

City Council Adjourned Regular Meeting Budget and Capital Improvements Program Study Session

Tuesday, May 9, 2023

6:00 PM

City Council Chambers and Zoom



ELECTED OFFICIALS

Mayor Richard Montgomery

Mayor Pro Tem Joe Franklin

Councilmember Amy Howorth

Councilmember David Lesser

Councilmember Steve Napolitano

City Treasurer Tim Lilligren

EXECUTIVE TEAM

City Manager Bruce Moe

City Attorney Quinn Barrow

City Clerk Liza Tamura

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 Rachel Johnson

Public Works Director Erick Lee

Acting Community Development Director Talyn Mirzakhonian

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.

MAY 9, 2023

CITY COUNCIL MEETING AGENDA PACKET:

Agenda Item No.	Starting Page	Ending Page
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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

Meetings are broadcast live through Manhattan Beach Local Community Cable, Channel 8 (Spectrum), Channel 35 (Frontier),

live streaming via the City's website, and

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

The City continues to offer an opportunity to participate in City Council meetings via Zoom and in-person. City Council encourages the public to participate by submitting comments in advance of the meeting, no later than **12:00 PM, May 9, 2023** (the day of the meeting), via:

- 1) eComment at <http://www.manhattanbeach.gov/ecomment>
- 2) email to cityclerk@manhattanbeach.gov 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.

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.manhattanbeach.gov, 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.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802-5056 (voice) or (310) 546-3501 (TDD). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. The City also provides closed captioning of all its Regular City Council Meetings for the hearing impaired.

CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, May 3, 2023, 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.

A. CALL MEETING TO ORDER

B. PLEDGE TO THE FLAG

C. ROLL CALL

D. 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.

The City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 12:00 PM, May 9, 2023 (the day of the meeting), via:

*Comment at <https://citymb.seamlessdocs.com/f/publiccomment>,
 Email to VjtmWYf_4@citymb.org or
 Telephone message recorded at 619.425.5811.*

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

IN PERSON PUBLIC PARTICIPATION

Please complete the "Request to Address the City Council" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the City Clerk.

NOON 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>, 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 to activate the "raise hand" button 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.

E. GENERAL BUSINESS

1. Fiscal Year 2023-2024 Proposed Operating Budget Study Session (Finance Director Charelian) [23-0208](#)

(Estimated Time: 1 Hr.)

DISCUSS AND PROVIDE DIRECTION

Attachments: [Links to Attachments](#)

[PowerPoint Presentation](#)

2. Presentation of the Proposed 5-Year Capital Improvement Program (CIP) for Fiscal Year 2023-2024 Through Fiscal Year 2027-2028 (Public Works Director Lee) [23-0211](#)

(Estimated Time: 30 Mins.)

A) DISCUSS AND PROVIDE DIRECTION**B) APPROVE**

Attachments: [Links to Attachments](#)

F. ADJOURNMENT



Agenda Date: 5/9/2023

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

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

SUBJECT:

Fiscal Year 2023-2024 Proposed Operating Budget Study Session (Finance Director Charelian).

(Estimated Time: 1 Hr.)

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction on the Proposed Budget for Fiscal Year (FY) 2023-2024.

FISCAL IMPLICATIONS:

The Proposed Budget for FY 2023-2024 includes revenues and expenditures for all of the City's Funds. The document includes conservative estimates for ongoing operations as well as planned projects in the Capital Improvements Plan (CIP).

The FY 2023-2024 General Fund Proposed Budget has a projected surplus of \$485,017.

Revenues	\$93,300,981
Expenditures	<u>\$92,815,964</u>
FY 2023-2024 Proposed Budget Surplus	\$ 485,017

The City's current Financial Policy reserve is 20% of operating expenditures, or about \$18.6 million in FY 2023-2024, which is greater than the Government Finance Officers' Association (GFOA) recommendation of "no less than two months (17%) of regular general fund operating revenues or regular general fund operating expenditures." In addition, the City Council has set aside \$4.0 million as an "Economic Uncertainty" reserve.

After taking into account the projected operating surplus of \$485,017 and net transfers out from the General Fund totaling \$4.6 million, the General Fund Unreserved Fund Balance is estimated to be \$4.0 million at the end of FY 2023-2024. These funds may be drawn upon for one-time projects and initiatives or, if necessary, transfers to other funds.

The FY 2023-2024 Proposed Budget includes the following transfers out from the General Fund unreserved fund balance:

- **\$2.7 million** to the Stormwater Fund to cover ongoing operations and capital expenses. This fund receives revenues from assessments to property owners, which have not increased since 1996. Without a successful Prop 218 vote, the Fund will continue to require subsidies from the General Fund to cover ongoing operations and capital expenses.

The City has significant regional obligations under the “Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (“MS4”) Discharges within the Coastal Watersheds of Los Angeles and Ventura Counties.” Under this permit, the City must undertake a myriad of programs to control and prohibit discharges of pollutants into the MS4. These programs include maintenance and operations work performed by employees and multi-million dollar capital projects to prevent pollution in the waters in the Beach Cities Watershed area, which include the Santa Monica Bay and the Dominguez Channel. Due to these growing requirements and rising costs, staff will return to City Council on May 23, 2023, to discuss funding options.

- **\$293,253** to the Street Lighting and Landscape Fund to cover ongoing operations and capital expenses. This fund receives revenues from assessments to property owners, which have not increased since 1996. Without a successful Prop 218 vote, the fund will continue to require subsidies from the General Fund to cover ongoing operations and capital expenses.
- **\$1.0 million** to the Capital Improvements Program (CIP) Fund to help fund the Senior and Scout Community Center project. To fund this transfer, \$1.0 million was reduced from the allocation to the Pension Stabilization Fund.
- **\$994,920** to the CIP Fund in accordance with the Pension Liability Policy. This transfer is sufficient to pay for debt service on Fire Station No. 2 (\$404,375) and help fund capital projects.
- **\$492,380** to the Pension Stabilization Fund. The City Council has the discretion to use funds accumulated in the Pension Stabilization fund to pay ongoing pension costs directly to CalPERS, which would provide General Fund relief if needed. As of March 2023, the balance in the Fund is \$2.8 million.

The Pension Liability Policy was approved by the City Council in 2021 to provide guidance on how to reallocate the budgetary “savings” achieved by the issuance of Pension Obligation Bonds (POBs) in 2021. The budgeted transfers for the “savings” (i.e. the difference between what would have been paid to CalPERS compared to the level-debt service payments of

\$5.5 million) is currently allocated 80% to the CIP Fund (for debt service and capital projects) and 20% to the Pension Stabilization Fund (for future pension costs).

The General Fund also receives a transfer-in of excess funds annually from the County Parking Lots fund, which is estimated at \$395,925 in FY 2023-2024. Additionally, due to excess fund balance accumulated in the Information Technology (IT) Fund, a one-time transfer of \$500,000 back to the General Fund is scheduled in FY 2023-2024.

BACKGROUND:

On February 21, 2023, staff presented the FY 2022-2023 Mid-Year Budget report. Year-end estimates for FY 2022-2023 indicated that revenues would exceed expenditures by about \$1.25 million. This anticipated surplus is primarily due to revenues exceeding conservative estimates and unanticipated savings from vacant positions.

Subsequently, it was determined that a significant one-time expenditure of \$1.0 million for Deferred Parks Maintenance projects was more appropriate to be spent from the CIP Fund instead of the General Fund. To accommodate this, a transfer of \$1.0 million from the General Fund to the CIP Fund is included for FY 2022-2023. The Parks Maintenance project appropriation is included in the FY 2023-2024 Budget and Capital Improvement Plan. With this change, the anticipated year-end surplus (revenues less expenditures) will be \$2.25 million.

Revenues	\$88,509,646
Expenditures	<u>87,255,638</u>
FY 2022-2023 Mid-Year Projection	\$ 1,254,008
Deferred Parks Maint. Project to CIP Fund	<u>(1,000,000)</u>
FY 2022-2023 Projected Surplus	\$ 2,254,008

Based on the new projected surplus, and total net transfers of \$9.7 million, the unreserved (available) General Fund balance on June 30, 2023, is projected to be \$9.4 million after accounting for financial policy designations. These funds will be needed to fund capital priorities and relieve future anticipated deficits in the Stormwater Fund and Street Lighting & Landscape Fund.

DISCUSSION:

The FY 2023-2024 Proposed Budget supports the City Council’s steadfast commitment to outstanding services balanced with a fiscally sustainable approach to budgeting with the goal of protecting residents and maintaining essential services.

The City Council’s priorities of public safety and core City services are the foundation of our budget development. Our City’s history of prudent policy decisions allowed us to maintain and enhance essential services even in challenging times.

The FY 2023-2024 Operating Budget was developed as a conservative spending plan that maintains City Council and community priorities. Where appropriate, service level investments were added in response to feedback received from the Community Budget Meeting in February 2023 and online Budget Survey, as well as for City Council Work Plan items.

Proposed Budget

The City’s Proposed Budget Book is comprised of seven key sections as follows:

- 1) Introduction
- 2) Budget Overview
- 3) Fund Summaries
- 4) Department Operating Budgets
- 5) Five Year Forecast
- 6) Capital Budget Summary
- 7) Appendix

To obtain an overview of the Proposed Budget, staff recommends that readers first review the City Manager's Budget Message and Budget Overview located in the (1) *Introduction* section of the attached Proposed Budget document. The Message includes an explanation of the City's current fiscal outlook as well as proposed staffing changes and service delivery investments. The (2) *Budget Overview* includes updates on key revenue sources as well as a comprehensive summary of each City fund. Following the Budget Overview is the (3) *Fund Summaries* section, which presents revenues and expenditures by fund and by category.

The next section provides (4) *Department Operating Budgets*, which include department overviews with narratives on key objectives, service level trends, staffing tables and financial tables. The (5) *Five Year Forecast* for fiscal years 2023-2024 through 2027-2028 covers all City funds and includes funding for operations and the projects identified in the Proposed Five Year CIP found in the (6) *Capital Budget Summary* section.

The final (7) *Appendix* section of the Proposed Budget includes various schedules and tables to provide further context to the budget as well as the City's Financial Policies and Budget Policies.

Budget Process and Opportunities for Community Input

The budget@manhattanbeach.gov email address has been useful for gathering input from the community, and it will once again remain active throughout the budget process for the community to communicate budget priorities to staff.

The Beach Reporter recently included an advertisement announcing the upcoming budget discussion schedule, which is as follows:

Tuesday, May 9 City Council Meeting Budget Study Session - 6 PM
Tuesday, May 16 Regular City Council Meeting - 6 PM
Tuesday, May 23 City Council Meeting Budget Study Session - 6 PM (if needed)
Tuesday, June 6 Regular City Council Meeting - Public Hearing and Budget/CIP Adoption - 6 PM

All meetings will be held in-person at City Council Chambers and via Zoom.

Attachments

A document with links to the Attachments first presented on May 2, 2023, is attached. The linked documents include the FY 2023-2024 Proposed Budget and Parks and Recreation Program Profit & Loss Estimates. This attachment is provided annually with the Budget for a different perspective on revenue-generating programs funded by market-driven fees.

These documents and their contents may be discussed during tonight's Study Session or during one of the future meeting dates listed above.

PUBLIC OUTREACH:

Future opportunities for public input are described above.

