



MANHATTAN BEACH CITY COUNCIL

WORK PLAN

COMPLETED ITEMS

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



ELECTION POLICY

During the March 2019 General Municipal Election, the City received several questions regarding the use of City facilities, resources, and positions for election-related activity. As a result, the City Council requested that staff review the current state and municipal codes regarding election-related activity, and propose a City policy regarding such matters. Following City Council consideration, the City Council approved an ordinance, prohibiting the use of City resources for campaign activity, restricting political activity in and on City facilities, adjusting the Consumer Price Index adjustment to the donation limit, and making campaign finance provisions and definitions consistent with changes in state law.



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

STATUS:



COMPLETED ACTION ITEMS:

- Gathered information and researched campaign activities.
- Presented a first reading of a Campaign Finance Ordinance at the June 30, 2020, City Council meeting.
- Approved the Campaign Finance Ordinance on July 14, 2020.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@citymb.info



COLLECTIVE BARGAINING NEGOTIATIONS

For City employees represented by a labor association (union), the City negotiates Memorandum of Understandings (MOU), or collective bargaining agreements with designated representatives to establish or modify the salary, benefits, and terms and conditions of employment. This item was added to the work plan in 2018, and the City has completed negotiations with all bargaining units since that time. Negotiations with all bargaining units will begin again in 2021. This item has been moved the, “significant work plan items requiring staff time” list as negotiations are a regular part of Human Resources’ regular activity on an ongoing basis.



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

STATUS:



COMPLETED ACTION ITEMS:

- City Council Approval of MOU’s with Manhattan Beach Police Officers Association (MBPOA) and Manhattan Beach Police Management Association (MBPMA) on February 5, 2019.
- City Council Approval of MOU with Teamsters Local 911 on March 6, 2019.
- City Council Approval of MOU with Manhattan Beach Part-Time Association (MBPTEA) on November 19, 2019.
- City Council Approval of MOU with Manhattan Beach Firefighters’ Association (MBFA) on February 4, 2020.
- Received City Council Approval of MOU with Manhattan Beach Mid Management Employees’ Association (MBMEA) on March 3, 2020.
- City Council Approval of Agreement with Manhattan Beach Fire Management Association (MBFMA) on November 7, 2020.

NEXT CITY COUNCIL ACTION:

N/A

STAFF CONTACT:

LISA JENKINS, Human Resources Director, ljenkins@manhattanbeach.gov

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.



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| 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

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.



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| 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

WORK PLAN

FINANCE DEPARTMENT



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.



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| 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



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.



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| 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



IMPROVE FIRE PREVENTION INSPECTION DOCUMENTATION/DATA COLLECTION

In January 2016, the Fire Prevention Division developed an internal plan to capture inspection data which includes building information and permit requirements. Fire Prevention has identified technological opportunities that will further enhance the way data is collected, monitored and reported. We are currently working with Emergency reporting to migrate fire inspection data include all CAD data for emergency response reporting.



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

STATUS:



COMPLETED ACTION ITEMS:

- Researched technology-based solutions that can be accessed in the field and manage gathered data.
- Identified a vendor that integrates with new permitting software, EnerGov and enterprise resource planning software, TylerMunis for compatibility.
- Completed Fire Prevention Data Migration into system.
- Preserve, archive and transfer all existing records from existing database to CAD RMS system.
- Trained personnel in Fire Prevention inspection formats.
- Trained personnel in CAD and RMS data reporting in new incident module tab
- Billing system model developed to share violations and corrections with finance
- Achieved system go live date on June 1, 2021.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

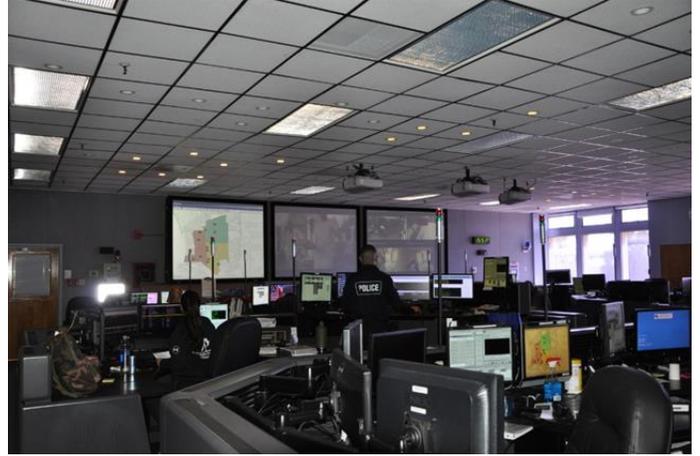
None.

