



## 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.



<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	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 departments that are currently scanning documents. These departments include:
  - Community Development (Building) scanning documents going forward utilizing a vendor;
  - Police Department scanning documents going forward utilizing internal staff;
  - Management Services scanning documents going forward utilizing internal staff.

### ACTIONS PENDING:

- Scheduled - Support departments that are planning to scan their documents. These departments include:
  - Community Development (Planning and Traffic)
  - Human Resources
  - Finance (Administration)
  - Public Works
  - Parks and Recreation (Cultural Arts).
  - Archival Documents from Boards and Commissions

### NEXT CITY COUNCIL ACTION:

Information Technology will procure a citywide scanning services contract for City Council approval and appropriation.

### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)

## CENTRALIZED CITYWIDE CONTRACT MANAGEMENT SYSTEMS

Staff 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 will ensure accurate record-keeping practices, continued workflow standards, maintaining legal compliance, and meeting insurance requirements. Per City Council's direction, staff has contracted with KMBS and is actively finalizing the contract management workflow.



TARGET DUE DATE	QUARTER 2 2023
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Built and implemented an internal workflow document for contract routing and approval (in the absence of a software contract management solution).
- Approved a City Council budget request in the amount of \$50,000 for Fiscal Year 2020-2021.
- Acquired DocuSign to assist with electronic signature process.
- Assisted IT with the selection of OnBase as the vendor for this project.
- Finalized test pilot with IT.

### ACTIONS PENDING:

- Finalizing with vendor the contract management workflow for other departments.
- By June 30, 2023, implement solution, and provide Citywide staff training.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)



## DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

As a result of concerns regarding an increased presence of homeless individuals within the City and region. The City has taken a strategic and regional approach to address homelessness. By working with the City's regional partners at the County of Los Angeles, South Bay Cities Council of Governments (SBCCOG) and Harbor Interfaith Services (HIS) the City has begun to direct individuals experiencing homelessness to outreach and housing resources in the South Bay region. In October 2017, Manhattan Beach applied for and received a grant from Los Angeles County to create a plan to prevent and address homelessness. A plan was developed and presented to City Council on April 17, 2018 and approved on August 21, 2018.



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GRANTS
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	PD, PR

### STATUS:



### COMPLETED ACTION ITEMS:

- Appointed, formed and dissolved homelessness task force once grant funding goal was achieved.
- Received a Measure H grant award from Los Angeles County in the amount of \$330,665 with the cities of Hermosa and Redondo Beach to provide homeless outreach and case management.
- Approved a Measure H grant funding contract award with the County of Los Angeles.
- Issued a Request for Proposals for a homeless services provider to serve the Beach Cities.
- Requested and received an additional Mental Health Clinician from the County Department of Mental Health to serve the beach cities.
- Approved a subcontract with Harbor Interfaith Services to provide homeless coordination, training, and case management services.
- Approved a Memorandum of Understanding with Cities of Hermosa Beach and Redondo Beach.
- Held a virtual community meeting on homelessness on December 8, 2020, to educate the community on the beach cities homelessness efforts. showcase the partnership between the beach cities.
- Provided training to staff and community members on homelessness response.
- Provided report to the City Council regarding homeless court services and future funding options for homeless services.
- Approved Amendment No. 2 and appropriated funds to an agreement with Los Angeles County for an additional \$14,519 of grant funds for homeless services provided by Measure H.

### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)



- Applied for two Measure H grant funds with the South Bay Cities Council of Governments for outreach services and a regional homeless court model.
- Explored the use of homeless court services with the City of Redondo Beach and the Los Angeles County District Attorney.
- Approved an agreement with Harbor Interfaith Services for dedicated homeless case management and housing navigation services to Manhattan Beach in the amount of \$66,390.
- Approved an agreement with Emotional Health Association (doing business as SHARE! Self Help and Recovery Exchange) for housing placement services (reserving two beds for interim housing) in the amount of \$19,320.
- Received a \$216,000 grant from South Bay Cities Council of Governments (SBCCOG) to continue offering case management and coordination services to homeless individuals in the cities of Redondo Beach, Hermosa Beach, El Segundo and Manhattan Beach.
- Presented a draft agreement with the City of Redondo Beach for prosecution and homeless court services.
- Requested permission from the Los Angeles County District Attorney to prosecute state misdemeanor cases and potentially contract with the City of Redondo Beach for prosecution and homeless court services.

## **ACTIONS PENDING:**

- Ongoing - Work with community and staff to implement goals of the homelessness plan.
- Homeless Outreach - Continue to conduct street outreach to the beach cities homeless populations and place homeless individuals into temporary and stable housing arrangements.

## **NEXT CITY COUNCIL ACTION:**

Provide a quarterly update on the City's homeless initiatives at the October 4, 2022, City Council meeting.

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### **STAFF CONTACT:**

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)

# WORK PLAN

## MANAGEMENT SERVICES DEPARTMENT



### CITY COUNCIL COMMUNICATIONS POLICY

On August 6, 2019, City Council directed staff to develop a policy to guide City Council communications with City staff and the public in order to maintain efficient and effective work flow. The policy will address communication between Councilmembers and staff with the intent to: 1) affirm that governing shall be by will of the collective Council, and 2) establish guidelines to ensure orderly, consistent and open City government, and 3) provide a framework for processing requests from the City Council through the City Manager.



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Gathered and researched a variety of City Council Communication Policies from a variety of cities.
- Formed a working group consisting of Department Directors to develop policy for City Council consideration.
- Developed draft policy.

#### ACTIONS PENDING:

- Present to City Council for initial discussion.
- Implement approved policies throughout the organization.

#### NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction on draft policy document.

#### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)

# WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



## 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.



TARGET DUE DATE	QUARTER 2 2023
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.

### ACTIONS PENDING:

- IT is actively negotiating acceptable terms with Granicus.
- Work with IT for upgrades.
- Provide staff training.
- Established monthly meetings with Granicus to work on pending items.

### NEXT CITY COUNCIL ACTION:

Present a multi-year agreement for City Council approval in December 2022.

### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)

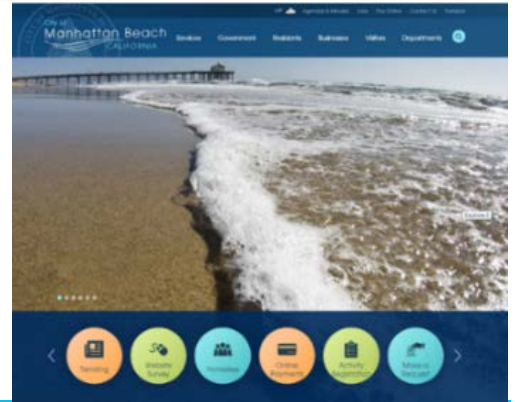
# WORK PLAN

## MANAGEMENT SERVICES DEPARTMENT



### ENHANCE CITY WEBSITE & EMAIL COMMUNICATIONS

City Council directed staff to convert the City's ".info" domain to a ".gov" domain and make improvements to the existing City website, including a more user-friendly interface and more robust search capabilities. The migration to the .gov URL impacts the website, email, templates, branding, and City signs which must be addressed as part of this effort.