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW:

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

ATTACHMENTS:

1. Links to Attachments
2. PowerPoint Presentation

LINKS TO ATTACHMENTS

ATTACHMENT: [Fiscal Year 2023-2024 Proposed Budget](#)

ATTACHMENT: [Parks and Recreation Program Profit & Loss Estimates](#)

ATTACHMENT: [PowerPoint Presentation – May 2, 2023](#)

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BUDGET STUDY SESSION DEPARTMENT PRESENTATIONS

City Council Adjourned Regular Meeting
Budget and Capital Improvements Program Study Session
May 9, 2023



OVERVIEW

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Tonight's Presentation primarily focuses on the operating budget of the City's nine Departments. Key areas to be discussed:

1. Department Expenditures by Program
2. Department Performance Measures and Metrics
3. Key Objectives for FY 2023-2024
4. Investments in our Service Delivery, Maintenance and Infrastructure included in the Proposed Budget

MANAGEMENT SERVICES

Presented by:

GEORGE GABRIEL

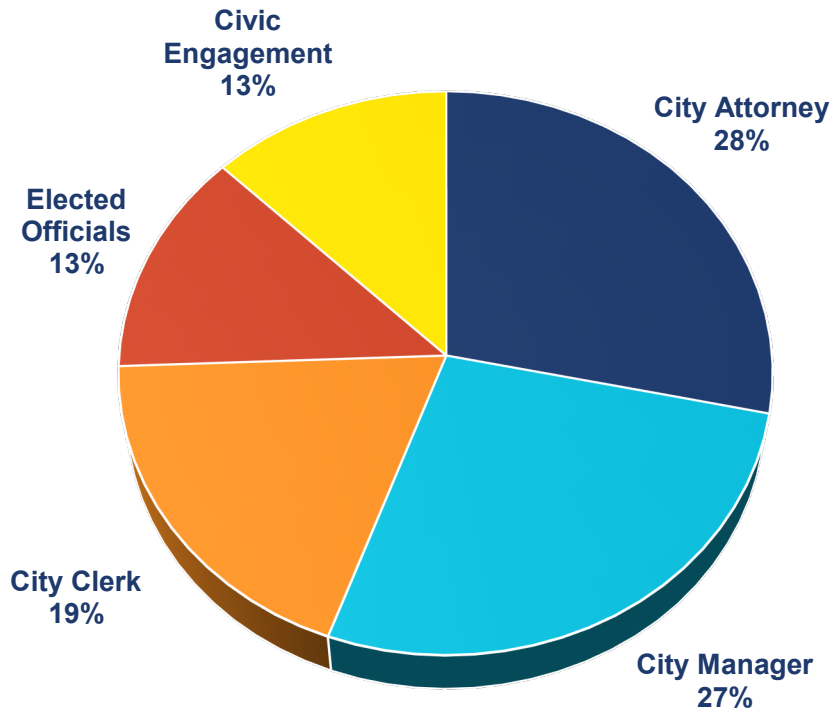
Assistant to the City Manager

MANAGEMENT SERVICES

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See Budget Binder
Pages 89-120

FY 2023-2024
Department Expenditures by Program




	FY 2024
Program Expenditures	Proposed
Elected Officials	\$616,998
City Manager	1,300,583
Civic Engagement	604,607
City Clerk	900,923
City Attorney	1,349,225
Total	\$4,772,336
Full-Time Positions	16*
<i>*Includes Six Elected Positions</i>	

MANAGEMENT SERVICES


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Budget Binder
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RESIDENTS RATING QUALITY OF LIFE AS "EXCELLENT" OR GOOD IN MB

	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	94%	96%		














PERCENTAGE OF RESIDENTS SATISFIED WITH CITY SERVICES

	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	88%	90%		


PERCENTAGE OF GROWTH FOR ONLINE NEWSLETTER

	PRIOR YEAR		TARGET		COMMUNITY ENGAGEMENT 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	11%	10%		

PERCENTAGE OF NEW FOLLOWERS ON SOCIAL MEDIA

2020-2021			PRIOR YEAR			2022-2023			TARGET			COMMUNITY ENGAGEMENT 
			2021-2022						2023-2024			
												
N/A	N/A	38%	10.9%	123%	12%	14%	15%	5%	10%	10%	10%	

PERCENTAGE OF CITY COUNCIL MINUTES PRESENTED FOR APPROVAL AT NEXT MEETING

	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
100%	90%	95%	95%		

MANAGEMENT SERVICES

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2,930
49

PUBLIC RECORDS REQUESTS COMPLETED

CITY COUNCIL MEETINGS HELD

48

BOARDS AND COMMISSIONS APPLICATIONS

172

RESOLUTIONS CONSIDERED

13

ORDINANCES ADOPTED

1.4 M

WEBSITE USERS

1,121

SUBSCRIBERS TO ONLINE NEWSLETTER

48

PRESS RELEASES

302

CONTRACTS PROCESSED

480

AGENDA ITEMS PRESENTED TO CITY COUNCIL

140:15

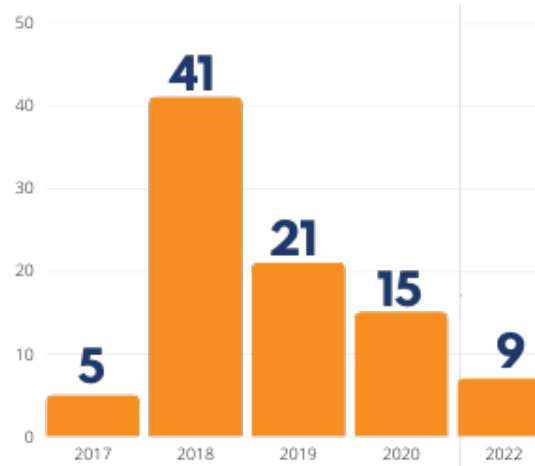
HOURS OF CITY COUNCIL MEETINGS



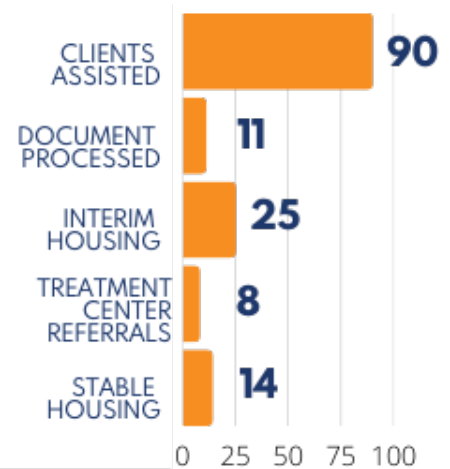
54%

AVERAGE OPEN RATE FOR THOSE RECEIVING E-NOTIFICATIONS

HOMELESS COUNT



HOMELESS ASSISTANCE IN MB



2022 SOCIAL MEDIA OVERVIEW

12%

AVERAGE INCREASE IN USERS FOLLOWING ACCOUNTS ACROSS ALL PLATFORMS

1,835,710

USERS REACHED ACROSS ALL PLATFORMS

84%

AVERAGE ENGAGEMENT RATE PER IMPRESSION ACROSS ALL PLATFORMS



FOLLOWERS

3.6k

TOTAL POST ENGAGEMENT

28,762



14.5k

38,343



5k

9,385

MANAGEMENT SERVICES

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- Key Objectives in FY 2023-2024
 - Evaluate community priorities, including public safety, infrastructure priorities and other Work Plan items.
 - Execute City Council direction on homelessness, Bruce's Beach Public Art project, and finding equitable solutions that balance business use of public right of way.
 - Improvement of City website usability and design.
 - Enhance transparency of coastal regulations and streamline public records request software system.

MANAGEMENT SERVICES

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QUESTIONS?



FINANCE

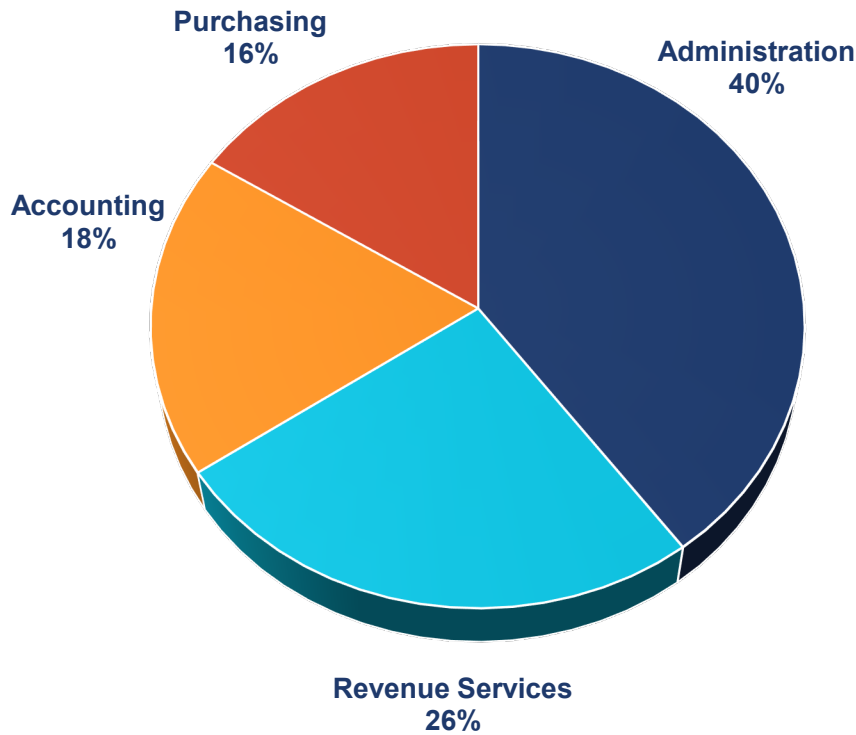
Presented by:

STEVE CHARELIAN

Finance Director

See Budget Binder
Pages 121-146

FY 2023-2024 Department Expenditures by Program



	FY 2024
Program Expenditures	Proposed
Administration	\$1,799,637
Accounting	836,268
Revenue Services	1,154,084
Purchasing	721,092
Total	\$4,511,081
Full-Time Positions	18

FINANCE

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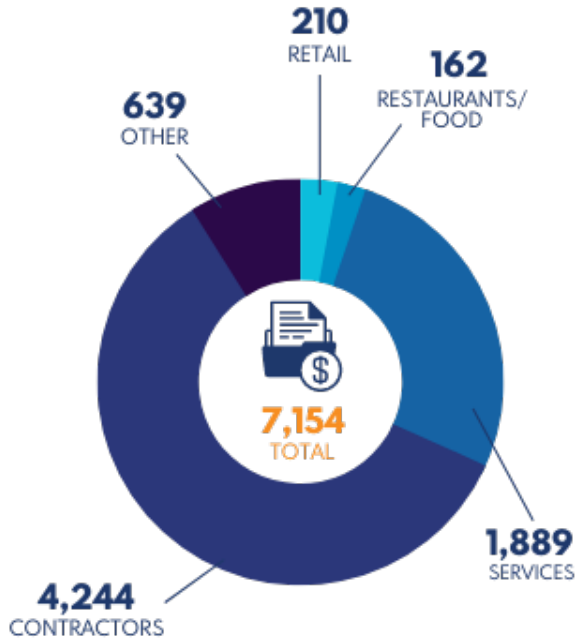
Budget Binder
Page 124

MAINTAIN AAA GENERAL OBLIGATION BOND RATING					
	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
AAA	AAA	AAA	AAA		
ATTAIN AN UNMODIFIED AUDIT OPINION					
	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
Yes	Yes	Yes	Yes		
ATTAIN GFOA AND CSMFO BUDGET AWARDS					
	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
Yes	Yes	Yes	Yes		
ATTAIN GFOA ANNUAL FINANCIAL REPORTING ACHIEVEMENT					
	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
Yes	Yes	Yes	Yes		
AVERAGE ANNUAL INVESTMENT PORTFOLIO YIELD					
	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
1.34%	1.20%	2.00%	2.00%		

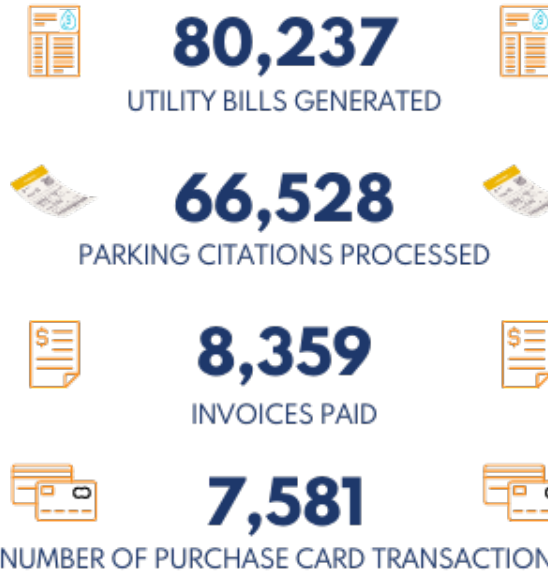
FINANCE

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BUSINESS LICENSES BY CATEGORY



DID YOU KNOW, THE FINANCE DEPARTMENT IS RESPONSIBLE FOR...



4,570
AVERAGE MONTHLY PHONE CALLS RECEIVED BY FINANCE DEPARTMENT

1,050
AVERAGE MONTHLY PHONE CALLS RECEIVED BY OPERATOR



3,453
PARKING PERMITS ISSUED



2,015
ANIMAL LICENSE RENEWALS



12,357
CASHIERING TRANSACTIONS



62
NUMBER OF PURCHASE ORDERS ISSUED



4,614
NUMBER OF ACCOUNTS PAYABLE CHECKS



1,034
ACCOUNTS RECEIVABLE INVOICES



20
NUMBER OF REQUESTS FOR PROPOSALS COMPLETED

- Key Objectives in FY 2023-2024
 - Enhance fiscal sustainability and explore potential revenue enhancements.
 - Implement ACFR Builder tool to assist with reporting.
 - Maintain Citywide Munis ERP financial system
 - Implement remaining modules for:
 - Business Licensing
 - Citizen Self Service portal
 - Transparency Portal
 - Commence with comprehensive User Fee and Cost Allocation Plan update.
 - Continue efforts to seek FEMA reimbursement funds related to the COVID-19 pandemic.

FINANCE

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SERVICE DELIVERY INVESTMENTS INCLUDED IN PROPOSED BUDGET:	Amount
Upgrade Account Services Representative I/II → Account Specialist I/II	\$9,262
Upgrade Revenue Specialist → Revenue Analyst	8,730
GENERAL FUND TOTAL	\$17,992

No Change to Number of Full-time Positions



QUESTIONS?



