



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. 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.



TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Scanned City Clerk legislative documents from 1912 to present that includes City council minutes ordinances and resolutions as well as City Council agenda packets from 1995 – present.
- ◇ Scanned Community Development (Building) past documents.
- ◇ Scanned Finance (General Services) past documents.

ACTIONS PENDING:

- ◇ 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.

MANAGEMENT SERVICES



- ◇ Scheduled – Support departments that are planning to scan their documents in Fiscal Year 2019-2020.

These departments include:

- Human Resources
- Finance (Administration)
- Public Works
- Community Development (Planning)

- ◇ Scheduled – Support departments that are planning to scan their documents in Fiscal Year 2020-2021.

These departments include:

- Fire
- Parks and Recreation
- Community Development (Traffic)

NEXT CITY COUNCIL ACTION:

Present a citywide scanning services contract for City Council approval and appropriation.

STAFF CONTACT: Liza Tamura, City Clerk, LTamura@citymb.info



CENTRALIZED CITYWIDE CONTRACT MANAGEMENT SYSTEMS

In 2016, 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 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.



TARGET DUE DATE	QUARTER 2 2020
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).

ACTIONS PENDING:

- ◇ Assist Information Technology with preparation of Request for Proposals and select vendor.
- ◇ Negotiate acceptable terms with selected vendor.
- ◇ Create proper contract management workflow with selected vendor.

NEXT CITY COUNCIL ACTION:

Present a centralized contract management solution for City Council approval and appropriation.

STAFF CONTACT: Liza Tamura, City Clerk, LTamura@citymb.info



DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

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 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.

TARGET DUE DATE	QUARTER 4 2023
FUNDING SOURCE	GRANT FUNDING
PRIORITY LEVEL	A
DEPTS. INVOLVED	PD, PR



STATUS:



COMPLETED ACTION ITEMS:

- ◇ Appoint and form homelessness task force.
- ◇ 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.

ACTION PENDING:

- ◇ Ongoing – Work with community and staff to implement goals of the homelessness plan.
- ◇ Ongoing – Award Measure H grant funding to homeless services provider.

NEXT CITY COUNCIL ACTION:

Present a Receive quarterly updates on homelessness initiatives.

STAFF CONTACT: Bruce Moe, City Manager, BMoe@citymb.info



ELECTION POLICY

During the March 2019 General Municipal Election, the City received several questions regarding the use of City facilities, resources, and positions for election-related activity. As a result, the City Council requested that staff review the current state and municipal codes regarding election-related activity, and propose a City policy regarding such matters.

TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

None.

ACTIONS PENDING:

- ◇ Ongoing – Staff gathering information to present elections policy to City Council for consideration.

NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction.

STAFF CONTACT: Liza Tamura, City Clerk, LTamura@citymb.info





UPDATE ON CITY'S PENSION LIABILITIES

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 reviews plans and receives projected rates from CalPERS. Staff will present information on the City's pension liabilities to the Finance Subcommittee and City Council.



TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	A
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.

ACTIONS PENDING:

- ◇ Ongoing - Gather relevant data on City's ongoing pension liabilities.
- ◇ Conduct Finance Subcommittee meeting presentation in September 2019.

NEXT CITY COUNCIL ACTION:

Review recommendations from staff and Finance Subcommittee at City Council meeting in October 2019.

STAFF CONTACT: Steve Charelian, Finance Director, SCharelian@citymb.info



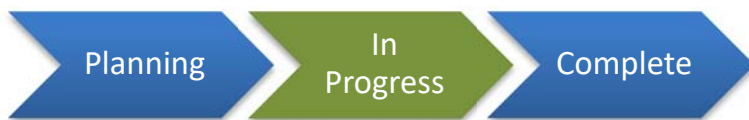
UPDATE ON CITY'S STREETLIGHTING FUND

As part of a request for revenue enhancement opportunities, City Council directed staff to provide an update on the City's Streetlighting Fund, which derives its revenue from assessments to property owners. Updating those assessments, which have not been changed since 1996, will require a Proposition 218 vote. Currently, transfers from the General Fund supplement the Streetlighting Fund. Staff will provide an update on this fund and future options to the Finance Subcommittee and City Council.



TARGET DUE DATE	QUARTER 3 2020
FUNDING SOURCE	STREETLIGHT
PRIORITY LEVEL	A
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.

ACTIONS PENDING:

- ◇ Ongoing - Develop options to correct deficit in Streetlighting Fund.
- ◇ Ongoing - Present update to Finance Subcommittee in fall 2019.

NEXT CITY COUNCIL ACTION:

Review recommendations from staff and Finance Subcommittee at spring 2020 meeting.

STAFF CONTACT: Steve Charelian, Finance Director, SCharelian@citymb.info



EXPLORE INCREASING STORMWATER FEES

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.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	STORMWATER
PRIORITY LEVEL	A
DEPTS. INVOLVED	N/A

STATUS



COMPLETED ACTION ITEMS:

- ◇ Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.

ACTION PENDING:

- ◇ Review options for increasing Stormwater Fees.
- ◇ Present options to Finance Subcommittee in fall 2019.
- ◇ Present recommendations from staff and Finance Subcommittee at a meeting in the fall of 2019.

NEXT CITY COUNCIL ACTION:

Review recommendations from staff and Finance Subcommittee at a fall 2019 meeting.

STAFF CONTACT: Steve Charelian, Finance Director, SCharelian@citymb.info



CONDUCT A COMPREHENSIVE USER FEE STUDY AND COST ALLOCATION PLAN (CAP)

Staff will conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP) in 2019. The study was last completed in 2015, and best practice is to conduct these studies every 4 years. This process ensures that the City identifies the true cost of providing various City services. The study started in January 2019 and will be complete by calendar year end.



TARGET DUE DATE	QUARTER 1 2020
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS



COMPLETED ACTION ITEMS:

- ◇ Began review of Comprehensive User Fee Study and CAP with various city departments in January 2019.

ACTION PENDING:

- ◇ Review results with Finance Subcommittee in fall of 2019.
- ◇ Present recommendations from staff and Finance Subcommittee to City Council in the winter of 2019.

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.

STAFF CONTACT: Steve Charelian, Finance Director, SCharelian@citymb.info



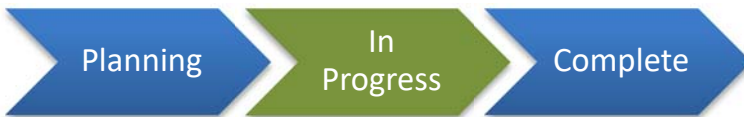
INTERNAL POLICIES AND PROCEDURES REVIEW

Human Resources staff is conducting a review of current policies and procedures. The Municipal Code outlines the framework for the City's Personnel Rules, which were promulgated in 1978. Additionally, there are Personnel Instructions and Administrative Instructions which contain policies and procedures for City employees and an Employee Handbook that is outdated. While some resolutions have been passed to update certain provisions of the rules and some instructions have been updated, a comprehensive review had not been undertaken. Staff is evaluating the City's personnel rules and instructions, including the policy for processing workers' compensation claims and the City's Injury Illness Prevention Program (IIPP) program.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Contracted with Liebert Cassidy Whitmore (LCW) to review and revise Personnel Rules and Instructions, negotiate MOU's for formerly unrepresented employees, and draft compensation resolutions.
- ◇ HR review of existing rules, instructions, policies and MOU's to determine course of action for policies and procedures overhaul, restructure, and update.

ACTIONS PENDING:

- ◇ Revise Municipal Code outlining the City's framework for the human resources function.
- ◇ Update content of critical policies (harassment and discrimination, leave, IIPP, Information Technology use, etc.)
- ◇ Present compensation plan for unrepresented employees to Council.
- ◇ Establish MOU with formerly unrepresented employees whose terms and conditions of employment were historically outlined in the Personnel Rules (Fire Management).
- ◇ Recommend to City Manager to rescind outdated policies and procedures.
- ◇ Consolidate and restructure remaining rules, policies and procedures.
- ◇ Negotiate actual policy revisions or impacts with impacted employee associations, as needed.
- ◇ Finalize, implement, and educate employees on updated policies throughout the organization.