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Completed branding in Email signatures, Microsoft templates, and City Council Meeting graphics.
- Registered "manhattanbeach.gov" domain name with U.S. General Services Administration.
- Implemented various tools to assist City staff in the website improvement process (Canva, Granicus Developer Toolkit)
- Completed initial technical planning for steps and expertise required to migrate from .info to .gov.
- Established a website improvement team working with each department to review the department website organization and content to make citizen-centric improvements (ease of use, intuitiveness, reduced clicks, update the branding to align with new guidelines, etc.)
- Conducted a strategic review with the City's website provider, Granicus, to benefit from their expertise to improve the website presentment and overall user experience.
- Migrated from "citymb.info" URL to "manhattanbeach.gov" URL and updated the email system, website, branding, and templates accordingly.

#### ACTIONS PENDING:

- Work with Granicus to implement brand guidelines on City website and implement GovDelivery email delivery solution.
- Management Services will continue to work on a department-by-department basis to refine the website to improve communications and outreach efforts.

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto: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	ONGOING
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.

### ACTIONS PENDING:

- Ongoing - Incorporate branding into the Public Works wayfinding signage program, City website and publications.
- Research options and launch online store.

### NEXT CITY COUNCIL ACTION:

Staff to provide updates on merchandising and branding as needed.

### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)





## INTERNAL POLICIES AND PROCEDURES REVIEW AND UPDATE

The Manhattan Beach Municipal Code outlines the framework for the City's Personnel Rules, which were promulgated in 1978. Additionally, there are Personnel and Administrative Instructions, which contain policies and procedures, and an Employee Handbook, all of which require updating. While certain provisions of the Personnel Rules and some Administrative and Personnel Instructions have been updated at times, a comprehensive update has not been undertaken. Staff is currently completing a comprehensive update of the City's personnel rules and policies, including policies for processing workers' compensation claims and the City's Injury Illness Prevention Program (IIPP) program.



<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Contracted with Liebert Cassidy Whitmore (LCW) to review and revise Personnel Rules and Instructions and draft compensation resolutions.
- Conducted Citywide review of existing rules, instructions, policies, and MOU's to determine course of action for policies and procedures overhaul, restructure, and update.
- City Council approval of five MOU's with various provisions of the Personnel Rules incorporated - Feb. -April 2022.
- City Council approval of a Full-Time Unrepresented Employees' Compensation Plan and Part-Time Unrepresented Employees Classification and Compensation Plan (moved compensation provisions from the Personnel Rules to the Compensation Plan) - March - May 2022

### ACTIONS PENDING:

- City Council approval of an MOU with the Fire Management Association (FMA) and Manhattan Beach Firefighters Association (MBFA) to move various provisions of the personnel rules within the MOU's
- Revise Municipal Code outlining the City's framework for the human resources function.
- City Manager to rescind outdated policies and procedures.
- Update critical policies (harassment/discrimination, leaves, IIPP, Information Technology use, etc.)
- Consolidate, restructure, and update remaining rules, policies and procedures.
- Negotiate rule/policy revisions or impacts with impacted employee associations, as needed.
- Develop new Employee Handbook and Policy format.

### STAFF CONTACT:

**LISA JENKINS**, Human Resources Director, [ljenkins@manhattanbeach.gov](mailto:ljenkins@manhattanbeach.gov)

# WORK PLAN

HUMAN RESOURCES DEPARTMENT



- Finalize, implement, and educate employees on updated policies throughout the organization.

**NEXT CITY COUNCIL ACTION:**

City Council approval of Municipal Code and Personnel Rule Revisions.

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**STAFF CONTACT:**

**LISA JENKINS**, Human Resources Director, [ljenkins@manhattanbeach.gov](mailto:ljenkins@manhattanbeach.gov)

# WORK PLAN

## PARKS & REC DEPARTMENT



### UPDATE CITY DONATION POLICY

City Council discussed the donation programs at the January 11, 2022 Joint Council/Commission meeting. Based upon City Council direction, staff will place the donation policy, park amenity catalog and bench program on hold, and return to Council with options for the Military Wall, alternative locations for the paver donation program and non-profit park donation programs.



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

### STATUS:



### COMPLETED ACTION ITEMS:

- Engaged stakeholders in discussion of current donation policies
- Developed donation program options.
- Presented donation program options at City Council Joint meeting on January 11, 2022.
- Park amenity catalog and Tree and Bench Donation Program placed on hold.

### ACTIONS PENDING:

- Develop options for a Military Wall at the Veterans Memorial site.
- Explore legacy and non-profit donation program options.
- Explore alternative locations for community paver donation program.

### NEXT CITY COUNCIL ACTION:

Return to the City Council with outline of non-profit donation program options and consideration of a military recognition wall donation program, including cost estimates and selection criteria.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

# WORK PLAN

PARKS & REC DEPARTMENT



## ONLINE RESERVATION SYSTEM AND PROTOCOLS FOR SAND DUNE, TENNIS & PICKLEBALL COURTS, AND BEGG POOL

Update the tennis and pickleball courts, Begg Pool and Sand Dune reservation processes to an online and app platform to provide better efficiencies and be user friendly.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	USER FEES
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT

### STATUS:



### COMPLETED ACTION ITEMS:

- Launched an online tennis reservation program through the City's current registration/reservation software ActiveNet in May 202 to minimize contact between customers and employees in response to COVID-19.
- Updated user fees to reflect resident and non-resident rates.
- Developed a priority reservation system for residents.
- Analyzed reservation processes and researched additional software options.
- Implemented a new fee structure and programming schedule for Pickleball at Manhattan Heights using the current software platform ActiveNet.

### ACTIONS PENDING:

- Develop protocols for adapting to evolving reservation needs.

### NEXT CITY COUNCIL ACTION:

To be determined. After research and consideration, it was determined that the ActiveNet system, while not ideal, is the best current option. Staff will continue to pursue better options and, if found, will bring back to City Council.

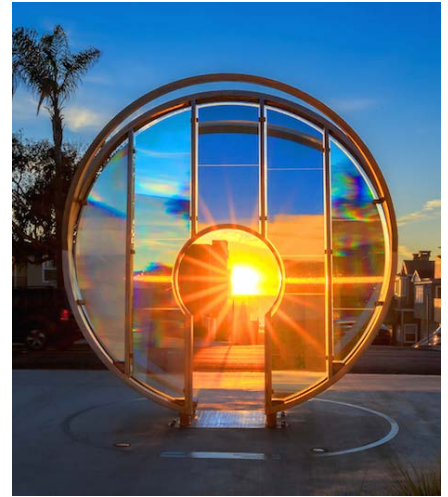
### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

## COMMUNITY ARTS GRANTS PROGRAM & POLICY DEVELOPMENT

At the Joint Council/Commission meeting on January 4, 2021, Council directed staff to update the Arts Grant program guidelines for Council review. This includes developing and implementing grants for murals on public property, sculpture garden, utility infrastructure beautification, permanent sculpture, performing arts, and school/education grants.

After careful consideration, the Cultural Arts Commission determined to focus on one work plan item at a time, and is currently working on MBAC Revitalization, Phase II.