HUMAN RESOURCES

Presented by:

STEPHANIE SWOFFORD

Acting Human Resources Director

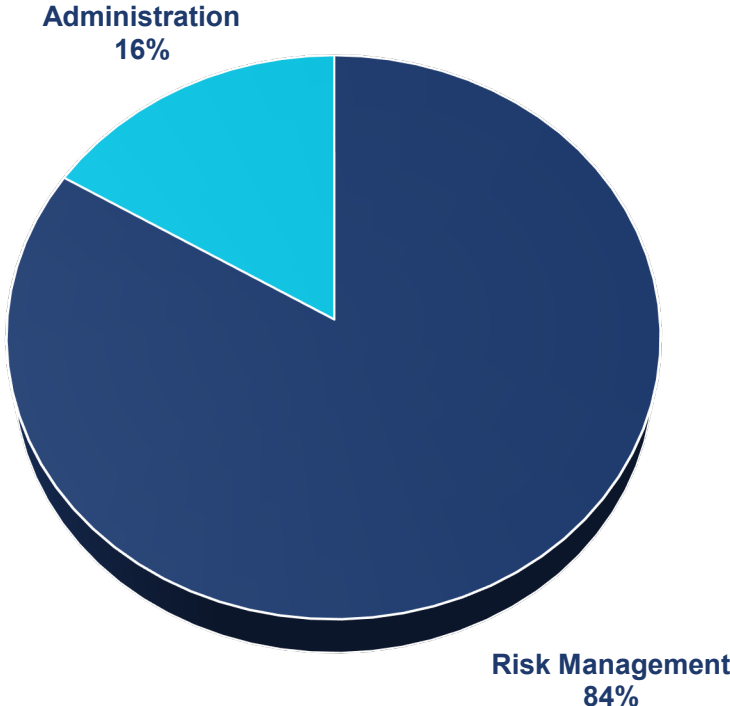


HUMAN RESOURCES

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See Budget Binder
Pages 147-162

FY 2023-2024
Department Expenditures by Program




	FY 2024
Program Expenditures	Proposed
Administration	\$1,698,442
Risk Management	8,737,009
Total	\$10,435,451
Full-Time Positions	8

HUMAN RESOURCES


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AVERAGE VACANCY RATE (FT)

	PRIOR YEAR			TARGET	EXCELLENT MUNICIPAL SERVICES 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Target	
	N/A*	N/A*	10%	10%	


RECRUITMENTS

	PRIOR YEAR			TARGET	EXCELLENT MUNICIPAL SERVICES 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Estimate	
	65 days	35 days	30 days	45days	

DAMAGE TO CITY PROPERTY

	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Target	
	N/A*	N/A*	30%	50%	

EMPLOYEE INJURY AND ILLNESS INCIDENCE RATE

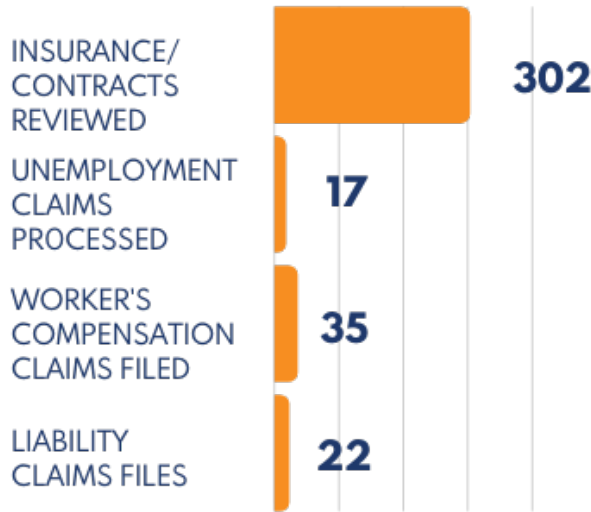
	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Target	
	8.7	7.2	7.5	7.5	



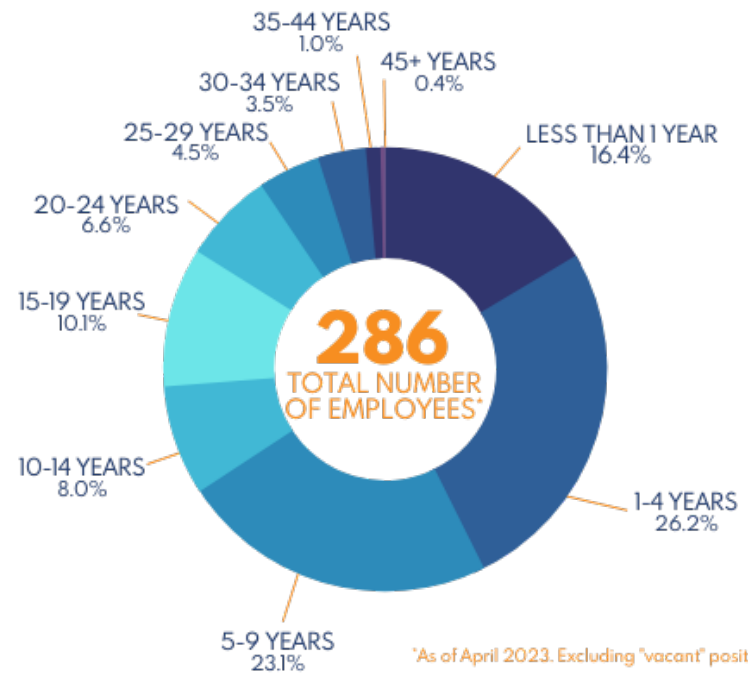
HUMAN RESOURCES

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RISK MANAGEMENT



YEARS OF SERVICE FULL TIME EMPLOYEES



3,086
APPLICATIONS RECEIVED AND PROCESSED

112
EMPLOYEES SEPARATED

1,008
PERSONNEL ACTION FORMS (PAF) PROCESSED

56
FULL-TIME RECRUITMENTS ADMINISTERED

13
PART-TIME RECRUITMENTS ADMINISTERED

127
NEW EMPLOYEES HIRED

29
EMPLOYEE WELLNESS CLASSES OFFERED

7
EMPLOYEE ENGAGEMENT EVENTS COORDINATED

HUMAN RESOURCES

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- Key Objectives in FY 2023-2024
 - Update and modernize the City's rules, policies, procedures and handbook for employees to utilize as resources
 - Continue to expand staff development and training opportunities
 - Strengthen performance management, evaluation and coaching system
 - Enhance employee orientation and onboarding process
 - Perform safety inspections of City facilities



HUMAN RESOURCES

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- No Budget Change Requests

No Change to Number of Full-time Positions



HUMAN RESOURCES

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QUESTIONS?



PARKS & RECREATION

Presented by:

MARK LEYMAN

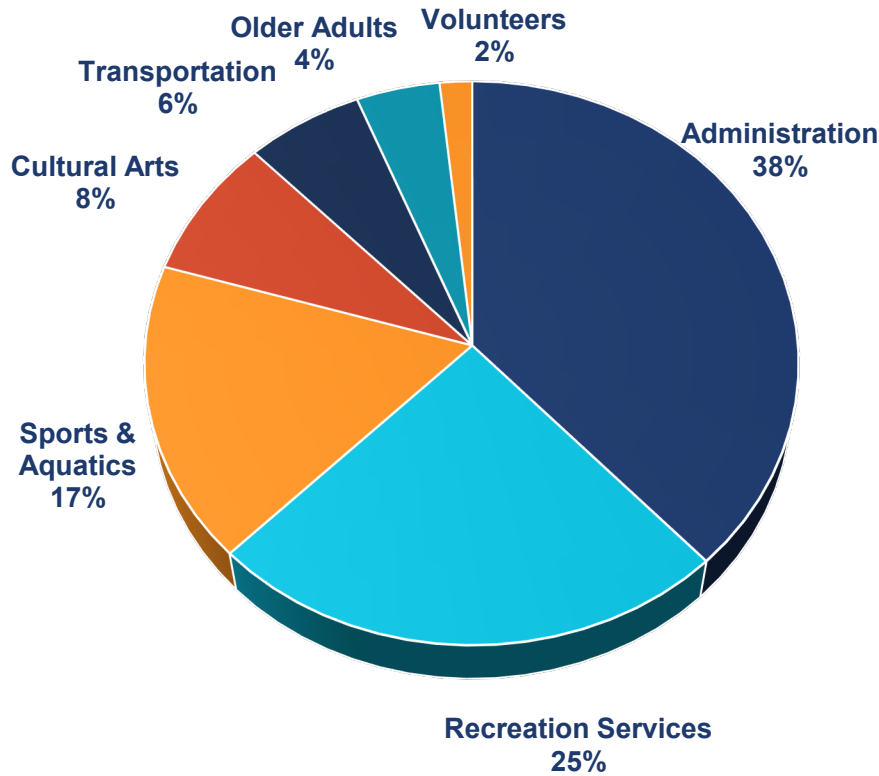
Parks & Recreation Director

PARKS & RECREATION

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**See Budget Binder
Pages 163-202**

**FY 2023-2024
Department Expenditures by Program**




Program Expenditures	FY 2024 Proposed
Administration	\$4,707,766
Recreation Services	3,024,620
Cultural Arts	1,007,408
Sports & Aquatics	2,113,502
Volunteers	210,819
Older Adults	542,359
Transportation	763,401
Total	\$12,369,875
Full-Time Positions	21

PARKS & RECREATION


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Budget Binder
Page 168


HOW WOULD YOU RATE MANHATTAN BEACH AS A PLACE TO RECREATE?

	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2023-2024			
Actual	Actual	Budget			
N/A	85%	85%			
		2022-2023			
		Estimate			
		N/A			


DEPARTMENT GENERAL FUND REVENUE EQUALS AT LEAST 35% OF EXPENDITURES

	PRIOR YEAR		TARGET		FISCAL RESPONSIBILITY 
2020-2021	2021-2022	2023-2024			
Actual	Actual	Budget			
43%	44%	48%			
		2022-2023			
		Estimate			
		47%			


RESIDENTS SATISFIED WITH SERVICES AND PROGRAMS FOR SENIORS

	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2023-2024			
Actual	Actual	Budget			
N/A	95%	95%			
		2022-2023			
		Estimate			
		N/A			

PUBLIC ART PROJECTS

	PRIOR YEAR		TARGET		FISCAL RESPONSIBILITY 
2020-2021	2021-2022	2023-2024			
Actual	Actual	Budget			
1	3	20			
		2022-2023			
		Estimate			
		7			

RESIDENTS SATISFIED WITH SPECIAL EVENTS (CONCERTS IN THE PARK, HOLIDAY FIREWORKS, ETC)

	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2023-2024			
Actual	Actual	Budget			
N/A	93%	93%			
		2022-2023			
		Estimate			
		N/A			

PARKS & RECREATION

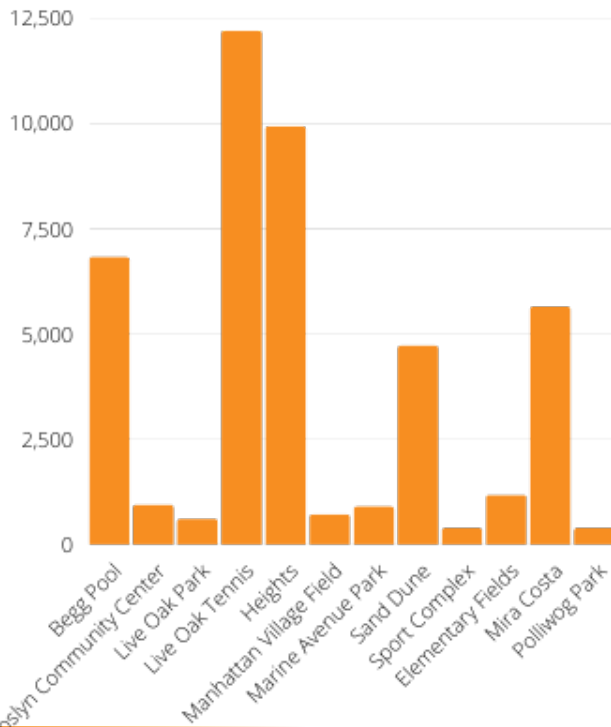
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PARK AMENITIES WE OVERSEE



RESERVATIONS FACILITATED

44,437 (Courts, Pools, Fields, & Facilities)



PARKS & FACILITIES



CLASS REGISTRATIONS	20,077
PERCENTAGE OF ONLINE CLASS REGISTRATIONS	68%
ACTIVE VOLUNTEERS	644
VOLUNTEER HOURS	10,749
YOUTH SPORTS GROUP PARTICIPANTS	9,006
DIAL-A-RIDE TRIPS	7,148
PERMITS	51 (Films, Banners, & Special Events)
NEW PUBLIC ART	7 (Funded in part by Public Arts Trust Fund)

SOCIAL MEDIA PRESENCE - PARKS & RECREATION ACCOUNTS



PARKS & RECREATION

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- Key Objectives in FY 2023-2024
 - Collaborate with MBUSD to update Joint-Use Agreement
 - Renovate or replace the Pay N Play at Marine Ave Park
 - Complete Begg Pool feasibility study
 - Complete Polliwog Park Playground renovations
 - Continue robust Arts programming and execute Cultural Arts Commission Work Plan projects
 - Continue programs to meet the needs of the older adult population
 - Develop a Strategic Plan to outline priorities

PARKS & RECREATION

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SERVICE DELIVERY INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Delete Recreation Coordinator and add Marketing Specialist	\$ -
<i>SUBTOTAL</i>	<i>\$ -</i>

OTHER INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Develop Strategic Plan to Outline Priorities	\$23,200
<i>SUBTOTAL</i>	<i>\$23,200</i>
GENERAL FUND TOTAL	\$23,200

No Change to Number of Full-time Positions



QUESTIONS?



