartCover units in seven manholes in order to comply with the City's Sewer System Management Plan (SSMP). The agreement for this equipment and its associated services was prepared under the City Manager's approval authority with an amount not-to-exceed \$49,885.37.

Since then, the City has been using SmartCover units to monitor sewage levels in high-risk areas of the sewer collection system. The SmartCover units continuously monitor sewage levels and transmit alerts to Public Works' Wastewater staff. If a significant level of sewage rises, an investigation is triggered at the location to determine if any action is necessary to avoid an SSO.

Staff has identified an additional six manhole locations in need of SmartCovers in order to minimize the risk of SSOs. The approval of the \$75,767.99 Amendment No. 1 will allow Public Works to monitor these locations and further minimize the risk of SSOs occurring within the City.

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 approved the agreement as to form.

ATTACHMENTS:

1. Resolution No. 21-0083
2. Amendment No. 1 - Hadronex dba SmartCovers Systems
3. Agreement - Hadronex dba SmartCovers Systems (2019)

RESOLUTION NO. 21-0083

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL APPROVING AN AGREEMENT BETWEEN THE CITY OF MANHATTAN BEACH AND HADRONEX, INC DBA SMARTCOVERS SYSTEMS FOR SEWER SMART COVERS

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the Agreement between the City of Manhattan Beach and Hadronex dated September 21, 2021 for Sewer SmartCovers in a Not-To-Exceed amount of \$75,767.99.

SECTION 2. The Council hereby directs the City Manager to execute the Agreement on behalf of the City.

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

ADOPTED on October 5, 2021.

AYES:
NOES:
ABSENT:
ABSTAIN:

HILDY STERN
Mayor

ATTEST:

LIZA TAMURA
City Clerk

AMENDMENT NO. 1 TO THE GENERAL SERVICES AGREEMENT BETWEEN
THE CITY OF MANHATTAN BEACH AND HADRONEX, INC.

This First Amendment ("Amendment No. 1") to that certain agreement by and between the City of Manhattan Beach, a California municipal corporation ("City") and Hadronex, Inc. dba SmartCover Systems, a Delaware corporation ("Contractor") (collectively, the "Parties") is hereby entered into as of September 21, 2021 ("Effective Date").

RECITALS

A. On July 1, 2019, the City and Contractor entered into an agreement for general services for the Contractor to perform the work and provide all labor, materials, equipment and services (hereinafter, the "Work" or "Services") in a good and workmanlike manner for the project identified as Sewer SmartCovers ("Agreement");

B. The Parties now desire to amend the Agreement to extend the term, and update the scope of work and fees to be paid to the Contractor by the City.

NOW, THEREFORE, in consideration of the Parties' performance of the promises, covenants, and conditions stated herein, the Parties hereby agree as follows:

Section 1. Section 3 of the Agreement is hereby revised to extend the term of the Agreement through December 31, 2024, unless sooner terminated as provided in Section 12 of the Agreement.

Section 2. Section 7.A of the Agreement is hereby revised to state that the Maximum Compensation to be paid to the Consultant by the City shall not exceed \$75,767.99. This total amount includes the remaining balance of \$16,161.79 that covers year three of the original Agreement.

Section 3. **Exhibit A** (Scope of Work) and **Exhibit B** (6-19-2019 - Contractor's Proposal) of the Agreement is hereby replaced by the attached **Exhibit A** of this Amendment No. 1 to update the fees and scope of work.

Section 4. Except as specifically amended by this Amendment No. 1, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 1 on the day and year first shown above.

[SIGNATURE PAGE FOLLOWS]

Approved for use 2/15/20

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

Contractor:

City of Manhattan Beach,
a California municipal corporation

Hadronex, Inc. DBA SmartCover Systems
a Delaware corporation

By: _____
Name: Bruce Moe
Title: City Manager

DocuSigned by:
Corey Williams 9/21/2021
By: _____
Name: Corey Williams
Title: CEO

ATTEST:

By: _____
Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

DocuSigned by:
Quinn Barrow 9/21/2021
By: _____
Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

DocuSigned by:
Steve S. Charelian 9/21/2021
By: _____
Name: Steve S. Charelian
Title: Finance Director

APPROVED AS TO CONTENT:

DocuSigned by:
Erick Lee 9/21/2021
By: _____
Name: Erick Lee
Title: Director of Public Works

EXHIBIT A

Approved Fee Schedule & Updated Scope of Work

The Contractor will provide and install new SmartCovers for six (6) sewer manholes. The contractor will also provide technical support and maintenance for the seven (7) SmartCovers that have already been installed for a total of thirteen (13) units. The SmartCover monitoring system is completely self contained, turn-key solution developed specifically for the water and wastewater industry. Smart Covers have the capability to detect sources of I&I, guard against and prevent sewer spills by assessing water level and water flow.

Solution includes:

- Remote Sensing System located at each monitoring site
- Advanced Iridium Satellite Communications
- Data Storage and Management
- Cloud-based user software with 24/7 browser access
- Full warranty support for all parts for the entire agreement period

Data Sources SmartCover Systems provides additional data sources including:

- SmartRain™: Local radar data from NOAA. One SmartRain per Remote Sensing System
- StreamWatch™: Local stream and river data from USGS
- SmartTide™: Local tidal data from NOAA
- SmartFLOE®: Flow Estimation

SmartCover Systems provides full installation, maintenance, and technical support throughout the term of the agreement:

- System Installation includes by a local, certified field service technician
- Initial Website set up and in-person website training will be provided by a SmartCover Systems representative
- Applications engineering support provided for training and website assistance as requested

Proposal Summary

Part Number	Description	7 Systems
CP-H-3	<p>Overview SmartCover is a complete end-to-end solution including:</p> <ul style="list-style-type: none"> • Remote Sensing System located at each monitoring site • Advanced Iridium Satellite Communications • Data Storage and Management • Cloud-based user software with 24/7 browser access • Full warranty support for all parts for the entire agreement period <p>Data Sources SmartCover Systems provides additional data sources including:</p> <ul style="list-style-type: none"> • SmartRain™: Local radar data from NOAA. One SmartRain per Remote Sensing System • StreamWatch™: Local stream and river data from USGS. • SmartTide™: Local tidal data from NOAA • SmartFLOE®: Flow Estimation <p>Installation and Ongoing Support SmartCover Systems provides full installation, maintenance, and technical support throughout the agreement:</p> <ul style="list-style-type: none"> • System Installation includes by a local, certified field service technician. Note: The City provides traffic control. • Initial Website set up and in-person website training will be provided by a SmartCover Systems representative • Applications engineering support provided for training and website assistance as requested 	

Year 2

Part Number	Service Description details	Price (Each)	7 Systems
CP-H-3	Comprehensive Monitoring Service Program	\$2,220	\$15,540.00
CA Tax	Tax will be charged for hardware portion only at the rate of: 9.5% (City of Manhattan Beach)	NA	\$621.79
Total			\$16,161.79

Proposal Summary

Description
<p>Overview</p> <p>SmartCover is a complete end-to-end solution including:</p> <ul style="list-style-type: none"> • Remote Sensing System located at each monitoring site • SmartFLOE (flow estimation) can be utilized at sites that are suitable throughout the 3 Years • SmartRain sites are included throughout the 3 Years (up to 3 SmartRains) • Advanced Iridium Satellite Communications • Data Storage and Management • Cloud-based user software with 24/7 browser access • Full warranty support for all parts for the entire agreement period <p>Installation and Ongoing Support</p> <p>SmartCover Systems provides full installation, maintenance, and technical support throughout the agreement:</p> <ul style="list-style-type: none"> • System Installation includes by a local, certified field service technician. Note: The City provides traffic control. • Initial Website set up and in-person website training will be provided by a SmartCover Systems representative

Year 1

Part Number	Service Description details	Price (Each)	6 Systems
CP-H-3	Comprehensive Monitoring Service Program	\$2,220	\$13,320
Installation	Labor Installation of SmartCover® Systems™ by Trained SmartCover® Systems™ Field Tech	\$300	\$1,800
CA Tax	Tax will be charged for hardware portion only at the rate of: 9.5% (City of Manhattan Beach)	NA	\$1,265.40
Total			\$16,385.40

Year 2

Part Number	Service Description details	Price (Each)	6 Systems
CP-H-3	Comprehensive Monitoring Service Program	\$2,220	\$13,320
CA Tax	Tax will be charged for hardware portion only at the rate of: 9.5% (City of Manhattan Beach) - Tax Subject To Change	NA	\$1,265.40
Total			\$14,585.40

Year 3

Part Number	Service Description details	Price (Each)	6 Systems
CP-H-3	Comprehensive Monitoring Service Program	\$2,220	\$13,320
CA Tax	Tax will be charged for hardware portion only at the rate of: 9.5% (City of Manhattan Beach) – Tax Subject To Change	NA	\$1,265.40
Total			\$14,585.40

3 Year Total - \$45,556.20

Above Pricing Assumes These Conditions:

- There are discount structures at 11-20 units, and 20+ units
- CP-H-3 pricing above is equivalent to \$185 a unit/month
- **Labor Is Not Included Beyond Installation**

Payment Terms

- Paid annually, at the beginning of each year
- After the year 3, the customer owns the hardware.
- A Comprehensive Monitoring Service Program is available for years 4 and beyond at a lower rate than the first 3 years.

DELIVERY

- Standard: (4-6) weeks upon receipt of a Purchase Order and with receipt of complete engineering and site information from the customer as requested.
- All customers will be notified of the shipment date upon Order Acknowledgement.
- Actual availability may vary depending on total demand.
- The "standard (4-6) weeks" is not a guarantee but a good faith estimate. It is strongly recommended that an order be placed as early as possible. Reasonable efforts will be made to provide earlier delivery if requested.

SmartCover Systems, Inc.
 2110 Enterprise Street
 Escondido, CA 92029
 Phone: 760-291-1980
 Fax: 760-291-1982



Remit PO to orders@smartcoversystems.com or return this quote signed with PO number.

Renewal Quotation

Bill To:				
City of Manhattan Beach 3621 Bell Ave. Manhattan Beach CA 92658		Date	P.O. No.	Quote Number
		8/13/2021		5106
Item	Description	Qty	Rate	Total
	1 Year Renewal Option for 7 systems. MHTB-REN-0821 01/01/2023-12/31/2023			
ASM-SC1R	Renewal: SmartCover® – REQUIRED	7	377.00	2,639.00
PW-5C1R	Renewal: Power Warranty: - PARTS ONLY	7	199.00	1,393.00
EW-SC1R	Renewal: SmartCover® System™ Warranty- Covers all systems parts except PowerPack™- PARTS ONLY.	7	399.00	2,793.00
	SIN Site 6736 MH 20-46 28th & Manhattan 6742 MH 23-49 Seaview and Strand 6741 MH 14-12 13th & Morningside 6740 MH 7-37 Maple & Rosecrans 6739 MH 8-17 3109 Pine 6738 MH 17-18A Bell Sewer Lift 6737 MH 5-10 Voorhees Sewer Lift			
ASM-RD-1R	Renewal: SmartRain™ - Continued rain data service for one site. SIN Site 7089 [SMARTRAIN] South 7088 [SMARTRAIN] North	2	100.00	200.00
	Onsite labor is available on per site basis.			
Terms and Conditions: 1. Payment due on or before renewal date expiration. 2. A service charge of 1.5% per month may be added to balances unpaid 30 days after renewal date. 3. Accounts with past due balances may be subject to service suspension. 4. Services may be subject to prevailing tax. 5. Quote pricing valid for 30 days.				
		Subtotal		\$7,025.00
We appreciate your business!		Sales Tax (10.25%)		\$0.00
Signature for Approval _____		Total		\$7,025.00

SmartCover Systems, Inc.
 2110 Enterprise Street
 Escondido, CA 92029
 Phone: 760-291-1980
 Fax: 760-291-1982



Remit PO to orders@smartcoversystems.com or
 return this quote signed with PO number.

Renewal Quotation

Bill To:				
City of Manhattan Beach 3621 Bell Ave. Manhattan Beach CA 92658		Date	P.O. No.	Quote Number
		8/13/2021		5107
Item	Description	Qty	Rate	Total
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ASM-RD-1R	Renewal: SmartRain™ - Continued rain data service for one site. SIN Site 7089 [SMARTRAIN] South 7088 [SMARTRAIN] North	2	100.00	200.00
	Onsite labor is available on per site basis.			
Terms and Conditions: 1. Payment due on or before renewal date expiration. 2. A service charge of 1.5% per month may be added to balances unpaid 30 days after renewal date. 3. Accounts with past due balances may be subject to service suspension. 4. Services may be subject to prevailing tax. 5. Quote pricing valid for 30 days.				
		Subtotal		\$7,025.00
We appreciate your business!		Sales Tax (10.25%)		\$0.00
Signature for Approval _____		Total		\$7,025.00

**CITY OF MANHATTAN BEACH
GENERAL SERVICES AGREEMENT WITH HADRONEX**

THIS GENERAL SERVICES AGREEMENT (“Agreement”) is made and entered into as of July 1, 2019, by and between the City Of Manhattan Beach, a California municipal corporation (“City”) and Hadronex, Inc. dba SmartCover Systems, a Delaware corporation (“Contractor”). City and Contractor are sometimes referred to herein as the “Parties”, and individually as a “Party”.

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Scope of Services.

A. Contractor shall perform the work and provide all labor, materials, equipment and services (hereinafter, the “Work” or “Services”) in a good and workmanlike manner for the project identified as Sewer Smart Covers, as described in this Agreement, the Scope of Work attached hereto as Exhibit A, and incorporated herein by this reference, and Contractor’s Proposal dated June 18, 2019, a portion of which is attached hereto as Exhibit B and incorporated herein by this reference. In the event of any conflict between the terms of this Agreement and the incorporated documents, the terms of this Agreement shall control.

B. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the “City Representative”). For the purposes of this Agreement, the Contractor Representative shall be Gregory Quist, CEO (the “Contractor Representative”). The Contractor Representative shall directly manage Contractor’s services under this Agreement. Contractor shall not change the Contractor Representative without City’s prior written consent.

C. Contractor shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

D. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in the California Labor Code. Therefore, as to those services that are “public works”, Contractor shall comply in all respects with all applicable provisions of the California Labor Code, including those set forth in Exhibit C hereto.

2. Extra Work. Extra work, when ordered in writing by the City Representative and accepted by Contractor, shall be paid for in accordance with the terms of the written work order. Payment for extra work will be made at the unit price or lump sum previously agreed upon in writing between Contractor and the City Representative. All extra work shall be adjusted daily upon the report sheet furnished by Contractor, prepared by the City Representative, and signed by both parties; and the daily report shall be considered thereafter the true record of extra work done.

3. Term. The term of this Agreement shall be from the Effective Date through July 1, 2022, unless sooner terminated as provided in Section 12 of this Agreement. Additionally, there shall be two one-year options to renew the Agreement with the mutual written consent of both parties. If not renewed prior to the anniversary date, this Agreement may continue on a month-to-month basis under the same terms and conditions for a maximum period not to exceed six months or until renewed, terminated or awarded to a new contractor, whichever is less.

4. Time of Performance.

A. Contractor will not perform any work under this Agreement until:

1) Contractor furnishes proof of insurance as required under Section 14 of this Agreement, and City's Risk Manager has approved the proof of insurance; and

2) City gives Contractor a written notice to proceed (NTP).