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	PUBLIC ART TF
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, CD, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- Established Cultural Arts Commission Ad Hoc committees to evaluate and develop an Art Grant Program that is more appropriate for community interests and develop related guidelines.
- Created a set of preliminary guidelines to govern the overall grant program.
- Began research into mural, utility infrastructure, and performing arts grant programs

### ACTIONS PENDING:

- Research, develop, and propose a new structure for the Community Arts Grant Policy and Program.
- Implement the Community Arts Grant Program in Fiscal Year 2023-2024.

### NEXT CITY COUNCIL ACTION:

Present revised Community Arts Grants Program guidelines to City Council for consideration.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

## ASSESSMENT OF HISTORICAL ARTIFACTS AND STRUCTURAL REVIEW OF HISTORICAL BEACH COTTAGE

On May 14, 2018, CC requested staff conduct an assessment of the City’s current historical artifacts and prepare a report regarding options for preservation, including facilities the City could build and pre-fabricated options. CC also directed staff to include the historical “Little Red House” in Polliwog Park in the assessment.. At the Joint Council/Commission meeting on January 4, 2021, City Council directed staff to evaluate the use of surplus library funds to digitize historical documents.



<b>TARGET DUE DATE</b>	QUARTER 1 2023
<b>FUNDING SOURCE</b>	PUBLIC ARTS TF, SURPLUS LIBRARY FUNDS
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	IT, PW, CD,

### STATUS:



### COMPLETED ACTION ITEMS:

- Installed trailer and shelving for work room in Red House.
- Removed documents from Red House and relevant artifacts from Park facilities and placed them in trailer and other appropriate facilities.
- Installed network infrastructure (July 2019) and computer systems (September 2019).
- Public Works completed Red House feasibility study.
- History Associates, Inc. completed Collections Assessment Report with detailed recommendations for improving the care, management, and access to the City’s historical collection. Partnered with LA County to fund phases 1 and 2 of the Action Plan (2022).
- Ongoing coordination with the MB Historical Society to assist HAI and staff in the assessment of the collection and its needs.

### ACTIONS PENDING:

- Implementation of Phases 1 and 2 of the Action Plan (Policy Development and Inventory/Survey).
- Development of conceptual design for multi-functional facility for community and City Council consideration.

### NEXT CITY COUNCIL ACTION:

Consideration of implementation of Phases 3-5 of the Action Plan (Process, Catalog, and Rehouse the Collection, Digitization, and Maintenance of the Collection) and options for a new facility.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)



## DIGITAL WALL IN CITY HALL (FORMERLY PUBLIC ART IN CITY HALL)

At the October 19, 2021 meeting, City Council approved moving forward with a digital wall (display) and rehabilitation of exposed wall surrounding it. The use of the display would include content from Manhattan Beach Art Center exhibitions, open source imagery, and local artists' work. Display can also be used to promote City sponsored events and activities. City Council approved an Arts Grant program to be developed by Cultural Arts Commission at the January 11, 2022 joint meeting to award small monetary grants to local artists creating digital artwork specifically for view on this display.



<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	PUBLIC ART TF
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	MS, PW, IT,

### STATUS:



### COMPLETED ACTION ITEMS:

- On November 17, 2020, after reviewing final design options, CC elected not to move forward with the proposed public art due to City Hall closure and negative response to the project from the public.
- Council directed staff to explore digital wall options.
- Staff met with digital display vendors to assess options and obtain cost estimates.
- Staff determined no cosmetic wall treatments are necessary if a plain white wall is constructed for the recessed display.
- Public Works added the project to the Capital Improvement Program.

### ACTIONS PENDING:

- Develop timeline for permitting, structural review, and installation of digital wall.
- Develop detailed cost estimates. .

### NEXT CITY COUNCIL ACTION:

Final approval for digital display and wall rehabilitation design and cost.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

# WORK PLAN

## PARKS & REC DEPARTMENT



### NFC FITNESS COURT

The National Fitness Campaign (NFC) was originally founded in 1979 with a commitment to make fitness available to everyone free of charge. In response to the lack of access to health clubs and a rising tide of obesity and related illnesses, the NFC goal is to foster better health outcomes in communities across America, including making free fitness club style workouts accessible to the general public across all socio-economic levels and geographies. The City received a \$30,000 grant from NFC to aid in the purchase of the equipment. The MBIOK has committed to a \$30,000 sponsorship of the project. Bids came in significantly over the estimated budget, primarily due to upgrades to the surrounding area to meet ADA guidelines. The Polliwog Park fitness equipment is in need of replacement and occupies the same footprint as the NFC. This site requires much less site preparation and expense. As a result, the Polliwog Park location was approved by City Council as an alternative location. In addition to this site, the MBIOK has agreed to fund the replacement of the Strand Parcourse station, which is scheduled for replacement in 2023.

MANHATTAN BEACH FITNESS COURT  
NATIONAL FITNESS CAMPAIGN DESIGN SERVICES



TARGET DUE DATE	QUARTER 1 2023
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted public outreach for Mariposa location and presented project to Parks and Recreation Commission on May 28, 2019.
- Purchased and received delivery of fitness equipment, currently stored at Public Works facility.
- Project site design/NFC Fitness Court installation & design; City Building Div. Plan Check complete
- Construction bids received, bids were significantly over budget requiring reconsideration of location.
- Staff shared project overview with Manhattan Beach School District Ad-Hoc Committee
- Staff sent notices to residences within 1000 feet of the proposed Polliwog Park site to gather input at the March 30, 2022 community input meeting held at the site.
- City Council approved additional design services for the project on June 21, 2022.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)



# WORK PLAN

PARKS & REC DEPARTMENT



## ACTIONS PENDING:

- Award a construction contract.
- Construction and installation of fitness court.

## NEXT CITY COUNCIL ACTION:

Request approval of construction contract.

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## STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

# WORK PLAN

## PARKS & REC DEPARTMENT



### POLLIWOG PARK PLAY EQUIPMENT

The existing play equipment and particularly the surfacing area have reached the end of its useful life and need to be replaced. Due to safety concerns, existing play equipment is now off limits to users. Renovations will help to reduce liability, improve safety and accessibility and meet the needs of the community. Project improvements include replacing existing play equipment, maintaining the natural theme of Polliwog Park with equipment that can withstand flooding from the pond, improving ADA access to all play equipment, and replacing existing fencing and surfacing.

## polliwog park PLAY EQUIPMENT REPLACEMENT



TARGET DUE DATE	QUARTER 4 2022
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted Public Outreach meeting on playground designs (April 29, 2019).
- Created Open City Hall survey and solicited community input on proposed designs.
- Selected designs recommended by Parks and Recreation Commission (May 28, 2019).
- Vendor selected for design services and construction document preparation.
- Staff evaluated options to reduce the overall project cost.
- RFP issued and construction bids received.
- Equipment, installation vendor and contract(s) approved by City Council.

### ACTIONS PENDING:

- Installation of equipment and resurfacing.