NEXT CITY COUNCIL ACTION:

- ◇ Review and approval of a salary and benefits resolution outlining the terms and conditions of employment for unrepresented employees (Quarter 4 2019).

STAFF CONTACT: Lisa Jenkins, Human Resources Director, LJenkins@citymb.info



COLLECTIVE BARGAINING NEGOTIATIONS

For City employees represented by a labor association (union), the City negotiates Memorandum of Understandings (MOU), or collective bargaining agreements with designated representatives to establish or modify the salary, benefits, and terms and conditions of employment. Collective bargaining agreements with three of the City's labor associations were completed at the end of 2018 and have a term through December 2021. The MOU's with the remaining four associations are either still in progress or expire at the end of 2019, so the City will be engaged with negotiating with these groups.

TARGET DUE DATE	QUARTER 1 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Memoranda of Understanding negotiated and implemented with Teamsters, PMA, and POA, which expire in 2021.
- ◇ Initial authority for negotiations obtained from City Council related to Fire (previous MOU expired 12/31/18) and Fire Management (for initial MOU after obtaining recognition as a represented employee group).

ACTIONS PENDING:

- ◇ Schedule closed session with City Council in Quarter 3 of 2019 to obtain authority for labor negotiations for MOU's expiring in 2019.
- ◇ Complete collective bargaining agreements for pending negotiations (Fire and Fire Management)
- ◇ Initiate and complete labor negotiations with 2 bargaining units whose MOU's expire at the end of 2019 (Part-Time and Mid-Management), based on authority provided by City Council.
- ◇ Obtain City Council approval and oversee implementation of negotiated MOU's.

NEXT CITY COUNCIL ACTION:

- ◇ Periodic meetings regarding labor negotiations in closed session. Closed session will be scheduled in Quarter 3 of 2019 to obtain authority for MOU's expiring in December 2019. Following tentative ratification of MOU's by employee associations, the Council will approve the negotiated MOU's in open session.

STAFF CONTACT: Lisa Jenkins, Human Resources Director, LJenkins@citymb.info



UPDATE CITY DONATION POLICY

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 (including Strand Bench & Tree Program, Bench Donation Program and Sponsorship Opportunities).



TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Engaged stakeholders in discussion of current donation policies.
- ◇ Developed donation program options.

ACTIONS PENDING:

- ◇ Adopt and implement policy directed by the City Council.

NEXT CITY COUNCIL ACTION:

Discuss presentation of Citywide Donation Policy at City Council meeting on September 3, 2019.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@cityymb.info

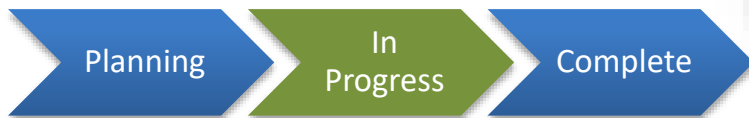


SAND DUNE AND TENNIS COURT RESERVATIONS

Update the tennis courts and Sand Dune reservation processes to an online and app platform to provide better efficiencies and ease of use for participants.

TARGET DUE DATE	QUARTER 1 2020
FUNDING SOURCE	USER FEES
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Selected web-based program, “Kourts” to facilitate tennis reservations through a mobile application.
- ◇ Updated Sand Dune fees, increased non-resident fees and implemented online payments for reservations.

ACTIONS PENDING:

- ◇ Increase tennis court fees by \$1 and launch the mobile application.
- ◇ Increase fees for Sand Dune Non-resident users in January 2020.

NEXT CITY COUNCIL ACTION:

Update the City Council on software platforms and process as implemented.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.info





PARK MASTER PLAN

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 Park 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. Park Master Plan was discussed at the Joint City Council/Parks and Recreation Commission meeting on June 3, 2019, as one of the Commission work plan items for the upcoming year.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Completed inventory of existing amenities and analysis of existing data.
- ◇ Formed Parks and Recreation Commission Park Master Plan Ad-Hoc Committee.

ACTIONS PENDING:

- ◇ Create and distribute community park survey in September 2019.
- ◇ Conduct public outreach through the Community Survey and community outreach workshops, September 2019 – December 2019.
- ◇ Present plan to Parks and Recreation Commission in March 2020 followed by presentation to City Council.

NEXT CITY COUNCIL ACTION:

Draft Park Master Plan for City Council consideration in spring 2020.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@cityymb.info



COMMUNITY ARTS GRANT PROGRAM POLICY DEVELOPMENT AND WALKABOUT EVENTS

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.

TARGET DUE DATE	QUARTER 1 2020
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Approval of Community Grants Program by the City Council.

ACTIONS PENDING:

- ◇ Release Community Project Grant application in September 2019.
- ◇ Present Commission review and recommendations to City Council in November 2019.
- ◇ Award grants in December 2019.

NEXT CITY COUNCIL ACTION:

City Council review of Commission recommended community grant events.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@cityymb.info

COMMUNITY ARTS GRANT PROGRAM GUIDELINES





PUBLIC ART CONSERVATION ASSESSMENT

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.

TARGET DUE DATE	QUARTER 1 2020
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Created template and process for assessment.
- ◇ Completed basic assessment of public art, July 2019.

ACTIONS PENDING:

- ◇ Review assessment to make recommendations for conservation, preservation or removal in August 2019.
- ◇ Provide presentation and recommendations to Cultural Arts Commission in November 2019.
- ◇ Present recommendations of the Cultural Arts Commission to the City Council, in January 2020.

NEXT CITY COUNCIL ACTION:

Review Cultural Arts Commission recommendations in January 2020.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@cityymb.info



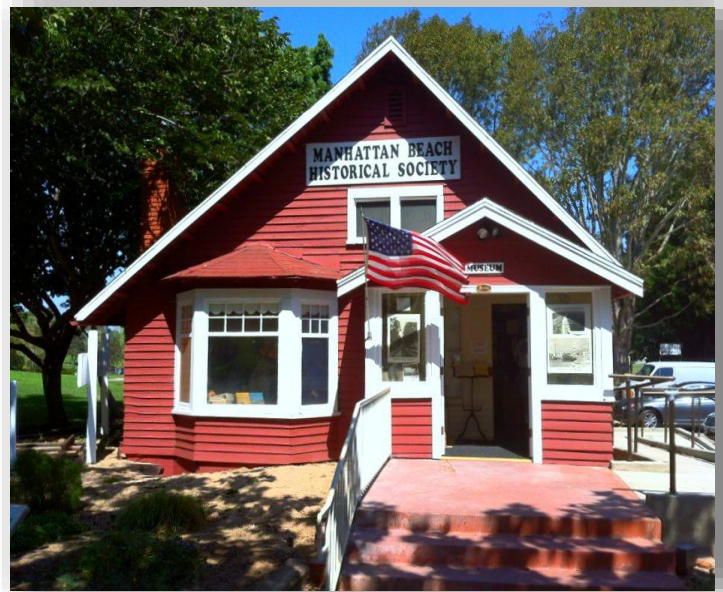
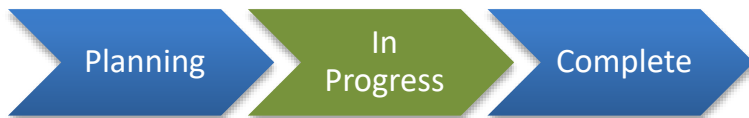


ASSESSMENT OF HISTORICAL ARTIFACTS AND STRUCTURAL REVIEW OF HISTORICAL BEACH COTTAGE

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.

TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	PUBLIC ARTS TF
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW, CD

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Placed Mobile storage unit (trailer).
- ◇ Purchased trailer and installed shelving for work room in Red House.
- ◇ Purchased archival storage material.
- ◇ Removed documents from Red House and relevant artifacts from Park facilities and placed them in trailer.
- ◇ Approval of network infrastructure in July 2019.

ACTIONS PENDING:

- ◇ In Progress - Preservation treatment of material.
- ◇ In Progress - Comprehensive assessment of City's historical artifacts, including the Red House.
- ◇ Conduct Red House feasibility study (Public Works).
- ◇ Reach out to Manhattan Beach Unified School District to coordinate development of Manhattan Beach history education curriculum.
- ◇ Explore alternative options to Phase 4 besides the Manhattan Beach Arts Center (MBAC).

NEXT CITY COUNCIL ACTION:

Return to the City Council with project updates.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.info

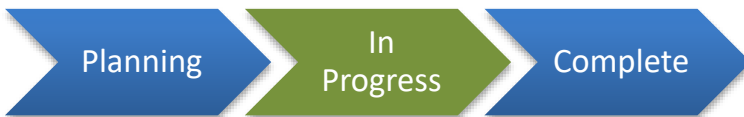


SCULPTURE GARDEN PROGRAM

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.

TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Presented finalized Sculpture Garden placements to the City Council on January 15, 2019.
- ◇ Conducted site tour with Public Works detailing all installation needs on March 13, 2019.
- ◇ Submitted pertinent installation information for each artist to Public Works on April 8, 2019.
- ◇ Submitted executed agreements with artists and invoices for payment, as of April 10, 2019.
- ◇ Laid foundation for *Dragon Tales* and delivered artwork base.
- ◇ Install *Sunflower* sculpture by Patricia Vader.

ACTIONS PENDING:

- ◇ Public Works to install remaining foundations.
- ◇ Install *Dragon Tales*.
- ◇ Install C.J. Rench artworks.
- ◇ Install Peter Mitten artwork, August 2019.
- ◇ Install John and Nico Meyer artwork at Metlox.

NEXT CITY COUNCIL ACTION:

Update the City Council with installation of approved artworks.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@cityymb.info



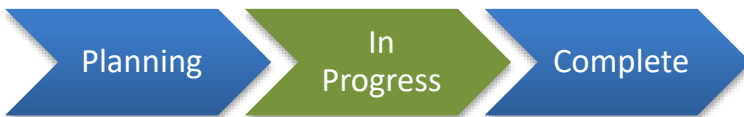
MERCHANDISING, LICENSING AND BRANDING FOR THE CITY

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 within 60 days.



TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Approved design of Manhattan Beach Logo at City Council meeting.
- ◇ Developed City Brand Guidelines.
- ◇ Trademarked City Logo.
- ◇ Submitted paperwork to copyright the Logo.

ACTIONS PENDING:

- ◇ Copyright City Logo.
- ◇ Manhattan Beach City Store dubbed "Branded" opens August 5.
- ◇ Incorporate branding into the Public Works wayfinding signage program, city website and publications.
- ◇ Present final brand guidelines to City Council.

NEXT CITY COUNCIL ACTION:

City Council review of brand guidelines at future City Council meeting.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@cityymb.info



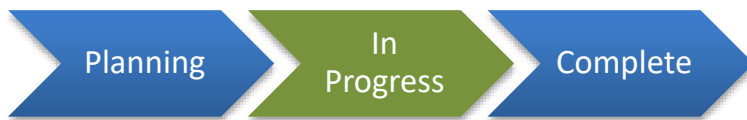
PLACE PUBLIC ART IN CITY HALL (CITY HALL MURAL)

At the City Council work plan meeting on March 9, 2018, City Council directed staff to bring a status update on each of the approved projects. In addition, City Council directed staff to bring forward a process to update the City Hall Mural, and propose a process for new public art projects moving forward.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PW

STATUS:



COMPLETED ACTION ITEMS:

- ◇ City Council approved the City Hall Lobby Public Art Project Request for Qualifications (RFQ) item at their meeting on November 6, 2018.
- ◇ Established Arts in Public Places Ad Hoc Subcommittee (AAPC).
- ◇ Met with AAPC to choose semifinalists on April 10, 2019
- ◇ Presented AAPC recommendations to Cultural Arts Commission on April 15, 2019.
- ◇ Presented Cultural Arts Commission recommendations to City Council in June 2019.
- ◇ City Council approval of RFQ semifinalists.

ACTIONS PENDING:

- ◇ Contracts and notice to proceed in final review by Legal.
- ◇ Semifinalists meet with panel, October 2019.
- ◇ Conceptual designs and presentation by four finalists to the Cultural Arts Commission, November 2019.
- ◇ Project finalist selected by City Council, December 2019.
- ◇ Design development, fabrication and installation.
- ◇ Project dedication in June 2020.

NEXT CITY COUNCIL ACTION:

Present review of design renderings prepared by selected artists at future City Council meeting.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.info



NFC FITNESS COURT OUTREACH

The Mariposa Fitness station on Veteran's Parkway is in need of replacement. NFC is the original manufacturer of the existing equipment and has developed a new generation of fitness court. City Council approved the purchase of the equipment on November 6, 2018. The MB10K has committed to a \$30,000 sponsorship of the project. The City received a \$45,000 grant from NFC to aid in the purchase of the equipment.

TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Conducted public outreach meeting.
- ◇ Presented project to Parks and Recreation Commission on May 28, 2019.
- ◇ Purchased fitness equipment.
- ◇ Received delivery of equipment and stored at Public Works facility.

ACTIONS PENDING:

- ◇ Prepare Request for Proposals to award bid of fitness station project.
- ◇ Construction and installation by December 2019.

NEXT CITY COUNCIL ACTION:

City Council approval of Fitness Court RFP design and construction documents in October 2019.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.info





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, a substantial portion of the existing play equipment is now off limits to users. Renovations will help to reduce liability, safety, improve 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 replace existing fence and surfacing.

polliwog park PLAY EQUIPMENT REPLACEMENT



TARGET DUE DATE	QUARTER 3 2020
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Conducted Public Outreach meeting on design presentations by manufacturers (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.

ACTIONS PENDING:

- ◇ Prepare Request for Proposals (RFP) for Playground equipment and surfacing purchase and installation.
- ◇ Select vendor and present contract for City Council approval.
- ◇ Installation of equipment and resurfacing.

NEXT CITY COUNCIL ACTION:

Approve RFP for playground equipment and surfacing at future City Council meeting.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.info



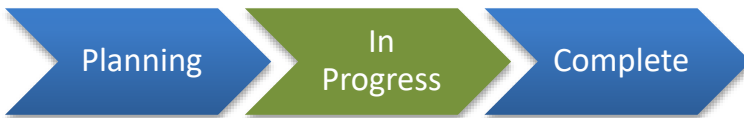
MANHATTAN BEACH MURALS

On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. One hundred fifty thousand dollars was appropriated to develop and execute murals in facilities and private businesses throughout the City of Manhattan Beach. In response, the Cultural Arts Commission created a Roster of Pre-Qualified Artists to be part of the MB Murals project. The purpose of the roster is to streamline the artist selection process for a range of upcoming mural projects. Artists chosen for inclusion in the roster will be eligible to be considered for future public art mural projects in Manhattan Beach. Inclusion in the final roster will be for a period of three years.



TARGET DUE DATE	QUARTER 1 2020
FUNDING SOURCE	PUBLIC ARTS TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, HR

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Presented Cultural Arts Commission recommendations to the City Council.
- ◇ Approved initial five locations by City Council.
- ◇ Notified artists and prepared contracts with artists.

ACTIONS PENDING:

- ◇ Final approval of contracts by legal department.
- ◇ Installation of murals.
- ◇ Develop mural ordinance and prepare for City Council consideration.

NEXT CITY COUNCIL ACTION:

Present mural ordinance and additional mural locations for City Council consideration following input at the October 1, 2019, City Council meeting.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.info



UTILITY BOX BEAUTIFICATION

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. City Council approved this item at their meeting on December 18, 2018.

TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	PUBLIC ARTS TF
PRIORITY LEVEL	A
DEPTS. INVOLVED	MS, HR

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Presented proposed utility box locations to Cultural Arts Commission at the May 21, 2018 meeting.
- ◇ Issued Request for Proposals (RFP) to artists in August 2018. (Deadline October 2, 2018)
- ◇ Selected images based on City Council priorities listed above.
- ◇ Presented recommendations to Cultural Arts Commission in November 2018.
- ◇ Presented submissions and recommendations to City Council December 2018.
- ◇ Finalized artist contracts.
- ◇ Prepared vendor agreements.

ACTIONS PENDING:

- ◇ Finalize vendor agreement; currently with legal department.
- ◇ Deliver artist designs to vendor, pending finalization of agreement.
- ◇ Install artwork on selected utility boxes to begin in August 2019.

NEXT CITY COUNCIL ACTION:

Provide City Council with updates as artwork is completed.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.info



BODY WORN CAMERA REPLACEMENT PROJECT

In January 2016, the Police Department began using Body Worn Cameras. The use of Body Worn Cameras (BWC) serve as an effective tool for law enforcement agencies to demonstrate commitment to transparency, ensure the accountability of its members, increase the public's trust in officers and protect department members from unjustified complaints of misconduct. Current BWCs have reached their recommended end of life (2.5 - 3 years), and new BWC technology has developed over the past few years. Replacement of BWCs is critical to officers' safety, accountability and transparency.



TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Researched and field-tested replacement body worn camera options.
- ◇ Researched cloud-based video storage solutions for evidentiary videos.
- ◇ Presented recommended vendor to City Council at the June 18, 2019 for approval.

ACTIONS PENDING:

- ◇ In Progress - Implement the replacement body worn camera solution.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT: Derrick Abell, Police Chief, DAbell@cityymb.info



RADIO REPLACEMENT PROJECT

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.

TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FD

STATUS:



COMPLETED ACTION ITEMS:

- ◇ On December 5, 2017, the City Council approved the purchase of the radios.

ACTIONS PENDING:

- ◇ Work with SBRPCA to acquire, program and install the radios.
- ◇ Provide training on the enhanced capabilities of the interoperable radios.

NEXT CITY COUNCIL ACTION:

None

STAFF CONTACT: Derrick Abell, Police Chief, DAbell@citymb.info

WORK PLAN POLICE



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 4 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FD

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Implementation of Mark 43 Records Management System.

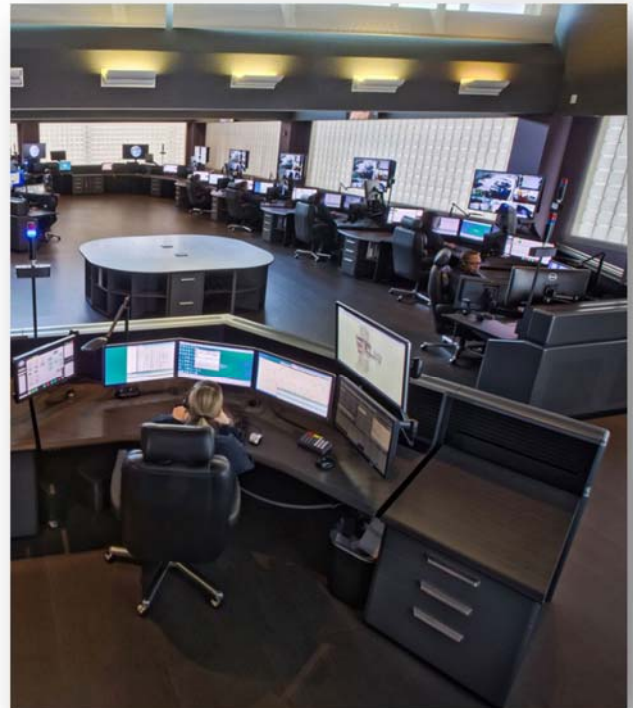
ACTIONS PENDING:

- ◇ Complete the Computer Aided Dispatch implementation and meet communication needs.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT: Derrick Abell, Police Chief, DAbell@citymb.info





IMPLEMENTATION OF 2019-20 STRATEGIC PLAN

The 2019-2020 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. Since 2008, MBPD has utilized a three or four-year strategic planning process to establish goals and priorities and to serve as our road map for the future. For the first time, we are adopting a two-year plan in order to be responsive to emerging trends. 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

TARGET DUE DATE	QUARTER 4 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Plan was presented to City Council on February 19, 2019.

ACTIONS PENDING:

- ◇ Implement the 24 action items of the Police Department's Strategic Plan.
- ◇ Report progress on the plan to the community semi-annually.

NEXT CITY COUNCIL ACTION:

Provide update with progress on the plan at City Council meeting.

STAFF CONTACT: Derrick Abell, Police Chief, DAbell@citymb.info





PUBLIC SAFETY TECHNOLOGY ASSESSMENT

The Police Department currently has fixed Automated License Plate Readers (ALPRs) at five intersections in Manhattan Beach (Artesia/Aviation, Manhattan Beach Blvd./Aviation, Marine/Aviation, Rosecrans/Aviation, and 45th/Highland). Installation was completed in August 2017. The ALPR system continues to be a positive addition to the Police Department's investigative and crime fighting toolbox, helping investigators to solve crime and helping patrol officers to proactively find and arrest wanted felons entering our community. At the request of Council, staff has researched and identified several additional locations and will bring the proposal to City Council for consideration.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	TBD
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW

STATUS:



COMPLETED ACTION ITEMS:

None

ACTIONS PENDING:

- ◇ Identify possible grant funding.
- ◇ Return to City Council with a contract to purchase and install ALPR's.
- ◇ Work with selected vendor, Public Works, and Information Technology to install the ALPRs at selected locations.

NEXT CITY COUNCIL ACTION:

Return to City Council to consider additional ALPR locations for consideration.

STAFF CONTACT: Derrick Abell, Police Chief, DAbell@citymb.info

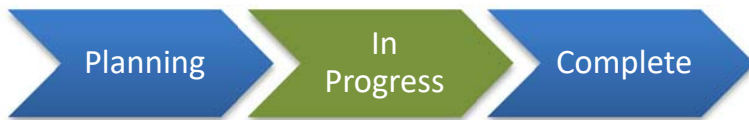


IMPROVE FIRE PREVENTION INSPECTION DOCUMENTATION/DATA COLLECTION

In January 2016, the Fire Prevention Division developed an internal plan to capture inspection data, which includes building information and permit requirements. Permit and inspection software have been updated to accommodate the new permit process.

TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Researched technology-based solutions that can be accessed in the field and manage gathered data.
- ◇ Identified vendors that support InnerGov and MUNIS integration and compatibility
- ◇ Coordinated with other departments to confirm if RFP is necessary being that software is proprietary

ACTIONS PENDING:

- ◇ Receive quotes from vendors and select vendor based on department needs
- ◇ Preserve, archive and transfer all existing records from current system
- ◇ Continue working with I.T. to coordinate future transfer and preservation of existing data

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT: Daryn Drum, Fire Chief, DDrum@cityymb.info



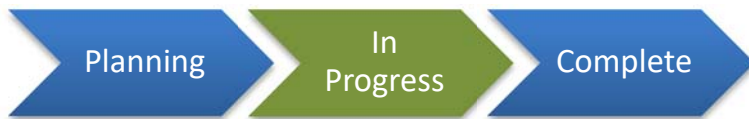
IMPROVE AMBULANCE TRANSPORT SERVICES

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.



TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Initiated short-term/interim contract for ambulance services with an appropriate vendor.
- ◇ Presented contract to City Council and approved at the March 19, 2019 meeting.

ACTIONS PENDING:

- ◇ Review current ambulance program to identify and recommend delivery model enhancements.

