

WORK PLAN ISSUE	STATUS
<p><b><u>Consider Creation of a Public Safety Advisory Group</u></b></p> <ul style="list-style-type: none"> <li>• Staff develop alternatives; process</li> <li>• Enhance community outreach from Police &amp; Fire Depts.</li> <li>• Develop "white paper" defining and explaining various Police &amp; Fire programs</li> <li>• Present to Council</li> <li>• Implement program after report to Council</li> </ul>	<p>Staff has discussed the formation of a Public Safety Facility Advisory Committee to enhance community outreach and to assist in the public relations efforts for the new Public Safety Facility.</p>
<p><b><u>Downtown Parking Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Identify study issues/parameters/goals</li> <li>• Review with City Council</li> <li>• Initiate study of the downtown parking requirements</li> <li>• Parking &amp; Public Improvements Commission – Public Hearings</li> <li>• Planning Commission – Public Hearings</li> <li>• City Council – Public Hearings</li> <li>• Coastal Commission Approval</li> </ul>	<ul style="list-style-type: none"> <li>• The Community Development Department will begin study after the Civic Center/Metlox project entitlements are resolved. A presentation of the proposed work plan will then be presented to Council.</li> <li>• The City Council certified the EIR for the Civic Center/Metlox project on April 17, 2001.</li> <li>• Staff will present this item for consideration in next year's Work Plan.</li> </ul>
<p><b><u>Conduct Outside Audit Review of a Different City Department Annually</u></b></p> <ul style="list-style-type: none"> <li>• Begin with the Community Development Department</li> <li>• Focus on process and procedures and ways to improve effectiveness/efficiency</li> <li>• Prepare RFP and present to City Council</li> <li>• Hire consultant</li> <li>• Present findings to City Council</li> </ul>	<ul style="list-style-type: none"> <li>• Staff gathered info and examples of similar audits and RFP's from other cities. These were reviewed and a draft RFP was prepared for Manhattan Beach and presented to Council for discussion.</li> <li>• A request for Proposal was prepared and presented to City Council on November 7, 2000. A selection committee was appointed consisting of staff, a Councilmember and the City Treasurer; and DMG Maximus was selected to perform the audit, which began on December 18, 2000.</li> <li>• Results of the audit were presented to the City Council on March 6, 2001. Staff will present follow-up information and an implementation plan to Council on May 1, 2001.</li> </ul>

## **Traffic Issues**

- Education Campaign (ongoing)
- Traffic calming opportunities (ongoing)
- Review of speeds on arterial streets (Neil – consistency issue – July)
- Enforcement – alternatives for enhancement (Marine specifics – after TRW development)
- GIS map of speed zones on major streets completed. This map was used to assist Council decision in reducing speed limit on Marine Avenue.
- Police Department presented preliminary information regarding enforcement issues to PPIC in February 2000.
- Subcommittee established and has met several times.
- Subcommittee presented "Stopper Program" to City Council. Council approved program and implementation is in progress. Production of television commercials in progress. Applied for grant funding.
- Experimental chokers installed on 2<sup>nd</sup> Street; staff monitored effectiveness; chokers subsequently removed.
- Recent Council review of El Porto mitigation measures indicates success in moving commuter traffic from Ocean Avenue.
- At the City Council meeting held on April 3, 2001, the Police Department presented Council with an update on its traffic education and enforcement efforts, which included the introduction of the new "Neighborhood Traffic Program."
- Message display board purchased; second one budgeted for 2001-2002.
- Speed limit reduced on Marine Avenue.
- General Plan update will include circulation element.

## **Employee Recruitment and Retention**

- Prepare issues and options report for Council
- Meet with Council regarding potential action
- Implement as approved by Council
- Completed Management and Confidential report for Council. Changes to Management pay plan approved at Council meeting on June 6, 2000. Personnel will, on an on-going basis, monitor recruitment issues with specific positions as they arise.
- Implemented a Police lateral bonus program to provide a cash incentive to lateral Police officer candidates.
- Employee Recognition program was presented at the Council meeting on March 6, 2001. The roll out of the program to all employees was completed April 13-14, 2001. The Recognition Committee will

continue to monitor and update the program on an as-needed basis.