STAFF CONTACT:

Michael Lang, Fire Chief, mlang@manhattanbeach.gov

INTEROPERABILITY NETWORK OF THE SOUTH BAY (INSB)

Through cooperative efforts between the South Bay Regional Communications Authority, Redondo Beach Fire Department and Torrance Fire Department, grant monies have been secured in combination with City contributed funds, for the design, construction, and use of a modern communication system. This system links communication between all Area “G” public safety agencies as well as expand future capabilities for interoperable communications with other County agencies.



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| 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

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.



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| 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

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.



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| 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

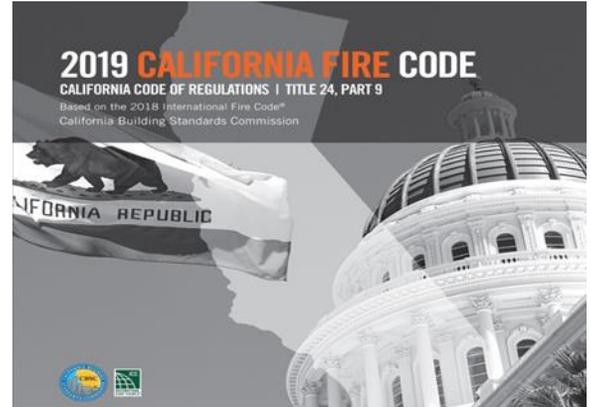
WORK PLAN

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.



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| 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

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.



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| 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

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.



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| 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

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.



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| TARGET DUE DATE | QUARTER 2 2021 |
| FUNDING SOURCE | GRANT/GENERAL |
| PRIORITY LEVEL | B |
| DEPTS. INVOLVED | PW |

STATUS:



COMPLETED ACTION ITEMS:

- Installed high visibility crosswalks and signs at walk streets on Highland Ave. from Homer St. to 8th.
- Installed new edge line for pedestrian path on Marine Ave. from Grandview Ave. to 25th St.
- Installed new crosswalk and signage on Marine Ave. at Flournoy Rd. and Blanche Rd.
- Installed new crosswalks on 21st St., Bell Ave., Flournoy Rd. and 25th St. at Valley Drive.
- Installed new crosswalk on Laurel Ave. at 14th St.
- Installed high visibility crosswalks and ramps on Marine Ave. from Sepulveda Blvd. to Aviation Blvd.
- Installed flashing beacons and in-pavement lights on Highland Ave at 34th, 35th and 36th Streets.
- Installed high visibility crosswalks, flashing beacons, in-pavement warning lights and bulb-outs at various locations as part of two Safe Routes to School (SRTS) projects.
- Presented a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvements Commission in September 2019.
- City Council directed staff on February 4, 2020 to incorporate the prioritized list of pedestrian safety projects into CIP for implementation.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, 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.



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| 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

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.

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

STATUS:



COMPLETED ACTION ITEMS:

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

ACTIONS PENDING:

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

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@citymb.info



PEDESTRIAN SECURITY IMPROVEMENTS - BOLLARDS

On March 9, 2018, City Council held a workplan meeting where the concept of pedestrian safety measures was raised. At that meeting, City Council expressed an interest in exploring options to provide enhanced pedestrian security measures for the public in the downtown area, much like the bollards installed at the head of the Pier in 2017. On June 5, 2018 staff recommended that City Council consider pedestrian security enhancements at four key intersections adjacent to Farmers Market and Pier events. In lieu of completing a Manhattan Beach focused structural design analysis, on March 19, 2019, City Council directed staff to evaluate what other surrounding cities have installed to enhance pedestrian safety. Those results were presented to City Council on December 17, 2019, and which time City Council declined to move forward with additional measures but directed staff to consider installing planters near the Farmers Market.



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| 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

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



PERMITTING SOFTWARE SOLUTION

Staff identified the need for a replacement permitting software solution that would include features and functionality not available in the current system, including electronic submittal of applications, remote electronic customer self-service, and electronic plans review. An RFP was issued, and after completing due diligence, the City Council awarded a contract to Tyler Technologies to purchase the EnerGov Land Management System (LMS) solution.



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| TARGET DUE DATE | COMPLETED |
| FUNDING SOURCE | GENERAL FUND / TECHNOLOGY FEE |
| PRIORITY LEVEL | A |
| DEPTS. INVOLVED | CD, FN, PR, FD, PD, PW |

STATUS:



COMPLETED ACTION ITEMS:

- Approved contract with Tyler Technologies at the July 17, 2018, City Council Meeting.
- Established core project team to guide the City through the implementation of the new system.
- Reviewed current processes to identify opportunities for process improvements and efficiencies.
- Conducted significant system configuration and tested core modules in anticipation of first go-live.
- Completed significant training with end-users in preparation for go-live.
- Went live with the Permitting and online customer portal in January 2020.
- Interim electronic plan submittal and review process currently online until the go-live in June 2021.
- Completed implementation of online payments for all planning and permit application types.
- Completed automated integration with the Tyler Munis ERP system.
- Implemented Plan eReview (electronic plan submittal and review).
- Implemented EnerGov to support the Planning Division.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT:

TERRY HACKELMAN, Information Technology director, thackelman@manhattabeach.gov

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.