### NEXT CITY COUNCIL ACTION:

Receive project updates from staff as needed.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)



## RADIO REPLACEMENT PROJECT

Replacement of Police Department portable and in-car radios will achieve enhanced interoperability and officer safety. The replacement project is being done in partnership with the South Bay Regional Public Communications Authority (SBRPCA), and together, the SBRPCA member agencies have negotiated reduced pricing for the radios. The Police Department secured grant funding to offset the cost of the project.



TARGET DUE DATE	QUARTER 2 2023
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FD

### STATUS:



### COMPLETED ACTION ITEMS:

- Approved the purchase of radios at the December 5, 2017, City Council meeting.
- Acquired, programmed and installed radios.
- Conducted training on the enhanced capabilities of the interoperable radios.
- Transitioned radios to the new digital Interoperability Network South Bay (INSB) radio system on October 29, 2019.
- Worked with SBRPCA to switch to encrypted digital radio frequency.
- Appropriated funds to address the purchase and installation of bi-directional radio amplifiers to improve radio signal strength.
- Installed bi-directional amplifier in Police/Fire Facility.

### ACTIONS PENDING:

- Evaluate installation of bi-directional radio amplifiers at additional locations to improve radio signal strength.

### NEXT CITY COUNCIL ACTION:

None.

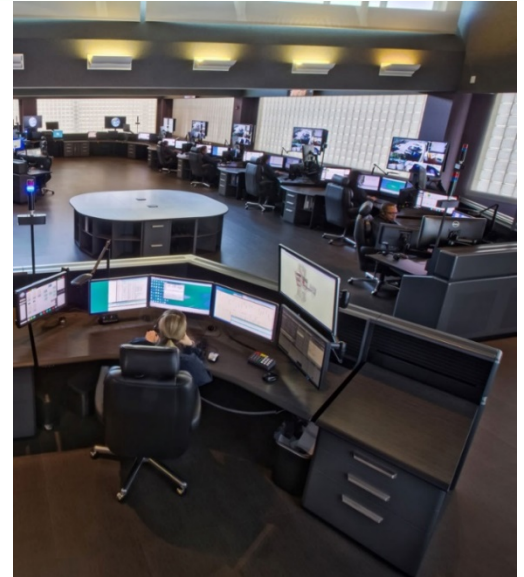
### STAFF CONTACT:

**RACHEL JOHNSON**, Police Chief, [rjohnson@manhattanbeach.gov](mailto:rjohnson@manhattanbeach.gov)



## COMPUTER AIDED DISPATCH AND RECORDS MANAGEMENT SYSTEM REPLACEMENT PROJECT

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.



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT, FD

### STATUS:



### COMPLETED ACTION ITEMS:

- Implemented the Records Management System.

### ACTIONS PENDING:

- Implement the Mark 43 Computer Aided Dispatch solution.

### NEXT CITY COUNCIL ACTION:

None.

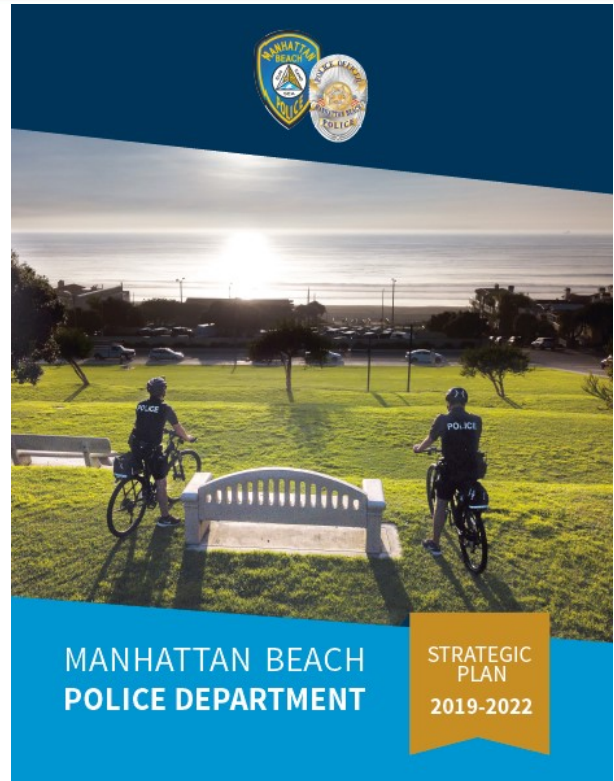
### STAFF CONTACT:

**RACHEL JOHNSON**, Police Chief, [rjohnson@manhattanbeach.gov](mailto:rjohnson@manhattanbeach.gov)



## IMPLEMENTATION OF 2019-22 STRATEGIC PLAN

The 2019-2022 Strategic Plan took effect on January 1, 2019 and serves as a road map to guide the Police Department in the delivery of police services to the Manhattan Beach community. Workshops, surveys, and meetings were conducted with supervisors and with sworn and civilian personnel representing every Bureau in the Police Department. A community workshop with community stakeholders was also conducted in preparation for the new strategic plan. One aspect of the Strategic Plan is to implement the “Community Safety Collaboration Initiative” which aims to strengthen community engagement beyond groups that typically interact with the Police Department. Other goals include Proactive Crime Fighting Strategies, Staffing/Recruitment, and Employee Development.



<b>TARGET DUE DATE</b>	QUARTER 1 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Plan went into effect on January 1, 2019.
- Presented plan to City Council on February 19, 2019.
- Posted update to the Strategic Plan posted on the City website.

### ACTIONS PENDING:

- Continue to implement the 24 action items of the Police Department’s Strategic Plan.
- Continue to report progress on the plan to the community.

### NEXT CITY COUNCIL ACTION:

Present final progress report at City Council meeting in February 2023..

### STAFF CONTACT:

**RACHEL JOHNSON**, Police Chief, rjohnson@manhattanbeach.gov



## REPLACE DISPATCH SOFTWARE, DATABASE MANAGEMENT, AND CAD INTEGRATION

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 near completion 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 and other contract fire agencies.



<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PD

### STATUS:



### COMPLETED ACTION ITEMS:

- Reviewed RFP responses, conducted site visits, proposed software modules, projected costs and scope of work analysis.

### ACTIONS PENDING:

- Continue to work with vendor, Mark 43, to develop appropriate systems for Manhattan Beach Fire Department needs.
- Implement system and conduct appropriate training.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:

**Michael Lang**, Fire Chief, [mlang@manhattanbeach.gov](mailto:mlang@manhattanbeach.gov)

### EMERGENCY NOTIFICATION SYSTEM

Everbridge is a Mass Notification system that enables every City department the ability to send notifications via 25+ contact paths to individuals or groups using lists, locations, and visual intelligence. This comprehensive notification solution keeps employees, residents and visitors informed before, during and after all events, operational incidents, and emergencies.



<b>TARGET DUE DATE</b>	TBD
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	ALL

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Executed three-year agreement with Everbridge in March 2019, that brings the City into compliance with state legislation (Senate Bill 833 and Assembly Bill 1646) regarding integrated alerting and notification system.
- Consolidated Nixle 360 platform to avoid service interruption for existing notification system.
- Completed system set up and created alert types and groups. Upload existing GIS shape files to create notification boundaries throughout the City.
- Established guidelines and procedures on approved message protocol.
- Adopted internal comprehensive policy on messaging procedures.
- Provided training to department leads and conduct public outreach.
- Went live with system in June 2021.

