

RESOLUTION NO. 24-0088

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MANHATTAN BEACH, CALIFORNIA, MEMORIALIZING
AUTHORIZATION FOR EMPLOYEE INCENTIVE
PROGRAMS NOT EXPRESSLY OUTLINED IN
MEMORANDUM OF UNDERSTANDING OR
COMPENSATION PLANS

WHEREAS, employee recognition and reward programs, and other employee incentives, have been previously established via personnel or administrative instructions under City Manager authority and/or were otherwise approved by the City Council or City Manager; and

WHEREAS, staff desires to memorialize the City Council authority for each of these programs.

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

SECTION 1. The City Council hereby provides the following authority for the following incentives programs:

- Retirement, Service Award, and other Employee Recognition Incentives: The City Council approves the provision of gifts, plaques and other commemorative items in recognition of an employee's service to the City, and upon the occasion of their retirement in good standing. Further, the City Council delegates the authority to the City Manager to approve the specific dollar value of the retirement and service award gifts, as well as establishing other employee recognition programs by way of administrative policies.
- Alternative Transportation ("Rideshare") Incentive Program: The City Council approves the provision of monthly incentives for participating in the City's alternative transportation program (e.g. walking, biking, carpooling, or taking public transportation to work). Further, the City Council delegates the authority to the City Manager to approve the specific dollar value of these incentives, as well as making other modifications to the program by way of administrative policies.
- Incentives and Awards for participating in employee wellness programs: The City Council approves incentives and awards for participating in employee wellness programs, such as farmers' market "carrot coins" for participating in weekly pier walks and prizes for wellness challenges offered through the City's wellness programs. Specific programs and offerings may be recommended by the MBfit Committee and approved by the City Manager, or their designee.
- Employee Discount for Parks and Recreation Contract classes: The City Council

approves an employee discount, of up to 50% of the cost, for specified classes, camps, and other programs. The parameters of this discount may be modified by the City Manager by way of administrative policy.

- Employee Discount for City store merchandise: The City Council approves an employee discount of 30% off, of merchandise sold in the City's branded store.
- Employee Discount for Electric Vehicle (EV) Charging at City facilities: The City Council approves a discount of 50% for employees who utilize EV charging stations located at City parking lots or facilities, where the public would be paying for EV charging.
- Employee Discounts from outside organizations: The City Council delegates to the City Manager, in consultation with the City Attorney and Human Resources Director, the authority to approve discounts offered to City employees from businesses and organizations outside of the City. Any discount offered will be in compliance with the law, as well as the City's gratuities policy (currently A-32).

SECTION 2. The City Council hereby authorizes the City Manager to approve any updates to administrative policies outlined under Section 1. In the event any program established or modified requires a corresponding budget increase, the City Council will consider approving such budget increase in connection with the budget process.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED on August 6, 2024.

JOE FRANKLIN
Mayor

ATTEST:

LIZA TAMURA
City Clerk