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| 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



CITYWIDE DOCUMENT IMAGING SYSTEM (CONVERSION) PROJECT

City continues to utilize OnBase as our central electronic content management software through Konica Minolta Business Solutions/KMBS-ECM. The City Clerk's Office, in partnership with Information Technology works with departments to assess their scanning needs and assist them with uploading documents into the software solution.



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

STATUS:



COMPLETED ACTION ITEMS:

- Scanned City Clerk legislative documents from 1912 to present that includes City council minutes ordinances and resolutions as well as City Council agenda packets from 1995 – present.
- Scanned Community Development (Building) past documents.
- Scanned Finance (General Services) past documents.
- Fire Department determined that scanning needs are not needed at this time.
- Ongoing - Continue supporting all departments that are currently scanning documents. These departments.

ACTIONS PENDING:

Continue scanning efforts on an ongoing basis.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov



EXPLORE AGENDA MANAGEMENT SOLUTIONS

The City released an RFP and received four vendor proposals. City staff from multiple departments completed a detailed review of the proposal responses and participated in vendor solution demonstrations. The evaluation determined that the benefits offered by the proposed solutions failed to provide the value to warrant the risk and cost associated with implementing a new solution. Staff recommended that the City work with Granicus to improve the existing solution.



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| TARGET DUE DATE | COMPLETED |
| FUNDING SOURCE | GENERAL |
| PRIORITY LEVEL | A |
| DEPTS. INVOLVED | ALL |

STATUS:



COMPLETED ACTION ITEMS:

- Released a Request for Proposals (RFP) and received proposals in November 2021 and February 2022.
- Reviewed and analyzed RFP's received.
- Conducted citywide demo proposals from vendors that provided a proposal.
- Established monthly meetings with Granicus to work on pending items that need to be upgraded.
- Negotiated acceptable terms with Granicus and presented a multi-year agreement for City Council approval in December 2022.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov



MERCHANDISING, LICENSING AND BRANDING FOR THE CITY

On March 9, 2018, City Council approved an exploration of merchandising, licensing and branding options for the City. On March 6, 2019, City Council adopted Resolution No. 19-0028 establishing the Manhattan Beach Logo and directed staff to complete the brand style guide.



| | |
|-----------------|-----------------------------|
| TARGET DUE DATE | COMPLETED |
| FUNDING SOURCE | GENERAL/MERCHANDISE REVENUE |
| PRIORITY LEVEL | B |
| DEPTS. INVOLVED | PR, IT, |

STATUS:



COMPLETED ACTION ITEMS:

- Approved design of Manhattan Beach Logo at City Council meeting in February 2019.
- Developed City brand style guidelines.
- Received Copyright status by USPTO.
- Launched Manhattan Beach City Store dubbed “Branded,” on August 5, 2019.
- Approval of Wayfinding Signage Master Plan at the November 19, 2019, meeting.
- Developed Use Agreement template for local retailers to use logo to sell.
- Collaborated with local businesses to incorporate logo into merchandise.
- Ongoing - Incorporate branding into the Public Works wayfinding signage program, City website and publications.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



CODE ENFORCEMENT REVIEW

In recent years, the City has adopted a number of ordinances regulating and/or banning uses and activities within the City limits. This requires education and notification to the community, business owners, and visitors. Further, in order for ordinances to be effective, enforcement against violators is required. Other routine activities in the community, such as construction, business operations, and property maintenance, also require oversight. The Code Enforcement section was restructured in the prior Fiscal Year through the addition of a Supervisor and two additional Code Enforcement personnels.



| | |
|------------------------|----------------|
| TARGET DUE DATE | QUARTER 4 2022 |
| FUNDING SOURCE | GENERAL |
| PRIORITY LEVEL | A |
| DEPTS. INVOLVED | PD, MS |

STATUS:



COMPLETED ACTION ITEMS:

- Recommended and received upgrading a Code Enforcement Officer position to a Supervising Code Enforcement Officer to provide day-to-day oversight.
- Performed review of the existing Code Enforcement Program operational structure. City Council approved adding two Code Enforcement Officer positions to provide a reduced response time and additional proactive patrols.
- Evaluated roles and responsibilities for City regulations, including implementation and enforcement.
- Approved class specification for Supervising Code Enforcement Officer and filled the new position.
- Revised Code Enforcement Officer class specification to provide for entry level positions
- Recruited and filled approved vacancies.
- Set goals and annual plan for the Code Enforcement Program.
- Update and revise internal procedural and operations manual.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

TALYN MIRZAKHANIAN, Acting Community Development Director, tmirzakhian@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

In December 2014, City Council approved an expansion of the Manhattan Village Shopping Center and associated Environmental Impact Report (EIR). Willdan provides project management services with all costs borne by the applicant through a reimbursement agreement. All plan checks and inspections are funded by the applicant through a separate agreement as well.



