

CITY OF MANHATTAN BEACH

CITY COUNCIL WORK PLAN

Developed at the City Council Work Plan Meeting March 9, 2018
Updated April 23, 2019



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Management Services

1. Citywide Document Imaging System (Conversion) Project

- a. **Background:** City continues to utilize OnBase as our central electronic content management software through Konica Minolta Business Solutions/KMBS-ECM. City Council approved use of OnBase on June 15, 2015. The City Clerk began integrating the systems in early 2016 and continues to work with departments to upload documents in phases. In order to assess department-specific needs and a tentative implementation schedule, the City Clerk's office along with IT convened the Electronic Records and Retention Subcommittee in July of 2018. This subcommittee includes staff from every department and meets monthly to discuss the management of City records and their retention.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Completed – City Clerk legislative documents from 1912 to present, Community Development (Building) and Finance (Purchasing).
 - ii. Continue supporting departments that are currently scanning documents, as well as those in preparation.
- e. **Target Due Date:** June 30, 2020 ~~Fiscal Year 2020~~

2. Centralized Citywide Contract Management Systems

- a. **Background:** Convened a Contract Working Group with the City Attorney's Office, Human Resources/Risk Management and Finance Department to create a more efficient and effective contract approval process. The group created a Citywide contract workflow process with all City departments. Investing in a Citywide Contract Management solution that ensures accurate record-keeping practices, continued workflow standards, maintaining legal compliance and meeting insurance requirements. On March 9, 2018, City Council directed staff to move forward with a Citywide Contract Management software solution that manages the City's growing contract demands. This solution will launch in coordination with the City's pending Enterprise Resource Planning (ERP) solution.
- b. **Status:** In Progress
- c. **Next City Council Action:** TBD
- d. **Action Items:**
 - i. Negotiate acceptable terms with selected vendor.
 - ii. Create proper contract management workflow with selected vendor.
- e. **Target Due Date:** June 30, 2020 ~~Summer 2020~~

3. Establish Policy Regarding City Council Communications

- a. **Background:** On March 9, 2018, City Council approved developing a draft policy to guide City Council communications with City staff and the public in order to maintain an efficient and effective work environment.
- b. **Status:** In Progress – Developing draft for City Council review.
- c. **Next City Council Action:** TBD
- d. **Action Items:**
 - i. Develop draft policy and present to City Council for initial discussion.
 - ii. Implement approved policies throughout the organization.
- e. **Target Due Date:** Spring 2019

4. City Hall Security

- a. **Background:** On March 9, 2018, City Council approved performing a security assessment on City Hall and other City facilities with options for improving safety for the community and City employees. A security assessment was conducted on City Hall and other City facilities in Spring 2018.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Completed - Card readers issued with photo ID's restricting access to non-public areas of City Hall.
 - ii. Completed - Install gate at entrance of City Hall parking garage with controlled access through parking permit hangtags.
 - iii. In Progress – Provide employees with RFID parking hangtags for access.
 - iv. Ongoing - Cameras are being considered in the Fiscal Year 2019-2020 Capital Improvement Plan.
- e. **Target Due Date:** ~~February~~ Summer 2019

5. Develop and Execute Plan to Address Homelessness in Manhattan Beach

- a. **Background:** In October 2017, Manhattan Beach applied for and received a grant from Los Angeles County to create a plan to prevent and address homelessness. The City retained consultants with expertise in regional homeless and housing resources and conducted outreach from March to April 2018. A five-year plan was developed and presented to City Council on April 17, 2018. Based on City Council direction, the draft was updated and approved by the City Council on August 21, 2018. A homelessness task force consisting of eleven members was appointed by the City Council.
- b. **Status:** In Progress

c. Next City Council Action: Receive quarterly updates on homelessness initiatives.

d. Action Items:

- i. Completed – Appoint and form homelessness task force.
- ii. Completed – Received a Measure H grant award to provide various homeless services in the beach cities.
- iii. Ongoing - Work with community and staff to implement goals of the homelessness plan.
- iv. In Progress – Award Measure H grant funding to homeless services provider.

e. Target Due Date: Fiscal Year 2023 ~~Ongoing implementation.~~

Finance

1. Update on City's Pension Liabilities

- a. **Background:** City Council directed staff to provide an update on the City's pension liabilities and how that impacts the City's financial future. The City consults with an independent actuary to review plans and project rates beyond what CalPERS provides. Staff will present information on the City's pension liabilities to the Finance Subcommittee and City Council.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommendations from staff and Finance Subcommittee City Council meeting in July 2019.
- d. **Action Items:**
 - i. Gather relevant data on City's ongoing pension liabilities.
- e. **Target Due Date:** ~~April 2~~, July 2019

2. Update on City's Streetlighting Fund

- a. **Background:** 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.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommendations from staff and Finance Subcommittee at Spring 2020 meeting.
- d. **Action Items:**
 - i. Develop options to correct deficit in Streetlighting Fund.
 - ii. Present update to Finance Subcommittee in Fall S 2019.
 - iii. Present recommendations from staff and Finance Subcommittee to City Council at a meeting in Fall 2019.
- e. **Target Due Date:** ~~Fall 2019 Summer 2019~~

3. Explore Increasing Stormwater Fees

- a. **Background:** City Council requested an update on potentially increasing Stormwater Fees. Similar to the City's Streetlighting Fund, Stormwater Fees are assessments to property owners and have not been changed since 1996. They are also not sufficient to sustain the program's current and future capital needs and annually require transfers from the City's General Fund. Increasing these fees will require a Proposition 218 vote.

- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommendations from staff and Finance Subcommittee at a Spring 2020 meeting.
- d. **Action Items:**
 - i. Review options for increasing Stormwater Fees.
 - ii. Present options to Finance Subcommittee in Spring 2020
 - iii. Present recommendations from staff and Finance Subcommittee at a meeting in the Spring of 2020.
- e. **Target Due Date:** ~~Spring 2020~~ Summer 2019

4. Conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP)

- a. **Background:** 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 will start in January 2019 and will take approximately six months to complete.
- b. **Status:** In progress - Began January 2019.
- c. **Next City Council Action:** Receive report on the Comprehensive User Fee Study and Cost Allocation Plan (CAP) and provide direction on recommendations for fee adjustments, proposed meeting date of Summer 2019.
- d. **Action Items:**
 - i. Begin Comprehensive User Fee Study and CAP in January 2019.
 - ii. Review results with Finance Subcommittee in Summer of 2019.
 - iii. Present recommendations from staff and Finance Subcommittee to City Council in the Summer of 2019.
- e. **Target Due Date:** ~~Summer 2019~~ July 1, 2019

Human Resources

1. Update Policy for Processing Worker's Compensation Claims

- a. **Background:** Conduct a review of current policies and procedures. Staff will review policy drafts concurrently with an update of all personnel rules and instructions to ensure cohesion across policies.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Ensure coordination with Personnel Rules and Instructions and other rules and policies before executing final draft.
 - ii. New Risk Manager to review updated Workers' Compensation policy and make any additional recommendations to policy and process.
 - iii. Finalize and implement updated Workers' Compensation Policy
- e. **Target Due Date:** ~~Fall 2019~~ Under Review by New Human Resources Director

2. Review and Update Personnel Rules and Personnel Instructions

- a. **Background:** The City's Personnel Rules were promulgated in 1978. While some resolutions have been passed to update certain provisions of the rules, a comprehensive review had not been undertaken. The existing Personnel Instruction supplement the rules and detail specific City policies for its employees. Staff is evaluating and updating the City's Personnel Rules and Personnel Instructions to ensure consistency with other rules, policies, practices and comply with legal updates and requirements. Staff will conduct the necessary meet and confer meetings with the City's labor groups.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Completed - Conducted necessary meet and confer meetings with City's labor groups on September 11, 2018.
 - ii. Completed - Ensure coordination with updated policy to process worker's compensation claims before executing final drafts.
 - iii. Completed - Contracted with Liebert Cassidy Whitmore (LCW) to revise Personnel Rules and regulations.
 - iv. Finalize meet and confer process with City's labor groups.
 - v. New HR Director to review proposed Personnel Rules revisions, and existing MOU's, policies, procedures and practices, in order to make recommendation on format of revised documents and next steps.