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**Capital Revenues – Facility Funding**

- Identify ways to fund future replacement of facilities
- Development of impact fees
- Parks & Recreation capital surcharge – analyze adding surcharge to Parks & Recreation revenue generating accounts for future capital improvements to parks facilities
- Consider raising parking meter rates and fines as a capital revenue source

- Several options were presented to Council during the FY 2000-2001 budget process, including increases in parking citation fines, parking meter rates, Parks & Recreation class registration fees, and potential new fees for athletic field usage by the leagues.
- Council approved an increase in on-street parking meter rates of 25 cents per hour and an increase of \$4 (to \$30) on each parking citation (with the exception of expired meters and handicapped, which remained at current levels). This action will add \$400,000 annually to the CIP Fund. Rates became effective the first week of April 2001. When combined with the existing dedicated revenue sources from hotel bed tax and parking meter revenue approved in 1998, we estimate total dedicated revenues of nearly \$1 million annually.
- Parks & Recreation surcharge was considered and rejected.

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**Enhance Inter-Governmental Relationships**

- Improve Sacramento outreach
- Support for South Bay Cities Council of Governments
- Continue to enhance relationships with state and federal elected officials

Continued efforts by Council and staff to enhance intergovernmental relations.

- Active COG participation.
- Good attendance at Summer ICA Conference.
- Received \$300,000 state grant as a result of Assemblymember Nakano's line item budget request.
- Staff attended meetings of the State Library Board in Sacramento and interfaced with elected and appointed officials regarding issues of City interest.
- Participation by staff at quarterly meetings with the L.A. County Department of Beaches and Harbors in order to enhance coordination.
- Council and staff attended League of California Cities "Legislative Day" in Sacramento on May 22-23, 2000.
- Meeting held with California Department of Parks &

	<p>Recreation on April 3, 2001 to discuss Proposition 12 grants (Park Bond).</p>
<p><b><u>Tree &amp; Sidewalk Issues</u></b></p> <ul style="list-style-type: none"> <li>• Include budget requests for community survey and tree/sidewalk inventory</li> <li>• Conduct community survey</li> <li>• Conduct tree/sidewalk inventory</li> <li>• Present findings and recommendations to City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree inventory contract approved by the City Council on July 18, 2000.</li> <li>• Inventory completed.</li> <li>• Further discussion is expected at Work Plan meeting on April 27, 2001.</li> </ul>
<p>-</p> <p><b><u>Imbedded Strand Mileage Markers</u></b></p> <ul style="list-style-type: none"> <li>• Create design for permanent, yet removable, mileage markers on the Strand</li> <li>• Council approval and funding if necessary</li> <li>• Installation by Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• Bronze markers installed; project completed.</li> </ul>
<p><b><u>Utility Undergrounding</u></b></p> <ul style="list-style-type: none"> <li>• Continue processing district formation process</li> <li>• Work with engineer to develop assessment methodology for districts</li> <li>• Hold sufficient property owner meetings</li> <li>• Review plans as submitted by Edison</li> <li>• Meet with citizen advisory group</li> <li>• Develop cost containment strategies</li> <li>• Develop hardship guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• 12 neighborhood district petitions have been submitted.</li> <li>• To date, assessment engineer has met with residents of 6 districts.</li> <li>• Project update meeting with Edison held on December 8, 2000. Thus far, preliminary design has been completed on one district. Each district will have a 12-month design period.</li> <li>• Design of first two districts nearing completion.</li> <li>• Process slowing down due to energy uncertainties.</li> </ul>

**Metlox/Civic Center Project**

- Develop visual aids
- Continue information efforts
- Continue seeking grants for Police/Fire facility
- Prepare EIR and conduct hearings
- Draft development agreement and conduct hearings
- Funding mechanism options

- Visual aids updated in May 2000.
- Successful election held on June 6, 2000.
- Metlox Subcommittee monitored the progress of the draft EIR. Comment period (45 days) for draft EIR ended November 22, 2000.
- Planning Commission conducted public hearing and approved final EIR on February 28, 2001. City Council conducted public hearing and certified EIR on April 17, 2001.
- White Paper presented to Council on April 17, 2001. Next steps regarding funding and construction to be discussed at Work Plan meeting on April 27, 2001.