B. Should Contractor begin work in advance of receiving a written NTP, any such services are at Contractor's own risk.

C. Contractor shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

┌

5. Time. Time is of the essence in this Agreement.

6. Force Majeure. Neither City nor Contractor shall be responsible for delays in performance under this Agreement due to causes beyond its control, including but not limited to acts of God, acts of public enemies, acts of the government, fires, floods or other casualty, epidemics, earthquakes, labor stoppages or slowdowns, freight embargoes, unusually severe weather, and supplier delays due to such causes. Neither economic nor market conditions nor the financial condition of either party shall be considered a cause to excuse delay pursuant to this Section. Each party shall notify the other promptly in writing of each such excusable delay, its cause and its expected delay, and shall upon request update such notice.

7. Compensation.

A. In consideration of the services rendered hereunder, City shall pay Contractor a fee not to exceed \$49,885.37 Dollars (the "Maximum Compensation"), in accordance with the prices as submitted in Exhibit B.

B. City shall only reimburse Contractor for those actual and necessary expenses expressly set forth in Exhibit B. The Maximum Compensation shall include the attendance of Contractor at all project meetings reasonably deemed necessary by City.

8. Payments. Contractor shall submit to City an invoice on a monthly basis for the services performed pursuant to this Agreement. Each invoice shall itemize the services

rendered during the billing period, hourly rates charged, if applicable, fee for task or job, if applicable, and the amount due. City shall review each invoice and notify Contractor in writing within ten business days of receipt of any disputed invoice amounts.

City shall make payments within 30 days after receipt of an undisputed and properly submitted payment request from Contractor. City shall return to Contractor any payment request determined not to be a proper payment request as soon as practicable, but not later than seven days after receipt, and shall explain in writing the reason(s) why the payment request is not proper.

9. Taxes. Contractor shall calculate payment for all sales, unemployment, and other taxes imposed by local, state and federal law. These payments are included in the total amounts in Exhibit B.

10. Audit. City or its representative shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its billings to City as a condition precedent to any payment to Contractor. Contractor will promptly furnish documents requested by City. Additionally, Contractor shall be subject to State Auditor examination and audit at the request of City or as part of any audit of City, for a period of three years after final payment under this Agreement.

11. Unresolved Disputes. In the event of any dispute or controversy with City over any matter whatsoever, Contractor shall not cause any delay or cessation in or of work, but shall proceed with the performance of the work in dispute. Manhattan Beach Municipal Code Chapter 2.56 ("Matters Requiring Filing of Claims") shall govern the procedures of the claim process, and these provisions are incorporated herein by this reference.

12. Termination. This Agreement may be canceled by City at any time with or without cause and without penalty upon 30 days' written notice. This Agreement may be canceled by Contractor at any time with or without cause and without penalty upon 90 days' written notice. In the event of termination, all finished or unfinished work and other materials shall, at the option of City, be delivered to and become the property of City. In the event of termination without fault of Contractor, City shall pay Contractor for all services satisfactorily rendered prior to date of termination, and such payment shall be in full satisfaction of all services rendered hereunder.

13. Indemnification.

A. Indemnities.

1) To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential

damages (collectively “Liabilities”), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees’ active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Contractor shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees’ choice, and shall pay all costs and expenses, including all attorneys’ fees and experts’ costs actually incurred in connection with such defense. Contractor shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Contractor shall pay all required taxes on amounts paid to Contractor under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers’ compensation law regarding Contractor and Contractor’s employees. Contractor shall indemnify and hold City harmless from any failure of Contractor to comply with applicable workers’ compensation laws. City may offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor’s failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Contractor shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. If Contractor fails to obtain such indemnity obligations, Contractor shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor’s subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Contractor’s subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees’ active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers’ Compensation Acts not Limiting. Contractor’s indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers’ compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Contractor because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Contractor's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

14. Insurance Requirements.

A. Minimum Scope and Limits of Insurance. Contractor shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Contractor is a limited liability company, the commercial general liability coverage shall be amended so that Contractor and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. If Contractor does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Contractor shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Contractor has no employees while performing Services under this Agreement, a workers' compensation policy is not required, but Contractor shall execute a declaration that it has no employees.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming City and its elected and appointed officials, officers, employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

E. Contractor's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Contractor and Contractor's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Contractor shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Contractor shall, within two business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Contractor does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Contractor's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Contractor's expense, the premium thereon. Contractor shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Contractor.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Contractor shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Contractor may provide complete, certified copies of all required insurance policies to City. Contractor shall maintain current endorsements on file with City's Risk Manager. Contractor shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Contractor shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duty to indemnify City under Section 13 of this Agreement.

K. Broader Coverage/Higher Limits. If Contractor maintains broader coverage and/or higher limits than the minimums required above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

L. Subcontractor Insurance Requirements. Contractor shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

15. Familiarity with Work.

A. By executing this Agreement, Contractor represents that it:

- 1) Has thoroughly investigated and considered the scope of services to be performed;
- 2) Has carefully considered how the services should be performed; and
- 3) Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

B. If services involve work upon any site, Contractor warrants that it has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should Contractor discover any latent or unknown conditions that may materially affect the performance of the services, Contractor will immediately inform City of such fact and will not proceed except at Contractor's own risk until written instructions are received from City.

16. Independent Contractor. Contractor is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as herein set forth; and Contractor is free to dispose of all portions of its time and activities which it is not obligated to devote to City in such a manner and to such persons, firms, or corporations as Contractor wishes except as expressly provided in this Agreement. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City, bind City in any manner, or otherwise act on behalf of City as an agent. Contractor shall not, at any time or in any manner, represent that it or any of its agents, servants or employees, are in any manner agents, servants or employees of City. Contractor agrees to pay all required taxes on amounts paid to Contractor under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and its employees. Contractor further agrees to indemnify and hold City

harmless from any failure of Contractor to comply with applicable workers' compensation laws. City shall have the right to offset against the amount of any compensation due to Contractor under this Agreement any amount due to City from Contractor as a result of its failure to promptly pay to City any reimbursement or indemnification arising under this Section.

17. Workers' Compensation Insurance. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

18. Nondiscriminatory Employment. Contractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, gender, sex, sexual orientation, age or condition of disability. Contractor understands and agrees that it is bound by and will comply with the nondiscrimination mandates of all statutes and local ordinances and regulations.

19. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, ordinances, codes and regulations in force at the time Contractor performs its services pursuant to this Agreement.

20. Contractor's Representations. Contractor represents, covenants and agrees that: a) Contractor is licensed, qualified, and capable of furnishing the labor, materials, and expertise necessary to perform the services in accordance with the terms and conditions set forth in this Agreement; b) there are no obligations, commitments, or impediments of any kind that will limit or prevent its full performance under this Agreement; c) there is no litigation pending against Contractor, and Contractor is not the subject of any criminal investigation or proceeding; and d) to Contractor's actual knowledge, neither Contractor nor its personnel have been convicted of a felony.

21. Warranty. Contractor warrants all Work under this Agreement (which for purposes of this Section shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the Work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees to warranty labor for ninety (90) days, and parts, materials, and workmanship for a period of one year (or the period of time specified elsewhere in this Agreement or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) after the date of final acceptance. Contractor shall within ten (10) days after being notified in writing by the City of any defect in the Work or non-conformance of the Work to the Agreement, commence and perform

with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the City in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its defective Work or which becomes damaged in the course of repairing or replacing defective Work. Contractor shall perform such tests as City may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Agreement. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstatement of equipment and materials necessary to gain access, shall be the sole responsibility of the Contractor. All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of City, regardless of whether or not such warranties and guarantees have been transferred or assigned to City by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of City. In the event that Contractor fails to perform its obligations under this Section, or under any other warranty or guaranty under this Agreement, to the reasonable satisfaction of City, City shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse City for any expenses incurred hereunder upon demand.

22. Ownership of Documents. All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials") prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the City Representative or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at City's sole risk and without liability to Contractor, and Contractor's guarantee and warranties shall not extend to such use, revise or assignment. Contractor may retain copies of such documents for its own use. Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom.

23. Confidentiality and Release of Information.

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Representative.

B. Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Representative or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided Contractor gives City notice of such court order or subpoena.

C. If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Contractor’s conduct.

D. Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

24. Conflicts of Interest. Contractor agrees not to accept any employment or representation during the term of this Agreement or within 12 months after completion of the work under this Agreement which is or may likely make Contractor “financially interested,” as provided in Government Code Sections 1090 and 87100, in any decisions made by City on any matter in connection with which Contractor has been retained pursuant to this Agreement.

25. Third Party Claims. City shall have full authority to compromise or otherwise settle any claim relating to this Agreement at any time. City shall timely notify Contractor of the receipt of any third-party claim relating to the Agreement. City shall be entitled to recover its reasonable costs incurred in providing this notice.

26. Non-Assignability; Subcontracting. Contractor shall not assign or transfer any interest in this Agreement nor any part thereof, whether by assignment or novation, without City’s prior written consent. Any purported assignment without written consent shall be null, void, and of no effect; and Contractor shall hold harmless, defend and indemnify City and its officers, officials, employees, agents and representatives with respect to any claim, demand or action arising from or relating to any unauthorized assignment.

27. Applicable Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding

California's choice of law rules. Venue for any such action relating to this Agreement shall be in the Los Angeles County Superior Court.

28. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

29. Titles. The titles used in this Agreement are for convenience only and shall in no way define, limit or describe the scope or intent of this Agreement or any part of it.

30. Authority. The persons executing this Agreement on behalf of Contractor warrants and represents that they have the authority to execute this Agreement on behalf of Contractor and have the authority to bind Contractor to the performance of its obligations hereunder.

31. Incorporation by Reference. All Exhibits attached hereto are incorporated herein by reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Contractor's proposal, the provisions of this Agreement shall control.

32. Entire Agreement. This Agreement, including any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Contractor. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties which expressly refers to this Agreement.

33. Construction. In the event of any asserted ambiguity in, or dispute regarding the interpretation of any matter herein, the interpretation of this Agreement shall not be resolved by any rules of interpretation providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted this Agreement or who drafted that portion of this Agreement.

34. Non-waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

35. Notice. Except as otherwise required by law, any notice or other communication authorized or required by this Agreement shall be in writing and shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during Contractor's or City's regular business hours or (b) on the third business day following

deposit in the United States mail, postage prepaid, to the addresses listed below, or at such other address as one party may notify the other:

To City:

Shawn Igoe
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

To Contractor:

Greg Quist
SmartCover Systems
2110 Enterprise Street
Escondido, CA 92029

36. Counterparts. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

37. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed the within Agreement the day and year first above written.

[signatures begin on next page]

CITY OF MANHATTAN BEACH

CONTRACTOR

Hadronex, Inc. DBA SmartCover Systems

By: 
Bruce Moe, City Manager

By:  07-23-2019
Greg Quist, CEO, SmartCover Systems

ATTEST:

By:  8-15-19
Liza Tamura, City Clerk

APPROVED AS TO FORM:

By: 
Quinn M. Barrow, City Attorney

APPROVED AS TO CONTENT:

By: 
Steve S. Charelian, Finance Director

EXHIBIT A

Scope of Work

The Contractor will provide and install new Smart Covers for seven (7) sewer manholes. The Smart Cover monitoring system is completely self contained, turn-key solution developed specifically for the water and wastewater industry. Smart Covers have the capability to detect sources of I&I, guard against and prevent sewer spills by assessing water level and water flow.

Solution includes:

- Remote Sensing System located at each monitoring site
- Advanced Iridium Satellite Communications
- Data Storage and Management
- Cloud-based user software with 24/7 browser access
- Full warranty support for all parts for the entire agreement period

Data Sources SmartCover Systems provides additional data sources including:

- SmartRain™: Local radar data from NOAA. One SmartRain per Remote Sensing System
- StreamWatch™: Local stream and river data from USGS
- SmartTide™: Local tidal data from NOAA
- SmartFLOE®: Flow Estimation

SmartCover Systems provides full installation, maintenance, and technical support throughout the term of the agreement:

- System Installation includes by a local, certified field service technician
- Initial Website set up and in-person website training will be provided by a SmartCover Systems representative
- Applications engineering support provided for training and website assistance as requested

EXHIBIT B

Contractor's Proposal



**Comprehensive Monitoring Service Program Proposal
SmartCover® Sewer Monitoring Systems
7 Units**

City of Manhattan Beach

Attention: Shawn Igoe

Offered by:
SmartCover® Systems™



**Quotation Date: 6/18/2019
Quote Valid: 60 Days
Offered by: Eric Van Cleave
Regional Sales Manager – Southern California
760.224.9526 / evcleave@smartcoversystems.com**



SmartCover Systems (SCS) is pleased to provide the following Proposal:

The SmartCover system provides continuous remote sensing

- User-definable alarm settings
- An easy-to-use web-based interface
- Long and short-term data collection and analysis.

The SmartCover System is proven to operate reliably in sewers for over 14 years, with thousands of installations across North America.

Proposal Summary

Part Number	Description	7 Systems
CP-H-3	<p>Overview SmartCover is a complete end-to-end solution including:</p> <ul style="list-style-type: none"> • Remote Sensing System located at each monitoring site • Advanced Indium Satellite Communications • Data Storage and Management • Cloud-based user software with 24/7 browser access • Full warranty support for all parts for the entire agreement period <p>Data Sources SmartCover Systems provides additional data sources including:</p> <ul style="list-style-type: none"> • SmartRain™: Local radar data from NOAA. One SmartRain per Remote Sensing System • StreamWatch™: Local stream and river data from USGS • SmartTide™: Local tidal data from NOAA • SmartFLOE®: Flow Estimation <p>Installation and Ongoing Support SmartCover Systems provides full installation, maintenance, and technical support throughout the agreement:</p> <ul style="list-style-type: none"> • System Installation includes by a local, certified field service technician. Note: The City provides traffic control. • Initial Website set up and in-person website training will be provided by a SmartCover Systems representative • Applications engineering support provided for training and website assistance as requested 	

Year 1

Part Number	Service Description details	Price (Each)	7 Systems
CP-H-3	Comprehensive Monitoring Service Program	\$2,220	\$15,540.00
Installation	Labor Installation of SmartCover Systems - by Trained SmartCover Systems - Field Tech	\$200	\$1,400
CA Tax	Tax will be charged for hardware portion only at the rate of 0.5% (City of Manhattan Beach)	NA	\$621.79
Total			\$17,561.79

Year 2

Part Number	Service Description details	Price (Each)	7 Systems
CP-H-3	Comprehensive Monitoring Service Program	\$2,220	\$15,540.00
CA Tax	Tax will be charged for hardware portion only at the rate of 0.5% (City of Manhattan Beach)	NA	\$621.79
Total			\$16,161.79

Year 3

Part Number	Service Description details	Price (Each)	7 Systems
CP-H-3	Comprehensive Monitoring Service Program	\$2,220	\$15,540.00
CA Tax	Tax will be charged for hardware portion only at the rate of: 0.5% (City of Manhattan Beach)	NA	\$621.79
Total	Total of above fees		\$16,161.79

3 Year Total - \$49,885.37

Above Pricing Assumes These Conditions:

- This program is offered for customers looking to acquire 5 or more units
- There are discount structures at 11-20 units, and 20+ units
- CP-H-3 pricing above is equivalent to \$185 a unit/month
- Labor Is Not Included Beyond Installation

Payment Terms

- Paid annually, at the beginning of each year
- After the year 3, the customer owns the hardware.
- A Comprehensive Monitoring Service Program is available for years 4 and beyond at a lower rate than the first 3 years.