- vi. Complete negotiations with Fire Management Association to ensure that applicable provisions are contained within the MOU before deletion.
- vii. Complete salary and benefits resolution for all unrepresented employees to provide a current document containing salary and benefits provisions.
- viii. Review and update as necessary the City's Municipal Code related to the personnel rules.
- ix. New HR Director to determine next steps for Personnel Rule revision and implementation

e. **Target Due Date:** Spring 2020 ~~Under Review by New Human Resources Director~~

3. Update City Injury Illness Prevention Program (IIPP) and Evaluate Safety Program

- a. **Background:** Staff reviewed current IIPP program, Safety Program and associated policies to ensure alignment with current Occupation Safety and Health Administration (OSHA) requirements. Appropriate trainings regarding OSHA requirements were provided in Fiscal Year 2016-2017. Staff will communicate and provide additional training to staff regarding IIPP changes, if necessary, once policies have been finalized.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. New Risk Manager to review policy to make recommendations on next steps for IIPP and Safety Program.
 - ii. Formulate a Citywide Safety Committee to involve in policy updates.
 - iii. Finalize and implement updated policies throughout the organization.

e. **Target Due Date:** Winter 2019 ~~Under Review by New Human Resources Director~~

4. Collective Bargaining Negotiations with seven (7) Labor Groups

- a. **Background:** The majority of the collective bargaining agreements between the City and various employee groups expired on December 31, 2018. These contracts are currently being renegotiated.
- b. **Status:** In Progress – agreements with Police Officers' Association, Police Management Association and Teamsters were approved by Council in Q1 of 2019.
- c. **Next City Council Action:** Periodic meetings regarding labor negotiations in closed session. Following tentative agreements and ratification of MOU by employee associations, the Council will approve the negotiated MOU's in open session.
- d. **Action Items:**
 - i. Completed - Memoranda of Understanding signed by Teamsters, PMA, and POA.

- ii. Completed - Seek authority for negotiations from City Council based upon staff recommendations.
- iii. Ongoing - Negotiate collective bargaining agreements with labor groups based on authority provided by City Council.

e. **Target Due Date:** Spring 2019; Winter 2019 for contracts expiring 12/31/19

5. Employee Handbook

- a. **Background:** During Work Plan discussions in September 2017, City Council requested an update to the current Manhattan Beach Employee Handbook.
- b. **Status:** Planning
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. New HR Director to review pending proposed revisions to Personnel Rules, Personnel Instructions and existing MOU's and practices to make recommendation on next steps.

e. **Target Due Date:** Spring 2020 ~~Under Review by New Human Resources Director~~

Parks and Recreation

1. Update Citywide Donation Policy (Including Strand Bench & Tree Program, Bench Donation Program and Sponsorship Opportunities)

- a. **Background:** City Council discussed the Strand Bench and Tree and Bench Donation programs at the January 3, 2018, meeting. Staff was directed to return with clarifications on the programs, including consistent donor recognition language, specific time frame and potential funds. There was also direction to explore alternative recognition programs. At the City Council Work Plan Meeting on March 9, 2018, direction was given to combine the updates of the recognition policies with other sponsorship opportunities in Parks and Recreation under a Citywide Donation Policy.
- b. **Status:** In Progress - Item was presented to the Parks and Recreation Commission at their September and October meetings.
- c. **Next City Council Action:** Discuss presentation of Citywide Donation Policy at City Council meeting on July 16, 2019.
- d. **Action Items:**
 - i. Engage stakeholders in discussion of current donation policies.
 - ii. Develop donation program options.
 - iii. Present recommendations to City Council on July 16, 2019.
- e. **Target Due Date:** ~~July 16, 2019~~ February 19, 2019

2. Sand Dune and Tennis Court Reservations

- a. **Background:** Evaluate current reservation administration and process to identify opportunities for greater efficiencies. Staff will research best practices in efficient reservation services, including appropriate technology.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Completed - Review software options that prioritize user-friendly interface options to improve customer experience.
 - ii. Completed – Review reservation fees for potential increase to better reflect cost of use.
 - iii. Completed – Sand Dune Reservation software program implementation.
 - iv. In Progress - Tennis Court software programs review.
- e. **Target Due Date:** Winter 2019

3. Park Master Plan

- a. **Background:** City Council approved this project as part of the Fiscal Year 2015-2016 Capital Improvement Program (CIP), and it was carried over with approval into the Fiscal Year 2017-2021 CIP. Staff will work to develop a comprehensive Parks Master Plan in collaboration with Public Works that will serve as a roadmap for both departments as they continue to provide future amenities to the community. At their meeting on June 5, 2017, City Council approved this project as part of the Parks and Recreation Commission Work Plan with the direction to incorporate or examine previous plans of a similar nature. Parks Master Plan was discussed at the Joint City Council/Parks and Recreation Commission meeting on June 4, 2018 as one of the Commission work plan items for the upcoming year.
- b. **Status:** In Progress
- c. **Next City Council Action:** TBD
- d. **Action Items:**
 - i. Completed - Inventory and analysis of existing data/assessment of existing amenities.
 - ii. Conduct public outreach through the Community Survey and community outreach workshops, September 2019 – February 2020..
 - iii. Conduct Community outreach workshops September 2019 – February 2020.
 - iv. Present plan to Parks and Recreation Commission in March 2020 followed by presentation to City Council.
- e. **Target Due Date:** Spring ~~2020~~2019

4. Community Arts Grant Program Policy Development and Walkabout Events

- a. **Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. The Community Grant Program addresses the need of the community and local arts organizations to fund small scale art projects within Manhattan Beach. On March 9, 2018, City Council requested a proposal for additional “walkabout” events in Downtown Manhattan Beach, where streets are blocked off and additional entertainment is provided. These events would be funded by the Community Grant Program.
- b. **Status:** In Progress
- c. **Next City Council Action:** Present to the City Council at future meeting.
- d. **Action Items:**
 - i. Completed - resent Cultural Arts Commission recommendations to City Council.
 - ii. Completed – City Council approved Community Grant Program
 - iii. Community project RFP will be released in October 2019..
 - iv. Award grants in December 2019.

e. **Target Due Date:** ~~January 2020~~ ~~Summer 2019~~

5. Public Art Conservation Assessment

a. **Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. City Council directed staff to conduct an in-house assessment of all public art in Manhattan Beach.

b. **Status:** In Progress

c. **Next City Council Action:** Review recommendations of the Cultural Arts Commission, meeting date TBD.

d. **Action Items:**

- i. In Progress - Staff will begin a comprehensive assessment of all public art in Manhattan Beach.
- ii. Provide presentation and recommendations to Cultural Arts Commission in Summer 2019.
- iii. Present recommendations of the Cultural Arts Commission to the City Council, by Fall 2019.

e. **Target Due Date:** ~~Fall 2019~~ ~~Fiscal Year 2019-2020~~

6. Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage

a. **Background:** At their meeting on May 14, 2018, City Council requested staff conduct an assessment of the City's current historical artifacts and prepare a report regarding options for preservation of those artifacts, including facilities the City could build and pre-existing options. City Council also directed staff to include the historical "Little Red House" in Polliwog Park in the assessment. At the November 20, 2018, meeting, City Council approved the appropriation of \$109,500 from the Public Art Trust Fund for Phases 1, 2 and 3.

b. **Status:** In Progress

c. **Next City Council Action:** Review assessment of the Red House to include cost estimates and a long term plan for expanding the facility.

d. **Action Items:**

- i. Completed - Archivist/Registrar, Kimberley Oshiro has been hired as of March 2019.
- ii. Completed - Mobile storage unit (trailer) is in place.
- iii. Completed - Shelving for work room in Red House and trailer has been purchased.
- iv. Completed - Archival storage material has been purchased.
- v. Completed - All documents have been removed from Red House to trailer.