This multi-phased project is under construction and requires continued plan check, permitting, inspections, and updates.

| | |
|-----------------|--------------------|
| TARGET DUE DATE | QUARTER 4 2022 |
| FUNDING SOURCE | N/A |
| PRIORITY LEVEL | B |
| DEPTS. INVOLVED | PW, FN, FD, PD, MS |

STATUS:



COMPLETED ACTION ITEMS:

- Construction of all parking decks, Macy's Expansion, California Pizza Kitchen, Joey's, Smashburger, DAN, restaurants, Anthropologie, Urban Outfitters, Central plaza and clock tower.
- Reviewed plan check of BOA/Roku building, new 5,000 square foot retail building, façade improvements and site improvements.
- Tenant improvements for additional shops and restaurants, façade improvements, and on and off-site improvements.
- Plan check review and field inspections of construction projects.
- Monitor implementation of the conditions in the Compliance and Mitigation measures.

ACTIONS PENDING:

None.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

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UNDERGROUND UTILITY ASSESSMENT DISTRICTS

The City's Underground Utility Assessment District (UUAD) program allows property owners to self-assess the cost of relocating overhead utilities to underground networks. The program was active in the early to mid-2000s, placed on a moratorium in 2009, and then reinstated by City Council in 2017. Districts 12 and 14 (in El Porto) and District 4 (Hill Section) are currently under construction. District 8 (Sand Section) and District 13 (along Crest, north of Marine) are in the utility design phase. Approximately a dozen additional neighborhoods have contacted the City inquiring about starting their own UUADs. Depending on the size of each proposed district, the UUAD Project Manager and the Engineering Division can facilitate the initiation of 1 to 2 new districts per year.



| | |
|-----------------|------------------------------------|
| TARGET DUE DATE | COMPLETED/ONGOING |
| FUNDING SOURCE | PROPERTY ASSESSMENTS, GENERAL FUND |
| PRIORITY LEVEL | A |
| DEPTS. INVOLVED | FN, CD |

STATUS:



COMPLETED ACTION ITEMS:

- District 4
 - Completed Phase 2 construction (private conversions), and started Phase 3 (utility cabling and cut-overs). [Fall 2021]
 - Started Phase 4 (overhead line and pole removal). [Spring 2022]
 - Southern California Edison completed all service cut-overs and removed their overhead lines and equipment. [Summer 2022]
 - Spectrum completed all service cut-overs and removed their overhead lines and equipment. [Winter 2022/2023]
- Districts 12 and 14
 - Completed Phase 1 construction (mainline trench and conduit within right-of-way). Started Phase 2 (private conversions). [Fall 2021]
 - Started Phase 3 (utility cabling and cutovers). [Fall 2022]
- Districts 8 and 13
 - Completed neighborhood petition phase in District 8 (between The Strand and Manhattan Ave., from 8th St. to 15th St.) and District 13 (along Crest Dr. between Marine Ave. and Rosecrans

STAFF CONTACT:

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Ave.). [Spring 2022]

- o Received City Council approval to initiate electrical designs. [Summer 2022]

- **General**

- o Modified the City's UUAD Policy to streamline project timelines by allowing property owners to advance funds for the utility designs and the Engineer's Reports. [Summer 2022]
- o Revised the *UUAD Fact Booklet* and the *Steps for Forming a Private Residential UUAD* documents to update and clarify the new district formation process. [Fall 2022]

ACTIONS PENDING:

- **District 4**

- o Complete Phase 3 utility cabling and all property cut-overs by end of Spring 2023.

- **Districts 12 and 14**

- o Complete private conversions in Districts 12 and 14 by end of Spring 2023.

- **Districts 8 and 13**

- o Solicit design fees from telephone and cable utilities and Assessment Engineer proposals by Summer 2023

- **General**

- o Complete a level of interest survey of property owners within areas of potential utility undergrounding by end of Summer 2023. Survey results will be used to identify and prioritize future districts.
- o Hold pre-petition meeting during Fall 2023 to start the formation process for the next upcoming district.

NEXT CITY COUNCIL ACTION:

- **Districts 12 and 14**

- o Award a construction contract in Spring 2023 to complete the private conversions not undertaken by individual property owners.

- **Districts 8 and 13**

- o By Fall 2023, approve funding for the development of telephone and cable designs and a Preliminary Engineer's Report .

A Proposition 218 hearing is anticipated for the Winter of 2024/2025, following a competitive bid process and completion of the Final Engineer's Report for these two districts.

STAFF CONTACT:

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