Cancellation Terms

Cancellation within two years of the commencement of the contract period is subject to 66% of the three-year cost; cancellation thereafter is subject to the full three-year contract cost

EXHIBIT C
TERMS FOR COMPLIANCE WITH CALIFORNIA LABOR LAW REQUIREMENTS

1. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code (“Chapter 1”). Further, Contractor acknowledges that this Agreement is subject to (a) Chapter 1 and (b) the rules and regulations established by the Department of Industrial Relations (“DIR”) implementing such statutes. Therefore, as to those Services that are “public works”, Contractor shall comply with and be bound by all the terms, rules and regulations described in 1(a) and 1(b) as though set forth in full herein.

2. California law requires the inclusion of specific Labor Code provisions in certain contracts. The inclusion of such specific provisions below, whether or not required by California law, does not alter the meaning or scope of Section 1 above.

3. Contractor shall be registered with the Department of Industrial Relations in accordance with California Labor Code Section 1725.5, and has provided proof of registration to City prior to the Effective Date of this Agreement. Contractor shall not perform work with any subcontractor that is not registered with DIR pursuant to Section 1725.5. Contractor and subcontractors shall maintain their registration with the DIR in effect throughout the duration of this Agreement. If the Contractor or any subcontractor ceases to be registered with DIR at any time during the duration of the project, Contractor shall immediately notify City.

4. Pursuant to Labor Code Section 1771.4, Contractor’s Services are subject to compliance monitoring and enforcement by DIR. Contractor shall post job site notices, as prescribed by DIR regulations.

5. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Agreement are on file at City Hall and will be made available to any interested party on request. Contractor acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Contractor shall post such rates at each job site covered by this Agreement.

6. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to City, forfeit \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Contractor or by any subcontractor.

7. Contractor shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Contractor and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform City of the location of the records. Pursuant to Labor Code Section 1771.4, Contractor and each

subcontractor shall furnish such records to the Labor Commissioner, at least monthly, in the form specified by the Labor Commissioner.

8. Contractor shall comply with and be bound by the provisions of Labor Code seq. concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to City a verified statement of the journeyman and apprentice hours performed under this Agreement.

9. The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of this Contract pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of contractors from public works. If the Contractor or any subcontractor becomes debarred or suspended during the duration of the project, the Contractor shall immediately notify City.

10. Contractor acknowledges that eight hours labor constitutes a legal day's work. Contractor shall comply with and be bound by Labor Code Section 1810. Contractor shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to City, forfeit \$25.00 for each worker employed in the performance of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight hours per day, and 40 hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay.

11. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

12. For every subcontractor who will perform work on the project, Contractor shall be responsible for such subcontractor's compliance with Chapter 1 and Labor Code Sections 1860 and 3700, and Contractor shall include in the written contract between it and each subcontractor a copy of those statutory provisions and a requirement that each subcontractor shall comply with

those statutory provisions. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a periodic review of the certified payroll records of the subcontractor and upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any failure.

13. To the maximum extent permitted by law, Contractor shall indemnify, hold harmless and defend (at Contractor's expense with counsel reasonably acceptable to City) City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers from and against any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Contractor, its subcontractors, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses. All duties of Contractor under this Section shall survive the termination of the Agreement.



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Consider Request by Mayor Stern and Councilmember Montgomery to Postpone the Removal of the Peace Pole Pending the Cultural Arts Commission Review (Parks and Recreation Director Leyman).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction regarding the request by Mayor Stern and Councilmember Montgomery to postpone the removal of the Peace Pole pending Cultural Arts Commission review.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

Pursuant to the Brown Act, the City Council can only discuss items described on an agenda except under limited circumstances. The City Council has developed a process to allow individual Councilmembers to request, with the support of another Councilmember, that items be placed on a future agenda for City Council discussion. At that future meeting, the item is identified on the agenda in full compliance with the Brown Act. Typically, the process is a three-step process. However, in this situation, where the requested action is to request that a City Commission review a matter and then provide a recommendation to the City Council, such direction can be provided to the Commission at the second step.

Accordingly, individual Councilmembers can initiate future agenda items by following the following process:

STEP ONE:

During “Future Agenda Items,” a Councilmember may request that an item be placed on the agenda. If another Councilmember concurs with placing the item on the agenda, the item is placed on a future agenda. This step was completed at the September 21, 2021, City Council meeting.

STEP TWO:

The City Council discusses the request. After discussion, the City Council has the following options:

- a) Receive and File the report.
- b) By a majority vote, request that the Cultural Arts Commission review the matter and provide a recommendation to the City Council.
- c) Continue the item to a future date.

CONCLUSION:

Staff recommends that the City Council discuss and provide direction regarding the request by Mayor Stern and Councilmember Montgomery to discuss postponing the removal of the Peace Pole until the Cultural Arts Commission reviews the matter and provides a recommendation to the City Council.

LEGAL REVIEW:

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



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director
Erik Zandvliet, T.E., City Traffic Engineer

SUBJECT:

Consideration of Reduction in Size of Temporary Encroachment Areas for Street Dining for COVID-19 Purposes, Effective November 1, 2021 (Community Development Director Tai).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction on the recommendation from the Downtown Business and Professionals Association (DBPA) to reduce the size of the temporary encroachment areas for street dining for COVID-19 purposes, effective November 1, 2021.

FISCAL IMPLICATIONS:

The City is currently foregoing approximately \$56,161 monthly in parking meter fee revenue and \$7,526 monthly in parking citation fee revenue due to outdoor street encroachments for COVID-19 purposes. 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. On September 21, 2021, the City Council voted to approve a monthly \$1.00 per square foot fee for the use of temporary street encroachment areas in the public right-of-way (PROW) by private businesses. Beginning October 1, 2021, the City started collecting approximately \$15,374 in monthly revenue from this fee.

A reduction in the overall temporary encroachment areas would restore approximately 19 metered parking spaces, which equates to about \$15,018 monthly in parking meter revenue and approximately \$2,014 monthly in restored parking citation revenue.

BACKGROUND:

On March 13, 2020, the City declared a State of Emergency due to COVID-19. In late May 2020, Los Angeles County Department of Public Health (LACDPH) began gradually relaxing the closures, allowing for non-essential retail to fully open and restaurants to re-open for outdoor dining only, subject to COVID-19 operating protocols. On June 10, 2020, the City Manager issued Emergency Order No. 11, allowing the City to issue temporary encroachment permits for street dining and business use, including in the street/parking space portion of the PROW, referred to herein as the COVID-19 Outdoor Dining/Business Use Program ("Program").

On May 18, 2021, the City Council voted to extend the Program to September 7, 2021, for areas east of Ocean Drive, made effective by City Emergency Order No. 26.

On August 23, 2021, the DBPA sent a letter to the City Council (attached) recommending that the City require all restaurants to reduce their outdoor dining areas to a footprint no wider than their own street frontage by November 1, 2021, with the understanding that minor adjustments may be necessary for practical considerations.

On August 24, 2021, the City Council extended the Program to January 3, 2022, made effective through City Emergency Order No. 27.

On September 21, 2021, as the result of numerous public comments, the City Council directed staff to agendize a discussion on the DBPA's recommendation to reduce the size of temporary encroachment permits in the PROW for COVID-19 purposes.

DISCUSSION:

Under the Emergency Orders, the Program provided relief to local businesses during the pandemic due to County, State and Federal restrictions on business operations. The Program has expanded since the beginning of the pandemic to include not just street parking spaces, but adjacent PROW and even portions of travel lanes that have been shifted or narrowed to create more equitably sized encroachment areas. The City has approved numerous encroachment areas that overlap in front of adjacent businesses subject to the adjacent tenant's support and right of first refusal.

The City has issued encroachment permits and signed agreements for 27 businesses to operate street dining in 71 parking spaces and about 2,755 square feet of PROW areas. The overall PROW area occupied by the temporary encroachment areas including parking areas is about 15,374 square feet. All permits limit restaurants to 100% of their pre-COVID seating occupancy using combinations of indoor and outdoor seating areas. Each business obtained a temporary encroachment permit to construct their dining area in the PROW. Several raised dining platforms constructed on Manhattan Beach Boulevard also required building permits and building inspections.

The Program has evolved to accommodate the business community's desire to provide a proportionately equitable amount of outdoor seating to offset prior restrictions on indoor seating capacity. At this time, there are no longer indoor seating capacity restrictions, but LACDPH orders currently require the use of masks when indoors except when eating/drinking, and strongly encourage restaurants to prioritize indoor seating for vaccinated customers. Several restaurant owners have indicated their continued desire for outdoor seating. Conversely, the

City has also received feedback from Downtown residents and some business owners that these outdoor activities negatively affect quality of life (noise, parking, aesthetics, sidewalk blockages, vermin, infrastructure, public safety response, etc.).

Nothing in the current Program prohibits individual businesses from reducing or removing their encroachment areas prior to January 3, 2022. It should be noted that four restaurants have temporary street encroachment areas in the North End business district that are subject to the same rules that are or would be imposed in Downtown. For fairness and administrative purpose, changes should be applied consistently to all businesses within the City.

The proposed reduction in the allowed width of encroachment areas would disrupt the current proportionality of dining areas and change the basis upon which the street areas are allocated. Due to the consistent depth of encroachment areas within the same block, narrow and deep restaurants would generally be restricted to smaller outdoor dining footprints, and wider and shallow restaurants would be afforded a larger footprint. In addition, the current depth of encroachment areas is not consistent throughout the City, varying from eight feet in parallel parking areas up to 17.5 feet in angled parking areas where the travel lanes have been modified. In some cases, the reconstruction of the dining platforms would generate new permit fees and possibly require new building plans and permits.

According to Jill Lamkin, Executive Director of the DBPA, the reduced street dining area proposal is supported by at least 16 restaurants (three of which do not have street dining areas), and is opposed by at least five restaurants in the Downtown area. The letter states that that Downtown retailers have sacrificed their store visibility due to the encroachment areas and need additional street parking in time for the holiday season. The proposal criteria would require the reduction in the width of about 11 street dining areas in Downtown. (See attached map.) One restaurant in the North End Business District area would also be affected by the reduced frontage criteria if applied citywide.

The existing Program is scheduled to end on January 3, 2022. Prior to this date, two major special events will take place that will have an impact on Downtown businesses: the Pier Lighting and Holiday Open House on November 17, and Holiday Fireworks on December 12. Both events will require additional staff and resources due to the temporary encroachment areas. In addition, the City's Special Events Committee has determined that the temporary encroachment areas on Manhattan Beach Boulevard west of Manhattan Avenue and on Ocean Drive must be removed in preparation for the Holiday Fireworks event to ensure adequate public safety of an outdoor event over 10,000 persons. Provisions in the existing PROW encroachment agreement and permits authorize the City to require such removal within three days. (See attached sample permit template.)

ALTERNATIVES:

In considering whether to require the reduction in temporary street encroachment areas, staff requests that the City Council consider the following alternatives:

ALTERNATIVE #1:

Continue the current Program as is until January 3, 2022.

PROS:

The Program would remain in place, giving restaurants the flexibility to have outdoor seating opportunities. Restaurants can individually or collectively volunteer to reduce the size of their temporary encroachment areas.

CONS:

Restaurants would continue to use temporary encroachment areas in front of retailers, which would not restore parking spaces for the holiday season or address concerns presented by the retailers.

ALTERNATIVE #2:

Transition the Program to require a frontage-based outdoor business use/dining areas.

PROS:

Approximately 19 Downtown public parking spaces would be restored for parking during the holiday season. The City would recover about \$17,032 monthly in unrealized parking meter and citation fees for these spaces. Overall impacts of outdoor dining such as noise and sidewalk congestion would be reduced proportionately.

CONS:

Limiting encroachment areas to the frontage width of the restaurant will affect restaurants with narrow frontages more significantly than those with wider frontages. Some restaurants would be required to pay additional PROW and building permit fees to reconstruct or relocate encroachment areas. It may take considerable time to approve, remove and reconstruct the dining areas, which will have an adverse impact to the general public, traffic, and staff resources.

PUBLIC OUTREACH:

City staff conducts regular meetings on COVID-19 business solutions, which include attendees from the Chamber of Commerce, Downtown Business and Professional Association, North Manhattan Beach Business Improvement District, and the Downtown Residents Association. This item was discussed at the September 13, 2021 meeting of this group. This meeting has also been noticed in conformance with public meeting requirements.

ENVIRONMENTAL REVIEW:

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

LEGAL REVIEW:

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

ATTACHMENTS:

1. DBPA Letter Requesting Reduction in Outdoor Dining Areas
2. Map of Proposed Encroachment Area Reductions
3. Sample Encroachment Permit Template



August 23, 2021

Mayor Suzanne Hadley
Members of City Council
City Manager Bruce Moe

Dear Mayor Hadley, City Council, and City Manager Moe,

The DBPA Board of Directors expresses their gratitude to Director Tai and City Staff for recommending to Council outdoor dining be continued through January 3, 2022. This provides our restaurants the certainty they will be able to operate through the Delta variant even if we should experience future indoor dining restrictions.

To minimize the parking constraints created by outdoor dining, our DBPA Board of Directors recommends if no indoor dining restrictions or distancing guidelines are in place as of November 1, 2021, all restaurants reduce their outdoor dining decks to a footprint no larger than the front of their own businesses. There will likely be practical considerations causing some decks to not be located directly in front of their business, such as handicapped ramps, but as much as possible, we encourage City Staff to begin the logistical exercise of reducing the overall size and impact of the dining decks. In addition, we ask that any dining decks not in use by September 1, 2021, be removed to open all available parking.

This is an important step forward to acknowledge and amend the sacrifices our retailers and service businesses have made over the last 18 months. Decreasing deck sizes will begin addressing our organization's concerns about blocking the visual sight line to a business from the street or sidewalk, and also provide some of the much needed parking to return in time for our busy holiday season.

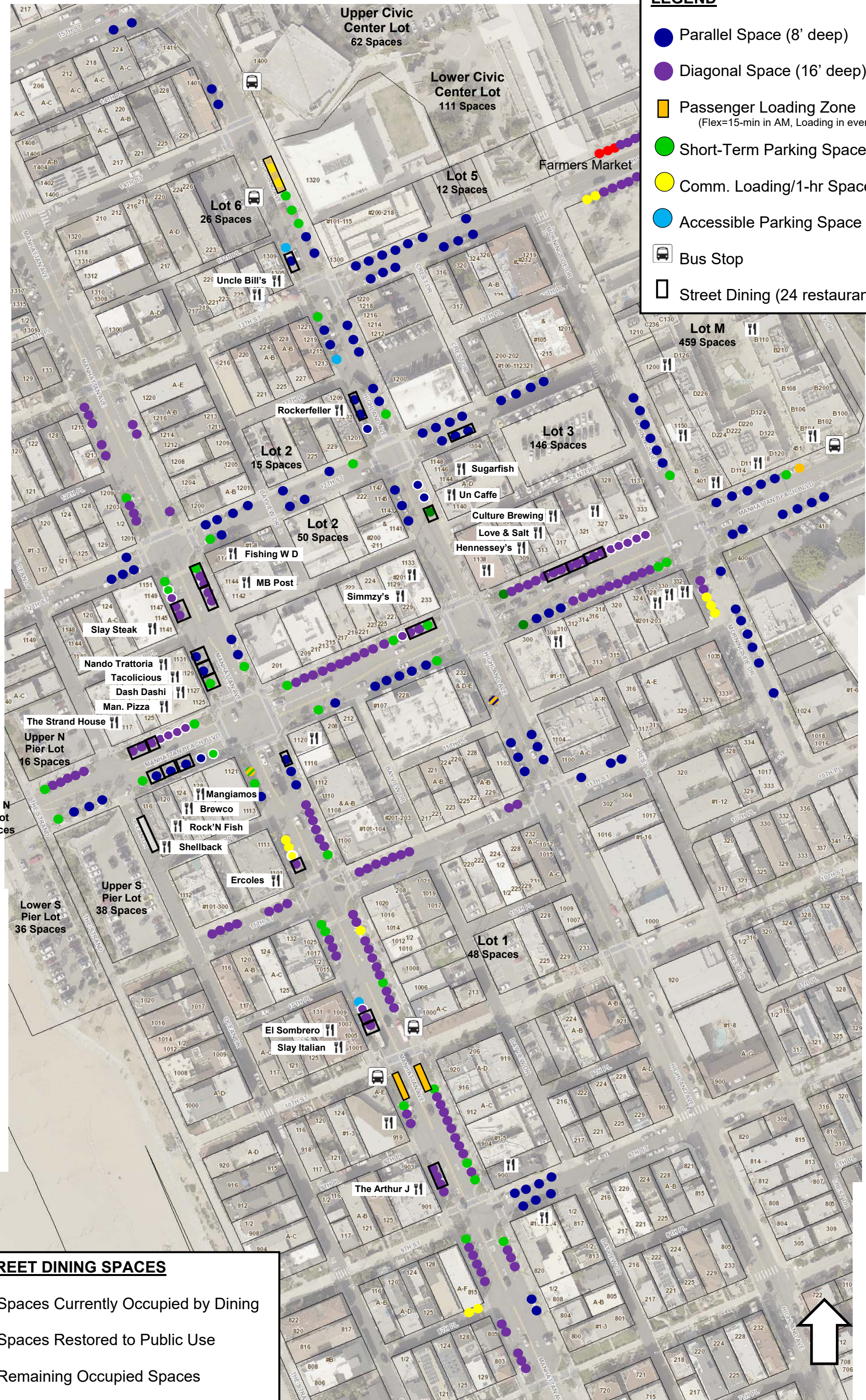
We respectfully thank you for your consideration.