- vi. Completed - All documents and relevant artifacts have been removed from storage in Park facilities and moved to trailer.
- vii. In Progress - Preservation treatment of material.
- viii. In Progress - Staff will begin a comprehensive assessment of the City's historical artifacts, including the historical beach cottage.
- ix. Public Works will conduct Red House feasibility study.
- x. Reach out to Manhattan Beach Unified School District to coordinate development of Manhattan Beach history education curriculum.
- xi. Explore alternative options to Phase 4 besides Manhattan Beach Arts Center (MBAC).
- xii. Return to the City Council with project updates.

e. Target Due Date: Winter 2019

7. Sculpture Garden Program

a. Background: On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. In 2018, the Sculpture Garden program was reorganized as a two-year program with three artists. It originated in 2009 as a temporary outdoor exhibition program with six artists displaying art for one year.

b. Status: In Progress

c. Next City Council Action: None

d. Action Items:

- i. Completed - Present Cultural Arts Commission recommendations to City Council at their meeting on August 21, 2018. Directed staff to return with alternative choices from original submissions list.
- ii. Completed - Presented initial submissions on December 18, 2019 and return at the January 2, 2019, meeting with new sculpture garden placement.
- iii. Completed - Present finalized Sculpture Garden placements the City Council on January 15, 2019.
- iv. Completed - Conduct site tour with public works detailing all the installation needs was facilitated on March 13, 2019.
- v. Completed - Submission of installation information and instructions to Public Works.
- vi. Completed – Execution of agreements with artists and invoices for payment submitted as of April 10, 2019.
- vii. In Progress - Determination of art work locations and installation.

- viii. Completed - Pertinent installation information for each artist was submitted to Public Works April 8, 2019.
- ix. Install art work at selected locations.

e. Target Due Date: August 2019

8. Merchandising, Licensing and Branding for the City

- a. Background:** 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 within 60 days.
- b. Status:** In Progress – Special Counsel has ordered the federal trademark..
- c. Next City Council Action:** Approve the style guide at a future City Council meeting.
- d. Action Items:**
 - i. Finalize Brand Guidelines establishing approved uses of the Manhattan Beach Logo, City Seal, Color Palettes and Typography.
 - ii. Trademark City Logo
 - iii. Develop Manhattan Beach City Store,
 - iv. Incorporate branding into the Public Works wayfinding signage program.
 - v. Present final Brand Guidelines to City Council.

e. Target Due Date: Spring 2019

9. Process to Place Public Art in City Hall

- a. Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018.
- b. Status:** In Progress
- c. Next City Council Action:** Review Cultural Arts Commission recommendation at June 2019 meeting.
- d. Action Items:**
 - i. Completed - City Council approved the City Hall Lobby Public Art Project Request for Qualifications (RFQ) item at their meeting on November 6, 2018.
 - ii. Completed – Establish Arts in Public Places Ad Hoc Subcommittee (AAPC).
 - iii. Completed - Meet with APPC to choose semifinalists on April 10, 2019
 - iv. Completed - Present APPC recommendations to Cultural Arts Commission on April 15, 2019.
 - v. In Progress - Present Cultural Arts Commission recommendations to City Council in June 2019.

e. Target Due Date: January 2020

10. Utility Box Beautification (Parks and Recreation)

a. Background: On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. City Council provided direction that art for this project should highlight the City's history, blend with the existing landscape and/or describe the Manhattan Beach lifestyle.

b. Status – In Progress

c. Next City Council Action: None

d. Action Items:

i. Completed - City Council approval of designs proposal and locations and appropriation of \$19,500 from the Public Arts Trust fund at December 18, 2018 meeting.

ii. In Progress – Legal review of agreements

iii. In Progress – Selection of vendor to install utility box wraps.

e. Target Due Date: July 2019

Police

1. MBUSD School Safety and Security Upgrades/Improvements

- a. **Background:** At their meeting on March 20, 2018, at the recommendation of the City Council/MBUSD Ad Hoc Committee, City Council appropriated funds totaling \$1,000,000 from the General Fund unreserved fund balance to support MBUSD safety and security improvements.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Completed - Meet with MBUSD representatives to develop and prioritize list of safety and security needs across MBUSD campuses.
 - ii. Completed - Present list to City Council for review and approval.
 - iii. Completed – Fencing and various security measures in schools.
 - iv. In Progress - City Council/Manhattan Beach Unified School District Ad Hoc Committee continues to meet and discuss mutually beneficial projects and activities. Additionally, City expects to receive invoice of costs to reimburse MBUSD for costs.
- e. **Target Due Date:** Summer 2019

2. Body Worn Camera Replacement Project

- a. **Background:** 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, or are approaching, 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.
- b. **Status:** In Progress - Currently issuing and replacing officer body worn test cameras.
- c. **Next City Council Action:** June 2019
- d. **Action Items:**
 - i. Research and field-test replacement body worn camera options.
 - ii. Research cloud-based video storage solutions for evidentiary videos.
 - iii. Present recommended vendor to City Council at a meeting in June 2019.
 - iv. Implement the replacement body worn camera solution.
- e. **Target Due Date:** ~~April~~August 2019

3. Computer Aided Dispatch and Records Management System Replacement Project

- a. **Background:** In Fiscal Year 2017-2018, the South Bay Regional Public Communication Authority (SBRPCA) began the process of replacing/upgrading the Computer Aided Dispatch (CAD) and Records Management Systems (RMS). The consortium cities are sharing the cost of the upgrade. Hawthorne Police Department is serving as the project management lead.
- b. **Status:** Mark 43 Records Management System is currently live and implemented. The department will continue to work to complete the Computer Aided Dispatch implementation and meet the communication needs.
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Implement system and conduct training
- e. **Target Due Date:** December 2019

4. Radio Replacement Project

- a. **Background:** Replacement of Police Department portable and in-car radios to achieve enhanced interoperability and officer safety. Worked with South Bay Regional Public Communications Authority (SBRPCA) to seek grant funding and obtain reduced pricing for radio replacement project. On December 5, 2017, the City Council approved the purchase of the radios.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Work with SBRPCA to acquire, program and install the radios.
 - ii. Provide training on the enhanced capabilities of the interoperable radios.
- e. **Target Due Date:** ~~August June~~ 2019