#### ACTIONS PENDING:

- Execute an amendment to an existing agreement to include language uniform with “Area G” partners through “Alert South Bay.”
- Establish uniform notification procedures to facilitate information sharing, meet regional emergency communication demands and secure future pricing.

#### NEXT CITY COUNCIL ACTION:

To be determined.

#### STAFF CONTACT:

**Michael Lang**, Fire Chief, [mlang@manhattanbeach.gov](mailto:mlang@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.

### ACTIONS PENDING:

- Continued tenant improvements for additional shops and restaurants, façade improvements, and on and off-site improvements.
- Continue plan check review and field inspections of on-going construction projects.
- Continue monitoring implementation of the conditions in the Compliance and Mitigation measures.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:

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



# WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



## MODERNIZE PARKING STANDARDS

During the September 19, 2017 Sepulveda Corridor discussion, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project. The Sepulveda Planning Initiatives Project final report was delivered to City Council in February 2019. The review of parking standards was bifurcated from the Sepulveda Initiatives Project for additional review and research by the Traffic Engineer and Planning staff.



TARGET DUE DATE	QUARTER 2 2023
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted staff meetings to evaluate existing and proposed parking code changes.
- Held public workshop at Parking and Public Improvement Commission meeting on December 5, 2019 and solicited community input.
- Developed initial draft of parking code revisions and amendments based on local, regional and nationwide data.

### ACTIONS PENDING:

- Publish proposed parking requirements identifying benefits and impacts of new parking requirements on land use development for public comments.
- Present findings and recommendations at noticed public study sessions at Planning Commission and Parking and Public Improvements Commission meetings in Quarter 1, 2023.
- Conduct public hearings to consider revised parking codes and standards in Quarter 1, 2023.

### NEXT CITY COUNCIL ACTION:

Conduct a public hearing and consider amending the Municipal Code to update the parking standards in Quarter 1, 2023.

### STAFF CONTACT:

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

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### ENVIRONMENTAL SUSTAINABILITY WORK PLAN

Staff researched City sustainability and environmental policy best practices, identified priority initiatives for City Council discussion, and provided updates on on-going environmental sustainability programs. The work plan was discussed at a City Council Study Session and approved unanimously on January 31, 2018.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FD, MS

#### STATUS:



#### COMPLETED ACTION ITEMS:

##### Community Choice Energy/Clean Power Alliance (CPA) (City joined in 2017)

- Provided CCA analysis for City Council joining CPA in 2017, setting a 50% renewables default in 2018, municipal electricity to 100% Green in 2019, and 100% Green for the community in 2021.
- Conducted robust public outreach in the community with CPA through workshops, newsletters, mailers, education booths, and "Dine 'N Discover" programs in January 2019 and August 2021.
- Collaborated with other City departments to select feasible location for CPA's Power Ready program for solar power and battery storage at a City facility.

##### Sustainable Building

- Presented policy options to City Council on increasing the energy efficiency and reducing run-off in new developments.

##### Manhattan Beach Dune Restoration/Coastal Resiliency with project partner The Bay Foundation

- Formed partnerships with The Bay Foundation, L.A. County Department of Beaches and Harbors, and the CA State Coastal Conservancy, to plan the Beach Dune Restoration Project.
- Assisted in securing full project funding from the State Coastal Conservancy.
- Co-hosted public workshops with The Bay Foundation on the Beach Dune Restoration project.
- Completed Coastal Development Permitting process and initiated Beach Dune Restoration on January 21, 2022.
- All non-native vegetation cleared by April 2022; new plantings initiated in May 2022.

##### Manhattan Beach Green Business Program

- Secured \$44,000 in CalEPA grants (2018-\$20,000; 2019-\$10,000; and 2020-\$14,000).
- Recognized 34 newly-certified businesses, including the Manhattan Beach City Hall.
- Managed the creation of the first MB Green Business Program promotional video.

#### STAFF CONTACT:

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



## Plastic Pollution Reduction

- Updated plastic pollution policies throughout 2018-2020 (straws, utensils, stirrers, polystyrene packing materials, and polystyrene egg cartons, balloons, polystyrene trays, plastic bags).
- Conducted regular outreach, including presentations, webpage, and Spanish translations.

## Awards and Recognitions

- Achieved SolSmart Gold designation (highest award) for solar permitting processing.
- Achieved an "A" rating for climate leadership from the Carbon Disclosure Project (Feb 2020).
- Secured a Climate Protection Award from the U.S. Conference of Mayors (November 2020).
- Recognized as the first officially-certified "Blue City" as an ocean-friendly City (2021).
- Awarded a Beacon Award in Leadership & Innovation by the Institute for Local Government for climate civic engagement and leadership in climate resilience (September 2021).

## Community Outreach and Education

- Completed the first Manhattan Beach Environmental Accomplishments Report (2007-2018).
- Formed, facilitated, and managed the Sustainability Task Force.
- Engaged youth, formed the Sustainability Youth Council (October 2018) and Sustainability Youth Task Force (2018-2019), to conduct environmental outreach and education.
- Launched digital Earth Week with partnering organizations in April 2020 and April 2021.
- Provided information on Electric Vehicle (EV) infrastructure through an updated digital map.
- Helped coordinate two successful Urban Tides Walks, with over 60 attendees (2020).
- Convened the Mayor's Town Hall on Climate Change in March 2020.
- Presented at various conferences, events, and outreach to community and industry groups.
- Presented Sustainability Task Force (STF) role and future to City Council (February 2022).
- Reached 1,700 people in 2021 on environmental initiatives through 100 outreach opportunities.

## ACTIONS PENDING:

- Recruit and fill Environmental Sustainability Manager (to be renamed Environmental Programs Manager) position due to vacancy
- Certify new businesses into the MB Green Business Program in 2022; manage and pursue grants.
- Execute new Green Business Grant for \$30,000 over two years (2022-2024).
- Continue public outreach on volunteer opportunities on the Beach Dune Restoration.
- Complete implementation of the Beach Dune Restoration project.
- Solicit applications and re-start Sustainability Task Force meetings.
- Update the City's Environmental Accomplishments Report by 2023.
- Develop a City Electric Vehicle (EV) Policy.
- Complete the City's updated Greenhouse Gas Emissions Inventory Analysis.

## NEXT CITY COUNCIL ACTION:

To be determined.

## STAFF CONTACT:

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

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### CLIMATE READY MB

The Environmental Work Plan calls for the City to prepare for climate change. To do this, we have launched Climate MB, the City's climate resiliency program, to complete best-practice sea level rise (SLR) and climate change analyses and planning to form a strong scientific basis to inform and enhance the preparation and implementation of the City's Climate Action and Adaptation Plan (CAAP) and update to the Local Coastal Plan, General Plan, and Local Hazard Mitigation Plan. Updating these documents will also bring the City into compliance with multiple state mandates. In March 2019, the City received grant funding from the California Coastal Commission (CCC) to fund this work. These plans will be reviewed by the Planning Commission and City Council for approval, with subsequent certification by the CCC. The City is incorporating robust public outreach to the community, utilizing virtual reality to complement stakeholder engagement. Outreach is intended to be open, inclusive, and develop science-based recommendations among stakeholders.