POLICE DEPARTMENT

Presented by:

RACHEL JOHNSON

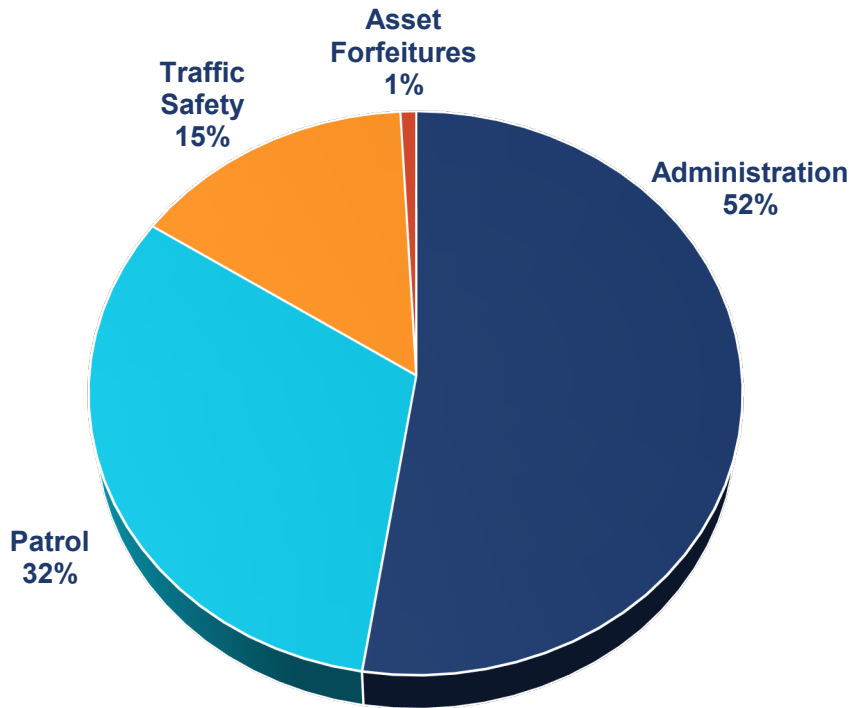
Police Chief

POLICE DEPARTMENT

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See Budget Binder
Pages 203-232

**FY 2023-2024
Department Expenditures by Program**







	FY 2024 Proposed
Program Expenditures	
Administration	\$19,190,010
Patrol	11,620,195
Traffic Safety	5,450,300
Asset Forfeitures	302,500
Total	\$36,563,005
Full-Time Positions	117

POLICE

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Budget Binder
Page 208

% OF RESIDENTS WHO FEEL SAFE					SAFETY & HEALTH OF THE COMMUNITY 
	PRIOR YEAR		TARGET		
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	93%	95%		
REDUCTION OF VIOLENT CRIME INCIDENTS					SAFETY & HEALTH OF THE COMMUNITY 
	PRIOR YEAR		TARGET		
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
Up 17%	Up 6%	Up 5%	Down 3%		
REDUCTION OF PROPERTY CRIME INCIDENTS					SAFETY & HEALTH OF THE COMMUNITY 
	PRIOR YEAR		TARGET		
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
Up 13%	Up 19%	Up 5%	Down 3%		
PERCENTAGE OF NEW FOLLOWERS ON SOCIAL MEDIA					COMMUNITY ENGAGEMENT 
	PRIOR YEAR		TARGET		
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
Up 21%	Up 27%	Up 17%	Up 5%		
PERCENTAGE OF FILLED POSITIONS					EXCELLENT MUNICIPAL SERVICES 
	PRIOR YEAR		TARGET		
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
97%	95%	90%	98%		

POLICE DEPARTMENT

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PART 1 CRIMES HISTORY

	VIOLENT CRIME	PROPERTY CRIME
2022	150	1056
2021	141	881
2020	120	777
2019	136	850
2018	147	844
2017	136	875



16,885
CALLS FOR SERVICE



19,955
SELF-INITIATED SERVICE ACTIVITIES



1,770
TRAFFIC STOPS



66,529
PARKING CITATIONS



745
ARRESTS



2,499
VOLUNTEER HOURS



2,403
PUBLIC RECORDS REQUESTS

POLICE DEPARTMENT SOCIAL MEDIA OVERVIEW

FACEBOOK FOLLOWERS



7.4K

INSTAGRAM FOLLOWERS



18.2K

TWITTER FOLLOWERS



3.0K

YOUTUBE VIEWS



70K

POLICE DEPARTMENT

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- Key Objectives in FY 2023-2024
 - Ensure rapid response times to calls for service
 - Develop proactive crime fighting strategies to reduce crime and improve the quality of life in Manhattan Beach
 - Utilize technology to enhance delivery of public safety service
 - Attract and retain outstanding employees through focused recruitment, hiring, and training
 - Identify crime trends and provide directed patrols
 - Collaborate and engage with the community, including supporting Neighborhood Watch activities
 - Promote traffic safety through enforcement and education
 - Promptly identify and address parking concerns



POLICE DEPARTMENT

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OTHER INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Two New Patrol Vehicles	\$160,000
Ballistic Shield Replacements (Phase 1)	40,000
Police Station Outdoor Gym Roll-Up Doors	35,000
Replacement Duty Handguns (Phase 1)	25,000
Parking & Animal Control Outdoor Equipment Storage Area Cover	14,000
GENERAL FUND TOTAL	\$274,000
One-year lease for portable live-view Surveillance Trailer	\$27,000
Four E-Bikes with Patrol Package	24,000
POLICE SAFETY GRANTS FUND TOTAL	\$51,000
Quarterly Wellness Training	\$18,000
INSURANCE FUND TOTAL	\$18,000

No Change to Number of Full-time Positions

QUESTIONS?



FIRE DEPARTMENT

Presented by:

MICHAEL LANG

Fire Chief

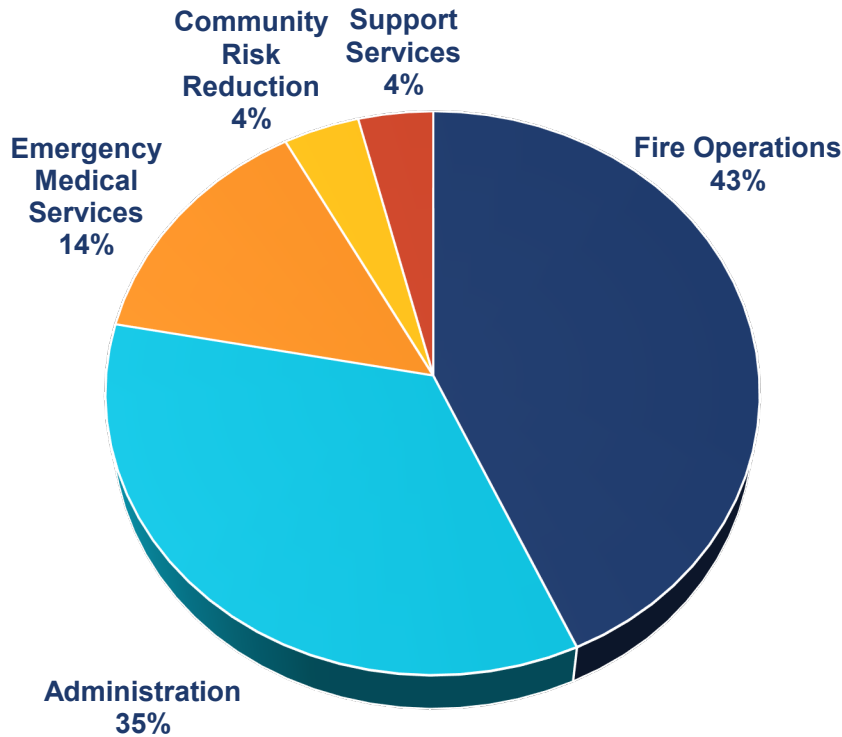


FIRE DEPARTMENT

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See Budget Binder
Pages 233-264


**FY 2023-2024
Department Expenditures by Program**





	FY 2024 Proposed
Program Expenditures	
Administration	\$6,038,011
Community Risk Reduction	693,560
Fire Operations	7,511,539
Emergency Medical Services	2,456,200
Support Services	682,161
Total	\$17,381,471
Full-Time Positions	37

Budget Binder
Page 236

% FIRST-ARRIVING FIRE DEPARTMENT UNIT WITHIN 5:00 MIN OF AN EMERGENCY CALL					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
53.66%	52.35%	54.35%	90%		

% ANNUAL FIRE LIFE/SAFETY INSPECTIONS ON BUSINESS OCCUPANCIES					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
16%	26%	100%	100%		

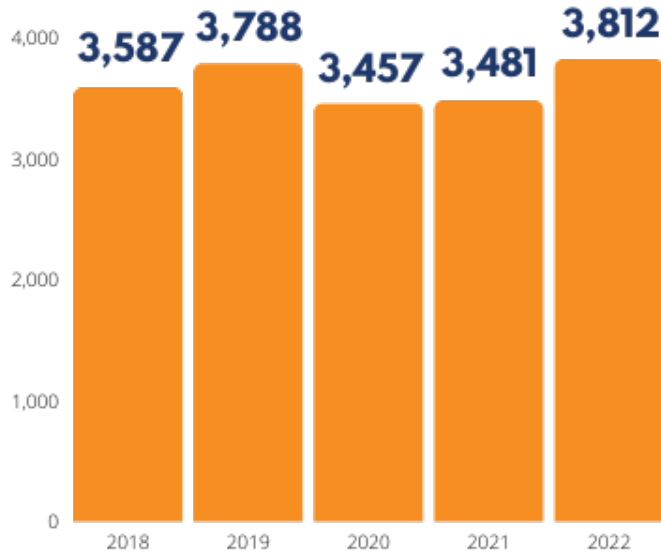
% INCREASE OF CITIZENS & COMMUNITY MEMBERS TRAINED AS CERT MEMBERS					
	PRIOR YEAR			TARGET	COMMUNITY ENGAGEMENT 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
1.4%	3.62%	3.84%	5.04%		

AVERAGE RESPONSE TIME FOR CALLS (IN MINUTES)					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
4:52	4:57	4:51	<5:00		

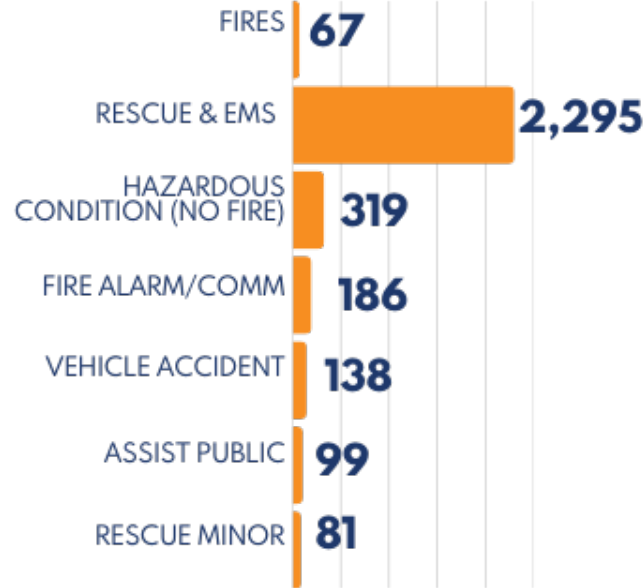
FIRE DEPARTMENT

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CALL VOLUME (2018-2022)



INCIDENT BREAKDOWN



3,812

TOTAL CALLS

5:09

AVERAGE RESPONSE TIME



**BUSIEST TIME OF...
FOR CALLS**

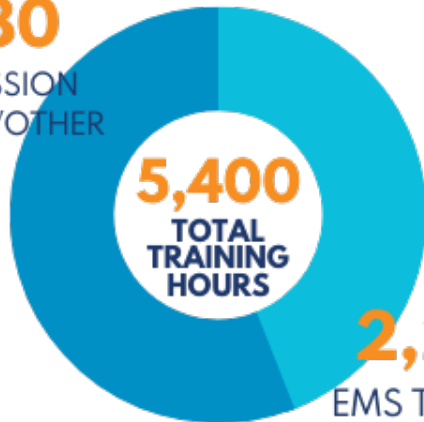
MONTH
July

DAY
Friday

TIME
2:00 PM - 2:59 PM

3,180

SUPPRESSION TRAINING/OTHER



2,220
EMS TRAINING



438 PUBLIC EDUCATION PARTICIPANTS

COMMUNITY RISK REDUCTION (FORMALLY PREVENTION)

343

STATE-MANDATED INSPECTIONS

384

CONSTRUCTION INSPECTIONS

16

STUDIO/OPERATIONAL INSPECTIONS

FIRE DEPARTMENT

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- Key Objectives in FY 2023-2024
 - Maintain high level of operational readiness through enhanced training and development
 - Meet or exceed adopted response standards for first arriving units on a fire and medical calls
 - Complete all State-mandated and Operational Permit required inspections
 - Assess current delivery model to increase efficiency of EMS patient transportation
 - Audit EOC and upgrade technology equipment
 - Update Local Hazard Mitigation Plan and Emergency Operations Plan

FIRE DEPARTMENT

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OTHER INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Update Local Hazard Mitigation Plan and Emergency Operations Plan	\$30,000
GENERAL FUND TOTAL	\$30,000
Upgrade Emergency Operations Center (EOC) Equipment	\$100,000
INFORMATION TECHNOLOGY FUND TOTAL	\$100,000

No Changes to Full-time Positions



QUESTIONS?