Fire

1. Improve Fire Prevention Inspection Documentation/Data Collection

- a. **Background:** In January 2016, the Fire Prevention Division developed an internal plan to capture inspection data, which includes building information and permit requirements. Permit and inspection software have been updated to accommodate the new permit process.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Research technology-based solutions that can be accessed in the field and manage gathered data.
 - ii. Receive quotes from vendors.
- e. **Target Due Date:** Fall 2019

2. Improve Ambulance Transport Services

- a. **Background:** An Ambulance Operator program was implemented in 2017 and is currently staffed with part-time employees. This program is difficult to sustain and staff effectively, by leaving a potential gap in available ambulance transport services. A presentation on the challenges of this program was provided on April 16, 2018. Based on City Council direction, staff met with McCormick Ambulance to discuss a short-term ambulance transportation contract.
- b. **Status:** In Progress
- c. **Next City Council Action:**
 - i. Review ambulance program models or other solutions to provide effective and efficient emergency medical services at future City Council meeting.
- d. **Action Items:**
 - i. Completed - Initiate short-term/interim contract for ambulance services with appropriate vendor.
 - ii. Completed - Presented contract to City Council and approved at the March 19, 2019 meeting.
 - iii. Review possibilities for new ambulance program models or other solutions to provide effective and efficient emergency medical services.
 - iv. Present options to City Council for discussion and direction, at a future City Council meeting).
- e. **Target Due Date:** Summer 2019~~Spring 2019~~

3. Emergency Preparedness

- a. **Background:** The department has completed the new Hazard Mitigation Plan and has received approval from the Federal Emergency Management Agency (FEMA).
- b. **Status:** In Progress
- c. **Next City Council Action:** Adoption of updated Hazard Mitigation Plan.
- d. **Action Items:**
 - i. Make necessary changes based on City Attorney review.
 - ii. Present updated Hazard Mitigation Plan to City Council at future meeting.
- e. **Target Due Date:** Spring 2019

4. **Replace Dispatch Software, Database Management, CAD Integration**

- a. **Background:** Staff identified a need for these services and presented a status update to City Council on November 1, 2016. City Council directed staff to develop and issue an RFP. After reviewing the responses, staff conducted site visits and reviewed proposed software modules, project cost and scope of work. The South Bay Regional Public Communications Authority (RCC) has entered into a contract with a software development firm, Mark 43. They are currently developing systems for Police Departments served by the RCC. After implementation of Police Department systems, Mark 43 will develop systems for Manhattan Beach Fire Department.
- b. **Status:** In Progress
- c. **Next City Council Action:** None.
- d. **Action Items:**
 - i. Work with vendor, Mark 43, to develop appropriate systems for MBFD needs.
 - ii. Implement system and appropriate training.
- e. **Target Due Date:** Winter 2019

5. **Emergency Notification System**

- a. **Background:** The Emergency Services Manager and other City staff are evaluating new innovative notification systems that will allow us to contact our employees, residents and businesses during disasters, local emergencies or large-scale events.
- b. **Status:** In Progress – Vendor has been selected and contract has been signed to provide notification system services.
- c. **Next City Council Action:** None
- d. **Action Items:** Training and implementation scheduled for May 2019.
- e. **Target Due Date:** Spring 2019

6. **Interoperability Network of the South Bay (INSB)**

- a. **Background:** 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 will link communications between all Area G public safety agencies as well as expand future capabilities for interoperable communications with other County agencies.
- b. **Status:** In Progress
- c. **Next City Council Action:** None
- d. **Action Items:**
 - i. Completed – Arrival and installation of radios in apparatus.
 - ii. In Progress - Conduct system integration and training.
- e. **Target Due Date:** Summer 2019

Community Development

1. Manhattan Village Shopping Center Expansion Project

- a. **Background:** In December 2014, City Council approved a proposed expansion of the Manhattan Village Shopping Center and associated EIR. Litigation was filed and the court affirmed the City Council's decision, dismissing the lawsuit, a settlement agreement approved in November 2016. City Council approved a height variance on December 6, 2016. New litigation was filed in late December 2016, on the Community Development Director's approval of the site plan, but the plaintiff dismissed the action, as endorsed by City Council on December 20, 2016. Project Manager's agreement with Willdan was completed in September 2016; the applicant approved the Reimbursement Agreement and submitted funding in February 2017. The Plan Check/Inspection Agreement was completed in March 2017. Finance has been invoicing all staff time on a monthly basis and ensuring Trust Fund account has adequate funding to reimburse the City. City staff, specifically the Community Development Director, Planning Manager, Assistant Planner, Building Official, Traffic Engineer, Civil Engineer, and Senior Permit Technician allocate several hours per week each on plan review and permitting.
- b. **Status:** In Progress
- c. **Next City Council Action:** Monthly meetings of the City Council Subcommittee with the leadership team for the property owner/developer.
- d. **Action Items:**
 - i. In Progress - Permits under review by applicant.
- e. **Target Due Date:** Fiscal Year ~~for~~ 2021

2. Modernize Parking Standards

- a. **Background:** At the May 3, 2017 City Council meeting, City Council requested staff evaluate and propose modern parking standards. During the discussion regarding Sepulveda Corridor on September 19, 2017, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project.
- b. **Status:** In Progress
- c. **Next City Council Action:** After review by the Planning and Parking and Public Improvement Commissions, conduct a hearing and amend the Municipal Code to update the commercial parking standards at future City Council meeting.
- d. **Action Items:**
 - i. Traffic Engineer and planners are researching and developing parking code revisions and amendments based on local, regional and nationwide data.
 - ii. Present findings and recommendations to the Parking and Public Improvements Commission and Planning Commission, in Summer 2019.

- iii. Conduct a Public Hearing to adopt an Ordinance to revise parking codes at a City Council meeting in Summer 2019.

e. **Target Due Date:** ~~Summer~~ Spring 2019

3. Pedestrian Safety Improvements

- a. **Background:** At the May 3, 2017, City Council retreat, City Council discussed possible pedestrian safety improvements and directed staff to provide additional information on possible enhancements. On March 20, 2018, staff provided the City Council with a pedestrian crossing enhancement evaluation. The City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Specific Plan, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future CIP discussion.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommended crossing enhancement projects as part of 2019-24 CIP discussion - date TBD.
- d. **Action Items:**
 - i. Completed - Manhattan Ave. from 1st St. to 8th St.- High visibility crosswalks and signs at walkstreets
 - ii. Completed - Highland Ave. from Homer St to 8th St.- High visibility crosswalks and signs at walkstreets
 - iii. Completed - Marine Ave. from Grandview Ave. to 25th St - New edgeline for pedestrian path
 - iv. Completed - Marine Ave. at Flournoy Rd. and Blanche Rd. - New crosswalk and signage
 - v. Completed - 21st St., Bell Ave, Flournoy Rd. and 25th St. at Valley Drive - New crosswalks
 - vi. Completed - Laurel Ave. at 14th St. - New crosswalk
 - vii. Completed – Grandview School Area Safety Study
 - viii. Construction Bidding - Manhattan Ave at 34th St. - 36th St. - Flashing beacons and in-pavement lights
 - ix. In Design - Marine Ave. from Sepulveda Blvd. to Aviation Blvd. - High visibility crosswalks and ramps
 - x. Under Construction - Safe Routes to School (SRTS) projects at various locations
 - xi. Develop and present a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvement Commission.