Updating these documents will also bring the City into compliance with multiple state mandates. In March 2019, the City received grant funding from the California Coastal Commission (CCC) to fund this work. These plans will be reviewed by the Planning Commission and City Council for approval, with subsequent certification by the CCC. The City is incorporating robust public outreach to the community, utilizing virtual reality to complement stakeholder engagement. Outreach is intended to be open, inclusive, and develop science-based recommendations among stakeholders.

TARGET DUE DATE	QUARTER 2 2023
FUNDING SOURCE	GRANT; GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FD, PD, PR, MS, FN

### STATUS:



### COMPLETED ACTION ITEMS:

- Applied for and awarded a \$225,000 grant from the CCC to fund this effort (2018-2019).
- Completed Greenhouse Gas (GHG) Emissions Inventory Analysis (June 2019).
- Completed Sea Level Rise (SLR) vulnerability maps and initial SLR research (August 2019).
- Completed RFP process for Climate Resiliency Project (SLR and Climate Action and Adaptation) and awarded the contract to Environmental Science Associates (ESA) (February 2020).
- Launched Climate Ready MB project team (July 2020).
- Created and launched public outreach opportunities using virtual reality visualizations called Look Ahead MB, and a public survey to inform Climate Ready MB.
- Completed virtual reality sea level rise visualization for Bruce's Beach (July 2020), El Porto and Manhattan Beach Pier (November 2020).
- Completed Public Engagement Strategy.

### STAFF CONTACT:

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

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



- Presented Climate Ready MB update and virtual reality demonstration to City Council (Nov 2020).
- Completed Draft I of the Confluence Modeling on Stormwater Infrastructure and sea level rise and the, SLR Risk, Hazards, and Vulnerability Assessment and Sea Level Rise Adaptation Plan.
- Presented on Climate Ready MB to the Beach Ecology Coalition to over 60 attendees.
- Completed final SLR Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis. Confluence Modeling on Stormwater Infrastructure and SLR and submitted to CCC.
- Conducted stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options (February-June 2021).
- Analyzed climate hazards and planning for climate change and integrated into the CAAP.
- Developed Climate Action Future Emissions Scenarios and Wedge Analysis using GHG emissions inventory including business as usual, 40% reductions by 2030 (SB 350), and Carbon Neutrality by 2045 (California Executive Order B-55-18).
- Developed emission reduction strategies to achieve GHG reduction goals under the scenarios of the Wedge Analysis.
- Held seven public workshops and focus groups reaching over 200 community members on the City's sea level rise hazard and climate adaptation planning efforts (February-June 2021).
- Completed Manhattan Beach's Sea Level Rise Adaptation Plan.
- Created LCP policies on sea level rise and climate change risk and adaptation to incorporate into an update of the City's LCP.
- Presented the LCP amendment to Planning Commission as a Study Session in February 2022 and a Public Hearing in March 2022.
- Presented to City Council an amendment to the City's LCP to include a coastal hazards chapter, with City Council unanimously authorizing staff to submit the LCP amendment to the CCC (May 2022).
- Submitted LCP amendment to the CCC. Completed requirements of the Sea Level Rise LCP Grant with the CCC.
- Submitted final grant reimbursement request to the CCC.
- Submitted final reports to the California Climate Investments Fund and CCC.

### **ACTIONS PENDING:**

- Develop language to ensure consistency with LCP Coastal Hazards, future Local Hazard Mitigation Plan (LHMP) and General Plan Safety Element updates (AB 379).
- Develop a comprehensive Climate Action and Adaptation Plan that includes both municipal and community climate action goals. Conduct associated CEQA analysis
- Adopt Climate Action and Adaptation Plan.
- Implement Climate Action and Adaptation Plan.

### **NEXT CITY COUNCIL ACTION:**

Consider adoption of the Climate Ready: Climate Action and Adaptation Plan.

### **STAFF CONTACT:**

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

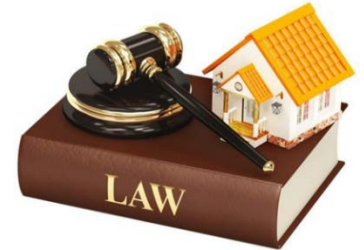
# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### HOUSING POLICY AND REGULATION UPDATES

In accordance with State law, the City will need to implement the new programs outlined in the 6th Cycle Housing Element (HE) and make adjustments to housing-related processes and ordinances to remain in compliance with State legislation (i.e. SB 9).



TARGET DUE DATE	ONGOING
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, FN, MS

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Adopted long-term ordinances to comply with new legislation regarding accessory dwelling units (ADU) housing standards (January 2021).
- Presented Annual Progress Reports to City Council; submitted to the Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) by April 1 deadline.
- Obtained a \$150,000 Local Early Action Planning (LEAP) grant to fund Housing Element Update.
- Adopted the 6th cycle HE Update and submitted to HCD for certification (March/April 2022).

#### ACTIONS PENDING:

- Adopt required revisions to the 6th cycle Housing Element, in response to comments from HCD, and obtain certification.
- Continue to monitor and act on new housing laws, case law, and updates from SCAG or HCD.
- Conduct workshops and public hearings to implement Housing Element programs within the timelines outlined in the adopted Element.
- Update Zoning Code, Subdivision Code and Local Coastal Program, to comply with State laws. Planning Commission, City Council, and California Coastal Commission review and action required.
- Provide periodic status updates to City Council on the progress of implementation of Housing Element programs.

#### NEXT CITY COUNCIL ACTION(S):

Consider amendments to the adopted 6th cycle Housing Element. Also, consider adoption of Zoning Code amendments and LCP amendments in accordance with programs outlined in the Housing Element Quarter 1 2023 - Quarter 4 2025. Additionally, consider adoption of long-term ordinance related to impacts from Senate Bill 9.

#### STAFF CONTACT:

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

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### WIRELESS TELECOMMUNICATIONS PROGRAM

The City continues to update policies regarding the review of telecommunication facilities in accordance with federal law. It is also important to keep the community educated and informed about: 1) the City's authority to review and approve or deny equipment, and 2) infrastructure needs for communication facilities.



TARGET DUE DATE	QUARTER 4 2023
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	IT, PW, FN, MS

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Adopted updated Ordinance and Resolution with objective standards in April 2019.
- Held a Community Open House Meeting in June 2019.
- Updated information on City website related to telecommunications permits and processes.
- Updated handouts, forms, procedures and checklists to conform to Federal and local standards, and posted on City's website.
- Improved internal systems to process telecommunications applications in a timely manner.

#### ACTIONS PENDING:

- Conduct Planning Commission and City Council hearings to update the telecommunications facilities ordinance pursuant to State Assembly Bill 2421.
- Prepare suite of outreach materials and efforts to continue providing education to the community on on-going telecommunications projects with the City.
- Develop telecom permitting activity map and improve public notification of applications in process.
- Cross-training to ensure that all staff are well-versed in telecommunications issues, in order to provide better customer service to applicants and residents.