COMMUNITY DEVELOPMENT

Presented by:

TALYN MIRZAKHANIAN

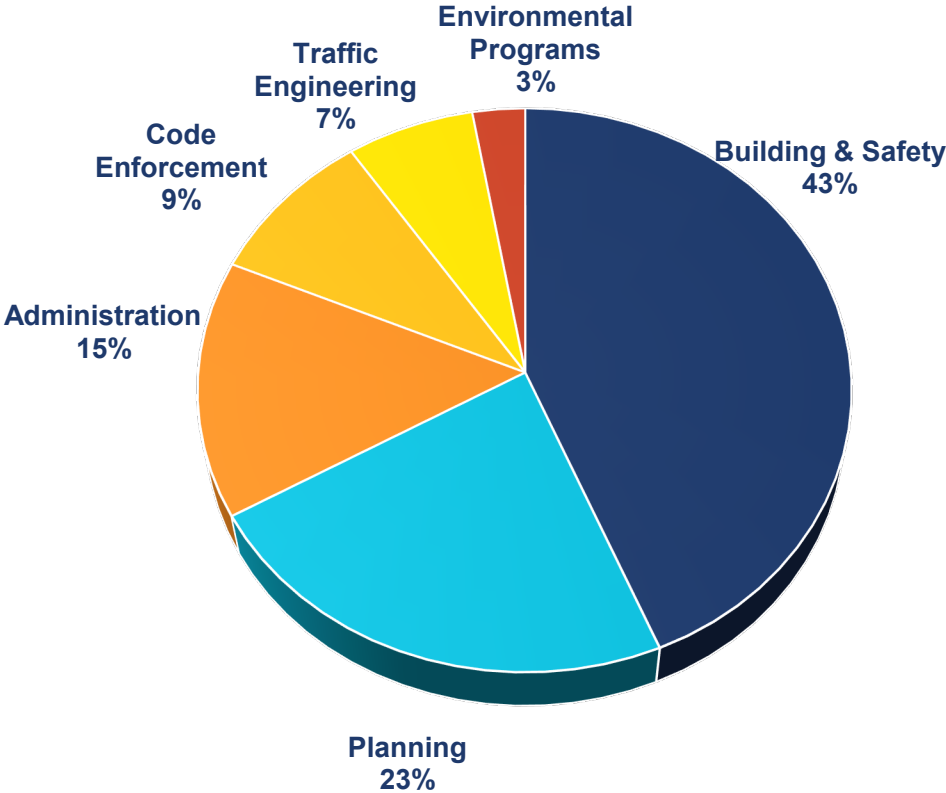
Community Development Director

COMMUNITY DEVELOPMENT

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See Budget Binder
Pages 265-300

**FY 2023-2024
Department Expenditures by Program**








	FY 2024 Proposed
Program Expenditures	
Administration	\$1,154,328
Planning	1,812,008
Building & Safety	3,429,565
Code Enforcement	712,617
Traffic Engineering	526,097
Environmental Programs	217,372
Total	\$7,851,987
Full-Time Positions	34

COMMUNITY DEVELOPMENT

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Budget Binder
Page 270

CUSTOMER INQUIRIES SERVED IN A TIMELY MANNER					
	PRIOR YEAR			TARGET	EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	81%	85%		
BUILDING AND PLANNING SERVICES TURNAROUND TIME					
	PRIOR YEAR			TARGET	EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	56%	65%		
BUILDING INSPECTIONS COMPLETED BY NEXT BUSINESS DAY					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	99%	95%		
CODE ENFORCEMENT SERVICE REQUESTS REVIEWED WITHIN TWO DAYS					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	100%	95%		
CITIZEN TRAFFIC AND PARKING REQUESTS REVIEWED WITHIN 10 DAYS					
	PRIOR YEAR			TARGET	EXCELLENT MUNICIPAL SERVICES 
2020-2021	2021-2022	2022-2023	2023-2024		
Actual	Actual	Estimate	Budget		
N/A*	N/A*	95%	95%		

COMMUNITY DEVELOPMENT

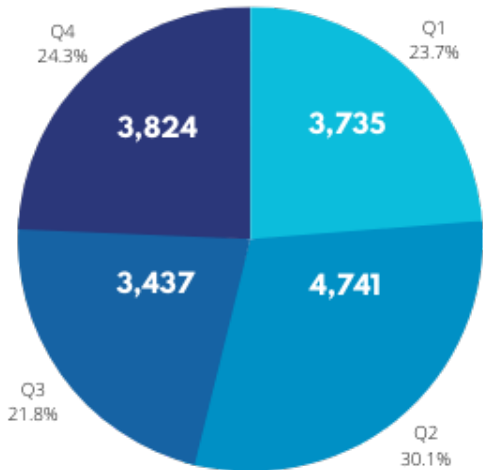
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PERMITS

433 RESIDENTIAL **143** COMMERCIAL

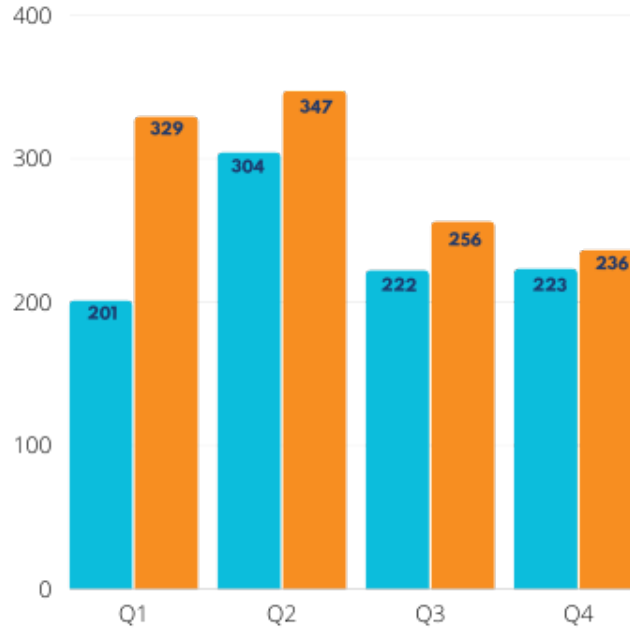
419 ELECTRICAL	167 MECHANICAL	169 SOLAR SYSTEMS
202 RE-ROOF	315 RIGHT-OF-WAY STREET USE	262 TEMPORARY PARKING

15,737 BUILDING INSPECTIONS



PERMITS

NEW CLOSED



430 RESIDENTIAL BUILDING RECORD REPORTS

276 DEPARTMENT RESPONSES TO PUBLIC RECORDS REQUESTS

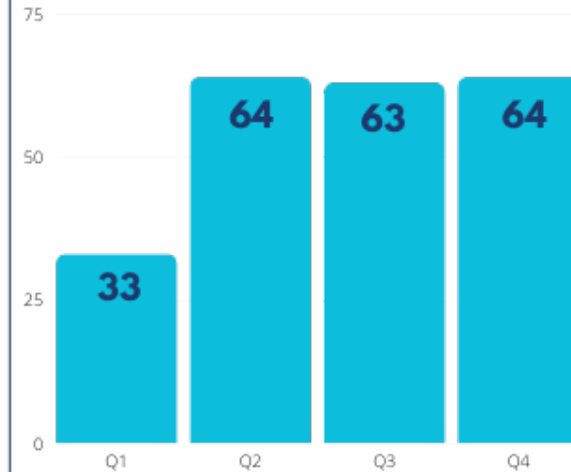
950

NEW CODE ENFORCEMENT CASES

1,168

CLOSED CODE ENFORCEMENT CASES

224 PLANNING APPLICATIONS



COMMUNITY DEVELOPMENT

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- Key Objectives in FY 2023-2024
 - Retain professional services to develop comprehensive, long-term outdoor dining and business use program
 - Comply with all legally-mandated housing requirements
 - Oversee major development projects (Skechers, Highrose, Sunrise Assisted Living, and proposed hotel on Sepulveda Blvd)
 - Continually improve the electronic plan review process
 - Perform proactive code enforcement on targeted issues
 - Evaluate and implement Neighborhood Traffic Management Plans in various locations
 - Conduct Citywide Public Parking Management Plan for all commercial areas

COMMUNITY DEVELOPMENT

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SERVICE DELIVERY INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Add Permits Technician	\$91,529
Upgrade Senior Building Inspector to Principal Building Inspector	16,737
Upgrade Building Services Analyst to Senior Business Services Analyst	6,191
Delete Traffic Engineering Technician I/II and add Administrative Analyst	4,005
<i>SUBTOTAL</i>	\$118,462

OTHER INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Develop Long-term Outdoor Dining and Business Use of ROW Program	\$250,000
Historic Preservation Consultant	20,000
<i>SUBTOTAL</i>	\$270,000
GENERAL FUND TOTAL	\$388,462

Comprehensive Parking Management Study for Commercial Areas	\$250,000
PARKING FUNDS TOTAL	\$250,000

Note: Housing Element 6 Update to be completed using General Plan Maintenance funds.



Changes Result in One New Full-time Position

Note: Planning and Building Programs are offset by Cost Recovery Fees.

COMMUNITY DEVELOPMENT

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QUESTIONS?



PUBLIC WORKS

Presented by:

ERICK LEE

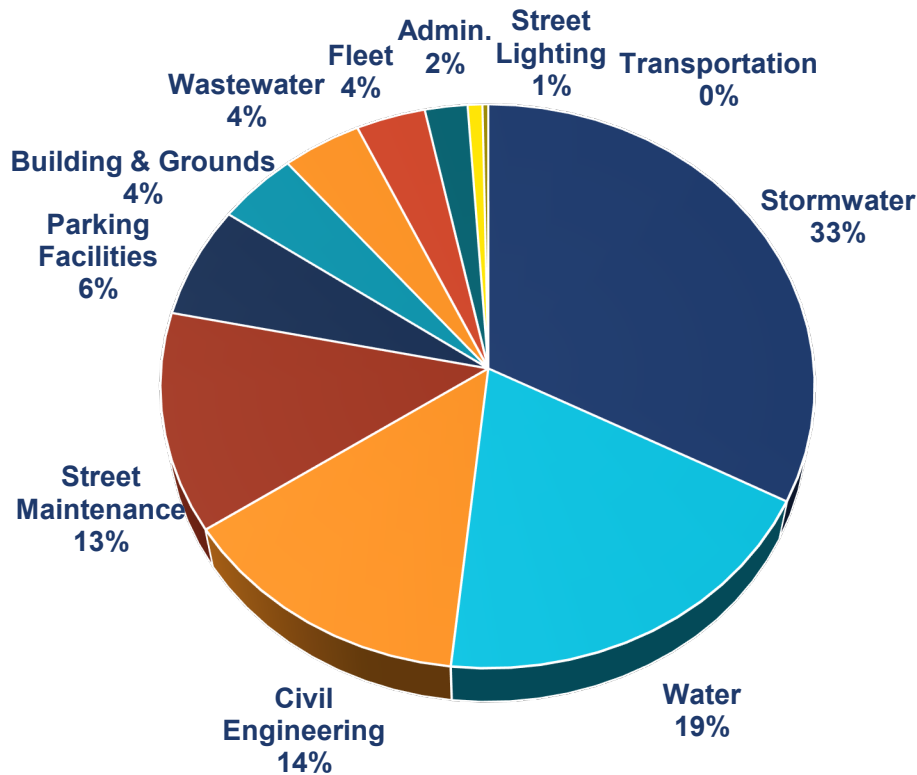
Public Works Director

PUBLIC WORKS

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See Budget Binder
Pages 301-358