- xii. Present additional recommended pedestrian crossing enhancements project list to City Council as part of future 2019-24 CIP discussion at future meeting.
- xiii. Work to implement City Council directives.

e. **Target Due Date:** ~~Ongoing~~ ~~Spring 2019~~

4. Environmental Sustainability Work Plan for 2018-2020

a. **Background:** A new Environmental Programs Manager was hired in August 2017. Staff explored environmental program trends from other leading communities and identified best practices; laid out upcoming potential environmental initiatives for City Council discussion and approval; and provided updates on ongoing environmental programs. The work plan was presented to City Council on November 7, 2017, for discussion and January 31, 2018, for additional review. City Council approved the creation of a Sustainability Task Force (STF) to research and recommend environmental policies or programs. Their first meeting was on April 20, 2018, and the STF has met monthly since. On August 21, 2018, City Council was given an update on STF progress, projects and programs. In summer 2018, staff completed the City's first Environmental Accomplishments report (2007-2018), presenting it to Council on August 21, 2018. In June 2018, City Council adopted a plastic pollution policy update to regulated single-use plastic straws, utensils and stirrers; as well as polystyrene packing materials and polystyrene egg cartons. In July 2018, staff created an education and guidance document in English and Spanish, as well as a new webpage on the City's website to provide information and resources to the public. www.citymb.info.plasticfreeMB. The City sent out letters and outreach guides to ~200 businesses in fall 2018. Following Council discussion and direction in December 2018, in March 2019, City Council adopted a plastic pollution policy update to prohibit the release of any balloons (rubber or Mylar/foil) per state and local laws (state prohibits Mylar releases, now MB prohibits rubber balloon releases); prohibit the sale of Mylar/foil balloons in the City and the use of helium-filled Mylar balloons in outside, public places or events the City (parks, beaches, outdoor events, etc.)

b. **Status:** In Progress

- i. Completed – Adopted plastic pollution policy update (straws, utensils, stirrers, polystyrene packing materials, polystyrene egg cartons) on May 15, 2018.
- ii. Completed – Plastic pollution policy guidance document (English & Spanish) in July 2018.
- iii. Completed – PlasticFreeMB webpage with information and resources for the public in July 2018.
- iv. Completed – Manhattan Beach Environmental Accomplishments Report (2007-2018) presented to Council August 21, 2018.
- v. Completed – Adopted plastic pollution policy update in February 2019.

c. **Next City Council Action:**

d. Action Items:

- i. Completed - Pollution Prevention Policy with Council actions in June 2018 and March 2019. Ongoing ongoing outreach/education planned..
- ii. Ongoing - Convene regular meetings of Sustainability Task Force and conduct research and analysis on environmental issues to create recommendations for City Council.
- iii. Ongoing - Continue to research and identify long-term Sustainability Goals for the City that were identified by STF as priority areas for Manhattan Beach in May-June 2018. Additionally, combine efforts with Countywide Sustainability Plan. The County will be presenting a draft sustainability plan in late April 2019, with a final release in the summer 2019.
- iv. Ongoing - Continue working in the six priority areas, which are:
 - Climate Change & Energy – Climate Action Plan (2019-2020) and Clean Power Alliance
 - Climate Resiliency – Sea Level Rise Vulnerability Study (2019-2020) & Climate Adaptation Planning (2019-2021)
 - Smart Water Management
 - Community Partnerships and Outreach
 - Emerging Environmental Issues

- e. **Target Due Date:** Fiscal Year 2021~~9~~ (Objectives within the plan may be completed before target due date).

5. Update on State Housing Laws

- a. **Background:** In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate its current housing ordinances and make adjustments if necessary. Regional Housing Needs Assessment (RHNA) documentation submitted to SCAG October 2018. Agreement with housing consultant approved on November 20, 2018, City Council meeting. Work has begun on the research for the 2022 RHNA.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommendations from staff in order to maintain accordance with State Housing Laws at spring 2019 City Council Work Plan meeting.
- d. **Action Items:**
 - i. Review City's Housing Element and other relevant documents or policies.
 - ii. Update General Plan, Housing Element, Zoning Code, and Local Coastal Program as needed to comply with state laws. Planning Commission, City Council, and California Coastal Commission will review and approve.
 - iii. Evaluate rental housing loss impact fees.

- e. **Target Due Date:** 2019-2022~~9~~

6. Telecom Facilities with an Updated Ordinance

- a. **Background:** In response to new federal telecom permit legislation, staff recommended amending the City's Telecom regulations. On April 16, 2019, the City Council adopted an ordinance and resolution regulating telecom facilities in the public right-of-way. Staff directed staff to expedite an updated ordinance on an urgency basis with the intention of providing more control over the location of the proposed antennas.
- b. **Status:** In Progress
- c. **Next City Council Action:** Consider Municipal Code amendment in July. Urgency Ordinance and Resolution on April 16, 2019.
- d. **Action Items:**
 - i. Present adopted regulation recommendations to the Parking and Public Improvements Commission and Planning Commission at April/May meetings.
 - ii. Present recommendations based on Commission discussion to the City Council at the July 2, 2019, City Council meeting.
- e. **Target Due Date:** ~~Spring~~ Summer 2019

7. Shared Mobility Devices Regulations

- a. **Background:** 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.
- b. **Status:** In Progress
- c. **Next City Council Action:** After review by the Parking and Public Improvements Commission, conduct a Public Hearing to adopt an Ordinance regulating Shared Mobility Devices within the City.
- d. **Action Items:**
 - i. In Progress - Work with neighboring Cities and SBCCOG to develop local codes and regulations for Shared Mobility Devices.
 - ii. In Progress – Conduct an online survey on shared transportation options.
 - iii. Present draft Shared Mobility Devices regulations to PPIC in 2019.
 - iv. Conduct a Public Hearing to consider an Ordinance to establish regulations for the operation of Shared Mobility Devices within the City.
 - v. Potentially implement a Shared Mobility Devices pilot program, Spring 2020.
- e. **Target Date:** March ~~2019~~ 2020

Public Works

1. Urban Forest Master Plan

- a. **Background:** City Council approved the Citywide Street Tree Inventory on February 4, 2014. Staff was directed to develop a Street Tree Master Plan, now called an Urban Forest Master Plan. Staff conducted community outreach regarding the development of the Plan and created a draft in 2015. City Council created and approved an Urban Forester position in Fiscal Year 2015-2016 and filled in early 2016.
- b. **Status:** In final review.
- c. **Next City Council Action:** Review and approve draft final Urban Forest Master Plan and proposed updated to two tree-related ordinances at the May 2019 City Council meeting.
- d. **Action Items:**
 - i. Completed - Drafts of two updated tree ordinances to coincide with the Urban Forest Master Plan process.
 - ii. Completed – Presentation of draft ordinance changed for MBMC 10.52.120 to the Planning Commission for discussion, input and approval on January 23, 2019.
 - iii. Implement recommendations approved by City Council and communicate changes to community.
- e. **Target Due Date:** Spring 2019

2. Solid Waste Franchise Agreement Contract Process, Including Citywide Food Waste Recycling Program

- a. **Background:** On January 15, 2019, City Council tentatively approved a new 7-Year Waste Hauling Franchise Agreement with Waste Management, and directed staff to incorporate five additional changes into the final scope of work. This included: 1) increasing the number of shredding events from 2 to 4, 2) having the Franchisee assume customer billing, 3) expanding outreach to businesses about ways to reduce solid waste, and 4) increased the number of free bulky item pickups per parcel from 3 to 6 visits per year, and increased the contracted diversion rate from 46% to 50%.
- b. **Status:** Finalizing – Final Agreement has been updated to reflect the changes requested by City Council and is in the process of being executed.
- c. **Next City Council Action:** None.
- d. **Action Items:**
 - i. Completed – City Council review of Solid Waste Proposals from waste haulers.
 - ii. Completed - City Council award of Solid Waste Franchise Agreement.
 - iii. In Progress - Finalize execution of the Agreement.