Mike Simms
President, DBPA

Jill Lamkin
Executive Director, DBPA

LEGEND

- Parallel Space (8' deep)
- Diagonal Space (16' deep)
- Passenger Loading Zone (Flex=15-min in AM, Loading in evening)
- Short-Term Parking Space
- Comm. Loading/1-hr Space
- Accessible Parking Space
- Bus Stop
- Street Dining (24 restaurants)



STREET DINING SPACES

58 Spaces Currently Occupied by Dining

19 Spaces Restored to Public Use

39 Remaining Occupied Spaces



City of Manhattan Beach
Community Development
Traffic Engineering Division

**DOWNTOWN MANHATTAN BEACH
REDUCED STREET DINING PROPOSAL
8/23/2021**

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266

**PLAN CASE
APPROVAL**

Plan NO.:

Plan Type: **Encroachment Permit**

Work Classification: **Minor**

Plan Status: **Issued**

Apply Date: **06/09/2020**

Expiration: 01/03/2022

Location Address

Parcel Number

Contacts

Description: REVISED 8-7-2021 - OUTDOOR DINING OPERATION SHALL CEASE ON OR BEFORE JANUARY 3, 2022, AND ALL ENCROACHMENTS MUST BE REMOVED FROM PUBLIC RIGHT-OF-WAY BY JANUARY 7, 2022 OR EARLIER PER THE TERMS OF THE AGREEMENT. ENCROACHMENT AREA MAY BE SUBJECT TO TEMPORARY REMOVAL OR MODIFICATION WITHIN THREE CALENDAR DAYS OF RECEIPT OF WRITTEN NOTICE PER SECTION 10(C) OF THE AGREEMENT.

WHEN OUTDOOR DINING IS PROHIBITED BY LA COUNTY HEALTH DEPARTMENT OR THE CITY, THE LICENSED AREA MAY BE USED FOR PUBLIC SEATING PURSUANT TO SECTION 10C OF THE TEMPORARY ENCROACHMENT AGREEMENT. DURING THIS TIME, THE FOLLOWING ADDITIONAL REQUIREMENTS SHALL APPLY:
THE PERMITTEE SHALL POST PUBLIC PARKLET SIGNS AS REQUIRED BY CITY.
SEATING AND TABLES SHALL COMPLY WITH THE LATEST HEALTH DEPARTMENT SPACING REQUIREMENTS.
THE PERMITTEE SHALL REMAIN RESPONSIBLE FOR MAINTENANCE AND CLEANING OF THE LICENSED AREA AND APPURTENANCES AT ALL TIMES.
NO FOOD OR BEVERAGE SERVICE SHALL BE CONDUCTED IN THE PUBLIC RIGHT-OF-WAY. TAKE-OUT AND DELIVERY SHALL BE CONDUCTED ON PRIVATE PROPERTY.
ALCOHOL CONSUMPTION SHALL NOT BE PERMITTED IN THE LICENSED AREA.
LICENSED AREA SHALL BE AVAILABLE FOR ALL PERSONS TO USE - RESERVED SEATING IS NOT PERMITTED.
ALL OTHER ENCROACHMENT PERMIT CONDITIONS THAT DO NOT CONFLICT WITH THE ABOVE REQUIREMENTS OR OTHER HEALTH ORDERS SHALL REMAIN IN EFFECT.

Temporary Encroachment Permit authorizing _____ to operate outdoor dining in the public right-of-way on the north side of _____ adjacent to the restaurant in _____ parking spaces. See attached Site Plan, Outdoor Dining Guidelines and Encroachment Agreement for permit requirements.
Certificate of Insurance Policy naming the City as additionally insured required.
ENCROACHMENT AREA SHALL NOT BE USED UNTIL AFTER PLATFORMS PASS BUILDING INSPECTION.
OVERALL DINING OCCUPANCY SHALL NOT EXCEED 100% OF THE MAXIMUM APPROVED SEATING OCCUPANCY.

Fees	Amount
4502-Encroachment	\$283.00
Permit-Transfer/Revision/Minor	
Total:	\$283.00

Payments	Amt Paid
Total Fees	\$283.00
Generic Payment	\$283.00
Amount Due:	\$0.00

Condition Name	Description	Comments
	Erik Zandvliet	
	Issued By: _____	_____ Date
	Signature of Owner/Contractor (if required) _____	_____ Date
	Signature of CMB (if required) _____	_____ Date



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Carrie Tai, AICP, Community Development Director

SUBJECT:

Discussion of a Proposed Work Plan Item For Long-Term Outdoor Business Use (Including Dining) in the Public Right-of-Way and Private Property (Community Development Director Tai).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

DISCUSS AND PROVIDE DIRECTION

Staff recommends that the City Council receive a report from staff describing the proposed work plan item and provide input and direction as desired.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with conducting this discussion. There will be fiscal implications from implementation of this work plan item, including increased costs from staff time, procuring additional resources and expertise, permitting, environmental review, possible capital improvements, and operational costs. The costs are undetermined at this time and are dependent on the scope of the work plan item. Staff will keep the public and the City Council apprised of all anticipated costs through work plan updates, project updates, and during the City budget process.

BACKGROUND:

On August 24, 2021, the City Council provided direction to staff to pursue a work plan item to study a long-term program for outdoor business and dining uses, both in the public right-of-way and on private property.

In March 2020, the State, Los Angeles County, and the City each declared a State of Emergency due to the COVID-19 pandemic. Los Angeles County Department of Public Health issued orders restricting many indoor uses, causing businesses to look for opportunities to

operate outdoors. Starting in June 2020, the City allowed for temporary outdoor placement of a variety of uses, including dining areas, fitness uses, and salons. In the public right-of-way, these areas included parking spaces and street areas. On private property, the City allowed use of parking lot areas, with property owner permission. The most prominent feature of this temporary program was the use of rights-of-way in the Downtown and North End for outdoor dining. The City authorized and amended the programs through Emergency Orders, following discussion and direction from the City Council. The programs were implemented using modified versions of existing permits. Due to the urgency created by the COVID-19 response, staff was able to perform very limited policy analysis prior to and during implementation.

As the focus begins to turn to post-pandemic operations, the business community has expressed interest in pursuing long-term outdoor dining and business uses. As such, the City Council has directed the addition of a work plan item to study this. This report provides a broad overview and framework for this work effort.

DISCUSSION:

The following describes the general components of the work plan item.

Define work effort. The City Council's direction specified that the item was to include outdoor dining and business use in both the public right-of-way and on private property. This will involve two different policy studies. For public property, the policy discussion and analysis will focus on potential privatization of public areas, the level of community support, and government fiscal implications. For private property, the discussion will include changes in land use intensity and parking demands. These changes will involve neighborhood compatibility considerations. Discussions will identify major issues to be evaluated during the work effort. Staff anticipates these issues to include (but not be limited to): eligible geographical areas, types of eligible businesses, timing (seasonal versus year-round, etc.), impacts to the parking supply, changes to land use character, possible physical concepts and configurations, design criteria, permitting requirements, Coastal Zone requirements, operational criteria and protocols, and fee structure(s).

Determine the scope of community engagement. The community engagement component of the work effort is critical in identifying the level of community-wide support. During the COVID-19 temporary program, the City received many public comments concerning the limited community engagement due to the dynamic nature of changing pandemic regulations. As such, this work plan anticipates a broad and comprehensive community engagement effort to consider the needs of many different stakeholders. The City will consider whether to convene a working group, such as a task force or steering committee, to provide perspective on long-term outdoor uses. The City may also designate the composition of any working group to include specific representatives, such as City Council members, boards and commission members, community representatives, residents, or business owners, seniors, youth, and visitors. The community at large will be engaged as part of public workshops and meetings. Staff will seek City Council direction on this matter as one of the first steps in the effort.

Identification of staffing and fiscal resources. Once the work plan and scope of community engagement are defined, it will be possible to identify the amount of staffing needed to carry out

this work plan item. Staff anticipates an interdisciplinary City project team to work on the various components of the work effort. This also includes consideration of securing outside expertise to assist in particular subject matters (public facilitation, design, engineering, economics analysis, real estate professionals, hospitality experts, etc.) or supplement available staff resources. The proposed approach will be presented to the public and City Council prior to commitment of budgetary resources.

Define project schedule and milestones. Once the City has defined the major components of the work effort, such as the community engagement scope and need for outside expertise, staff will be able to develop a more specific project schedule and milestones. Given the variations in complexity for this work effort, staff anticipates an approximately 24-30 month schedule. This does not include time for construction of any City capital improvements, as that need has not been identified.

Environmental review and permitting. Proposed changes in any portion of the City would require environmental review in accordance with the California Environmental Quality Act. Furthermore, the Downtown and the North End commercial areas are located within the Coastal Zone. If the work effort results in proposed changes (including land use intensity and parking demand/supply) within the Coastal Zone, the City will need to obtain California Coastal Commission (CCC) approval. This will include Coastal Development Permits, at a minimum. More likely, updates to City regulatory documents such as the General Plan Mobility Element, Land Use Element, Open Space Element, Local Coastal Program, and Downtown Parking Management Plan will be needed, which require certification by the CCC.

PUBLIC OUTREACH:

No formal outreach has been conducted on this work plan item. This work plan item is proposed to be part of the City Council Work Plan, which is presented to City Council on a quarterly basis, including on October 5, 2021. Once commenced, the work plan item will include substantial community engagement.

ENVIRONMENTAL REVIEW:

There is no environmental review required for this discussion. Pursuant to Section 15262 of the California Code of Regulations, the work plan effort qualifies for a statutory exemption from the California Environmental Quality Act (CEQA) as it constitutes a planning and feasibility study for a possible future action that an agency has not approved, adopted, or funded. Thus, environmental review is not necessary at this time. Prior to approving any action, adopting any change to documents, or committing funding to any improvements, environmental review will be required.

LEGAL REVIEW:

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

ATTACHMENT:

Draft Work Plan item

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



LONG-TERM OUTDOOR DINING AND BUSINESS USES ON PUBLIC AND PRIVATE PROPERTY

On August 24, 2021, the City Council directed staff to initiate a work plan item to study long-term outdoor dining and business uses in the public right-of-way and on private property. During the COVID-19 pandemic recovery, the City permitted businesses to use parking spaces and street areas in the public right-of-way during COVID-19 operating restrictions through Emergency Orders. The long-term effort to evaluate long-term businesses uses is intended to be comprehensive, including broad community engagement, evaluation of fiscal implications, study of alternatives, environmental review, and required permitting.



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, CM, PD, FD

STATUS:



COMPLETED ACTION ITEMS:

- None.

ACTIONS PENDING:

- Define work effort.
- Determine the scope of community engagement.
- Identification of staffing and fiscal resources.
- Define project schedule and milestones.
- Environmental review and permitting.

NEXT CITY COUNCIL ACTION:

Discuss Work Plan framework at October 5, 2021 City Council meeting.



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

George Gabriel, Assistant to the City Manager

SUBJECT:

Update on Fiscal Year 2021-2022 City Council Work Plan Report (City Manager Moe).

RECEIVE REPORT

RECOMMENDATION:

Staff recommends that the City Council receive the report on the Fiscal Year 2021-2022 City Council Work Plan.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

Based on past practice, 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.

The City Council's current Work Plan was approved at the June 1, 2021, City Council meeting. Based on direction provided at that meeting, staff updated the Work Plan to reflect the priorities identified by City Council.

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

Since the last City Council Work Plan update on June 1, 2021, two work plan items were added. At the August 24, 2021, meeting, City Council directed staff to add a Work Plan item pertaining to the long-term use of for outdoor dining and business use on the public right-of-way and private property. This item, titled “Long-Term Outdoor Dining and Business Uses on Public and Private Property” has been added and will be further discussed at the October 5, 2021, City Council meeting. Additionally, consistent with City Council direction, staff has added placing solar panels on City facilities on the existing Work Plan item titled, “Environmental Sustainability Work Plan.”

Additions have also been made to the list of completed City Council Work Plan items (Attachment #3). The items most recently completed, as well as the responsible department (noted within parentheses) include:

- Collective Bargaining Negotiations (Human Resources) (Note: This item was added to the City Council Work Plan in 2018, and the City has completed negotiations with all bargaining units since that time. Negotiations with all bargaining units will begin again in 2021. This item has been moved to the “Significant Non-Work Plan Items Requiring Staff Time” list, as negotiations are a regular part of Human Resources’ regular activity on an ongoing basis);
- Public Safety Technology Assessment (Police);
- Improve Fire Prevention Inspection Documentation/Data Collection (Fire); and
- Permitting Software Solution (Information Technology).

Currently, the City Council Work Plan contains 35 items across nine 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.