NEXT CITY COUNCIL ACTION:

Present options to City Council for discussion and direction tentatively scheduled for Quarter 2 2020.

STAFF CONTACT: Daryn Drum, Fire Chief, DDrum@citymb.info

WORK PLAN
FIRE



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 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.



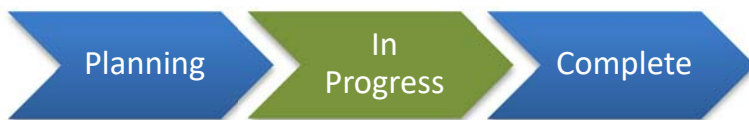
TARGET DUE DATE	QUARTER 2 2019
------------------------	-----------------------

FUNDING SOURCE	GENERAL FUND
-----------------------	---------------------

PRIORITY LEVEL	B
-----------------------	----------

DEPTS. INVOLVED	PD
------------------------	-----------

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Reviewed RFP responses, conducted site visits, proposed software modules, project cost and scope of work.

ACTIONS PENDING:

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

NEXT CITY COUNCIL ACTION:

None

STAFF CONTACT: Daryn Drum, Fire Chief, DDrum@citymb.info

WORK PLAN
FIRE



EMERGENCY NOTIFICATION SYSTEM

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.



TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PD

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 Nixel 360 platform to avoid service interruption for existing notification system.

ACTIONS PENDING:

- ◇ Emergency Services Coordinator currently setting up system alert types and groups, expected to test system in Quarter 4 2019.
- ◇ “Go live” with emergency notification system.

NEXT CITY COUNCIL ACTION:

None

STAFF CONTACT: Daryn Drum, Fire Chief, DDrum@citymb.info

WORK PLAN FIRE



INTEROPERABILITY NETWORK OF THE SOUTH BAY (INSB)

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



TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	GRANT
PRIORITY LEVEL	B
DEPTS. INVOLVED	

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Installed radios in apparatus.
- ◇ Received City Council approval of radio purchase utilizing federal grant funding.

ACTIONS PENDING:

- ◇ In Progress - Conduct system integration and training.

NEXT CITY COUNCIL ACTION:

None

STAFF CONTACT: Daryn Drum, Fire Chief, DDrum@cityymb.info

WORK PLAN
FIRE



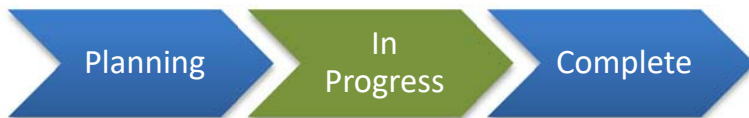
COUNTY FIRE ASSESSMENT

City Council directed staff to assess the ramifications of contracting with the County of Los Angeles Fire District for fire services.

TARGET DUE DATE	QUARTER 2 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FN, MS



STATUS:



COMPLETED ACTION ITEMS:

- ◇ Submitted a fire services questionnaire to County of Los Angeles to conduct feasibility study for the provision of fire protection, paramedic and incidental services.
- ◇ Received County of Los Angeles Board of Supervisors approval on April 30, 2019, approving the City's feasibility study.

ACTIONS PENDING:

- ◇ Analyze feasibility study provided by Los Angeles County and include financial and operational considerations.

NEXT CITY COUNCIL ACTION:

Provide City Council report with analysis assessing proposal by Los Angeles County Fire Department at the September 2, 2019, City Council meeting (tentative).

STAFF CONTACT: Daryn Drum, Fire Chief, DDrum@citymb.info



FIRE CODE ADOPTION

The California Fire Code (CFC) contains regulations consistent with nationally-recognized and accepted practices for safeguarding life and property from the hazards of fire and explosion, dangerous conditions arising from hazardous storage conditions, handling and use of hazardous materials and devices, and hazardous conditions in the use or occupancy of buildings or premises. The CFC also contains provisions to assist emergency response personnel and allows the City to amend certain provisions due to characteristics that are unique to the City. Any and all amendments would clarify and strengthen existing regulations and are intended to make the City more resilient to potential hazards and vulnerabilities.



TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	CD

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Purchased 2019 Fire Code Policies and Procedures Manual.

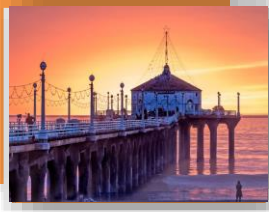
ACTIONS PENDING:

- ◇ Review any changes to existing fire code and determine necessary items that must be addressed in new Resolution and Ordinance; Item will go to council to adopt new Ordinance within the next 60 days.
- ◇ Coordinate with Community Development to update all existing Building, Mechanical, Plumbing and Engineering Code (and others) as necessary.

NEXT CITY COUNCIL ACTION:

Staff report will be presented to Council for approval of new Ordinance and Resolution by third quarter of Fiscal Year 19/20.

STAFF CONTACT: Daryn Drum, Fire Chief, DDrum@citymb.info



SOLID WASTE FRANCHISE AGREEMENT CONTRACT SELECTION PROCESS

The City's single largest contract is for Solid Waste Hauling services. Currently, that service is provided by Waste Management, who's two-year contract extension will expire on June 30, 2020. In anticipation of awarding a new contract, staff began a new solicitation and selection process in mid-2018. Over an estimated 18-month period, planned activities included writing and releasing a Request for Proposals, reviewing the three proposals received, conducting oral interviews with waste haulers, negotiating final contract services and terms, reviewing exceptions to the contract and executing a new 7-year franchise agreement.



TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ The City Council subcommittee reviewed solid waste proposals from three waste haulers.
- ◇ City Council awarded a Solid Waste Franchise Agreement to Waste Management (WM), with four additional enhancements, including providing an increased number of shredding events and bulky item collections, expanding outreach to businesses, and having WM assume customer billing functions.

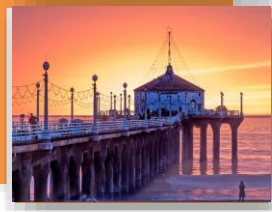
ACTIONS PENDING:

- ◇ The Final Agreement has been updated to reflect the changes requested by City Council and is being executed.

NEXT CITY COUNCIL ACTION:

None

STAFF CONTACT: Stephanie Katsouleas, Public Works Director
SKatsouleas@citymb.info



UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM

In 2015, City Council directed staff to develop a wayfinding signage program that would create a City identity through uniform signage to be deployed throughout the City. Presentations on this effort were made to City Council on multiple occasions between October 2015 and July 2018 that 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 End Business Improvement District for review and comments between April 16, 2018 and May 23, 2018. The final Master Plan was then 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. However, that work was put on hold pending development of a city branding identity and associated style guide, which will be presented to City Council.



TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Presented draft Wayfinding Master Plan to City Council.

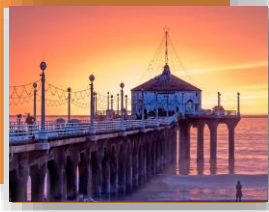
ACTIONS PENDING:

- ◇ Present the revised Wayfinding Master Plan to City Council in September 2019 and any adjustments requested by City Council will be incorporated into the Wayfinding Master Plan.
- ◇ Incorporate the Plan's objectives into signage throughout City as replacements occur.
- ◇ Seek direction from City Council regarding source and allocation of funds need for the proposed phased implementation.