FY 2023-2024
Department Expenditures by Program



Program Expenditures	FY 2024 Proposed
Administration	\$2,017,111
Civil Engineering	12,577,676
Street Maintenance	11,303,465
Building & Grounds	3,834,527
Transportation	275,673
Street Lighting & Landscaping	695,449
Water	17,232,256
Stormwater	29,383,808
Wastewater	3,755,752
Fleet Management	3,281,804
Parking Facilities	5,782,595
Total	\$90,140,116
Full-Time Positions	72

PUBLIC WORKS

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Budget Binder
Page 306

% PLANNED CIP CONSTRUCTION CONTRACTS AWARDED					
	PRIOR YEAR			TARGET	FISCAL RESPONSIBILITY
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	N/A*	N/A*	82%	100%	

% DISTRIBUTED WATER EXTRACTED FROM CITY-OWNED WELLS					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	3%	1%	12%	25%	

% PLANNED SEWER LINES CLEANED					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	57%	81%	100%	100%	

% REPORTED GRAFFITI REMOVED WITHIN 1 BUSINESS DAY					
	PRIOR YEAR			TARGET	EXCELLENT MUNICIPAL SERVICES
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	89%	96%	100%	100%	

% POTHOLES REPAIRED WITHIN 2 BUSINESS DAYS					
	PRIOR YEAR			TARGET	SAFETY & HEALTH OF THE COMMUNITY
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	67%	80%	100%	100%	

PUBLIC WORKS

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UTILITIES SECTION

13,700

WATER METERS

1,800

WATER VALVES

900+

FIRE HYDRANTS

103

MILES OF WATER MAINS

1

WATER PLANT

112

MILES OF WATER DISTRIBUTION PIPELINES

83,538

FEET OF CITY-OWNED STORM LINES

43,805

FEET OF LOS ANGELES COUNTY-OWNED STORM LINES

800

CATCH BASINS

5

STORM WATER SUMPS

8 CONTINUOUS DEFLECTION SYSTEMS



38,150

PHONE CALLS RECEIVED



85

CITY COUNCIL AGENDA ITEMS



ENGINEERING SECTION

7,970

PRIVATE DEVELOPMENT AND UTILITY INSPECTIONS PERFORMED

47

ACTIVE CAPITAL IMPROVEMENT PLAN PROJECTS



FIELD OPERATIONS SECTION

18,150

LINEAR FEET OF CURB PAINTING PERFORMED

17,000

STREET SIGNS

120

MILES OF PAVED STREETS



250

VEHICLE, EQUIPMENT & GENERATORS



450

KIOSK PAID PARKING SPACES (METLOX)



1,358

SINGLE SPACE PARKING METERS



8

CITY-OWNED PUBLIC PARKING LOTS



4

STATE PIER PARKING LOTS



2

COUNTY-OWNED PARKING LOTS

ADVANCED METERING INFRASTRUCTURE (AMI) PROJECT

Converted citywide water meters with smart meters.

13,512

AMI METERS INSTALLED

SPRING 2023

PORTAL LAUNCH SCHEDULED



PUBLIC WORKS

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- Key Objectives in FY 2023-2024
 - Complete the following City Council Work Plan items:
 - Downtown and North Manhattan Beach Beautification
 - Parking Lot 3 Replacement Feasibility Study
 - Parking Meter & Kiosk Exploration
 - Complete or accomplish milestones on 40 Capital Improvement Projects
 - Reduce water use and reliance on imported water
 - City Security Camera Project

PUBLIC WORKS

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SERVICE DELIVERY INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Add Associate Engineer	\$123,678
Add two Part-time Maintenance Worker I/IIs	56,949
Add one Part-time Engineering Intern	27,168
Public Works Operational Analysis	30,000
Consultant Specifications Writer (Split)	30,000
In-house Sign Printing Equipment	25,000
UUAD Survey to approximately 4,400 property owners in potential new districts	15,000
Subtotal General Fund	\$307,795
Add Two Part-time Water Systems Operators	\$62,659
Public Works Yard Sleeping Quarters for Emergency Crews	50,000
Consultant Specifications Writer (Split)	30,000
Upgrade Senior Management Analyst to Water Compliance Administrator (Split)	1,722
Subtotal Water Fund	\$144,381
Add two Part-time Sewer Maintenance Workers (Split Stormwater/Wastewater)	\$32,133
Portable Pump for use during floods and water emergencies	150,000
Upgrade Senior Management Analyst to Water Compliance Administrator (Split)	1,671
Subtotal Stormwater Fund	\$183,804
Add two Part-time Sewer Maintenance Workers (Split Stormwater/Wastewater)	\$32,133
New CCTV Van	360,000
Consultant Specifications Writer (Split)	30,000
Upgrade Senior Management Analyst to Water Compliance Administrator (Split)	1,671
Subtotal Wastewater Fund	\$423,804



PUBLIC WORKS

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SERVICE DELIVERY INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Redesign/Repurpose Metlox Fountain	\$250,000
Consultant Specifications Writer (Split)	30,000
Concrete Scrubber	100,000
Subtotal Parking, County Lots and State Pier Lots Funds	\$380,000
Replace Police Go-4's with Trucks	\$100,000
Subtotal Fleet Fund	\$100,000
TOTAL ALL FUNDS	\$1,539,784

Changes Result in One New Full-time Position



QUESTIONS?



INFORMATION TECHNOLOGY

Presented by:

TERRY HACKELMAN

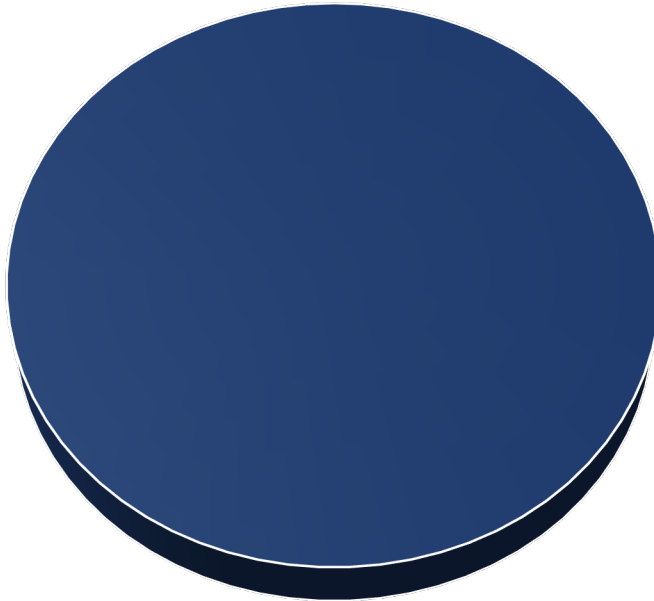
Information Technology Director

INFORMATION TECHNOLOGY

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FY 2023-2024 Department Expenditures by Program

See Budget Binder
Pages 359-370



Information Technology
100%




	FY 2024
Program Expenditures	Proposed
Information Technology	\$4,516,563
Total	\$4,516,563
Full-Time Positions	10



INFORMATION TECHNOLOGY

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Budget Binder
Page 366

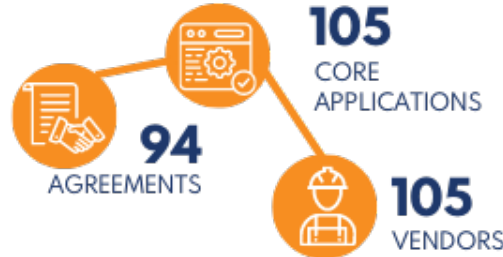
USER SATISFACTION RATING AS EXCELLENT OR GOOD					
	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	N/A*	N/A*	N/A*	80%	
PERCENTAGE OF FIRST CALL TICKET RESOLUTION					
	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	N/A*	N/A*	75%	70%	
PERCENTAGE NETWORK INFRASTRUCTURE UPTIME					
	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	N/A*	N/A*	99.9%	99.9%	
PERCENTAGE CITY ENTERPRISE APPLICATIONS UPTIME					
	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	N/A*	N/A*	99.5%	99.9%	
USER PHISH-PRONE PERCENTAGE					
	PRIOR YEAR		TARGET		EXCELLENT MUNICIPAL SERVICES 
	2020-2021	2021-2022	2022-2023	2023-2024	
	Actual	Actual	Estimate	Budget	
	N/A*	N/A*	1.2%	<2%	

INFORMATION TECHNOLOGY

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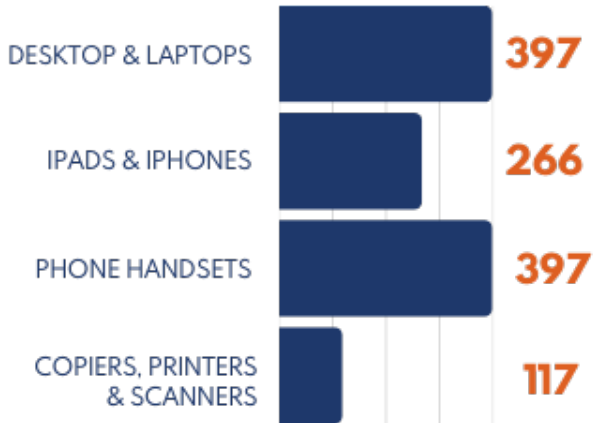
SUPPORTED USERS



DATA CENTER AND NETWORK ENVIRONMENT

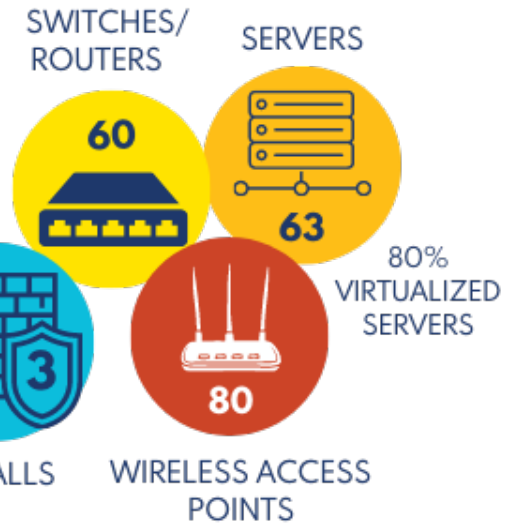


END-USER TECHNOLOGY



DATA CENTERS & SERVER ROOMS 4

- SERVERS
- CLOUD COMPUTING
- BIG DATA
- DATA SECURITY
- NETWORK
- BACKUP



DID YOU KNOW?

AVERAGE MONTHLY EMAILS RECEIVED FROM OUTSIDE OF THE CITY **797,863**

ABOUT 50% OF THE CITY SYSTEMS & SOFTWARE SERVICES ARE IN THE CLOUD

260 AVERAGE MONTHLY IT HELPDESK SERVICE REQUESTS

INFORMATION TECHNOLOGY

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- Key Objectives in FY 2023-2024
 - Enhance the City's multi-layer cyber protection
 - Continue to improve IT infrastructure
 - Support departments' technology initiatives
 - Implement new features and functionalities on core City applications
 - Implement Microsoft 365 for email and collaboration
 - Upgrade Geographic Information System (GIS) platform
 - Upgrade Council Chamber's audio-visual/broadcast equipment

INFORMATION TECHNOLOGY

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OTHER INVESTMENTS INCLUDED IN PROPOSED BUDGET:

Application Delivery Controller (compute resource management)	\$85,000
Internal and External Firewall Upgrades	70,000
Add Part-time Project Administrator hours	22,893
Add Part-time Technology Specialist hours	15,372
Add Part-time IT Intern hours	8,736
<i>SUBTOTAL</i>	\$202,001
INFORMATION TECHNOLOGY FUND TOTAL	\$202,001

No Change to Number of Full-time Positions



QUESTIONS?





CITY OF MANHATTAN BEACH

1400 Highland Avenue Manhattan Beach, CA 90266
www.manhattanbeach.gov • (310) 802-5000

STAFF REPORT

Agenda Date: 5/9/2023

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Erick Lee, Public Works Director
Steve S. Charelian, Finance Director
Katherine Doherty, City Engineer
Libby Bretthauer, Financial Services Manager

SUBJECT:

Presentation of the Proposed 5-Year Capital Improvement Program (CIP) for Fiscal Year 2023-2024 Through Fiscal Year 2027-2028 (Public Works Director Lee).

(Estimated Time: 30 Mins.)

A) DISCUSS AND PROVIDE DIRECTION

B) APPROVE

RECOMMENDATION:

Staff recommends that City Council receive a presentation on the proposed 5-Year Capital Improvement Program (CIP) for Fiscal Year 2023-2024 (FY 2024) through Fiscal Year 2027-2028 (FY 2028) and:

1. Review the proposed 5-Year CIP projects listed in the attachments; and
2. Direct staff to revise the 5-Year CIP based on any changes or modifications requested by City Council; or
3. Approve the 5-Year CIP projects list as presented.