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, categorized as “Significant Non-Work Plan Items Requiring Staff Time”. These items include:

- Municipal Code Transparency Enhancements (Management Services);
- Bruce’s Beach Plaques and Artwork (Management Services);
- Development of Citywide Communications Strategy (Management Services);
- COVID-19 Modified “Team Policing” Schedule (Police);
- 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/Information Technology);
- Development Projects & Complex Appeals Process and Litigation Support for Proposed Hotel on 600 South Sepulveda Blvd (Community Development);
- COVID-19 Outdoor Dining Program Administration and Management (Community Development);
- Neighborhood Traffic Management Plans at Oak Avenue/Manhattan Village Mall/ Gelson's/South Sepulveda (Community Development);
- South Sepulveda/Skechers/Hotel Neighborhood Traffic Management Plan (Community Development);
- Citywide Engineering and Traffic Surveys i.e. Speed Surveys (Community Development);
- Implementation of Private Property Tree Preservation Ordinance (Community Development);
- 2021 Labor Negotiations with all City bargaining units (Human Resources)
- COVID-19 Prevention Plan Development and Implementation (Human Resources)
- Collecting COVID-19 Vaccination Status, Policy and Testing Program (Human Resources)
- Collective Bargaining Negotiations (Human Resources);
- Employee Reorganizations, Classification Changes, and Recruitments Following Significant Staffing Changes (Human Resources);
- Updating City's Financial Policies (Finance);
- COVID-19 Business Loan Program (Finance);
- Assessment Deferral Loan Program for Undergrounding (Finance);
- FEMA Reimbursements for COVID-19 Response (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);
- Cybersecurity Enhancements (Firewall, Disaster Recovery, Secure Data Storage, Patch Management) (Information Technology);
- Microsoft 365 Email Migration (Information Technology);
- Catalina Classic Sculpture/North End Business Improvement District Sculpture (Parks and Recreation); and
- Capital Improvement Program (Public Works);
- Advanced Metering Infrastructure Project (Public Works/Finance);
- Water Master Plan Update and Development of New Water Rates (Public Works/Finance);
- Water Infrastructure Risk Assessment and Emergency Response (Public Works)
- Stormwater Master Plan Update (Public Works)
- Sewer System Master Plan (Public Works)
- Senate Bill 1383 State Mandate Regarding Organic Waste (Public Works)
- Supervisory Control and Data Acquisition (SCADA) System Upgrade (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 receive the report on 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 (35 Items)
2. Work Plan Summary
3. Completed Work Plan Items (19 Items)
4. Departmental Involvement Matrix

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

City Council Work Plan Summary						
Department	Project Title	Status	Priority Level	Funding Source	Previous Target Due Date	Current Target Due Date
	Pedestrian Safety Improvements	Completed	N/A	N/A	N/A	N/A
Public Works						
	Underground Utility Assessment Districts	In Progress	A	General	Ongoing	Ongoing
	Downtown and Northend Beautification	In Progress	B	TBD	TBD	TBD
	Senior & Scout House Project including Joslyn Center Façade	In Progress	C	General	TBD	TBD
	Uniform Citywide Wayfinding Sign Program Phase 1 Implementation	In Progress	B	Parking	N/A	N/A
	Pedestrian Security Improvements - Bollards	Completed	N/A	N/A	N/A	N/A
	Solid Waste Franchise Agreement Contract Selection Process	Completed	N/A	N/A	N/A	N/A
Information Technology						
	Enterprise Resource Planning (ERP) System	In Progress	A	General	Quarter 4, 2022	Quarter 4, 2022
	Work Order Management	In Progress	B	General	Quarter 4, 2022	Quarter 3, 2023
	Permitting Software Solution	Completed	N/A	N/A	N/A	N/A
	Expanded Wifi Opportunities	Completed	N/A	N/A	N/A	N/A



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.
 - Parks and Recreation 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)

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

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 2022
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.
- Assisted IT with the selection of OnBase as the vendor for this project.

ACTIONS PENDING:

- Currently working with vendor creating the contract management workflow.
- Implement solution and provide staff training.

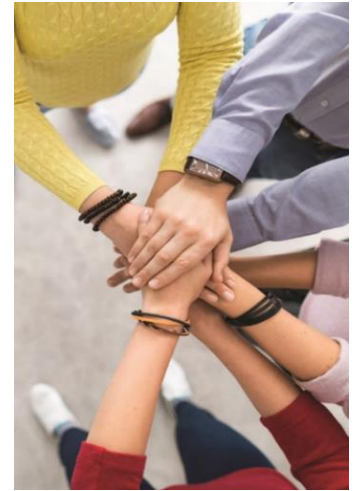
NEXT CITY COUNCIL ACTION:

None.



DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

As a result of concerns regarding an increased presence of homeless individuals within the City and in regi. 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 outreach and housing 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. A plan was developed and presented to City Council on April 17, 2018 and approved 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.
- Provided training to staff and community members on homelessness response.
- Provided report to the City Council regarding homeless court services and future funding options for homeless services.
- Approved Amendment No. 2 and appropriated funds to an agreement with Los Angeles County for an additional \$14,519 of grant funds for homeless services provided by Measure H.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov



- Applied for two Measure H grant funds with the South Bay Cities Council of Governments for outreach services and a regional homeless court model.

ACTIONS PENDING:

- 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.
- Prepare agreements and funding appropriations to contract for a dedicated homeless outreach housing navigator and lease two beds from SHARE! Collaborative Housing dedicated to homeless.
- Proceed with requesting permission from the Los Angeles County District Attorney to prosecute state misdemeanor cases and potentially contract with the City of Redondo Beach for homeless court services.
- Report back to the City Council with costs of prosecution services of other jurisdictions or law firms who could perform prosecution and homeless court services;
- Negotiate an agreement with the City of Redondo Beach for prosecution services upon permission from the Los Angeles County District Attorney.

NEXT CITY COUNCIL ACTION:

Provide the necessary agreements and appropriations for a dedicated homeless outreach housing navigator and leasing two beds from SHARE! Collaborative Housing dedicated to homeless.



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 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

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.

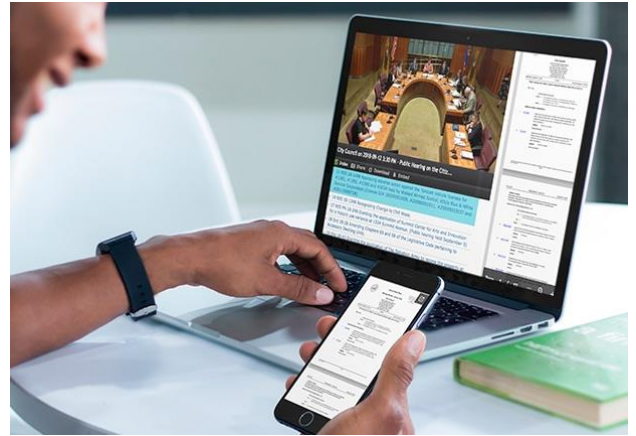
NEXT CITY COUNCIL ACTION:

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	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Released a Request for Proposals (RFP) and received proposals.

ACTIONS PENDING:

- Review and analyze RFP's received.
- Select vendors for demo based on RFP's received.
- Negotiate acceptable terms with selected vendor.
- Work with IT for implementation.
- Provide staff training.

NEXT CITY COUNCIL ACTION:

Present a vendor/solution for City Council approval and appropriation.

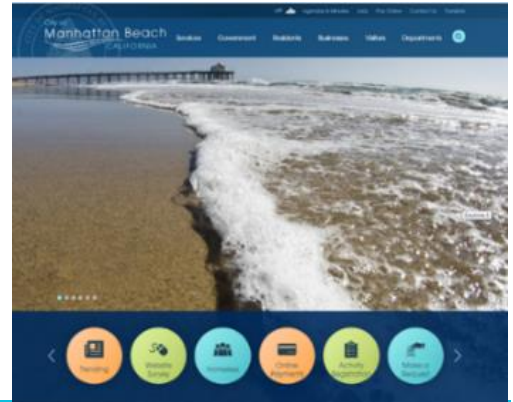
WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



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

City Council directed staff to convert the City’s “.info” domain to a “.gov” domain and make improvements to the existing City website, including a more user-friendly interface and more robust search capabilities. The migration to the .gov URL impacts the website, email, templates, branding, and City signs which must be addressed as part of this effort.



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

STATUS:



COMPLETED ACTION ITEMS:

- Completed branding in Email signatures, Microsoft templates, and City Council Meeting graphics.
- Registered “manhattanbeach.gov” domain name with U.S. General Services Administration.
- Implemented various tools to assist City staff in the website improvement process (Canva, Granicus Developer Toolkit)
- Completed initial technical planning for steps and expertise required to migrate from .info to .gov.
- Established a website improvement team working with each department to review the department website organization and content to make citizen-centric improvements (ease of use, intuitiveness, reduced clicks, update the branding to align with new guidelines, etc.)
- Conducted a strategic review with the City’s website provider, Granicus, to benefit from their expertise to improve the website presentment and overall user experience.
- Migrated from “citymb.info” URL to “manhattanbeach.gov” URL and updated the email system, website, branding, and templates accordingly.

ACTIONS PENDING:

- Update City signage over time as signs are repaired or replaced.
- Management Services will continue to work on a department-by-department basis to refine the website to improve communications and outreach efforts.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov



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 4 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.



INTERNAL POLICIES AND PROCEDURES REVIEW AND UPDATE

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 4 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 Citywide 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

WORK PLAN

PARKS & REC DEPARTMENT



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	QUARTER1 2022
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.



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	QUARTER 2 2022
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.

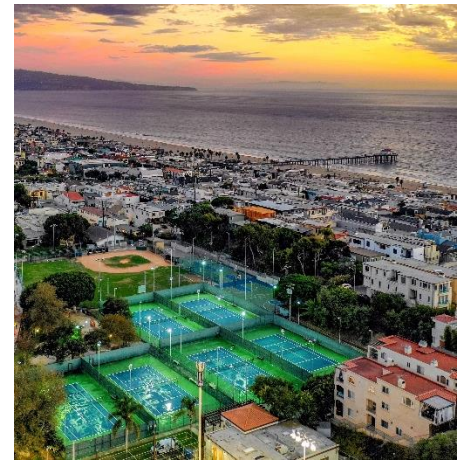
NEXT CITY COUNCIL ACTION:

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	QUARTER1 2022
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.
- Communicated interest in Armory property to National Guard Officials.
- Conducted community outreach at El Porto Park

ACTIONS PENDING:

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

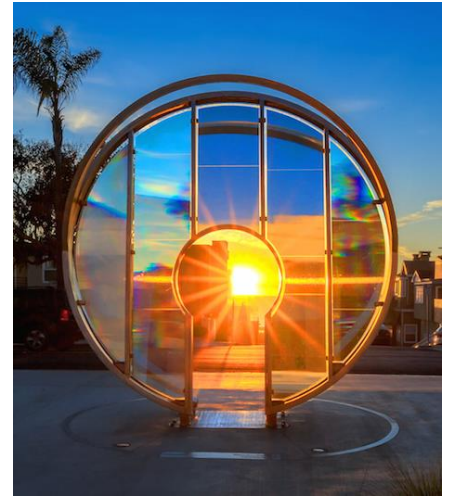
NEXT CITY COUNCIL ACTION:

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 1 2022
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 3 2022
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.
- Approved an agreement with History Associates, Inc. to create an Archives Roadmap & Digitization Plan.

ACTIONS PENDING:

- Explore digitization of Historical collection in partnership with LA County Library, using surplus funds.
- In Progress – Preservation and treatment of materials; Inventory and relocation of collection.
- 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.



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 4th quarter of 2021.

NFC FITNESS COURT

MANHATTAN BEACH FITNESS COURT
NATIONAL FITNESS CAMPAIGN DESIGN SERVICES

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 planning to relocate the equipment to Polliwog Park, replacing the existing fitness equipment which is beyond its useful life. In addition to this site, the MBIOK has agreed to fund the replacement of the Strand Parcourse station, which is scheduled for replacement in 2022.



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, where bids were significantly over budget requiring reconsideration of location.
- Staff met on-site to explore feasibility of replacing the existing equipment at Polliwog Park.

ACTIONS PENDING:

- 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 2 2022
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.
- RFP issued and construction bids received.

ACTIONS PENDING:

- 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 2 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FD

STATUS:



COMPLETED ACTION ITEMS:

- Approved the purchase of 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 to address the purchase and installation of bi-directional radio amplifiers to improve radio signal strength.
- Installed bi-directional amplifier in Police/Fire Facility.

ACTIONS PENDING:

- Evaluate installation of bi-directional radio amplifiers at additional locations to improve radio signal strength.

NEXT CITY COUNCIL ACTION:

None.

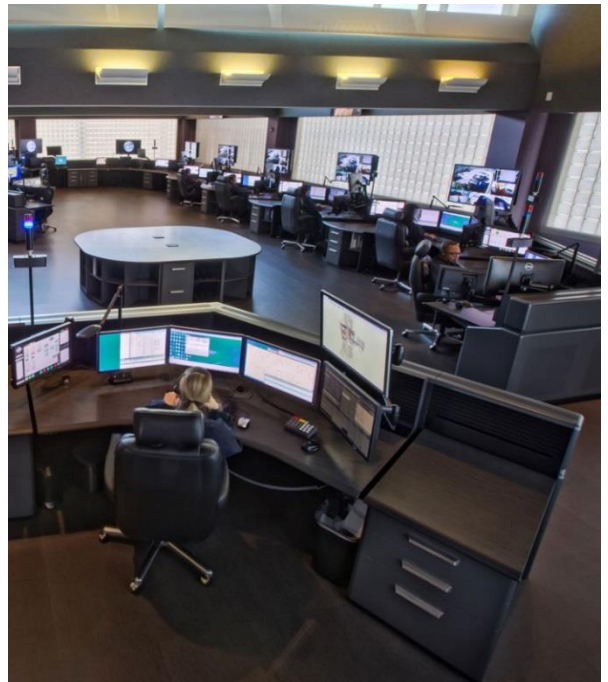
STAFF CONTACT:

DERRICK ABELL, Police Chief, dabell@manhattanbeach.gov



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 2019-22 STRATEGIC PLAN

The 2019-2022 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 4 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.

STAFF CONTACT:



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	TBD
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.

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 4 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.
- Established guidelines and procedures on approved message protocol.
- Adopted internal comprehensive policy on messaging procedures.
- Provided training to department leads and conduct public outreach.
- Went live with system in June 2021.

ACTIONS PENDING:

- Execute an amendment to an existing agreement to include language uniform with “Area G” partners through “Alert South Bay.”
- Establish uniform notification procedures to facilitate information sharing, meet regional emergency communication demands, and secure future pricing.

NEXT CITY COUNCIL ACTION:

To be determined.

STAFF CONTACT:

Michael Lang, Fire Chief, mlang@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

In December 2014, City Council approved an 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. This multi-phased project is under construction and requires continued plan check, permitting, inspections, and updates.



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

STATUS:



COMPLETED ACTION ITEMS:

- Construction of North East Parking Deck, South Parking Deck, Macy’s Expansion, California Pizza Kitchen, Joey’s, Smashburger, Edo Bites restaurants, Central plaza and clock tower.
- Reviewed plan check of North Parking Deck, shops, façade improvements and site improvements.
- Obtained Planning Commission approval of new restaurant, boutique fitness facilities, limited off-site alcohol sales at restaurants, and Digital Media Package.

ACTIONS PENDING:

- Construction of North Parking decks, tenant improvements for additional shops and restaurants, façade improvements, and on and off-site improvements.
- Continue plan check review and field inspections of on-going construction projects.
- Continue monitoring implementation of the conditions in the Compliance and Mitigation measures.

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 September 19, 2017 Sepulveda Corridor discussion, 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 4 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.
- Developed initial draft of parking code revisions and amendments based on local, regional and nationwide data.

ACTIONS PENDING:

- Publish proposed parking requirements identifying benefits and impacts of new parking requirements on land use development for public comments.
- Present findings and recommendations at noticed public study sessions and at a Planning Commission meeting in Fall 2021.
- Conduct a public hearing to consider an ordinance to revise parking codes and standards at a City Council meeting in Winter 2021.

NEXT CITY COUNCIL ACTION:

Conduct a public hearing and consider amending the Municipal Code to update the parking standards in Winter 2021.



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, fully funded by the State Coastal Conservancy.



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

STATUS:



COMPLETED ACTION ITEMS:

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

- Provided CCA analysis resulting in City Council joining CPA in 2017, setting a 50% renewables default in 2018, municipal electricity to 100% Green in 2019, and 100% Green Power for the community in 2021.
- Clean Power Alliance outreach through workshops, newsletters, mailers, education booths, etc. and senior-focused outreach at “Dine ‘N Discover” program in January 2019 and August 2021.