#### NEXT CITY COUNCIL ACTION:

Conduct public hearing(s) to consider amendments to the telecommunication facilities ordinance in response to updated State regulations.

#### STAFF CONTACT:

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

# WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



## LONG-TERM OUTDOOR DINING AND BUSINESS USES ON PUBLIC AND PRIVATE PROPERTY

On August 24, 2021, the City Council directed staff to initiate a work plan item to study long-term outdoor dining and business uses in the public right-of-way and on private property. During the COVID-19 pandemic recovery, the City permitted businesses to use parking spaces and street areas in the public right-of-way during COVID-19 operating restrictions through Emergency Orders. The long-term effort to evaluate long-term businesses uses is intended to be comprehensive, including broad community engagement, evaluation of fiscal implications, study of alternatives, environmental review, and required permitting.



TARGET DUE DATE	QUARTER 3 2024
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, MS, PD, FD

### STATUS:



### COMPLETED ACTION ITEMS:

- Discussed Work Plan framework at October 5, 2021 City Council meeting.
- Conducted City Council discussion on formation of a broad-based Task Force for effort (June 2022)
- Initiated selection of Task Force Members (August 2022)

### ACTIONS PENDING:

- Secure staff to serve as project manager.
- Advertise and solicit applications for at-large Task Force members.
- Prepare and present a Task Force discussion framework to City Council.
- Initiate Task Force meetings
- Define project schedule and milestones.
- Environmental review and permitting.

### NEXT CITY COUNCIL ACTION(S):

Review Task Force applications and select members; Discuss Task Force discussion framework.

### STAFF CONTACT:

**CARRIE TAI, AICP**, Community Development Director, [ctai@manhattanbeach.gov](mailto:ctai@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.

### ACTIONS PENDING:

- Set goals and annual plan for the Code Enforcement Program.
- Update and revise internal procedural and operations manual.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:

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



## HISTORIC PRESERVATION ORDINANCE CLEANUP

In 2016, the City adopted the current Historic Preservation Ordinance that requires a review process for historic resources (defined as historic landmarks, contributing resources to historic districts, and a broader set of properties potentially eligible for landmark designation), and retaining the property-owner consent for the historic landmark designation process. The ordinance requires a Certificate of Appropriateness, environmental review, and a sixty-day waiting period for proposed demolitions of all historic resources. On December 7, 2021, the City Council directed staff to take action(s) to amend the ordinance to reflect the intended policy direction was for the ordinance requirements to be voluntary. The Ordinance also required that the City prepare an Inventory of Historic Resources and deemed the Planning Commission as the quasi-judicial body for historic preservation matters.



<b>TARGET DUE DATE</b>	QUARTER 1 2023
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	IT, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- A corresponding urgency ordinance was adopted by City Council on January 18, 2022 to address the issue for the interim, while staff prepares a long-term ordinance amendment.
- Adopted Urgency Ordinance No. 22-0004-U extending Interim Ordinance No. 22-0002-U clarifying provisions for the preservation of historic resources in the existing Historic Preservation Ordinance.

### ACTIONS PENDING:

- Prepare draft of amended Historic Preservation ordinance (MBMC Chapter 10.86).

### NEXT CITY COUNCIL ACTION:

Conduct public hearing(s) to consider amendments to the Historic Preservation Ordinance, in accordance with City Council direction received on December 7, 2021.

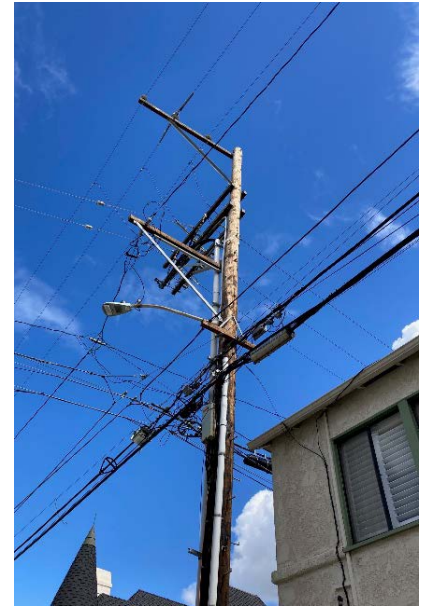
### STAFF CONTACT:

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



## 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. On July 5, 2022, City Council approved funding to initiate electrical designs in Districts 8 and 13, the first step in determining assessment costs to inform voters ahead of the Proposition 218 process. 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 support the formation of 2 to 3 new districts per year.



<b>TARGET DUE DATE</b>	ONGOING
<b>FUNDING SOURCE</b>	PROPERTY ASSESSMENTS, GENERAL FUND
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	FN, CD

### STATUS:



### COMPLETED ACTION ITEMS:

- Completed Phase 2 construction (private conversions) in District 4. Started Phase 3 (utility cut-overs) and Phase 4 (overhead line and pole removal).
- Completed Phase 1 construction (mainline trench and conduit within right-of-way) in Districts 12, and 14. Started Phase 2 (private conversions).
- Completed neighborhood petition phase in District 8 (between The Strand and Manhattan Ave., from 8<sup>th</sup> St. to 15<sup>th</sup> St.) and District 13 (along Crest Dr. between Marine Ave. and Rosecrans Ave.), and received City Council approval to initiate electrical designs.
- Modifications to 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.

### ACTIONS PENDING:

- Complete Phase 3 utility cabling and all property cut-overs in District 4 by Fall 2022.
- Complete private conversions in Districts 12 and 14 during the Winter of 2022/2023.

### STAFF CONTACT:

**ERICK LEE**, Public Works Director, ELee@manhattanbeach.gov

# WORK PLAN

## PUBLIC WORKS DEPARTMENT



- Complete a level of interest survey of property owners within areas of potential utility undergrounding by the end of Winter 2022/2023. Survey results will be used to identify and prioritize future districts.
- Solicit design fees from telephone and cable utilities and Assessment Engineer proposals for Districts 8 and 13 by Summer 2023.

### **NEXT CITY COUNCIL ACTION:**

Approve funding to begin telephone and cable designs and preparation of the Preliminary Engineer's Report for Districts 8 and 13 by Fall 2023. 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.

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### **STAFF CONTACT:**

**ERICK LEE**, Public Works Director, [ELee@manhattanbeach.gov](mailto:ELee@manhattanbeach.gov)



## DOWNTOWN AND NORTH MANHATTAN BEACH BEAUTIFICATION

On April 23, 2019, City Council directed staff to place “Downtown and North End Beautification” on the City Council Work Plan to evaluate various “refresh” opportunities, including sidewalk and landscaping replacements. In 2020, City Council directed staff to undertake several actions, including installing scrambled crosswalks on Manhattan Beach Blvd. at the intersections and Highland Ave. and Manhattan Ave. and completing a painting refresh. Council also suggested including widening sidewalks, which will be evaluated as part of the Long-Term Outdoor Dining and Business Uses on Public and Private Property Work Plan.