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**Library/Cultural Arts**

- Support March 7, 2000 statewide bond issue
- Evaluate independent library
- If bond measure is approved, submit application for grant to the state
- Work with school district to meet community's library needs
- Develop conceptual design for facility and incorporate into the Civic Center project

- Proposition 14 was approved by the voters on March 7, 2000.
- Potential library consultants were interviewed and a library consultant was hired in September 2000 to assist the City through the grant process.
- Steering Committee appointed Fall 2000 to assist in the Needs Assessment.
- Needs assessment and building program being developed by committee and consultant for grant application.
- Grant application expected to be available Spring 2002.
- Next steps will be discussed at the Work Plan meeting on April 27, 2001.

**Residential Building Bulk**

- Refer issue to Planning Commission
- Bulk and volume issues only (not height, set-backs, for floor area ratios)
- Planning Commission – Public Hearings
- City Council – Public Hearings

- Planning Commission considered issue in Apr. & May 2000; recommended no changes at the time.
- City Council considered the issue in June 2000 and requested further information.
- Joint City Council and Planning Commission meeting was held on September 12, 2000 and additional information was requested.
- Progress report presented to the Planning Commission on Dec. 13, 2000 and on Apr. 11, 2001.
- Staff will continue to work with local architects and Planning Commission to propose an ordinance for City Council consideration.

**Provide Information Regarding Rezoning Initiative**

- As appropriate, provide information regarding June 6, 2000 election on the Metlox rezoning initiative

Provided information as requested. Special Municipal Election was held on June 6, 2000. Results of Ballot Measure 2000-A were - 39.7% yes, and 60.3% no.

**National Pollution Discharge Elimination System (NPDES)**

- Develop ordinance regarding new development – include single family run-off reduction provisions
- Insure compliance of all sections of the NPDES permit
- Submit NPDES annual report
- Work on NPDES permit renewal – consider our own permit
- Participate in development of Total Maximum Daily Loading (TMDL) requirements

- Standard Urban Storm Water Management Plans (SUSMP) ordinance was approved by the City Council on August 15, 2000. This ordinance spelled out storm water mitigation measures required of new developments (completed).
- Storm water permit annual report completed and sent to the County.
- Permit renewal underway. Manhattan Beach will cooperate with other South Bay cities in developing "watershed based program."
- Staff attending necessary meetings regarding the development of TMDL requirements.

**Marine Sports Complex**

- Address neighborhood issues
- Rezone property
- Complete design and begin construction
- Grand Opening January 2001
- Name park

- Project design complete.
- Neighborhood issues addressed.
- Public Hearings conducted by the Planning Commission and City Council.
- Property rezoned and all entitlements approved on schedule.
- Funding approved July 18, 2000.
- Construction complete.
- Dedication ceremony held January 27, 2001.
- Marine Sports Park is now open and serving the community.

## **Airport**

- Support regional solutions
- Monitor expansion issues
- Monitor overflight issues
- Monitor ground access issues
- Continue existing efforts and consider financial support as necessary

City continues to monitor airport issues on various fronts. Several Councilmembers are active in this effort and are assigned to the Los Angeles World Airports (LAWA) Community Noise Roundtable, and the Coastal Corridor Mobility Task Force (formerly the LAX Ground Committee). The South Bay Cities Council of Governments continues to monitor and provide for the LAX Standing Committee.

- In November 2000, City Council sent a letter to LAWA requesting an extension of the review period for the LAX expansion EIR/EIS.
- The Master Plan was released January 18, 2001. At which time, the public comment period began and extends for 180 days (to July 18, 2001).
- Staff is working on comments to the Master Plan in collaboration with other South Bay cities and the consultant hired by the South Bay Council of Governments.

## **Evaluate Vehicle Measures at Schools (Bollards)**

- Inspect schools – public and private
- Identify barrier sites
- Meet with appropriate school officials
- Prepare cost estimates
- Present recommendations to City Council
- Construct traffic barriers

- Initial survey of potential sites completed.
- One or two possible candidate sites identified.
- Prepared recommendation to the City Council for inclusion of any necessary expenditures in the 2001/2002 Budget.
- Bollards are now required by the City in the design of new private schools.
- No further action planned.