Climate (See Climate Ready MB Work Plan item)

Sustainable Building

- Presented policy options to City Council on green building requirements and reducing run-off.

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 public workshops with The Bay Foundation on the Beach Dune Enhancement project.
- Assisted in the development and review of the Manhattan Beach Dune Restoration Project Restoration and Monitoring Plan for inclusion in the Coastal Development Permit package.



Manhattan Beach Green Business Program

- Secured \$44,000 in CalEPA grants (2018-\$20,000; 2019-\$10,000; and 2020-\$14,000).
- 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 policies 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 (November 2020).
- Recognized as the first officially-certified "Blue City" as an ocean-friendly City (2021).
- Achieved an "A" rating for climate leadership from the Carbon Disclosure Project (Feb 2020).
- Awarded a Beacon Award in Leadership & Innovation by the Institute for Local Government for climate civic engagement and leadership in climate resilience (September 2021).

Community Outreach and Education

- Completed the first Manhattan Beach Environmental Accomplishments Report (2007-2018).
- Formed the Sustainability Task Force in April 2018 and met regularly.
- Engaged youth, including forming the Sustainability Youth Council (October 2018) and Sustainability Youth Task Force (2018-2019), to conduct environmental outreach and education.
- Launched digital Earth Week with partnering organizations in April 2020 and April 2021.
- Provided information on Electric Vehicle (EV) infrastructure through an updated digital map.
- Helped coordinate two successful Urban Tides Walks, with over 60 attendees (2020).
- Convened the Mayor's Town Hall on Climate Change in March 2020.
- Presented at various conferences, events, and outreach to community and industry groups.
- Reached 1,700 people in 2021 on environmental initiatives through 100 outreach opportunities.

ACTIONS PENDING:

- Certify new businesses into the MB Green Business Program in 2021; manage and pursue grants.
- Conduct additional public outreach on CPA energy tier options leading up to the 100% Green Power start date in October 2021.
- Collaborate with other City departments to select feasible location for CPA's Power Ready program for solar power and battery storage at a City facility.
- Present policy options to City Council on increasing the energy efficiency of new buildings.
- Complete CDP permitting and initiate Beach Dune Enhancement project

NEXT CITY COUNCIL ACTION:

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



CLIMATE READY MB (CLIMATE RESILIENCY PROGRAM)

The 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 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 by the Planning Commission and City Council for approval, with subsequent certification by the CCC. The City is incorporating robust public outreach to the community, utilizing 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 awarded a \$225,000 grant from the CCC to fund this effort (2018-2019).
- Completed Greenhouse Gas (GHG) Emissions Inventory Analysis (June 2019).
- Completed Sea Level Rise (SLR) vulnerability maps and initial SLR research (August 2019).
- Completed RFP process for Climate Resiliency Project (SLR and Climate Action and Adaptation) and awarded the contract to Environmental Science Associates (ESA) (February 2020).
- Launched Climate Ready MB project team (July 2020).
- Created and launched public outreach opportunities using virtual reality visualizations called Look Ahead MB, and a public survey to inform Climate Ready MB.
- Completed virtual reality sea level rise visualization for Bruce’s Beach (July 2020), El Porto and Manhattan Beach Pier (November 2020).



- Completed Public Engagement Strategy.
- Presented Climate Ready MB update and virtual reality demonstration to City Council (Nov 2020).
- Completed Draft I of the Confluence Modeling on Stormwater Infrastructure and sea level rise and the, SLR Risk, Hazards, and Vulnerability Assessment and Sea Level Rise Adaptation Plan.
- Presented on Climate Ready MB to the Beach Ecology Coalition to over 60 attendees.
- Completed final SLR Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis. Confluence Modeling on Stormwater Infrastructure and SLR and submitted to CCC.
- Conducted stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options (February-June 2021).
- Analyzed climate hazards and planning for climate change and integrated into the CAAP.
- Developed 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).
- Developed emission reduction strategies to achieve GHG reduction goals under the scenarios of the Wedge Analysis.
- Held seven public workshops and focus groups reaching over 200 community members on the City's sea level rise hazard and climate adaptation planning efforts (February-June 2021).

ACTIONS PENDING:

- Manage the Climate Ready MB Program, including deliverables, contracts, grant management project team, stakeholders, and public outreach.
- Complete Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and LCP-Land Use Plan.
- 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.
- Identify and update LCP-LUP policies on sea level rise and 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).
- Complete requirements of the Sea Level Rise LCP Grant with the CCC.
- Adopt and implement Sea Level Rise Adaptation Plan and associated LCP-LUP amendment.
- Adopt and implement Climate Action and Adaptation Plan.

NEXT CITY COUNCIL ACTION:

Consider adoption of Sea Level Rise Adaptation Plan and associated LCP-LUP amendment.



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 2021-2029 Housing Element cycle. Furthermore, City staff and the housing consultant are currently preparing 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 long-term ordinances to comply with new legislation regarding accessory dwelling units (ADU) housing standards (January 2021).
- 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 2021).
- Obtained a \$150,000 Local Early Action Planning (LEAP) 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 workshops and public hearings to adopt the 6th cycle update to the Housing Element by February 2022.
- 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 processes.

NEXT CITY COUNCIL ACTION:

Consider adoption of updated Housing Element in Quarter 1 2022.

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



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.

WIRELESS TELECOMMUNICATIONS FACILITIES

COMMUNITY OPEN HOUSE

TARGET DUE DATE	QUARTER 2 2022
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
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.



LONG-TERM OUTDOOR DINING AND BUSINESS USES ON PUBLIC AND PRIVATE PROPERTY

On August 24, 2021, the City Council directed staff to initiate a work plan item to study long-term outdoor dining and business uses in the public right-of-way and on private property. During the COVID-19 pandemic recovery, the City permitted businesses to use parking spaces and street areas in the public right-of-way during COVID-19 operating restrictions through Emergency Orders. The long-term effort to evaluate long-term businesses uses is intended to be comprehensive, including broad community engagement, evaluation of fiscal implications, study of alternatives, environmental review, and required permitting.



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, CM, PD, FD

STATUS:



COMPLETED ACTION ITEMS:

- None.

ACTIONS PENDING:

- Define work effort.
- Determine the scope of community engagement.
- Identification of staffing and fiscal resources.
- Define project schedule and milestones.
- Environmental review and permitting.

NEXT CITY COUNCIL ACTION:

Discuss Work Plan framework at October 5, 2021 City Council meeting.

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



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 education and notification to the community, business owners, and visitors. Further, in order for ordinances to be effective, enforcement against violators is required. Other routine activities in the community, such as construction, business operations, and property maintenance, also require oversight. 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. 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.
- Approved class specification for Supervising Code Enforcement Officer and filled the new position.
- Revised Code Enforcement Officer class specification to provide for entry level positions
- Recruited and filled approved vacancies.

ACTIONS PENDING:

- Set goals and annual plan for the Code Enforcement Program.
- Update and revise internal procedural and operations manual.

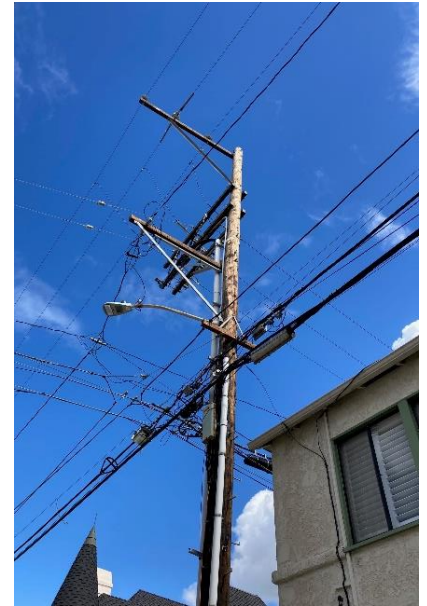
NEXT CITY COUNCIL ACTION:

None.



UNDERGROUND UTILITY ASSESSMENT DISTRICTS

The City's Underground Utility 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, placed on a moratorium in 2009, and then reinstated by City Council in 2017. Districts 12 and 14 (in El Porto) completed the Proposition 218 voting process in October 2019, followed by District 4 (Hill Section) in January 2020. All 3 of these districts are currently under construction. Fifteen additional neighborhoods have contacted the City inquiring about starting their own UUADs. Depending on the size of each proposed district, the UUAD Project Manager and the Engineering Division can support the formation of 2 to 3 new districts every 18 to 24 months. Staff is looking into options that may potentially expedite the district formation process by allowing property owners to advance funds for the utility designs and the Engineer's Reports.



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

STATUS:



COMPLETED ACTION ITEMS:

- Completed Phase 1 construction (mainline trench and conduit within right-of-way) in District 4.

ACTIONS PENDING:

- Complete Phase 2 construction (private conversion) in District 4.
- Complete Phase 1 construction in Districts 12 and 14.
- Complete Phase 3 utility cabling and all property cut-overs in District 4 by the end of summer 2022.
- Complete residential conversions in Districts 12 and 14 during first half of 2022.
- Complete neighborhood petition and validation survey in District 8 (between The Strand and Manhattan Ave., from 8th St. to 15th St.) and District 13 (along Crest Dr. between Marine Ave. and Rosecrans Ave.) during first half of 2022.

NEXT CITY COUNCIL ACTION:

Request approval for utility design services and Engineer's Report for Districts 8 and 13 (expected in the first half of 2022).

STAFF CONTACT:



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 measures 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:

- Installation of scrambled crosswalks on Manhattan Beach Blvd. at the intersections and Highland Ave. and Manhattan Ave.
- Installation of new palm trees in North End.
- Secured an agreement with the Downtown Business and Professional Association to install new landscape materials in 28 planters identified by the Association.

ACTIONS PENDING:

- Installation of new landscaping in Downtown pursuant to agreement with the Association.
- Installation of new street benches and 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 2022/23 Capital Improvement Program budget review process in Spring 2021.

STAFF CONTACT:



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:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov

UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM PHASE 1 IMPLEMENTATION

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. 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 1 implementation which primarily involves directional parking signs. Other signs in the Plan objectives will occur throughout the City as replacements occur.

TARGET DUE DATE	QUARTER 3 2022
FUNDING SOURCE	PARKING FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Hired a design consultant.

ACTIONS PENDING:

- Complete plans and specifications.

WORK PLAN

PUBLIC WORKS DEPARTMENT



- Finalize plans and prepare request for proposals and project implementation.
- Complete construction and installation of new wayfinding signage.

NEXT CITY COUNCIL ACTION:

Receive City Council approval for award of a construction contract tentatively scheduled for February 2022.

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

In 2018, the City Council awarded a contract to Tyler Technologies to purchase and implement the Munis ERP system to replace the legacy Eden system. The Munis system, as an enterprise system, will support the City's departmental functions to include finance, payroll, human resource, utility billing, business license, and work order management. While the system is hosted at City Hall, it also includes a disaster recovery capability that allows Tyler to provide the system and the City's data via the Internet within 24 hours in the unfortunate event local facilities cannot run the system.



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

STATUS:



COMPLETED ACTION ITEMS:

- City Council approved the ERP contract with Tyler Technologies on July 17, 2018, and staff initiated implementation efforts.
- The ERP system implementation uses a phased approach that ensures City resources are available to support the implementation while continuing to perform their day-to-day responsibilities. The phased approach also allows the City to manage the risk associated with significant changes in the business processes that will result in a paperless environment, streamlined workflows, improved access and sharing of data, and overall improvements to City business and operational processes.
- Each implementation phase includes the following activities and tasks: project planning, project team establishment, project work breakdown (WBS) and schedule development, current state analysis, future state development, infrastructure preparation, software installation and configuration, data migration and validation, training, interface development, testing, and documentation.
- As a result of the COVID-19 pandemic, the initial phases of the project, the Financials and HR/Payroll modules, were extended, as well as delaying future phases, to address the business and resource impact from the pandemic. A significant factor impacting the planned module implementations was the shift from using on-site vendor implementation resources to relying 100% on off-site resources. This was a new implementation approach for the vendor and introduced increased risk that had to be addressed.
- Munis Financial modules went live on January 4th, 2021, to support the following financial functions; general ledger, budget, accounts payable, revenue, purchasing, accounts receivable, general billing, and cashiering. The Munis Financials implementation included establishing integrations EnerGov

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



(Land Management System), Tyler Content Management (Electronic Document Management System), Tyler Cashiering, and Tyler Hub (Dashboard).

ACTIONS PENDING:

- Implementation is in process for the Munis Human Capital Management (HCM) module to support the business functions for the City's payroll and human resource functions. This phase of the implementation will go live in November 2021.
- The remaining phases, along with their planned go-live date, of the Munis project, are as follows:
 - Transparency Portal, April 2022
 - Business License, June 2022
 - Utility Billing, August 2023
 - CAFR, April 2023
 - Asset Management August 2023

NEXT CITY COUNCIL ACTION:

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

WORK ORDER MANAGEMENT

City staff seeks to implement a work order and asset management solution integrated into the City’s ERP system (Munis). The primary objective is to implement a system to help streamline and improve asset management and maintenance. The City’s ERP system includes an integrated work order management module (Enterprise Asset Management – EAM). Now that the Munis Financial modules have been implemented, the Public Works, Finance, and IT staff are evaluating the EAM module to ensure it meets the organization’s needs. If selected, it will expand the scope of the EAM implementation.



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, IT

STATUS:



COMPLETED ACTION ITEMS:

- The City Council approved the ERP Contract with Tyler Technologies on July 17, 2018, included the option to implement the Munis EAM module.
- Tyler provided EAM demo on November 11, 2021, to help with the evaluation and implementation planning.

ACTIONS PENDING:

- An EAM module demo has been scheduled in November 2021 to allow the new Public Works leadership to see the system and discuss the next steps. The demo will help evaluate whether the EAM can meet the work order management goals and objectives of the Public Works leadership.
- If the EAM module meets the needs of Public Works, the module implementation will be planned and implemented with a target go-live date of August 2023.

NEXT CITY COUNCIL ACTION:

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



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.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@citymb.info



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. This item was added to the work plan in 2018, and the City has completed negotiations with all bargaining units since that time. Negotiations with all bargaining units will begin again in 2021. This item has been moved the, “significant work plan items requiring staff time” list as negotiations are a regular part of Human Resources’ regular activity on an ongoing basis.



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

STATUS:



COMPLETED ACTION ITEMS:

- City Council Approval of MOU’s with Manhattan Beach Police Officers Association (MBPOA) and Manhattan Beach Police Management Association (MBPMA) on February 5, 2019.
- City Council Approval of MOU with Teamsters Local 911 on March 6, 2019.
- City Council Approval of MOU with Manhattan Beach Part-Time Association (MBPTEA) on November 19, 2019.
- 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.
- City Council Approval of Agreement with Manhattan Beach Fire Management Association (MBFMA) on November 7, 2020.

NEXT CITY COUNCIL ACTION:

N/A

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.



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	COMPLETED
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 in new incident module tab
- Billing system model developed to share violations and corrections with finance
- Achieved system go live date on June 1, 2021.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

Michael Lang, Fire Chief, mlang@manhattanbeach.gov



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.

STAFF CONTACT:

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



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:

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



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:



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.

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 to purchase the EnerGov Land Management System (LMS) solution.