e. **Target Due Date:** Spring 2019

3. Uniform Citywide Sign Program of Non-Regulatory City Signs

- a. **Background:** City Council approved consultant agreement to develop signage program on April 7, 2015. Presentations to City Council on this topic were made on October 20, 2015; February 2, 2016; and October 3, 2017. Draft Wayfinding Master Plan was developed. The draft was presented to the Cultural Arts Commission, Planning Commission, Parking and Public Improvements Commission, Downtown Business Professional Association and North End Business Improvement District for review and comments between April 16, 2018 and May 23, 2018. It was then presented to City Council on June 5, 2018, at which time Council directed staff to refine elements of the proposed masterplan. On July 17, 2018, Council approved a contract extension for an additional \$12,500 to make those refinements. Those refinements were put on hold pending development of a city branding identity.
- b. **Status:** In Progress
- c. **Next City Council Action:** Pending development of the City's Identity Branding style guide following approval by City Council in February 2019.
- d. **Action Items:**
 - i. Provide presentation at City Council Meeting late summer 2019.
 - ii. Based on feedback or approval from City Council, make adjustments and implement Masterplan.
 - iii. Incorporate plan's objectives into signage process throughout City.
 - iv. Identify and allocate funds as necessary.

e. **Target Due Date:** September 3, 2019~~Summer 2019~~

4. Fire Station #2

- a. **Background:** The first condition assessment on Fire Station #2 was performed in September 2016, and a supplemental study was completed on April 20, 2017. Staff presented a report on these assessments, as well as conceptual option plans at the City Council meeting on September 5, 2017. Direction was given to explore construction of a new fire station and return to City Council with cost estimates and financing options. City Council appropriated funds and awarded a contract for design services for the new fire station on May 1, 2018. Two public meetings were held – October 29th and December 3rd – to present concept designs to the public.
- b. **Status:** In Progress

c. **Next City Council Action:** Discussion of financial options and approval of construction documents in Fall 2019¹.

d. **Action Items:**

- i. Completed – Provided Present updates to City Council for discussion and approval, meeting dates TBD.
- ii. Secure environmental clearances and land use entitlements.
- iii. Finalize design and construction bid documents and present for City Council approval, meeting dates TBD.
- iv. Identify funding source and allocate or pursue as necessary.
- v. Present construction contracts for City Council approval, meeting date TBD.
- vi. Oversee construction of new Fire Station #2.

e. **Target Due Date:** Fall 2020

5. Sepulveda Bridge Widening Project

a. **Background:** This project includes widening the Sepulveda Blvd. bridge between 33rd Street and Valley to create a 4th northbound thru lane and seismically retrofitting the entire bridge. It is funded by grants from the Metro's Call for Projects program, the South Bay Highway Program (Measure R) and Proposition C. The plans are at the 100% complete stage, and construction is pending final land acquisition. The City conducted a public hearing regarding Sepulveda Bridge and adopted a resolution of necessity on June 5, 2018. That process is still underway, with a hearing date set for April, 2019. A community meeting was held on December 10, 2018 at the Joslyn Center to present the plans and anticipated schedule for construction.

b. **Status:** In Progress

c. **Next City Council Action:** Award of Construction Contract (TBD) once the litigation to acquire all interests necessary for the project are resolved and bidding commences.

d. **Action Items:**

- i. Schedule another community meeting to provide information to the public about the scope of the project once construction timing is finalized.
- ii. Proceed with construction bidding pending final land acquisition (TBD, late 2019).

e. **Target Due Date:** Winter 2021(completion of construction)

6. Undergrounding Districts

¹ Because the City is exploring the feasibility of utilizing Los Angeles County Fire services, any decision made by City Council regarding the timing and financing for construction of a new Fire Station No. 2 is expected to occur after City Council considers contracting for County fire services.

- a. **Background:** Discussed current status of the Utility Undergrounding program with City Council on June 6, 2017, and received direction to restart district formation proceedings. Discussed future districts and policy on September 4, 2017. Approved proposed policies and procedures for District 4 on October 3, 2017. Entered into a Deposit Agreement with District 4 on June 5, 2018. SCE, Charter and Frontier plans have been finalized for Districts 12 and 14, and draft plans have been completed for District 4.
- b. **Status:** In Progress
- c. **Next City Council Action:** Conduct public hearing for Proposition 218 process for Districts 12 and 14 following pricing provided by the utilities at tentative date of September 3, 2019 meeting.
- d. **Action Items:**
 - i. Host public meeting for Districts 12 and 14 while bidding is underway (April/May 2019).
 - ii. Finalize utility construction plans for Utility Underground Assessment District 4, , including coordination with relevant utility agencies.
 - iii. Conduct Prop 218 process for Districts 12 and 14 in September 2019 and for District 4 in November 2019. If they are approved by district residents, recruit an engineer to administer the program.
 - iv. Move forward with future districts (e.g., 8 and 13) once updated bids have been received for current districts (early 2020).
- e. **Target Due Date:** ~~Bidding for Districts 12 and 14 in early 2019, and bidding for District 4 in June 2019.~~ Ongoing based on each District's timeline.

7. Streetscape Enhancements – Sidewalk Demonstration Project

- a. **Background:** At the meeting on March 9, 2018, City Council requested that streetscape enhancements be made to improve the aesthetics of the pedestrian areas in Manhattan Beach, including Downtown and North MB. Staff will execute a pilot demo of improvements adjacent to City Hall that will include overlaying sidewalk decorative stencils. Staff will present the results of the pilot demo to City Council once the pilot enhancements have been installed. A contract was executed, several designs were selected for proof of concept implementation and the designs have been ordered for installation in May 2019.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review pilot demo of streetscape enhancements and provide direction at City Council meeting in summer 2019.
- d. **Action Items:**
 - i. Evaluate the pilot demo area in front of City Hall.

- ii. Engage stakeholders in Downtown and North Manhattan Beach regarding possible future streetscape enhancements.
- iii. Present results of pilot demo to City Council once the pilot enhancements have been installed and seek further direction.

e. **Target Due Date:** ~~Summer~~ Spring 2019

8. Parking Management (Parking Meter Solution)

- a. **Background:** The City's parking meters are nearing the end of their useful life, primarily due to the phasing out of 2G communications. City Council directed staff to investigate various meter technologies. This included conducting a pilot project of approximately 57 meters in the downtown area to investigate customer usage, vacancy, turnover rates, etc. Those findings were gathered through the busy summer and fall period when Manhattan Beach has the most events in the downtown area and that data is now being evaluated.
- b. **Status:** In Progress
- c. **Next City Council Action:** Provide feedback on pilot project results to City Council in summer 2019.
- d. **Action Items:**
 - i. Install revised signage downtown to allow for 3-hour (unlimited) parking after 6:00 PM – target for completion April 2019.
 - ii. Consider roll out of new meters in late 2019 with enhanced capabilities for usage and revenue generation.
- e. **Target Due Date:** December 31, 2019 ~~March 6, 2019~~