EXECUTIVE SUMMARY:

The City of Manhattan Beach is committed to ensuring physical infrastructure is well-maintained and up to date. A core mission of the City is to ensure that its facilities and infrastructure meet the current and future needs of the community it serves. This is achieved by planning for and implementing a robust Capital Improvement Program, one that addresses physical assets throughout the City, including but not limited to streets and other right-of-way facilities, water and sewer infrastructure, public buildings, parks and open space, and community amenities.

Public Works staff has prepared the attached 5-Year CIP, which updates the annual CIP adopted last year. Overall, the proposed 5-Year CIP focuses on improving City security, continuing implementation of projects that ensure compliance with stormwater quality regulations, upgrades to parks and recreational facilities, improving infrastructure that supports maximizing utilization of the City's groundwater supply, and continuing with citywide transportation improvements.

The proposed 5-Year CIP is ultimately presented to and reviewed by City Council and, pending any changes, becomes part of the adopted plan and operating budget for FY 2024.

This report includes an overview of the proposed CIP for FY 2024 through FY 2028. Projects are grouped by funding sources and include prior, current, and future funding appropriations. Lastly, the report highlights which projects have adjusted funding appropriations relative to last year's approved budget. In all, there are 84 unique projects valued at over \$160 million. City Council is being asked to review and approve the proposed 5-year CIP as presented, or recommend modifications to be incorporated prior to final approval in June 2023.

FISCAL IMPLICATIONS:

The proposed 5-Year CIP includes 84 individual projects totaling \$160,442,946. This includes projects already underway as well as those to be initiated within the next five years. The planned expenditures are for projects approved in prior years, representing approximately \$49.3 million, while the remaining \$111.1 million represents projects planned for implementation in FY 2024 through FY 2028. Collectively, the proposed 5-Year CIP budget is comprised of:

\$20.8 Million	Building, Park, Pedestrian and Signal Preemption Projects (CIP)
\$43.6 Million	Streets, Sidewalks and Other Rights-of-Way Projects (ROW)
\$2.5 Million	Parking Lot Projects
\$2.2 Million	State Pier and Lot Projects
\$37.5 Million	Stormwater Projects
\$464,988	Street Lighting & Landscape Projects
\$25.1 Million	Wastewater Projects
\$28.1 Million	Water Infrastructure Projects

Upon the City Council's concurrence of the proposed CIP budget funding appropriations for FY 2024, the funding appropriation can occur as part of City Council's adoption of the City's Operational Budget in June.

BACKGROUND:

One of the City's primary functions is to ensure well-maintained facilities and physical infrastructure to meet the current and future needs of the community it serves. This is achieved by planning for and implementing a Capital Improvement Program to address physical assets throughout the City, including but not limited to, streets and other rights-of-way facilities, water and sewer infrastructure, public buildings, parks and open space, and community amenities. The 5-Year CIP is the City's planning tool that guides the selection and implementation of near and mid-term capital improvement projects. It is presented to and approved by City Council annually as part of the budget adoption process. Projects listed in the CIP are aligned with the City's General Plan elements and include the

priorities of City Council, staff, user groups, and the community at large.

On April 26, 2023, the Planning Commission reviewed the proposed 5-Year CIP Project List and to determine if it is consistent with the City's General Plan.

On April 27, 2023, the Parking and Public Improvement Commission (PPIC) also reviewed the 5-Year CIP Project List.

Commensurate with the budget adoption cycle, Public Works staff initiates a review of the City's 5-Year CIP and recommends additions, alterations and adjustments based on changing priorities, funding availability, and updated information. This report includes an extensive summary of the proposed CIP for FY 2024 through FY 2028. Projects are grouped by funding sources and include prior, current, and future funding appropriations. The proposed 5-Year CIP is ultimately presented to and reviewed by City Council and, pending any changes, becomes part of the adopted plan and operating budget for the fiscal year(s).

DISCUSSION:

This report highlights the 84 proposed projects listed in the 5-Year CIP grouped into eight funding categories. In all, they total \$160.4 million programmed for implementation over the next five years. It is worth noting that the majority of the eight categories listed above have very specific project eligibility criteria, negating the ability to move most projects from one category to another unless they also meet that specific eligibility criteria.

A complete list of the proposed 5-Year CIP projects and their recommended funding sources and amounts is provided as an Attachment. All project line item adjustments are shown in red in the attachment, and summarized below. An asterisk (*) indicates the item is included in the City Council Work Plan.

CIP Funds **\$20,839,500** **30 Projects**

This category of projects addresses all of the projects that do not typically qualify for funding from the seven other groups listed herein. Projects include building and other facility improvements, park facility upgrades, landscaping enhancements, signage, City-owned refuse enclosures and other right-of-way and public property improvements.

\$275,000 AB 2766 Air Quality Fund: The fund is generated from revenues collected from Assembly Bill 2766 Motor Vehicle Subvention Fund Program to reduce air pollution from motor vehicles and for related planning, monitoring, enforcement, and technical studies.

\$19,991,025 CIP Fund: This fund is generated from a combination of dedicated General Fund revenues, including transient occupancy tax (TOT), parking citations, and parking meter revenues. The CIP Fund also includes partial funding from grants and special project funds from the Public Art Trust Fund, and Community Development Block Grant (CDBG) Program.

\$573,475 Construction Bond Fund: This fund was established to track the bond funds related to the Fire Station No. 2 Replacement Project, which involves demolishing and replacing the existing fire station located at Manhattan Beach Boulevard and Rowell Avenue. The project is currently in construction.

Proposed Line Item Modifications - AB 2766 Air Quality Fund

1. Electric Vehicle (EV) Chargers at Marine Ave. Park:
New project to install EV chargers in the Marine Ave. Park parking lot. Add \$275,000 in FY 2024.

Proposed Line Item Modifications - CIP Fund

1. Police Facility Flooring Replacement:
Project added to replace the carpet at the Police Facility. Add \$300,000 in FY 2024.
2. Deferred Park Maintenance:
Project added to the CIP Fund for park maintenance.
3. Marine Ave. Park Soccer Field Synthetic Turf Replacement:
New project to replace the synthetic turf at Marine Ave. Park. Partially funded by user groups. Add \$400,000 in FY 2024.
4. Manhattan Heights Park Restroom Building Rehabilitation:
New project to rehabilitate the restroom building at Manhattan Heights Park. Add \$150,000 in FY 2024, and \$150,000 in FY 2025.
5. Gateway and Monument Sign Replacement - Design:
New project to design replacement gateway signs at the City's main entry points, and monument signs at City parks and facilities. Add \$100,000 in FY 2028.
6. Renovation of Employee Lounge in City Hall Basement:
New project to renovate the employee lounge in the basement of City Hall. Add \$100,000 in FY 2024.
7. Way Finding Program - Phase 2 - Design:
New project to design the second phase of the Way Finding Program. Add \$100,000 in FY 2028.
8. Aquatic Center - Feasibility Study:
New project to perform a feasibility study for upgrade or replacement of the Begg Pool facility. Add \$150,000 to FY 2024.
9. Mariposa Fitness Station Parcourse Equipment Replacement:
New project to replace the parcourse equipment at Mariposa Fitness Station and associated Americans with Disabilities Act (ADA) improvements. Add \$100,000 in FY 2028.
10. Annual ADA Improvements Program:
Add \$100,000 funding stream from Housing and Urban Development (HUD) CDBG funds to FY 2028.
11. City Council Chambers Renovations - Feasibility:
New project to perform a feasibility study for upgrade or replacement of Council Chambers. Add \$200,000 to FY 2024.
12. Sepulveda/Oak Neighborhood Traffic Calming (previously called "Sepulveda/Oak Neighborhood Intrusion Study"):
Traffic calming measures resulting from the Traffic Intrusion Study. Reduce Prior Year Appropriations by \$50,000 and add \$50,000 to FY 2025.
13. Annual Non-Motorized Transportation Program (Bike lanes, crosswalks):
Reduce the annual appropriation by \$100,000 in FY 2025 through FY 2028.
14. City Owned Refuse Enclosures Improvements - Design:
Reduce Prior Year Appropriations by \$250,000 and FY 2024 through FY 2027 by \$150,000. Add \$100,000 to FY 2028 for design.

15. School District Project:
Reduce FY 2024 through FY 2027 by \$250,000.
16. Sand Dune Park Improvements:
Reduce Prior Year Appropriations by \$1,000,000, and add \$1,000,000 in FY 2025.
17. Solar Power Installation at City Facilities:
Reduce FY 2024 and FY 2025 by \$150,000, and FY 2026 and FY 2027 by \$100,000.
Add \$150,000 in FY 2028.
18. Park Improvements Program:
Reduce FY 2024 by \$207,500, FY 2025 by \$200,000, and FY 2026 by \$50,000. Add \$250,000 in FY 2028.
19. Annual Facilities Capital Maintenance Program:
Reduce FY 2024 by \$75,000, FY 2025 by \$200,000, and FY 2026 through FY 2027 by \$100,000. Add \$200,000 in FY 2028.
20. City Hall Heating, Ventilation, and Air Conditioning (HVAC) Replacement:
Add \$200,000 in FY 2024 for Phase 2 construction.
21. Senior and Scout Community Center Renovation:
Add \$3,691,548 in FY 2024.
22. City Facility Renovations:
Add \$300,000 in FY 2024.
23. Citywide Security Cameras:
Increase FY 2024 by \$150,000 and FY 2025 by \$650,000. Add \$1,100,000 in FY 2026, \$1,000,000 in FY 2027, and \$200,000 in FY 2028.
24. Biennial Slurry Seal Program - MBUSD:
Increase FY 2025 and FY 2027 by \$50,000.

Staff Recommendation

Staff recommends that City Council approve the 30 projects programmed in this section of the 5-Year CIP as proposed. Many of the projects identified have already started, and the remaining projects will be prioritized according to grant funding deadlines, as well as City Council and departmental priorities. Notably the majority of staff effort in the coming year will be dedicated to overseeing completion of the Fire Station No. 2 Replacement, installing security cameras citywide, and improvements to City parks and recreational facilities.

Streets, Sidewalks and ROW Funds \$43,633,635 19 Projects

This category of projects primarily addresses the rehabilitation, improvement and/or enhancement needs of streets, sidewalks, curbs and gutters. Project types include street resurfacing, slurry seal applications, replacement of damaged curbs, gutters and sidewalks, intersection and turn movement improvements, capacity enhancements such as lane widening, pedestrian safety projects, and ADA access improvements. There are four Local Return funding sources that support the projects listed in the Streets, Sidewalks and ROW category, and they are commonly combined in any given fiscal year to implement one or two larger roadway projects. In addition, there are nine individual grant-funded projects listed in these categories. The Local Return funding sources and the corresponding programmed revenues include:

\$10,830,535 Gas Tax Fund: This fund can be used for a broad array of street- and sidewalk-related projects. Both local and arterial roadway projects are eligible. This Fund also includes the voter-affirmed Senate Bill 1 tax on

gasoline.

\$19,459,415 Measure M Fund, inclusive of grants from Metro: This fund can be used for a broad array of street-and sidewalk-related projects throughout the City, as well as stormwater pollution control projects. Both local and arterial roadway projects are eligible.

\$4,641,365 Measure R Fund, inclusive of grants from the U.S. Department of Transportation Section 5310 and Community Project Funding (CPF): This fund can be used for a broad array of street-and sidewalk-related projects throughout the City. Both local and arterial roadway projects are eligible.

\$8,702,320 Proposition C Fund, inclusive of grants from South Bay Highway Program (SBHP) and Metro: This fund is limited to arterial and collector transportation corridors and can be used for street rehabilitation, maintenance and access improvements on these corridors.

Proposed Line Item Modifications - Gas Tax Fund

1. Ocean Drive Walk Street Crossings:
Move project from Measure R Fund to Gas Tax Fund. Reduce FY 2024 by \$400,000. Add \$400,000 to FY 2025.
2. Annual Citywide Concrete Repairs Program:
Add \$365,000 to FY 2028.
3. Manhattan Beach Boulevard (MBB) Pavement Rehabilitation from Sepulveda Blvd. to Dianthus St.:
New project to repave MBB between Sepulveda Blvd. and Dianthus St. Add \$50,000 in FY 2026 and \$750,000 in FY 2027.
4. Annual Street Resurfacing Program:
Increase appropriation in FY 2024 and FY 2025 by \$500,000. Add \$650,000 in FY 2028.
5. Biennial Slurry Seal Program:
Shift the biennial cycle up by one year, and add \$1,300,000 in FY 2028.