TARGET DUE DATE	COMPLETED
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.
- Implemented Plan eReview (electronic plan submittal and review).
- Implemented EnerGov to support the Planning Division.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

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

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				
	City Council Communications Policy									
	Explore Agenda Management Solutions		X	X	X	X	X	X	X	X
	Update on City Website and New City URL (.gov)									X
	Merchandising, Licensing and Branding for the City		X		X					X
Finance										
Human Resources										
	Internal Policies and Procedures Review									
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
	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									
Fire										

Department Matrix

Department	Project Title	Departments Involved								
		Management Services	Finance	Human Resources	Parks and Recreation	Police	Fire	Community Development	Public Works	Information Technology
	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	
	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
	Long-Term Outdoor Dining and Business Uses on Public and Private Property	X	X			X	X		X	
	Code Enforcement Review	X				X				
Public Works										
	Underground Utility Assessment Districts		X							
	Downtown and Northend Beautification									
	Senior & Scout House Project including Joslyn Center Façade	X						X		
	Uniform Citywide Wayfinding Sign Program Phase 1 Implementation									
Information Technology										
	Enterprise Resource Planning (ERP) System	X	X	X	X	X	X	X	X	
	Work Order Management		X						X	



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Liza Tamura, City Clerk

Martha Alvarez, Assistant City Clerk

SUBJECT:

Agenda Forecast (City Clerk Tamura).

INFORMATION ITEM ONLY

DISCUSSION:

The subject matter below is anticipated to appear on future City Council Agendas. It's important to note that the information being provided is tentative, subject to change and is listed for planning purposes only. Agendas for City Council Meetings are finalized and posted 6 days prior to the meeting date.

CEREMONIAL

- 2021 Beacon Leadership & Innovation Award.
- Presentation of a Certificate of Recognition to Kelly Stroman for Creating MB Chamber Inclusion Committee and for Her Years of Service as CEO of the Manhattan Beach Chamber of Commerce.
- Proclamation Declaring November 2021, as National Family Caregivers Month.
- Annual "Home Escape Plan" Contest Winners.
- Kindness Initiative - Palm Avenue Residents for Providing Meals to First Responders During COVID-19.
- Proclamation Declaring the Week of November 14-November 20, 2021, as United Against Hate Week.
- Kindness Initiative - Diana Skaar and Madeline Kaplan (Sidewalk Chalk).

CONSENT

- City Council Minutes (City Clerk Tamura).
- Financial Reports (Finance Director Charelion).

- Adoption of Annual Investment Policy for Fiscal Year 2021-2022 and Delegation of Responsibility for Investing Funds to the City Treasurer (Finance Director Charelian).
- Consideration of a Resolution Approving a Five-Year Agreement with Laz Parking for Supplemental Parking Enforcement Services at a Cost Not-to-Exceed \$*** (Police Chief Abell).
- Consideration of a Resolution Approving a Comprehensive Citywide Salary Schedule for All City Positions and Adjustments to Salary Ranges (Human Resources Director Jenkins).
- Consideration of: a) Formally Accepting as Complete the Parking Structure Lot 4 Repairs Project; b) Authorizing the Filing of the Notice of Completion with the County Recorder; and c) Releasing the Retention of \$29,662 (Public Works Director Lee).
- Consideration of: a) A Resolution Awarding a Construction Agreement to *** for the Manhattan Village and Senior Villas ADA Pathway Project for \$***; Approving the Plans and Specifications for the Project; and Authorizing the City Manager to Approve Additional Work, If Necessary, for up to \$***; b) A Resolution Approving an Inspection Services Agreement with *** in the Amount of \$*** (Public Works Director Lee).
- Formally Accept as Complete the Citywide Streetlight LED Retrofit Project and Authorize Filing a Notice of Completion with the County Recorder (Public Works Director Lee).
- Consideration of a Resolution Approving Amendment No. 2 to the Professional Services Agreement with SA Associations for \$100,000 for Additional Project Management Consulting Services for the Engineering Division (Public Works Director Lee).
- Consideration of a Resolution Approving the Professional Services Agreement with Frontier for SCADA Management Services at a Cost Not-to-Exceed \$231,750 (Public Works Director Lee).
- Consideration of a Resolution Approving Amendment No. 1 to the Professional Services Agreement with McGowan Consulting, LLC. for Environmental Consulting Services Under the Requirements of the Federal Clean Water Act at a Cost Not-to-Exceed \$*** (Public Works Director Lee).
- Second Reading and Adoption of an Ordinance Amending the Manhattan Beach Municipal Code by Adding Chapter 5.25 (Mandatory Organic Waste Disposal Reduction) to Title 5 (Sanitation and Health) and Making a Determination of Exemption Under CEQA (Public Works Director Lee).
- Consideration of a Resolution Approving a Purchase and Installation of a Variable Frequency Driver (VFD) for Well 11A with Variable Speed Solutions at a Cost Not-to-Exceed of \$101,791.40 (Public Works Director Lee).

PUBLIC HEARING

- Public Hearing Regarding Urban Water Management Plan (Public Works Director Lee).

GENERAL BUSINESS

- Discuss and Provide Direction on Potential Regulatory Actions that Increase Energy Efficiency of New Buildings (Continued from the August 3, 2021, City Council Meeting) (Community Development Director Tai).
- Consideration of the Following Items Regarding the Polliwog Park Lower Playground Replacement Project.
- Cultural Arts Commission Work Plan Updates (Rainbow Crosswalk, MBAC Frieze, Utility

- Boxes, City Hall Lobby Mural) (Parks and Recreation Director Leyman).
- Consideration of Alternatives Related to Installing Advanced Metering Infrastructure (AMI) for the Water Distribution System (Public Works Director Lee).
 - Fiscal Year 2021-2022 Budget Update and Appropriation of Funds (Finance Director Charelian).
 - MBEF Donor Wall and Catalina Classic (Parks and Recreation Director Leyman).
 - Introduction of an Ordinance Amending the Manhattan Beach Municipal Code by Adding Chapter 5.25 (Mandatory Organic Waste Disposal Reduction) to Title 5 (Sanitation and Health) and Making a Determination of Exemption Under CEQA (Public Works Director Lee).



Agenda Date: 10/5/2021

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director
Carrie Tai, Community Development

SUBJECT:

Commission Minutes:

This Item Contains Minutes of the following City Commission Meetings:

- a) Cultural Arts Commission Meeting Minutes of July 19, 2021 (Parks and Recreation Director Leyman)
- b) Parks and Recreation Commission Meeting Minutes of July 26, 2021 (Parks and Recreation Director Leyman)
- c) Planning Commission Action Meeting Minutes of July 28, 2021 (Community Development Director Tai)
- d) Planning Commission Action Meeting Minutes of September 8, 2021 (Cancelled)
(Community Development Director Tai)
- e) Planning Commission Action Meeting Minutes of September 22, 2021 (Cancelled)
(Community Development Director Tai).

INFORMATION ITEM ONLY

The attached minutes are for information only:

- 1. Cultural Arts Commission Meeting Minutes of July 19, 2021
- 2. Parks and Recreation Commission Meeting Minutes of July 26, 2021
- 3. Planning Commission Action Meeting Minutes of July 28, 2021
- 4. Planning Commission Action Meeting Minutes of September 8, 2021 (Cancelled)
- 5. Planning Commission Action Meeting Minutes of September 22, 2021 (Cancelled)

CITY OF MANHATTAN BEACH
MINUTES OF THE CULTURAL ARTS COMMISSION

July 19, 2021

Meeting by teleconference (Zoom) – in accordance with procedures on agenda
1400 Highland Avenue
Manhattan Beach, CA 90266

A. CALL TO ORDER

Chair Marcy called the meeting to order at 6:00 p.m.

B. ROLL CALL

Present: Manna, Spackman, Tokashiki, Rubino, Chair Marcy

Absent: Ryan

Staff present: Eilen Stewart, Cultural Arts Manager (CAM), Linda Robb, Parks and Recreation Management Analyst.

C. APPROVAL OF MINUTES - June 21, 2021

It was moved and seconded (**Tokashiki/Rubino**) to approve the minutes as submitted; the motion passed by a roll call vote 5 – 1 (Ayes: Manna, Robino, Spackman, Tokashiki, Chair Marcy; Absent: Ryan).

D. CEREMONIAL – None

E. AUDIENCE PARTICIPATION (3-Minute Limit) - None

F. GENERAL BUSINESS

Discussion of Work Plan Items

a) MBAC (Art Center) Revamp: **Manna, Rubino, Spackman**

Commissioner Rubino noted she started looking into possible sign contractors however some guidance is needed; it was agreed that this issue would be discussed with **CAM Stewart** outside the meeting.

b) PR and Marketing Campaign: **Manna, Spackman**

Commissioner Manna stated there was nothing to report.

Before continuing with committee reports, there was a discussion about how the committees should move forward including Brown Act implications. **CAM Stewart** clarified that under the Brown Act no more than 3 (out of 6 commissioners, or a simple majority forming a quorum) should meet or communicate on an item of Commission business. This rule applies to all forms of communications, not just meetings.

It was discussed that each committee should first meet as a whole, to determine meeting availability for the group and may designate a spokesperson for the group. After meeting first as a committee then it would be appropriate for each spokesperson to arrange a meeting with **CAM Stewart**. The purpose of the meeting should be clearly stated so that staff can prepare.

c) Rainbow Crosswalk: **Marcy, Rubino, Ryan**

CAM Stewart reported that she has received feedback on crosswalk locations from City Traffic Engineer Zandvliet. Mr. Zandvliet anticipates that installing a brand new crosswalk on MBB mid-

block from the Art Center to Polliwog Park would require a budget upwards of a million dollars and take multiple years to implement. Two other locations discussed were intersections at Morningside/MBB and Highland Avenue at either 34th or 36th Street. The Traffic Engineer noted that at these locations the existing crosswalks are paved with a blue tile-like material which would have to be removed, which adds cost. Mr. Zandliet also informed that the intersection of MBB and Peck Avenue is planned to be upgraded and possibly the Rainbow Crosswalk project could be incorporated into that project. The possible down side is that the project is not expected to be implemented for several months possibly up to 2 years; it is not clear at what point the rainbow crosswalk can be installed as a part of that project.

Chair Marcy noted that he has understood that the Rainbow Crosswalk project has had a relatively high level of urgency and the thought has been to potentially implement it during June as part of a pride month celebration. He inquired as to next steps. **CAM Stewart** noted that the next step would be for staff to write a staff report to the City Council for their consideration of a specific project approval, but this is in a holding pattern currently and she needs direction from the Commission.

CAM Stewart clarified that the way the options are presented to Council is up to the Commission - options can be listed and ranked if desired. The Commission can suggest project priorities, with the awareness that Council has final authority. After some discussion there was consensus that there are only two locations that should be presented as possible locations: MBB/Morningside (downtown) and MBB/Peck Avenue. A Highland intersection, while previously discussed was dropped from consideration. **CAM Stewart** requested that the project status template be updated to show the locations to be considered and she will also update her notes. **Chair Marcy** offered to review the project with **Commissioner Spackman**.

Commissioner Manna suggested that of the two locations he feels the one most likely to be approved was MBB/Peck Avenue as this location is already slated for improvement and is a prominent location. There was agreement that Peck/MBB is the preferred of the two locations.

Commissioner Rubino will send out all powerpoint presentations that she has that have been shared with the Commission on projects.

- d) Arts Grants – Murals: **Ryan, Tokashiki**
Commissioner Tokahashi reported that direction is needed since both committee members are new to the Commission. **Commissioner Manna** noted that the Bo Bridges mural has been installed on the parking structure west wall on 13th Street.
- e) Arts Grants - Utility Infrastructure Beautification: **Marcy, Rubino**
Chair Marcy reported that a suggestion was received that manhole covers be included among the public utility items that might be beautified. The Committee will look into that suggestion.
- f) Arts Grants - Sculpture Garden: **Manna, Ryan, Tokashiki**
CAM Stewart noted that due to recent uptick in COVID cases it is uncertain as to when Public Works can relocate the Egrets and Dragon Tale sculptures that will be permanent installations. **Chair Manna** reiterated one item to be investigated will be any practical issues regarding changing installation methods away from the traditional “pot and pole”.
- g) Arts Grants - Performing Arts: **Rubino, Spackman, Tokashiki**

Commissioner Rubino reported that the Committee still needs to meet but she questioned whether there was any progress on the arts grants general guidelines. **Chair Marcy** noted that there is a subcommittee (**Spackman, Tokashiki, Marcy**) working on the general guidelines, progress has stalled but he will take the lead. **Chair Marcy** commented, **CAM Stewart** agreed that the Committees should not be waiting for the general guidelines to be developed, but should now be looking for any guidelines that are unique to their project which might supplement the general guidelines. For example, for performing arts, the committee can consider which types of performing events and activities would be desired.

h) Arts Grants - Digital Wall Art (City Hall): **Manna, Spackman**

Commissioner Manna stated that the committee still needs to meet but they would like to consult with **Chair Marcy** as well to tap into his resources and Chair Marcy stated he would be happy to meet with the Committee.

i) Arts Grants - School/Education: **Rubino, Ryan**

Commissioner Rubino stated that there was no new information to report.

j) Arts Grants - Permanent Sculpture: **Manna, Ryan, Tokashiki**

Commissioner Manna stated that there was no new information to report.

CAM Stewart raised the question about how to proceed with the general guidelines for the arts grants. **Chair Marcy** suggested and it was agreed that the committee meet offline with **CAM Stewart** before bringing this item forward for discussion by the entire Commission, hopefully at the next meeting.

G. **STAFF ITEMS**

CAM Stewart reported:

- PATF (trust fund) status: total is approximately \$2.1 million including with \$1 million allocated and about \$1.1 million unallocated; no funds will expire until 2023. A recent allocation of \$350k was made for artwork at Bruce's Beach. **CAM Stewart** explained that expiration occurs if funds are not allocated within 5 years of being collected.
- Cultural Arts Division: The *Annual Community Exhibition – 80 Years of Creating Community* is installed and ongoing; **CAM Stewart** cautioned that the mask mandate is back in place. The Patricia Vader piece that was a temporary loan for the Sculpture Garden program has been taken down and returned to the artist.
- Work Plan project template sheets: Prior to each meeting, each committee shall submit to **CAM Stewart** and **Linda Rob** one updated template sheet per work plan item, that reflects progress made by the committee as a whole. She will assume if no update is submitted, there is no progress to report. It is not expected that progress can be made on all projects for each meeting.
- City Council Updates: None
- **CAM Stewart** reported she has been promoted from interim to permanent Cultural Arts Manager. The commissioners expressed their congratulations.

H. **COMMISSION ITEMS**

Commissioner Manna informed that he was notified by resident Gary McAuley that multi-colored plastic materials have been attached to the screening at the Live Oak Park dog park. Mr. McAuley feels this installation has a somewhat “cheesy” appearance and requested this be brought to the attention of the City.

CAM Stewart informed that this topic – i.e. how “guerrilla” art installations should be handled by the City - would fit well within a discussion currently going on at the staff level in developing a policy on art donations and the like. The Commissioners are encouraged to email their thoughts to her.

I. ADJOURNMENT

At 7:00 P.M, Chair Marcy, seeing no objection, adjourned the meeting to August 16, 2021 at 6:00 p.m.

**CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION**

Virtual – Zoom meeting

July 26, 2021

4:00 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 4:02 PM.

B. ROLL CALL

Present: Chair Karger, Greenberg, Weiner, McCarthy, Doran and Grampp

Absent: Turkmany

C. APPROVAL OF MINUTES

Commissioner Weiner moved to approve the June 28, 2021 minutes as written.
Commissioner McCarthy seconded the motion. The motion carried unopposed.

D. CEREMONIAL

None

E. AUDIENCE PARTICIPATION (3-Minute Limit)

Chair Karger opened the floor to audience participation.