## **Citizens' Survey**

- Conduct a statistically valid citizen survey addressing issues such as breadth and quality of services and capital improvements.

The survey was completed in October 2000 with results presented to the Council and community in November 2000. The results were excellent. We received the second highest marks overall from nearly 100 similar surveys conducted by our consultant. We will perform this survey on a biennial basis to measure our progress over time.

### **Financial Information Campaign**

- Develop community information campaign regarding City budget and finances
- Flyer (target date: Spring)
- Include information in newsletter
- Post information on website

A flyer was developed and presented to Council in April 2000. After discussion, Council directed staff to include this information in the next available City Newsletter, as well as posting it on the City's website (which was accomplished by early May 2000).

The Fall issue of the City's newsletter, which was released the week of July 24, 2000 included a new column entitled "Beach Buck\$." This will appear as a regular column each quarter, and will include important and interesting financial facts. Also, we have set-up an e-mail box ([beachbucks@ci.manhattan-beach.ca.us](mailto:beachbucks@ci.manhattan-beach.ca.us)) to receive letters or inquiries. Selected letters will be published and answered in future issues of the column.

The first issue of "Beach Buck\$" covered the FY 2000-2001 budget, sources of revenue, stability of those revenues, expenditures and the City's portfolio and reserves. The Winter issue included information on the City's portfolio and how we invest our idle cash. Spring issue dealt with the importance of sales tax to the City.

### **Demolition Debris Diversion Program**

- Prepare plans for developers to report destination (including recycling) of demolition debris
- Meet with builders
- Evaluate data (at least six months)
- Prepare plans for requiring recycling of demolition debris
- Report to City Council for approval

- Program alternatives are being developed.
- Recommendations will be presented to the City Council Summer 2001.

## **RCC**

- Build new facility
  - Resolve financial issues
  - Review governance issues
  - Continue implementation of strategic plan elements
  - Pursue opportunities for new partners or customers
- By-law updates on governance and member withdrawal approved and implemented.
  - Executive Board comprised of City Managers assumed its assigned duties in management of the RCC.
  - In November 2000 Council approved changes to the JPA and the issuance of approximately \$2.18 million of bonds by the RCC on our behalf to finance our portion of the construction.
  - Bond financing in place and construction bids awarded. Costs on target with the projected budget. Ground broken on construction of the new facility. Work progressing as planned.
  - Construction and infrastructure scheduled for completion December 2001, with new facility projected to be on-line by January 2002.
  - The RCC is evaluating the feasibility of hosting regional police driving simulator training that would provide local training for member officers and may produce significant revenues for the RCC.
  - RCC continues to pursue new partners and potential customers.

## **Polliwog Park**

- Complete Masterplan
  - Develop RFP for improvements
  - Develop funding alternatives
  - Include in 2001/2002 CIP
- Masterplan underway.
  - Conducted community meeting April 7, 2001.
  - Conceptual design to be presented to Parks & Recreation Commission April 23, 2001.
  - Report and conceptual design to be presented to City Council May 15, 2001.

## **Heights Annex**

- Award bid March of 2000
  - Construct project improvements
  - Grand Opening
  - Expand programming
- Bid awarded in April 2000.
  - Construction completed January 2001.
  - Programs and activities began February 2001.
  - Dedication ceremony held on February 25, 2001.

### **Sand Dune Park**

- Hold grand opening
- Consider operational changes

- Council approved operational recommendations from the staff and Parks and Recreation Commission March 2000.
- Grand Opening held March 31, 2000.
- Parks & Recreation Commission developed sub-committee of neighbors, staff and Commissioners to review operational changes.
- Trial period April – July 2000.
- Parks & Recreation Commission re-evaluated policy change at its meeting held in July 2000.
- City Council reviewed policy issues and remanded back to Parks & Recreation Commission for further recommendations.
- Parks & Recreation Commission's recommendations were presented to Council.
- City Council reviewed progress – no additional changes were recommended in operations.
- Parks and Recreation to continue established operational standards.