NEXT CITY COUNCIL ACTION:

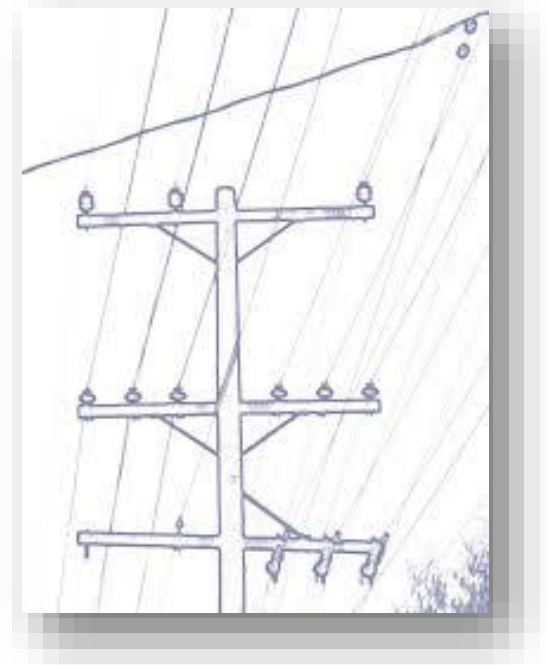
Review and approve the revised Wayfinding Master Plan.

STAFF CONTACT: Stephanie Katsouleas, Public Works Director,
SKatsouleas@citymb.info



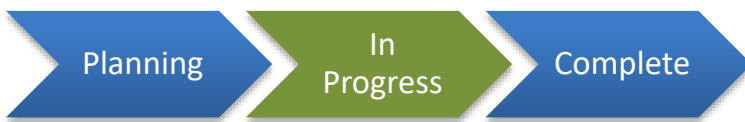
UTILITY UNDERGROUND ASSESSMENT DISTRICTS

The City's Utility Underground Assessment District (UUAD) program allows property owners to self assess the cost of relocating overhead utilities to underground networks. The program was very active in the early to mid-2000s, but was placed on a moratorium in 2009 at the onset of the economic recession. That moratorium was lifted in 2017, and Districts 12 and 14 were permitted to resume with district formation proceedings. Additionally, District 4 was initiated and began design work for. In addition to revising the program, City Council established new guidelines for district formation while allowing for flexibility in petition thresholds in the previously formed Districts 8 and 13. Several neighborhoods have contacted the City inquiring about starting their own UUADs, and were told the program will commence for new districts in early 2020.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FN

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Received Construction bids and a public meeting was held for Districts 12 and 14 June 2019.

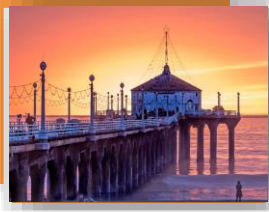
ACTIONS PENDING:

- ◇ Finalize utility construction plans for Utility Underground Assessment District 4, and putting the project out to bid this fall.
- ◇ Public Hearing to count ballots for District 12 and 14 is scheduled to occur on October 1, 2019.
- ◇ Recruitment of Senior Civil Engineer to administer the UUAD program.
- ◇ Move forward with seven new districts once an engineer has been retained to administer the UUAD program (early 2020).

NEXT CITY COUNCIL ACTION:

Initiate District formation proceedings for UUAD 12 and 14 on August 6, 2019.

STAFF CONTACT: Stephanie Katsouleas, Public Works Director,
SKatsouleas@citymb.info



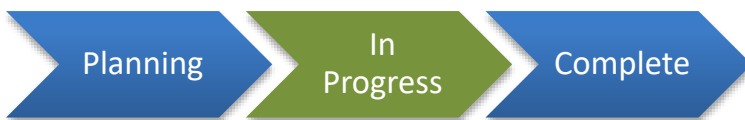
PEDESTRIAN SECURITY IMPROVEMENTS - BOLLARDS

On March 9, 2018, City Council held a workplan meeting where the concept of pedestrian safety measures was raised. At that meeting, City Council expressed an interest in exploring options to provide enhanced security measures for the public in the downtown area, much like what had been installed at the head of the Pier in 2017. On June 5, 2018 staff recommended that City Council consider security enhancements at four key intersections adjacent to Farmers Market and Pier events. On March 19, 2019, City Council directed staff to evaluate what other surrounding cities have installed to enhance pedestrian safety. Staff committed to returning to City Council in late 2019 with this information for further discussion.



TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	TBD
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

Received direction from City Council at the March 19, 2019 City Council meeting to research what measures other cities have implemented in their efforts to protect pedestrians.

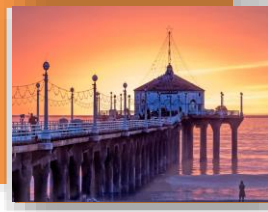
ACTIONS PENDING:

- ◊ Research what measures others cities have installed to enhance pedestrian security and safety, inclusive of financial costs they incurred.
- ◊ Present findings and make recommendations to City Council in fall 2019 and seek direction on next steps.

NEXT CITY COUNCIL ACTION:

Presentation of findings and recommendations to City Council, estimated in fall 2019.

STAFF CONTACT: Stephanie Katsouleas, Public Works Director,
SKatsouleas@citymb.info



DOWNTOWN AND NORTH END BEAUTIFICATION

At the April 23, 2019, City Council meeting, staff was directed to place “Downtown and North End Beautification” on the City Council Work Plan. This includes evaluating various “refresh” opportunities, such as sidewalk and landscaping replacements. Already, Public Works has installed some concept sidewalk stencils in front of City Hall as a pilot project that could be considered for broader implementation. Pending the Public Works Engineering Division’s current workload, strategies and a project timeline will be developed in the near future.

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



STATUS:



COMPLETED ACTION ITEMS:

- ◇ Installed various sidewalk stencil patterns in front of City Hall as a pilot project to solicit feedback from the downtown community.
- ◇ Installed new plants in front of Starbucks that are colorful and more drought tolerant than the previous landscaping that was there.
- ◇ Held preliminary meeting with North End representatives regarding tree replacements, installation of new tree grates and installation of decorative lighting.

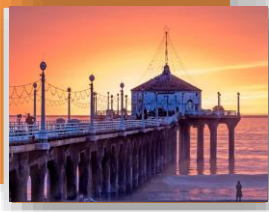
ACTIONS PENDING:

- ◇ Install one additional stencil pattern directly over existing gray tiles in front of City Hall to evaluate how this looks as an alternative to removing the tiles in consideration of a wider stencil roll out.
- ◇ Develop a plan to engage the community regarding the Downtown and North End sidewalk and landscaping enhancements.
- ◇ Seek feedback and further direction from City Council following review of the pilot stencil patterns and materials.

NEXT CITY COUNCIL ACTION:

Report on the feedback received by the downtown community to the pilot projects.

STAFF CONTACT: Stephanie Katsouleas, Public Works Director,
SKatsouleas@citymb.info



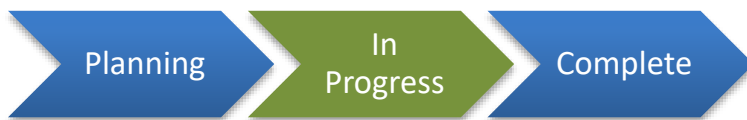
SENIOR & SCOUT HOUSE PROJECT (INCLUDING JOSLYN CENTER FAÇADE)

In 2014, the City of Manhattan Beach and Friends of Senior and Scout Community Center 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. Those plans were presented to and approved by City Council on August 1, 2017. The overall cost of the new building is anticipated to be approximately \$3.5 million, and the City has agreed to contribute \$1 million in cash and in-kind support for its construction. The City also agreed to construct the shell of the building once sufficient funds have been raised and the development and disposition agreement has been executed.



TARGET DUE DATE	TBD
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	C
DEPTS. INVOLVED	MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ City Council approval of \$1 million in cash and in-kind services toward construction of the new Senior and Scout House and directed staff to enter into a Development and Disposition Agreement for initial construction of the building.

ACTIONS PENDING:

- ◇ Draft Development and Disposition Agreement with Friends of the Senior & Scout Community Center, pending the Friends nearing conclusion of their fundraising efforts.

NEXT CITY COUNCIL ACTION:

Present agreement with Friends of the Senior & Scout Community Center for City Council consideration.