9. Pedestrian Security Improvements - Bollards

- a. **Background:** Discussed possible Pedestrian Safety and Security Improvements at City Council Retreat on May 3, 2017, specifically involving street security measures. In light of recent incidents during public events and within public rights-of-way in other cities, City Council expressed an interest in exploring options to provide enhanced security measures for the public in Downtown, including the possibility of installing additional safety bollards at the intersection of Manhattan Beach Boulevard and Manhattan Avenue. City Council reviewed proposed security measures for the Downtown area and provided direction on June 5, 2018. On March 19, 2019, City Council declined to award a contract for design concepts and instead directed staff to evaluate what other surrounding cities have installed to enhance pedestrian safety. Staff estimated it would take up to 6 months to gather that data due to other existing workload commitments underway.
- b. **Status:** In Progress
- c. **Next City Council Action:** Presentation of findings and recommendations to City Council, estimated in Fall 2019.
- d. **Action Items:**

- i. Evaluate what barriers others cities have installed to enhance pedestrian security measures, inclusive of financial costs..
- ii. Present findings and recommendations to City Council in fall 2019 and seek direction on next steps. .

e. **Target Due Date:** TBD ~~Summer 2019~~

Information Technology

1. Enterprise Resource Planning (ERP) System

- a. Background:** An RFP was issued in early 2016 for an ERP system consultant that would guide the City through the evaluation of the current Human Resources and Finance needs and assist with the selection of a replacement solution. City Council awarded a contract to NexLevel IT Consulting. In fall 2016, the consultant and IT met with all involved departments to assess needs and expectations, which were used to develop an RFP for ERP services.
- b. Status:** In Progress
- c. Next City Council Action:** Provide City Council periodic update at May 7, 2019 meeting.
- d. Action Items:**
 - i. Completed - Council approved ERP Contract with Tyler Technologies at the July 17, 2018, Council Meeting.
 - ii. Completed - October 29, 2018 Kickoff meeting
 - iii. Completed - Finance creation of Chart of Accounts
 - iv. Completed – Information Technology and Finance Departments role based permissions training.
 - v. In Progress - Implement financial services module (Phase 1)
- e. Target Due Date:** Winter 2021

2. Work Order Management

- a. Background:** Based on feedback from users, staff would like to research upgrading or replacing the City's Work Order Management solution. If this change occurs, staff will work to maintain alignment with proposed ERP solution.
- b. Status:** On Hold – Pending implementation of ERP solution.
- c. Next City Council Action:** Provide Council periodic updates.
- d. Action Items:** The Work Order management system is module within Munis ERP; Council approved ERP Contract with Tyler Technologies at the July 17, 2018 Council Meeting
- e. Target Due Date:** Winter 2021

3. Fiber Master Plan

- a. Background:** Staff gave a presentation on the benefits of a Municipal Broadband Network to City Council on April 19, 2016. As a result of this discussion, staff issued an RFP to develop a Fiber Master Plan and assess the potential of a municipal broadband network in Manhattan Beach. On June 6, 2017, City Council awarded an agreement to

Magellan Advisors to develop the City's Fiber Master Plan. Community outreach was conducted, as well as assessments with City staff, to create the final plan.

b. Status: In Progress

c. Next City Council Action: City Council review of pilot engineering network design.

d. Action Items:

- i. Completed - Design of pilot engineering network design.
- ii. Completed - Award of of network design construction bids.
- iii. In Progress – Review of network design.

e. Target Due Date: ~~TBD, pending City Council direction~~ March 2019

4. Update on Portable Recording Equipment

a. Background: At the City Council meeting on March 9, 2018, an update was requested on the City's portable recording equipment and its functionality.

b. Status: In Progress

c. Next City Council Action: None.

d. Action Items: Provide informational memo to City Council

e. Target Due Date: ~~January~~ July 2019

5. Update on City Website and New City URL (.gov)

a. Background: City Council directed staff to explore converting the City's .info domain to a DOT gov domain. Staff is currently researching what domain names are available and associated cost to create a new DOT gov domain for Manhattan Beach. Staff is also researching opportunities to emphasize a user-friendly interface for the City website.

b. Status: In Progress

c. Next City Council Action: City Council participation in Website Discovery Survey and appoint Ad Hoc City Council Website Subcommittee Meeting representative to replace Councilmember Howorth

d. Action Items:

- i. Completed – manhattanbeach.gov domain name registered with U.S. General Services Administration
- ii. Completed – Staff research to emphasize a user friendly interface became a website redesign project with no cost to the City using existing credits; staff executed addendum to contract with Granicus
- iii. Completed - Last Ad Hoc City Council Website Subcommittee Meeting with Councilmember Howorth
- iv. Completed – Website Redesign Kickoff Meeting with Granicus and Web Authors / Content Contributors representing each department.

- v. Continue to meet with the Ad Hoc City Council Website Subcommittee for direction and periodic updates.
- vi. Provide City Council periodic updates.

e. Target Due Date: ~~April 2020~~ ~~March 2019~~

6. Automated Permitting Software Solution

- a. Background:** Staff identified a need for electronic permitting services and presented a status update to City Council on November 1, 2016, and an RFP was approved. After reviewing the responses, staff conducted site visits and reviewed proposed software modules, project cost and scope of work.
- b. Status:** In Progress
- c. Next City Council Action:** Provide City Council periodic updates at My 7, 2019 meeting.
- d. Action Items:**
 - i. Completed – Kickoff meetings held January 2019
 - ii. Completed - Fundamentals training attended by Community Development, Police, Fire and Information Technology
 - iii. In Progress - Subject matter experts and functional leaders training in April and May.
- e. Target Due Date:** January 2020

Completed Items

1. Sustainable Energy Options Study Session (Community Development)

- a. **Background:** On March 29, 2014, a community forum met to discuss options to bring Manhattan Beach to 100% renewable energy by 2025 ("MB2025") as part of Earth Hour initiative; Sonoma County Community Choice Aggregation (CCA) program was presented. Presented Energy Audit recommendations to City Council for consideration at January 17, 2017 meeting. City Council approved joining the LA County CCA, now called Clean Power Alliance of Southern California in December 2017.

2. Feasibility Study of Community Choice Aggregation (Community Development)

- a. **Background:** City Council adopted Resolution No. 14-0067 in Oct 2014 to explore the feasibility of Community Choice Aggregation (CCA) and participate in a CCA steering committee. LA County completed an initial "Business Plan" to assess feasibility for County operation of a CCA (Sept 2016); County finalized its CCA JPA framework in April 2017 and seek membership in May/June 2017. South Bay Clean Power is preparing documentation to form a CCA for interested cities in the South Bay as an alternative to a County CCA. City Council approved joining the LA County CCA, now called Clean Power Alliance of Southern California in December 2017 and will continue to review the benefits of membership in this group

3. Mobility Plan Adoption and Implementation (Community Development)

- a. **Background:** On November 19, 2015, a Joint City Council/Planning Commission meeting was held to review the draft Mobility Plan and provide feedback. Based on the input received, the draft Mobility Plan was put on hold until further direction. On August 1, 2017, the City Council approved an agreement to complete the Mobility Plan Update, as well as host a community workshop to provide background information about the plan and the process thus far. That workshop was held on October 5, 2017. City Council conducted a public hearing for consideration of the Final Draft General Plan Mobility Plan Update on May 15, 2018, and approved the update.

4. Cable Television – Government Channel Enhancements (Information Technology)

- a. **Background:** Staff worked with Granicus to upgrade City's live web stream to high definition by procuring and implementing high definition hardware in April 2018.

5. Improvements to the Comfort Station at the Base of the Pier (Public Works)

- a. **Background:** Comfort Station Improvements were completed in 2016 and work to re-install mosaic tile art was completed in early 2017.