### **Technology Issues**

- Improve customer service through technology

- We are reviewing important technology enhancements for our community. For example, e-commerce applications for our Parks and Recreation class registration, and Community Development's permits system, are both important advancements, which require careful technological planning.
- An update to the Information Systems Master Plan is in progress and will be presented to Council during the budget process for FY 2001-2002. This strategic plan is the City's roadmap on technology for the coming 18-24 months, and identifies important technology initiatives across all departments.
- The implementation of a new document imaging system will have a positive impact on staff's ability to serve our customer's requests for documents. Phase I of the project, which includes implementation in the City Clerk's office, will occur during FY 00-01.
- Public Works is proceeding with the digital scanning of 3000 engineering drawings.

(Technology Issues – continued)

of 3000 engineering drawings.

- We have implemented an updated website, which allows viewers to more easily navigate our pages, and continues to provide a wealth of information from the budget and Metlox issues to the Municipal Code and answers to frequently asked questions. The results of the Citizens' Survey, as well as the draft and final EIR for the Civic Center/Metlox project are available on the City's website.
- Community Development has implemented permits by FAX and is considering permits issued through the Internet via VeloCity Hall. Useful information has been placed on the Department's web page including a zoning map and Civic Center/Metlox project. Upon completion, the draft EIR for the Civic Center/Metlox project will be placed on the City's website.
- The RFP for the new telephone system has been issued, and responses are being evaluated. A recommendation to the Council will be made in May 2001, with installation slated for Summer 2001.

**American Martyrs Sump**

- Review consultant's study with American Martyrs' staff
- Present findings to City Council

- Presented recommendation to the City Council on February 6, 2001.

**Employee Recognition Program**

- Develop program and recommendations for implementation
- Present to Council
- Implement program with employees

- Employee Recognition program was presented at the Council meeting on March 6, 2001. The roll out of the program to all employees was completed April 13-14, 2001. The Recognition Committee will continue to monitor and update the program on an as-needed basis.

### **General Plan Update**

- Prepare status report of General Plan and develop alternatives and budget for updating
- Prepare RFP
- Present to City Council for consideration in next year's Work Plan

- On April 3, 2001, staff presented the City Council with a proposed work plan for updating the City's General Plan.
- Funds were included in the budget to update the General Plan.
- General Plan update will begin during 2001-2002.

### **Housing Element**

- Update Housing Element per Work Plan approved by City Council
- Hire consultant to provide limited assistance
- Planning Commission – Public Hearings
- City Council – Public Hearings

- Consultant hired.
- Draft Housing Element completed.
- Planning Commission conducted public hearing on October 25, 2000.
- Draft Housing Element submitted to the state Housing and Community Development Department for review and comment.
- Received comments back from the state agency. Staff is working with our consultant to respond to each of the comments.

### **Review of Development Practices and Procedures for Codification**

- Review and recommend practices and procedures for codification
- Codify walk street standards
- Planning Commission – Public Hearings
- City Council – Public Hearings

- Staff review of various code sections and field decisions underway.
- Audit of Community Development Department completed, which confirmed that the proper systems and procedures are in place but some codification is needed.
- Encroachment Permit Ordinance is being drafted, which incorporates the City's walk street standards and outside dining guidelines.
- Staff has identified several high priority issues (backflow protectors, trash enclosures, and public right-of-way use in Tree and Sand sections), that will be brought before the City Council in the near future.

### **Rosecrans Corridor Traffic Issues**

- Attend Rosecrans Corridor Committee meetings
- Identify projects to improve traffic flow
- Search for funding sources for identified projects
- Search for funding alternatives for undergrounding south-side utilities

### **Traffic Issues:**

- Joint agency study underway for low cost alternatives to improve traffic flow
- Funding completed for Douglas Street overpass to provide through traffic from Rosecrans to El Segundo Blvd.
- Rosecrans Corridor meetings on hold until traffic study results are available
- Consultant recommendations submitted in the latest MTA call for projects

### **Utility Undergrounding:**

- \$1,000,000 committed by adjacent property owners
- Written request submitted to Supervisor Knabe for additional assistance
- Awaiting revised estimate from SoCal Edison
- Submittal for MTA grant funding for 2001 "Call for Projects"