



MANHATTAN BEACH CITY COUNCIL

# WORK PLAN

## COMPLETED ITEMS

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

# WORK PLAN

## MANAGEMENT SERVICES DEPARTMENT



### 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](mailto:bmoe@citymb.info)

# WORK PLAN

## FINANCE DEPARTMENT



### 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.

#### STAFF CONTACT:

**STEVE CHARELIAN**, Finance Director, [scharerlian@citymb.info](mailto:scharerlian@citymb.info)

# WORK PLAN

## FINANCE DEPARTMENT



### 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.

### STAFF CONTACT:

**STEVE CHARELIAN**, Finance Director, [scharerlian@citymb.info](mailto:scharerlian@citymb.info)

## 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.

### STAFF CONTACT:

**STEVE CHARELIAN**, Finance Director, [scharerlian@citymb.info](mailto:scharerlian@citymb.info)

# WORK PLAN

## POLICE DEPARTMENT



### 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.

#### STAFF CONTACT:

**DERRICK ABELL**, Police Chief, [dabell@citymb.info](mailto:dabell@citymb.info)



# WORK PLAN

## FIRE DEPARTMENT



### 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.

#### STAFF CONTACT:

**WOLFGANG KNABE**, Interim Fire Chief, [wknabe@citymb.info](mailto:wknabe@citymb.info)

# WORK PLAN

## FIRE DEPARTMENT



### 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](mailto:wknabe@citymb.info)



# WORK PLAN

## FIRE DEPARTMENT



### 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](mailto:wknabe@citymb.info)

# WORK PLAN

## FIRE DEPARTMENT



### 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](mailto:wknabe@citymb.info)

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### 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:

**CARRIE TAI, AICP**, Community Development Director, [ctai@citymb.info](mailto:ctai@citymb.info)

# 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:

**CARRIE TAI, AICP**, Community Development Director, [ctai@citymb.info](mailto:ctai@citymb.info)

# 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 8<sup>th</sup>.
- 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:

**CARRIE TAI, AICP**, Community Development Director, [ctai@citymb.info](mailto:ctai@citymb.info)



## UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM

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



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

### STATUS:



### COMPLETED ACTION ITEMS:

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

### ACTIONS PENDING:

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

### NEXT CITY COUNCIL ACTION:

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

### STAFF CONTACT:

**CARRIE TAI**, Acting Public Works Director, [CTai@citymb.info](mailto:CTai@citymb.info)



## SOLID WASTE FRANCHISE AGREEMENT CONTRACT SELECTION PROCESS

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



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

### STATUS:



### COMPLETED ACTION ITEMS:

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

### ACTIONS PENDING:

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

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:

**CARRIE TAI**, Acting Public Works Director, [CTai@citymb.info](mailto: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.

### STAFF CONTACT:

**CARRIE TAI**, Acting Public Works Director, [CTai@citymb.info](mailto:CTai@citymb.info)

# WORK PLAN

## INFORMATION TECHNOLOGY DEPARTMENT



### 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.

### STAFF CONTACT:

**TERRY HACKELMAN**, Information Technology director, [thackelman@citymb.info](mailto:thackelman@citymb.info)