<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	GENERAL FUND, DOWNTOWN MANHATTAN BEACH BID, NORTH MANHATTAN BEACH BID
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Installed the Rainbow Crosswalk on Manhattan Beach Blvd. and The Strand in Spring 2022.
- New slurry seal and curb paint applied to Downtown streets in Spring 2022.
- Partnered with the Downtown Business and Professional Association (DBPA) to install new plant materials in Downtown in Spring 2022.

### ACTIONS PENDING:

- Slurry seal project for North Manhattan Beach currently under design and scheduled for construction to be complete by May 2023.
- Working with the DBPA and the North Manhattan Beach BID to evaluate beautification projects. Enhancements to lighting and landscaping are under consideration. Additionally, staff will be developing recommendations for adding irrigation and electrical outlets in North Manhattan Beach planters and creating uniformity in trash cans and street benches throughout these business areas.

### NEXT CITY COUNCIL ACTION:

- Review of proposed beautification expenditures in Fall 2022.
- Award of slurry seal project for North Manhattan Beach in January 2023.

### STAFF CONTACT:

**ERICK LEE**, Public Works Director, ELee@manhattanbeach.gov



## SENIOR & SCOUT HOUSE PROJECT

In 2014, the City of Manhattan Beach and Friends of Senior and Scout Community Center (Friends) entered into an agreement to replace the existing scout house. Since that time, the Friends have engaged in fundraising efforts, retained an architect and developed preliminary plans for the new building. Concept plans were presented to the City Council on May 17, 2022, and the City Council approved the agreement with Friends for the project. The design and construction cost of the new building presented during that meeting was approximately \$5.2 million, and the City Council agreed to increase the City's contribution of \$1 million to \$2.9 million as cash and in-kind support for its construction. The City has also agreed to construct the shell of the building once construction documents are complete and permitted. At the May 17th City Council meeting, the Council instructed staff and Friends to revisit the aesthetics and size of the building.



<b>TARGET DUE DATE</b>	TBD
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	C
<b>DEPTS. INVOLVED</b>	PR, MS, CD

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council approved \$2.9 million as cash or in-kind services toward construction of the new Senior and Scout House.
- Executed an agreement between the City and Beach Cities Health District for \$150,000 to be used for construction of the Community Center on behalf of the Friends.
- Executed a Development and Disposition Agreement with the Friends for construction of the building.

### ACTIONS PENDING:

- Finalize the design concept and approve the final design after the project has completed the environmental review process.
- Refine implementation costs for the project.

### NEXT CITY COUNCIL ACTION:

Review and approve the design concept, square footage, and costs of the building in Fall 2022.

### STAFF CONTACT:

**ERICK LEE**, Public Works Director, ELee@manhattanbeach.gov



## UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM PHASE 1 IMPLEMENTATION

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. 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 1 implementation which primarily involves directional parking signs. Routine sign replacements throughout the City will comply with the Master Plan.

<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	PARKING FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Hired a design consultant, and completed conceptual plans and technical specifications for Phase 1.

### ACTIONS PENDING:

- Prepare detailed design plans and bid the project out for construction.

### NEXT CITY COUNCIL ACTION:

Consideration of an award of a design contract anticipated for Fall 2022.

### STAFF CONTACT:

**ERICK LEE**, Public Works Director, ELee@manhattanbeach.gov

## ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

In 2018, the City Council awarded a contract to Tyler Technologies to purchase and implement the Munis ERP system to replace the legacy system. Munis supports the City's departmental functions to include finance, payroll, human resource, utility billing, business license, and asset/work order management. The added disaster recovery capability allows Tyler to provide a cloud instance of the system and the City's data via the Internet within 24 hours if the local facilities are unavailable.



TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council approved the ERP contract with Tyler Technologies on July 17, 2018, and staff initiated implementation efforts.
- Implemented various activities and tasks related to the project, including planning, project team establishment, work breakdown (WBS) and scheduled current state analysis, future state development, infrastructure preparation, software installation and configuration, data migration and validation, training, interface development, testing, and documentation.
- COVID-19 project response shifted from on-site vendor implementation to relying 100% on off-site resources. This was a new implementation approach for the vendor and introduced increased risks that had to be addressed.
- On January 4<sup>th</sup>, 2021, the City went live with Tyler Munis Financial modules in support of general ledger, budget, accounts payable, revenue, purchasing, accounts receivable, general billing, and cashiering. The Munis Financials implementation included establishing integrations with EnerGov Land Management System (LMS), Tyler Content Management (electronic documents), Tyler Cashiering, and Hub (launch pad and dashboard).
- On October 25, 2021, the City went live with the ERP Human Capital Management (HCM). The module takes full advantage of functionalities already implemented during the Financials and LMS implementations (i.e., Tyler Content Management, workflow, dashboard, reporting, and other functionalities), expanding further the enterprise system integrations. The HCM includes online time entry (ExecuTime), payroll, human resources (employee records, personnel action forms, benefits,

### STAFF CONTACT:

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# WORK PLAN

## INFORMATION TECHNOLOGY DEPARTMENT



etc.), and Employee Self-Service (ESS) portal. The portal enables employees to submit address changes, access current and past paychecks, submit W-4 forms, retrieve current and past W-2 statements, submit tax form updates, tuition requests and reimbursements, and more. The ESS portal allows City staff to access payroll and human resource information online, supporting streamlined, paperless processes and eliminating redundant data entry.

### **ACTIONS PENDING:**

- Implementation is in process for the Munis Utility Billing (UB) module to support the business functions for the City's utility billing and customer service functions. This phase of the implementation will go live in January 2023.
- Concurrently, staff has started implementing the Inventory component of the Asset/Work Order Management module, part one of that segment. The projected completion date is November 2022.
- The remaining phases to be implemented in 2023 include:
  - Financial Insights (formerly Transparency Portal)
  - Business License
  - Enterprise Asset Management (assets & work orders)

### **NEXT CITY COUNCIL ACTION:**

Continue to provide semi-annual project updates to the City Council.

### **STAFF CONTACT:**

**TERRY HACKELMAN**, Information Technology Director, [thackelman@manhattahbeach.gov](mailto:thackelman@manhattahbeach.gov)

# WORK PLAN

## INFORMATION TECHNOLOGY DEPARTMENT



### WORK ORDER MANAGEMENT

City staff seeks to implement a work order and asset management solution integrated into the City's ERP system. The primary objective is to implement a solution to streamline and improve work order and asset management, including providing field access to work order and asset information. The solution should also support more effective planning and tracking of maintenance and repair activities. The City's ERP system includes an integrated work order management module (i.e. Enterprise Asset Management or EAM).



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, FN

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council approved the ERP Contract with Tyler Technologies on July 17, 2018, including the option to implement the Munis EAM module.
- Received the EAM demo from Tyler Technologies in November 2021 to help with the evaluation and implementation planning. The demo provided new Public Works leadership to see the system and discuss the next steps. After that, it was determined the EAM module met or exceeded the needs of Public Works.

### ACTIONS PENDING:

- EAM module implementation is pending and will not be initiated until the Utility Billing module goes live, which is scheduled for January 2023.

### NEXT CITY COUNCIL ACTION:

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

### STAFF CONTACT:

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