6. Joint Use Agreement with the Manhattan Beach Unified School District (Parks and Recreation)

- a. **Background:** Staff assisted City Council Ad-Hoc Committee with field and facility use agreements between the City and Manhattan Beach Unified School District (MBUSD). A six-year agreement has been reached.

7. Re-Organize Department to Improve Efficiencies (Parks and Recreation)

- a. **Background:** Staff will analyze staffing levels, vacancies, redundancies, opportunities for advancement through succession planning and community needs. Consulted with Finance, Human Resources and the City Manager on proposed department structure. Restructure the Recreation Services Program Area to better align staff and objectives. Re-organization approved during the Fiscal Year 2018-2020 Budget Process.

8. Special Event Policy (Parks and Recreation)

- a. **Background:** Update City's Special Event Policy to clarify special event definitions and approval processes; create process for handling events that impact the community and City services; and reexamine legacy events for growth and future fee waiver potential. City Council provided direction at their meeting on May 15, 2018.

9. Senior & Scout House Project including Joslyn Center Façade (Parks and Recreation)

- a. **Background:** In support of the Older Adults, Boy Scouts and additional community stakeholders who are participating in fundraising for the new Manhattan Beach Senior and Scout Community Center, staff assisted with planning and executing the Pinewood Derby Fundraiser. Staff helped with event logistics, including publicity and marketing, sponsorships, event planning and coordination. City Council updated this item to include fundraising and design option to coordinate the façade of Joslyn Community Center with the new Scout House.

City Council provided direction at their meeting on October 2, 2018 and directed staff to allocate up to \$1,000,000 in funding towards the Scout House.

10. Update Field Allocation and Use Policy and Field Fees (Parks and Recreation)

- a. **Background:** Staff conducted a review of the current policies and fee structures and analyzed the data. New policy drafts were developed based on communication and discussion with field users. City Council discussed the Field Allocation and Use Policy, as well as field fees, at their May 15, 2018, meeting and directed staff to address the issue in a working group before returning to City Council. City Council approved this item at their meeting on December 18, 2018.

11. 2016-2018 Strategic Plan Implementation (Police)

- a. **Background:** Implemented the 57 action items outlined in the 2016-2018 Police Department Strategic Plan. The Police Department has now created a 2019-2020 Strategic Plan to guide delivery of police services over the next two years.

12. Accessory Dwelling Unit (Community Development)

- a. **Background:** Replace IZO regarding Accessory Dwelling Units with City ordinance prior to the IZO's expiration on December 19, 2018.

City Council adopted an Ordinance on December 18, 2018 allowing Accessory Dwelling Units.

13. Downtown Business Employees Overflow Parking (Community Development)

- a. **Background:** At the City Council meeting on March 9, 2018, there was a request from a member of the public to discuss opportunities for employee overflow parking in the Downtown area.

On June 19, 2018, the City Council approved a policy to allow overflow merchant parking in the Civic Center parking structure lower level on closed City Hall days to help increase the number of parking spaces for downtown employees.

14. Infrastructural Aesthetics/Design Initiative for Public Projects (Public Works)

- a. **Background:** At its meeting on March 9, 2018, City Council directed staff to incorporate infrastructural aesthetics and design initiative into public projects whenever feasible. Staff continues to ensure that aesthetic design elements are included into future infrastructure projects whenever feasible.

15. Update on Revenue Enhancements (Finance)

- a. **Background:** City Council directed staff to provide the Finance Subcommittee and City Council with a list of key financial challenges (rising pensions cost, streetlight/landscape fund and storm drain fund deficits) that are significantly affecting the City's financial future. Staff will review possible revenue sources that may be utilized to address subsidies and deficits issues.

City Council was presented findings and recommendations from the Finance Subcommittee at the August 7, 2018 meeting with options.

16. Update the Information Systems Master Plan (Information Technology)

- a. **Background:** The ISMP was issued in 2013 and included projects through Fiscal Year 2017. Staff will review and update that plan to prioritize and align technology projects across departments with City Council priorities.

City Council received a presentation and update on the ISMP at the January 2, 2019.

17. Update Facility Reservation Policy (Parks and Recreation)

- a. **Background:** Staff conducted a review of the current policy and fee structure and analyzed the data. New policy drafts were developed and presented to City Council at the December 18, 2018 meeting.

City Council adopted a policy at the January 15, 2019, City Council meeting.

18. Update on Recruitment of Fire Management Open Executive Positions (Human Resources)

- a. **Background:** At the City Council meeting on March 9, 2018, City Council requested an update on the recruitment of open executive positions in Fire management. Staff expects

to have a list of candidates in June 2018. No appointment made from June 2018 list and recruitment was reopened in August 2018.

On March 19, 2019, City announced that Daryn Drum was appointed at the City's 13th Fire Chief.

19. Short-Term Rentals (Community Development)

- a. Background:** On June 16, 2015, City Council reinforced the City's current code, which prohibits transient uses in residential zones, i.e. rentals less than 30 days. At their meeting on March 6, 2018, City Council directed staff to return with additional data on the issue, including insurance, enforcement, revenue, etc. On July 19, 2018, City Council held a study session to present follow-up information related to other Short-Term Rental programs including information about program regulations, insurance, parking, enforcement, fees, and penalties.

On April 16, 2019, City Council introduced an ordinance reinforcing and prohibiting short-term rentals.

20. Sepulveda Corridor Study (Community Development)

- a. Background:** On September 19, 2017, City Council approved the Sepulveda Planning Initiatives Project and Work Plan, which included the formation of an Ad Hoc Working Group, and provided direction in moving forward. The group met five times to discuss and craft recommendations related to economic vitality, planning, parking, traffic and corridor beautification. Staff presented the Working Group's recommendations to the Planning Commission on April 25, 2018, and conducted public hearings on May 23, 2018 and June 13, 2018. Provided presentation and conducted public hearing at City Council meeting on July 3, 2018. Continued public hearing to July 17, 2018. Discussed Working Group recommendations with City Council on October 2, 2018.

On March 6, 2019, City Council adopted an Ordinance establishing a Sepulveda Boulevard Corridor Overlay District and amending Commercial Development Standards to provide a height bonus of 40 Feet for Hotel Developments in the General Commercial (CG) Zoning District along Sepulveda Boulevard.

21. Library Surplus Funds (Parks and Recreation)

- a. Background:** On March 9, 2018, City Council requested options for using surplus funds allocated to the Manhattan Beach County Library. The Library Commission received a presentation on February 12, 2018, from City staff and County library staff and made recommendations for surplus fund use.

Approved Library Commission recommendations regarding the use of Manhattan Beach County Library Surplus Funds.

22. Pier and Roundhouse Improvements (Public Works)

- a. Background:** Roundhouse improvements were supported by a third party (Skechers) and Pier improvements are being done concurrently with the Roundhouse Aquarium

improvements. City Council approved consultant selection and contract on February 21, 2017. Preliminary design of the Roundhouse Aquarium was presented to City Council on May 16, 2017, and approved on August 1, 2017.

Construction was completed and a ribbon cutting event was held on November 5, 2018.

23. Report on SCE's Inventory Analysis of Streetlights (Public Works)

- a.** Background: City Council approved purchasing SCE streetlights and converting to LED technology on February 21, 2017. SCE began its inventory analysis in April 2018 after receiving approval from the PUC in November 2017. The City received the inventory in August, 2018 and validated SCE's findings.