Layton Pace, resident, spoke regarding Sand Dune Park and the importance of maintaining it as a nature area for the many bird species that live in and frequent the area. He is also concerned that the construction of a new field at Grand View Elementary will drive more foot traffic and dog walkers to Sand Dune Park. Soccer balls coming over the fence into the park are also a concern.

The floor was closed to public comment.

F. GENERAL BUSINESS

Discussion of 2021 Workplan Items:

El Porto Family Park (Greenberg, McCarthy, Turkmany) – Commissioner Greenberg reported that three community outreach focus group meetings have been organized through Bob Siever, a local realtor with a large database of El Porto residents. Two people attended to the first meeting, four are scheduled for the second one and three have signed up for the third. There will be more opportunities for community input. Onsite community outreach is scheduled for August 18th, 6:00-8:00 pm. Findings will be summarized and shared at the August meeting.

Nature Areas and Trails – (Greenberg, McCarthy, Turkmany) Commissioner Greenberg gave the following update: He is working with some Scout troops to schedule additional clean ups. The Risk Manager will need to do a walk through after the clean up. Staff can order new signage but would like to have final approval from Risk Management and the Urban Forester before placing the order.

Polliwog Park Enhancements – Director Leyman reported that Public Works is moving forward with an amendment to the NFC design. The project appears to be within budget but needs to go back to City Council due to the new amount.

Polliwog Playground Replacement – Construction bids are now being accepted and will go to City Council for approval on September 9th, to award the contract. If awarded, construction is scheduled for October, 2021 through April 2022.

Exploring Repurposing the Pay N Play Racquetball Courts – (Karger, Turkmany, Greenberg) Chair Karger reported that Director Leyman has sent a letter to the City Attorney for review of requirements. Commissioner McCarthy added that the letter should at least acknowledge that he is not in compliance with the lease, at present.

Exploring the feasibility of developing an aquatics center – (McCarthy, Weiner, Doran) Commissioner McCarthy gave the following report: Commissioner Doran has been brought up to speed on the project and the sub-committee is now trying to get a solid understanding of the legal and financial aspects of the various possible locations. They are still trying to get meetings with Steve Charelian and Dawnalyn Murakawa-Leopard from MBUSD. The sub-committee will be visiting the Aviation Track site and will then try to set up a meeting with the City of Redondo Beach. Commissioner McCarthy would like to set up a meeting with Gensler for updated schematics. Commissioner Weiner added that the idea is to have two or three different options to present to City Council. Recreation Program Manager, Jesus Sandoval has done a great job keeping Begg pool running and the demand far exceeds capacity. Commissioner Weiner would like to talk about strategizing possible grant funding opportunities.

Donation Policy and Programs – (Turkmany, Karger)

Chair Karger reminded the commission that Public Works is having a major staff shortage and that affects the donation programs. Management Analyst Robb is working on a securing a contract with a third party vendor for bench orders and installation. The sub-committee continues to work with legal on wording for the legacy policy and will also be including the Cultural Arts Art Donation Policy as a part of the whole donation program.

G. STAFF ITEMS

Director Leyman informed the commission that Erick Lee has been appointed as the new Director of Public Works.

The Concerts in the Park lineup has been set. Local bands have been secured for a four week series.

Senior Recreation Manager (SRM) Vincent gave the following updates:

Summer programs are running at nearly 2019 attendance levels.

120 participated in the MBO Tennis Tournament. LA Car Guy sponsored the event and provided cash prizes to the open divisions. Special thanks to the Downtown Business and Professional Association for providing prizes for the amateur division.

International Surf Fest starts Friday. 70 teams registered for the Charlie Saikley 6-Man Beach Volleyball Tournament. 30 teams are registered for Jr. 6-Man.

The Manhattan Beach Open Volleyball Tournament will be held August 19th – 22nd. Bally's purchased AVP and will honor the current contract. The size of the event has been reduced to the size of the event two years ago. The event kick off on August 19th with the plaque

presentation to the 2019 winners.

Fall registration will begin on August 9th.

Commissioner Karger shared that the Mira Costa Girls each volleyball team will be recognized at a future City Council meeting for winning the State Championship.

H. COMMISSION ITEMS

Older Adult Program update – Commissioner McCarthy reported that most of the Older Adult Programs are coming back to in-person and should be back in full swing soon.

The Senior Advisory Committee discussed the renaming of the Scout House to Manhattan Beach Community Center. There is still work to be done to close the gap on funding.

99.5% of seniors in Manhattan Beach are now vaccinated. The seniors are concerned that the Clean Power Alliance is switching to 100% and seniors will now have to opt out if they want the lower rate.

Student update – Commissioner Grampp had no updates at this time as school is out for the summer. School starts on August 25th. Mira Costa has a new principal and a new superintendent has been hired.

I. ADJOURNMENT

Commissioner Greenberg moved to adjourn. Commissioner McCarthy seconded the motion. seeing no opposition, the meeting was adjourned at 5:11PM to Monday, July 26, 2021.

Ayes: Chair Karger, Greenberg, Weiner, McCarthy, Doran and Grampp

Nays: none

Abstain: none

Absent: Turkmany

**MANHATTAN BEACH
PLANNING COMMISSION
MINUTES OF REGULAR MEETING
JULY 28, 2021**

A. CALL MEETING TO ORDER

A Regular meeting of the Planning Commission of the City of Manhattan Beach, California was held virtually via Zoom on the 28th day of July, 2021. Chair Morton called the meeting to order at the hour of 3:01 p.m.

B. PLEDGE TO FLAG

C. ROLL CALL

Present: Sistos, Dillavou, Tokashiki, Vice Chair Ungoco, Chair Morton

Absent: None

Others Present: Carrie Tai, AICP, Director of Community Development

Brendan Kearns, Assistant City Attorney

Talyn Mirzakhonian, Planning Manager

Athena Henderson, Agenda Host

Angelica Ochoa, Associate Planner

Rosemary Lackow, Recording Secretary

D. APPROVAL OF AGENDA

A motion was made and seconded (Ungoco/Tokashiki) to approve the agenda with no changes.

Roll Call:

Ayes: Sistos, Dillavou, Tokashiki, Vice Chair Ungoco, Chair Morton

Noes: None

Absent: None

Abstain: None

E. AUDIENCE PARTICIPATION - None

F. APPROVAL OF THE MINUTES

7/28/21-1 Regular Meeting – July 14, 2021

It was moved and seconded (Dillavou/Sistos) to approve as submitted.

Roll Call:

Ayes: Tokashiki, Sistos, Dillavou, Vice Chair Ungoco, Chair Morton

Noes: None

Absent: None

Abstain: None

G. PUBLIC HEARING

7/28/21-2 Consideration of a Use Permit and a Tentative Parcel Map, and Certification of a Final Environmental Impact Report for a new 79,772 square-foot assisted living facility on property located at 250-400 North Sepulveda Boulevard in the Commercial General -Sepulveda Corridor Overlay (CH-D6) Zoning District (Sunrise Development, Inc.)

Chair Morton announced the item and invited staff to provide a report.

Chair Morton, Vice Chair Ungoco and Commissioner Tokashiki made the following statements: 1) Chair Morton stated he had met on two occasions with the applicant to receive better understanding of the application and this would not affect in any way his fair and impartial consideration of the application; 2) Commissioner Tokashiki stated that he had met on one occasion with the applicant to review the application plans and receive a better understanding of the application and this would not affect in any way his fair and impartial consideration of the application; and 3) Commissioner Ungoco stated that he had met once with the applicant in October 2019 to view a presentation of the project and this would in no way affect his ability to consider the subject hearing application in a fair and impartial manner.

Associate Planner Angelica Ochoa provided an overview of the application with the aid of a PowerPoint presentation, noting staff recommends that the Commission conduct the public hearing and adopt the draft resolution, approving the use permit and certifying the Final EIR for the project. She provided updated information including: two additional public comments have been received and the applicant has requested modification of conditions 31 and 54 in the Draft Resolution, which staff has reviewed and agrees to. In condition 31, the change would be to replace “to individual units” with “by a concierge or operator”, and in condition 54, the change is to add “unless otherwise approved by the Building Official” to the existing wording.

There being no questions of staff, Chair Morton opened the public hearing.

Phillip Kroskin, Sunrise Senior Living, gave an overview of the project with the aid of a PowerPoint presentation.

In response to questions from the Commission, **Mr. Kroskin** stated that the applicant will continue to work closely with the adjoining property owners in performing structural and other analyses to protect their property to mitigate vibration and noise impacts and to maintain as much as possible existing landscaping including property line hedges.

The Commission discussed project landscaping both onsite and offsite regarding proposed street trees.

Lindsay Ortega, applicant’s representative, stated that consideration was given to saving existing onsite trees, including a large tree in the south-east corner, however it was concluded that none could feasibly be retained due to excavation and conflicts with existing root systems. **Ms. Ortega** stated that on private property, 10 new trees will be planted which will be suitable for the site. Project landscape architect **Jared Bohonus** stated that proposed carrotwood street trees will be a 24-inch box size when planted and will grow moderately and believes that additional street trees may be able to be planted to further soften the 5th Street and Sepulveda frontages, provided there are no utility or other conflicts.

Chair Morton invited other interested parties to address the Commission.

Frank Zambrano, Southwest Regional Carpenters union, requested that the Commission reject approval of the application unless skilled and trained workers are brought to the project from the local community.

Christine Dillon, 5th Street resident, supports the application; believes that neighborhood issues and concerns raised in scoping meetings e.g., traffic intrusion and construction impacts have been addressed.

Rafael Pimentel, local union carpenter, requested that the Commission reject approval of the application unless skilled and trained workers are brought to the project from the local community.

Rachel Ruderman, recently purchased an adjoining property at 1120 5th Street, supports the project.

Larry Hawkins, adjoining property owner at 1125 3rd Street, does not oppose the project but has concerns as documented in the EIR, regarding impacts including construction noise and vibration and the adequacy of on-site landscaping to buffer visual impacts. He does not believe that landscaping buffering is fully addressed along his west property line going north towards 5th Street. Regarding noise, he feels that a temporary noise buffer would be desirable and also protect from dust, as has been installed for the Skechers project in Hermosa Beach. Regarding vibrations, he is particularly concerned about impacts from mobile equipment such as soldier pile drills and vibratory roller(s). He has been advised that vibration monitors may be installed and he is open to that.

Jorge Quintero, local contractor and carpenter, requested that the Commission do whatever it can to implement labor standards that would result in the applicant hiring responsible, local workers.

Chair Morton invited the applicant to address expressed concerns.

Philip Kroskin stated that in completing detailed construction plans, the applicant's structural engineers will work closely with adjoining neighbors (Hawkins/Ruderman) to find solutions to mitigate noise and vibration impacts to their specific homes; this will include installing vibration monitors and a dialogue will be ongoing. The applicant will also host a pre-construction meeting with all surrounding neighbors at which the construction management team will provide direct contact information; the goal is to have open two-way communication; they will also be updating neighbors with a monthly construction newsletter as well as emails as needed.

Andy Coelho, Sunrise construction and design manager, stated that Sunrise has a "hire local" policy and will hire a local general contractor who will in turn hire local subcontractors.

Chair Morton closed the public hearing.

The Commission conducted discussion arriving at unanimous support of the project in that it will be a use that is needed in the community, is aesthetically attractive, meets or exceeds applicable standards and the applicant has had a robust outreach and responsiveness to the surrounding neighborhood. It was agreed, with respect to street trees, that staff will work with the applicant in finalizing landscaping plans with a goal to maximize the number of trees to be planted in the right-of-way on both 5th Street and Sepulveda.

It was moved and seconded (Dillavou/Sistos) that the Commission adopt Resolution PC 21-XX certifying the adequacy of the Final EIR.

Roll Call:

Ayes: Sistos, Dillavou, Tokashiki, Vice Chair Ungoco, Chair Morton
Noes: None
Absent: None
Abstain: None

Subsequently, it was moved and seconded (Dillavou/Ungoco) that the Commission adopt Resolution PC 21-XX as proposed by staff, approving a Use Permit with changes in conditions, including adding a condition that requires the applicant to work with staff to see if additional landscaping enhancements can be done along the project's east, north (5th Street) and west (Sepulveda) elevations, and modifying conditions 31 and 54 as requested by the applicant with concurrence by staff.

Commissioner Dillavou clarified that the additional landscaping condition would allow staff more discretion in modifying the landscaping to the satisfaction of the Community Development Director.

Roll Call:

Ayes: Sistos, Dillavou, Tokashiki, Vice Chair Ungoco, Chair Morton
Noes: None
Absent: None
Abstain: None

Director Tai recognized the hard work and efforts of those working closely with this project, including Associate Planner Ochoa and Planning Manager Mirzakhian as well as Sunrise Senior Living, the applicant.

H. DIRECTOR'S ITEMS

Director Tai provided updates as follows:

Director Tai recognized the hard work and efforts of those working closely with this project, including Associate Planner Ochoa and Planning Manager Mirzakhian as well as Sunrise Senior Living, the applicant.

1. LA County Public Health has made indoor face coverings mandatory.

2. Due to the COVID Delta variant, City Council meetings have reverted to being held in a virtual format. The Planning Commission will continue to follow suit and conduct Zoom meetings.
3. The City Council meeting schedule has been modified in recognition of the Rosh Hashanah holiday: regular meetings on August 17 and September 7 will be held instead on Tuesday August 24 and Thursday September 9.
4. The current deadline for the removal of outdoor dining decks in the City is Labor Day. The City anticipates that businesses will ask for an extension. This item will be discussed at a City Council meeting in August.

I. PLANNING COMMISSION ITEMS

Commissioner Tokashiki requested that the Director provide feedback to the Commission regarding action taken by the City Council on items that have previously been decided by the Planning Commission. Director Tai noted that she always reports to the Commission (under “Director Items”) City Council action on projects previously heard by the Planning Commission, but only in cases where the City Council calls such decisions up for review, or an appeal by anyone has been filed. The variance application that was recently denied by the Commission was forwarded to the Council with an informative memo but the City Council did not call it up for review; that decision is still within its window for appeal.

J. TENTATIVE AGENDA – August 11, 2021 – no items yet scheduled.

L. ADJOURNMENT –

Chair Morton announced adjourning to be in the memory of former Assistant City Attorney Mike Estrada. Assistant City Attorney Kearns provided a heartfelt tribute to Mr. Estrada touching on both his great personal and profession legacies. It was moved and seconded (Morton/Ungoco) that the meeting be adjourned at 4:47 p.m. to Wednesday, August 11, 2021 at 3:00 p.m. via Zoom/virtual format. The motion passed unanimously 5-0 with a roll call vote.

ROSEMARY LACKOW
Recording Secretary

GERRY MORTON
Chairperson

ATTEST:

Carrie Tai, AICP
Community Development Director

**CITY OF MANHATTAN BEACH
MINUTES OF THE PLANNING COMMISSION
Manhattan Beach City Hall
September 8, 2021**

The City of Manhattan Beach Planning Commission regular meeting of **September 8, 2021**, was CANCELLED due to no agenda items being scheduled.

The next meeting of the Planning Commission is scheduled for September 15, 2021, at 3:00 p.m.

**CITY OF MANHATTAN BEACH
MINUTES OF THE PLANNING COMMISSION
Manhattan Beach City Hall
September 22, 2021**

The City of Manhattan Beach Planning Commission regular meeting of **September 22, 2021**, was CANCELLED due to no agenda items being scheduled.

The next meeting of the Planning Commission is scheduled for October 13, 2021, at 3:00 p.m.