STAFF CONTACT: Stephanie Katsouleas, Public Works Director,
SKatsouleas@citymb.info



MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

In December 2014, City Council approved a proposed expansion of the Manhattan Village Shopping Center and associated EIR. Project Manager's services are provided by Willdan with the applicant paying all costs through a Reimbursement Agreement. The Plan Check/Inspection Agreement also provides for applicant funded services. Several Amendments to the project have been approved and implemented, and several more are anticipated. The multi-phased project is under construction and requires continued plan check, permitting and updates.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	CD, PW, FN, FD, PD, MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Construction of the North East Parking Deck, Macy's Expansion, and California Pizza Kitchen.

ACTIONS PENDING:

- ◇ In Progress – Construction of South Deck Parking, Shops and offsite improvements. Plan check review of North Parking Deck, Shops, Façade Improvements and miscellaneous site improvements.
- ◇ Permit and entitlement revisions under review by applicant.

NEXT CITY COUNCIL ACTION:

Monthly meetings of the City Council Subcommittee with the leadership team for the property owner/developer.

STAFF CONTACT: Anne McIntosh, Community Development Director,
AMcIntosh@citymb.info



MODERNIZE 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. 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 Project for additional review and research.



TARGET DUE DATE	QUARTER 4 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

None

ACTIONS PENDING:

- ◇ Traffic Engineer and planners are researching and developing parking code revisions and amendments based on local, regional and nationwide data.
- ◇ Present findings and recommendations to the Parking and Public Improvements Commission and Planning Commission, in Summer 2020.
- ◇ Conduct a Public Hearing to adopt an Ordinance to revise parking codes at a City Council meeting in Winter 2020.

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 parking standards at a future City Council meeting.

STAFF CONTACT: Erik Zandvliet, City Traffic Engineer, EZandvliet@citymb.info



PEDESTRIAN SAFETY IMPROVEMENTS

On March 20, 2018, City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Plan Design Guidelines, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future CIP discussion for funding opportunities and implementation.

TARGET DUE DATE	ONGOING
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	PW, FN, PD

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Installed high visibility crosswalks and signs at walk streets on Highland Ave. from Homer St to 8th St.
- ◇ Installed new edge line for pedestrian path on Marine Ave. from Grandview Ave. to 25th St.
- ◇ Installed new crosswalk and signage on Marine Ave. at Flournoy Rd. and Blanche Rd..
- ◇ Installed new crosswalks on 21st St., Bell Ave, Flournoy Rd. and 25th St. at Valley Drive.
- ◇ Installed new crosswalk on Laurel Ave. at 14th St..
- ◇ Installed high visibility crosswalks and ramps on Marine Ave. from Sepulveda Blvd. to Aviation Blvd..
- ◇ Installed flashing beacons and in-pavement lights on Highland Ave at 34th, 35th and 36th Sts..
- ◇ Installed high visibility crosswalks, flashing beacons, in-pavement warning lights and bulb-outs at various locations as part of two Safe Routes to School (SRTS) projects.

ACTIONS PENDING:

- ◇ Develop and present a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvement Commission.
- ◇ Conduct periodic updates.

NEXT CITY COUNCIL ACTION:

Present additional pedestrian safety improvements recommended by the Parking and Public Improvements Commission, as needed.

STAFF CONTACT: Erik Zandvliet, City Traffic Engineer, EZandvliet@citymb.info



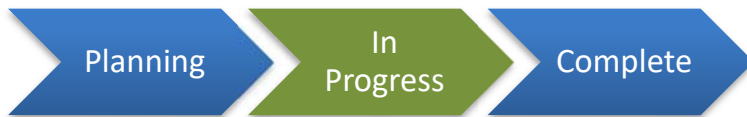
ENVIRONMENTAL SUSTAINABILITY WORK PLAN FOR 2018-2020

Staff researched city sustainability and environmental policy best practices, identified priority environmental initiatives for City Council discussion and approval, and provided updates on ongoing environmental sustainability programs. The work plan was presented to City Council on November 7, 2017, and further discussed through a dedicated Council Study Session and approved unanimously on January 31, 2018.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FD, PD, PR, MS, FN

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Researched Community Choice Energy options and Council joined the Clean Power Alliance of Southern California In December 2018.
- ◇ Formed the Sustainability Task Force in April 2018 and worked on sustainable city landscaping, plastic pollution, sustainability goals, environmental accomplishments report, reducing pesticide use, identifying climate action priorities, engaging youth, conducting sea level rise (SLR) analyses, and climate adaptation.
- ◇ Adopted plastic pollution policy update in May 2018 (straws, utensils, stirrers, polystyrene packing materials, polystyrene egg cartons).
- ◇ Created plastic pollution policy outreach and guidance document (English & Spanish) in July 2018.
- ◇ Launched PlasticFreeMB webpage with information and resources for the public in July 2018.
- ◇ Published Manhattan Beach Environmental Accomplishments Report (2007-2018) to Council.
- ◇ Applied for California Coastal Commission Sea Level Rise and Climate Change LCP Grant.
- ◇ Formed the Sustainability Youth Council in October 2018, composed of students and managed by three STF members, and conduct environmental outreach and education in the City and in schools.
- ◇ Taught senior-focused workshop at “Dine ‘N Discover” program on Clean Power Alliance in January 2019.
- ◇ Adopted plastic pollution policy update in February 2019 (balloons).
- ◇ Presented Beach Dune Enhancement project to Council in February 2019.
- ◇ Awarded California Coastal Commission Grant for \$225,000 on Sea Level Rise and LCP update.
- ◇ Adopted plastic pollution policy update in March 2019 (polystyrene trays). Launched the City’s Climate Resiliency Project in March 2019 (which will include the creation of a Climate Action and Adaptation Plan, multiple Sea Level Rise analyses, increasing coastal resiliency through beach dune enhancement,

COMMUNITY DEVELOPMENT



and a Local Coastal Program planning update).

- ◇ Completed Municipal and City-wide Greenhouse Gas (GHG) Emissions Inventory Analysis in June 2019.

ACTIONS PENDING:

- ◇ Senior-focused workshop at “Dine ‘N Discover” program on Plastic Pollution Reduction Policies (July 2019)
- ◇ Complete RFP and contract process for Sea Level Rise and Climate Adaptation projects.
- ◇ Complete Sea Level Rise (SLR) Risk, Hazards, and Vulnerability Assessment.
- ◇ Complete Groundwater-SLR Hazard Analysis.
- ◇ Conduct four Stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- ◇ Create and launch 10 Virtual Reality interactions with stakeholders on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- ◇ Senior-focused workshop at “Dine ‘N Discover” program and Youth-focused workshop on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- ◇ Complete Confluence Modeling on Stormwater Infrastructure and SLR.
- ◇ Develop 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).
- ◇ Develop emission reduction strategies so the City can achieve GHG reduction goals under the scenarios of the Wedge Analysis.
- ◇ Create Climate Action & Adaptation Plan and conduct CEQA analysis
- ◇ Update LCP-LUP language to reflect climate change risk and adaptation.
- ◇ Develop language to ensure consistency with future Local Hazard Mitigation Plan (LHMP) and General Plan Safety Element updates (per AB379).
- ◇ Secure Beach Dune Enhancement project funding (through project partners).
- ◇ Complete Beach Dune Enhancement project.
- ◇ Ongoing - Continue working in priority areas, which are:
 - Climate Change and Energy – Climate Action Plan (2019-2020)
 - Clean Power Alliance
 - Climate Adaptation and Resiliency – Sea Level Rise Vulnerability Study (2019-2020) & Climate Adaptation Planning (2019-2021)
 - Plastic Pollution Reduction
 - Smart Water Management
 - Community Partnerships and Outreach
 - Emerging Environmental Issues

NEXT CITY COUNCIL ACTION:

Approve Professional services agreement for Climate Resiliency Project (grant-funded) in Quarter 3 2019.