Proposed Line Item Modifications - Measure M

1. MBB and Pacific Ave. Improvements:
New project to improve the intersection at MBB and Pacific. Funded by Metro. Add \$880,000 in FY 2024 and \$320,000 in FY 2025.
2. MBB Complete Streets Corridor - Feasibility/Design:
New project to perform a feasibility study and design complete streets improvements on MBB. Funded by Metro. Add \$400,000 in FY 2024.
3. Annual Citywide Traffic Signal Replacements:
New annual program to replace non-compliant traffic signals citywide. Add \$100,000 in FY 2024 and \$300,000 in FY 2025 through FY 2028.
4. Annual Street Resurfacing Program:
Add \$500,000 to FY 2028.
5. MBB Eastbound Left-Turn Improvement at Aviation Blvd.:
New project to improve the left-turn lane eastbound on MBB at Aviation Blvd. Funded by Metro.

6. Manhattan Beach Advanced Traffic Signal (MBATS) System:
Funded by Metro. Add \$2,000,000 in FY 2024.

Proposed Line Item Modifications - Measure R

1. Rosecrans Bike Lane Improvements:
Partially funded by a CPF grant. Add \$1,000,000 in FY 2024 and \$510,000 in FY 2025.
2. Annual Street Resurfacing Program:
Reduce FY 2024 and FY 2025 by \$500,000. Add \$500,000 in FY 2028.
3. MBB and Peck Ave. Traffic Signal Improvements:
New project to improve the traffic signals at MBB and Peck. Funded by Metro.
4. Joslyn Center Crosswalks:
New project to improve the crosswalks near Joslyn Center and Live Oak Park for ADA compliance.

Proposed Line Item Modifications - Proposition C

1. Annual Street Resurfacing Program:
Add \$1,250,000 in FY 2028.

Staff Recommendation

Staff recommends that City Council approve the 19 projects programmed in this section of the 5-Year CIP as proposed. The annual and biennial projects listed (i.e. concrete repairs, resurfacing, slurry) will be implemented based on roadway priorities established in the triennial Pavement Management Program report and in conformance with the City’s biennial slurry seal cycle.

Parking Fund

\$2,474,778

2 Projects

This category of projects addresses the maintenance, repair, and rehabilitation of City-owned and managed public parking lots and their surrounding landscaped areas, including Metlox and three other downtown parking structures, the North Manhattan Beach parking structure and streetscape, and several beach parking lots owned by Los Angeles County. Funding for projects in this category is generated by meter fees collected at parking lots and curbside parking meters.

Proposed Line Item Modifications

1. Parking Structure Lot 3 Replacement* - Feasibility/Design:
Shift feasibility study and design funds up. Add \$1,000,000 in FY 2024 and FY 2025.
Reduce FY 2027 by \$1,500,000.

Staff Recommendation

Staff recommends that City Council approve the two projects listed in this section of the 5-Year CIP.

State Pier and Lot Fund

\$2,241,496

2 Project

This category of projects addresses the maintenance, repair and rehabilitation of State-owned upper and lower Pier parking lots as well as the Manhattan Beach Pier itself. Eligible projects include replacement and/or repair of the railing system, lighting, restrooms and deck, and installation of public safety devices. Funding for projects in this category come

from the meter fees collected by visitors and patrons utilizing the upper and lower Pier parking lots. Notably, staff has issued a Notice to Proceed with construction to replace the entire length of the Pier’s railing system. The current rails were installed in the 1980s and are now beyond repair due to extensive corrosion from the salt air.

Proposed Line Item Modification

1. Pier Structural Inspection Update:
New project to perform a comprehensive structural inspection of the Pier. Add \$400,000 in FY 2025.

Staff Recommendation

Staff recommends that City Council approve the two projects listed in this section of the 5-Year CIP.

Stormwater Funds **\$37,534,922** **9 Projects**

This category of projects addresses the infrastructure needs for both stormwater conveyance and national pollution discharge elimination system (NPDES) compliance requirements. Projects include storm drain repairs and upgrades, capacity enhancements, trash capture devices, and Enhanced Watershed Management Plan (EWMP) infrastructure needs (e.g., infiltration projects).

\$29,184,539 Measure W Fund: This fund can be used to increase local water supply, improve water quality, and protect public health. The Measure W Fund includes local returns and competitive grant funding from Measure W, and State Prop 1, Prop 68, Integrated Regional Water Management (IRWM) grants.

\$8,350,383 Stormwater Fund: This fund is limited to stormwater infrastructure and is supported by a combination of stormwater assessment fees and transfers from the General Fund.

Proposed Line Item Modifications - Measure W Fund

1. Peck Avenue Storm Drain Improvements:
New project to construct a new storm drain along Peck Avenue and reduce flow to the lift station at 23rd and Peck. Add \$100,000 in FY 2024.
2. Total Maximum Daily Load (TMDL) Trash Treatment:
Partially funded by State IRWM grant funds. Increase FY 2024 by \$730,000.
3. Shelley Street Storm Drain Improvements:
Reduce FY 2025 by \$410,000 and FY 2026 by \$100,000. Increase FY 2027 by \$510,000.
4. 28th Street Stormwater Infiltration:
Funded by Measure W and State Prop 1 and Prop 68 grant funds. Increase FY 2024 by \$10,288,763.

Proposed Line Item Modifications - Stormwater Fund

1. Golf Course Storm Drain Lift Station Electrical Upgrades:
New project to upgrade the electrical equipment at the Westdrift Golf Course lift station. Add \$50,000 in FY 2025 and \$300,000 in FY 2026.

2. Peck Avenue Storm Drain Improvements:
New project to construct a new storm drain along Peck Avenue and reduce flow to the lift station at 23rd and Peck. Add \$1,530,000 in FY 2024.
3. Annual Storm Drain Repairs:
Reduce FY 2024 by \$500,000. Add \$500,000 to FY 2028.
4. Storm Drain Capital Best Management Practices (BMPs):
Add \$210,000 to FY 2028.

Staff Recommendation

Staff recommends that City Council approve the nine projects programmed in this section of the 5-Year CIP. The majority of staff effort in the coming year will be to complete the storm drain improvements/repairs and incorporate designs of the best management practices (BMPs) such as bio-swales, infiltration galleries, etc. to mitigate localized flooding.

Street Lighting and Landscape Fund **\$464,988** **1 Project**

This category addresses the repair and replacement of the City's streetlights. In 2019, the City purchased 825 streetlights from Southern California Edison (SCE). Transitioning from utility-owned poles to customer-owned poles was projected to save the City nearly \$90,000 annually. A portion of this annual savings has been appropriated to future pole maintenance and pole replacement needs in the Street Lighting and Landscape Fund.

Proposed Line Item Modification:

1. Annual Streetlight Replacement:
Increase appropriation in FY 2024 through 2027 by \$40,000. Add \$75,000 in FY 2028.

Staff Recommendation

Staff recommends that City Council approve the one project programmed in this section of the 5-Year CIP as proposed.

Wastewater Fund **\$25,117,980** **8 Projects**

This category of projects addresses the infrastructure needs, operation, and maintenance of the City's wastewater system, and includes sewer main replacements, lift station refurbishments, and all required studies and master plans. The projects in this category are fully funded through the Wastewater Enterprise Fund using revenues collected through sewer fees.

Over 70% of the funding appropriated in this category is for addressing ageing lift stations. Lift stations are the backbone of an otherwise gravity flow system, and their proper care is paramount to the safe and effective operation of the entire wastewater system.

Proposed Line Item Modifications

1. Wastewater Master Plan Update:
Reduce Prior Year Appropriations by \$331,915. Add \$330,000 in FY 2025 and \$100,000 in FY 2027.
2. Annual Rehabilitation of Gravity Sewer Mains:
Add \$700,000 in FY 2028.
3. Bell Lift Station Upgrade:

New project to upgrade the lift station on Bell Ave. Add \$200,000 in FY 2025, \$100,000 in FY 2026, and \$1,400,000 in FY 2027.

4. Palm Lift Station Upgrade:
Reduce FY 2024 by \$1,400,000. Add \$200,000 in FY 2025, \$100,000 in FY 2027, and \$1,500,000 in FY 2028.
5. Meadows Lift Station Upgrade:
Add \$350,000 in FY 2025.
6. Pacific Lift Station Upgrade:
Reduce FY 2024 by \$3,000,000. Add \$3,600,000 in FY 2025.

Staff Recommendation

Staff recommends that City Council approve the eight projects listed in this section of the 5-Year CIP. Staff prioritizes sewer infrastructure repairs and replacements based on the age and condition of the pipes, useful life of operational equipment, and problematic areas of the system as outlined in the Wastewater Master Plan.

Water Fund **\$28,135,647** **13 Projects**

This category of projects addresses the infrastructure needs, operations and maintenance of the City's water system, and includes water main and valve replacements, pump station refurbishments, reservoir maintenance and/or replacement, well pumping and treatment activities, meter upgrades and automation, and all studies and master plans. The projects in this category are fully funded through the Water Enterprise Fund using revenues collected through fixed and variable water rates.

Proposed Line Item Modifications

1. El Porto Water Infrastructure Improvements Project - Phase 2 - Design:
New project to design the second phase of pipeline upgrades to improve fire flow and water quality in the El Porto area. Add \$200,000 in FY 2028.
2. Water Master Plan Update:
Add \$80,000 in FY 2025 and \$100,000 in FY 2027.
3. Well Line Replacement on MBB:
New project to replace the pipeline on MBB to the City's two groundwater wells located within the City of Redondo Beach. Add \$1,600,000 in FY 2024.
4. Duncan Drive and Sepulveda Blvd. Fire Flow Improvements:
New project to upgrade the fire flow loop at Duncan Drive and Sepulveda Blvd. Add \$80,000 in FY 2024 and \$450,000 in FY 2026.
5. Block 35 Ground Level Reservoir Replacement - Design:
Reduce FY 2026 by \$1,200,000. Add \$1,200,000 in FY 2027.
6. Larsson Street and 2nd Street Booster Station Improvements:
Add \$1,360,000 in FY 2025.
7. Annual Pipe Replacement Program:
Reduce FY 2024 by \$1,000,000, FY 2025 by \$550,000, FY 2026 by \$250,000, and FY 2027 by \$800,000. Add \$4,000,000 in FY 2028.

Note that the El Porto Water Infrastructure Improvements Project - Phase 1 was called the "Rosecrans Ave. Pipeline Replacement Project (Phase 1)" in last year's 5-Year CIP. The name was changed for clarity and consistency with the following phases of the project, but the scope remains the same.

Staff Recommendation

Staff recommends that City Council approve the 13 projects programmed in this section of the 5-Year CIP. Staff intends to make major strides in fire flow improvements over the next five years, and improve infrastructure that supports the City’s ability to maximize use of local water supply and reduce dependency on imported water.

COMPLETED PROJECTS OVER THE PAST YEAR:

Public Works anticipates completing the following projects in the current fiscal year ending in June 2023:

1. Sepulveda Bridge Widening Project
2. Polliwog Lower Playground Replacement Project
3. Manhattan Village Senior Villas ADA Pathway Project
4. Biennial Slurry Seal Project in the North Sand Section
5. Sand Dune Park Landscape Restoration Project
6. Annual Water Infrastructure Improvements Project - Cycle 1
7. City Hall HVAC Project - Phase 1
8. Annual Concrete Repairs Project - Cycle 1
9. Parking Structure Lot 3 Seismic Analysis Update
10. Water Reservoir and Begg Field Improvements as part of the Peck Reservoir Replacement Project
11. Automated Water Meter Installations Project
12. Annual Sewer Infrastructure Improvements Project - Cycle 2
13. Utility Undergrounding Assessment District 4

STAFFING RESOURCES AND PROJECT WORKLOAD:

Public Works has eight full-time engineers and two consultant engineers dedicated to implementing the City’s Capital Improvement Program. They continue to make significant headway in clearing out the backlog of projects, while also taking on new projects over the past several years. Currently, there are more than 45 active CIPs underway, such as Fire Station No. 2 Reconstruction, MBATS Improvements, Peck Reservoir, replacing the Pier’s railings, intersection improvements, sewer, stormwater and water pipeline replacements, slurry seal, street resurfacing, and pump station improvements. This coming year, staff recommends focusing on improving the City’s security network, continuing implementation of projects that ensure compliance with stormwater quality regulations, upgrades to parks and recreational facilities, improving infrastructure that supports the City’s groundwater supply, and continuing with citywide transportation improvements. In order to allocate sufficient resources to undertake the CIP Plan outlined in this report, staff is requesting an additional full-time equivalent (FTE) as part of this budget cycle.

CONCLUSION:

Individual staff recommendations for each funding category are provided throughout the staff report. Overall, staff seeks approval from City Council of the 84 projects listed in the Proposed 5-Year CIP Plan and appropriation of \$49,187,811 for FY 2024.

PUBLIC OUTREACH:

Staff participated in the Annual Community Budget Meeting and various other community meetings while developing the 5-Year CIP project list. The list reflects the priorities of residents and City Council.

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that adoption of the 5-Year CIP 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. Links to Attachments

LINKS TO ATTACHMENTS

ATTACHMENT: [Proposed 5-Year CIP Project List](#)

ATTACHMENT: [CIP Project Summary Sheets](#)