STAFF CONTACT: Dana Murray, Environmental Sustainability Manager,
DMurray@citymb.info

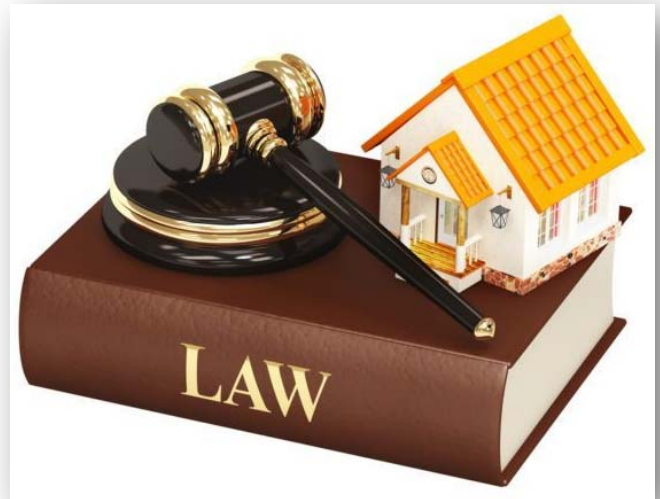


UPDATE STATE HOUSING LAWS

In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate its current housing ordinances and Housing Element and make adjustments. Accordingly, an agreement with a housing consultant was approved in November 2018 and work has begun on the research for the 2022 Regional Housing Needs Allocation.

TARGET DUE DATE	QUARTER 4 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, FN, MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Submitted Regional Housing Needs Assessment (RHNA) documentation to SCAG (October 2018).
- ◇ Adopted state required Accessory Dwelling Unit (ADU) standards (December 2018).
- ◇ Approved the Annual Progress Report (APR) by City Council and submitted to the State Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) (March 2019).
- ◇ Opposed a number of housing bills that would not promote City interests or protect local authority including AB 1568, AB 68 and SB 50.
- ◇ Provided input to County on 2020 Census Tract split (May 2019).
- ◇ Provided additional information to HCD on the APR (June 2019).
- ◇ Completed required housing surveys and submitted to SCAG (July 2019).

ACTIONS PENDING:

- ◇ Continue to monitor and act on SCAG's RHNA monthly meetings, new housing laws and court cases.
- ◇ Review City's Housing Element and other relevant documents or policies including parking standards
- ◇ Update General Plan, Housing Element, Zoning Code, Subdivision Code and Local Coastal Program as needed to comply with state laws. Planning Commission, City Council, and California Coastal Commission
- ◇ Evaluate rental housing loss impact fees and the net loss of housing units.

NEXT CITY COUNCIL ACTION:

Review recommendations from staff in order to maintain compliance with state housing laws.

STAFF CONTACT: Laurie Jester, Planning Manager, LJester@citymb.info



TELECOMMUNICATIONS COMMUNITY EDUCATION

As the City continues to update policies regarding the review of telecommunication facilities in accordance with federal law, it is important to keep the community educated and informed about: 1) emerging technology; 2) infrastructure needs for communication facilities; and 3) the City's authority to review and approve or deny equipment.



TARGET DUE DATE	QUARTER 4 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT, PW, FN, MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Held Telecommunications Community Workshop in September 2017.
- ◇ Held a Community Open House Meeting in June 2019.
- ◇ Maintained webpage on City website with updated information.
- ◇ Adoption of updated Ordinance with objective standards.

ACTIONS PENDING:

- ◇ Prepare suite of outreach materials and efforts to continue providing education on ongoing telecommunications with the City

NEXT CITY COUNCIL ACTION:

Receive staff's community outreach plan at future City Council meeting.

STAFF CONTACT: Anne McIntosh, Community Development Director,
AMcIntosh@citymb.info



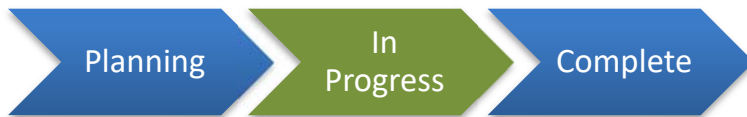
SHARED MOBILITY DEVICES REGULATIONS

At the City Council meeting on August 21, 2018, City Council adopted an urgency ordinance prohibiting the use of Shared Mobility Devices (aka: bikeshare, motorized bikeshare and motorized scooters) in the public right-of-way. Staff was directed to work with neighboring cities and the SBCCOG to develop a comprehensive set of regulations for the operation of such devices. The ordinance was extended on February 28, 2019 for an additional year.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, PD

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Adopted Urgency Ordinance prohibiting use of shared mobility devices at August 21, 2018, City Council meeting.
- ◇ Extended urgency ordinance prohibiting use of shared mobility devices until Spring 2020.
- ◇ Conducted an online survey on shared transportation options.

ACTIONS PENDING:

- ◇ In Progress - Work with neighboring Cities and SBCCOG to develop local codes and regulations for Shared Mobility Devices.
- ◇ Present draft Shared Mobility Devices regulations to PPIC in Quarter 4 2019.
- ◇ Conduct a Public Hearing to consider an Ordinance to establish regulations for the operation of Shared Mobility Devices within the City.
- ◇ Potentially implement a Shared Mobility Devices pilot program, Quarter 1 2020.

NEXT CITY COUNCIL ACTION:

Consider a shared mobility device policy in conjunction with neighboring cities.

STAFF CONTACT: Erik Zandvliet, City Traffic Engineer, EZandvliet@citymb.info



TRANSPORTATION OPTIONS REVIEW

At the work plan meeting on April 23, 2019, City Council directed staff to review various emerging modes of transportation to determine the types of mobility options could be implemented in the City. Private electric shuttles, micro-transit vans, bikesharing programs, rideshare network partnerships, micro-mobility

services and mobility-as-a-service apps are some of the options that can improve intracity mobility without the high cost and overhead of a fixed route transit system. These mobility opportunities would help support the objectives of various policies including the City's General Plan Mobility Plan, Bike Master Plan and Living Streets Manual.



TARGET DUE DATE	QUARTER 3 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	PW, PD, FN

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Adopted Mobility Plan in March 2018.
- ◇ Prepared and presented Draft Living Streets Manual to the City Council in cooperation with the Beach Cities Health District (BCHD) on October 29, 2018.

ACTIONS PENDING:

- ◇ Coordinate with South Bay Cities Council of Governments (SBCCOG) regarding a joint policy for shared mobility devices.
- ◇ Consider alternatives for para-transit in the Downtown area.
- ◇ Evaluate options for replacing the Ocean Express shuttle.
- ◇ Explore micro-transit and other bike opportunities.
- ◇ Review and evaluate Bike Master Plan and Living Streets Manual recommendations.
- ◇ Present findings and recommendations to appropriate commissions and City Council.

NEXT CITY COUNCIL ACTION:

To be determined.

STAFF CONTACT: Erik Zandvliet, City Traffic Engineer, EZandvliet@citymb.info



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 a period of education and notification of community members – residents, commercial business owners, and in some cases visitors as well. Further, in order to make the ordinance effective, enforcement against violators is also required. Other routine activities in the community, such as construction, business operations, and property maintenance, also requires oversight by code enforcement staff.



The City Council will evaluate the Code Enforcement Program in the City to determine if staffing levels and staff deployment are appropriate to meet the expectations of the community. Staff will work on upgrading the “Reach MB” application to ensure the functionality of engaging code enforcement. A review of fines will also be addressed.

TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PD, MS

STATUS:



COMPLETED ACTION ITEMS:

None

ACTIONS PENDING:

- ◇ Ongoing work with Host Compliance regarding Short Term Rentals activity.
- ◇ Prepare monthly code enforcement activity report.

NEXT CITY COUNCIL ACTION:

Prioritize code enforcement issues during Work Plan meeting in 2020 and consider a Code Enforcement Division during the FY 2020/21 budget cycle to allocate resources for appropriate staffing, training, and outreach efforts.

STAFF CONTACT: Anne McIntosh, Community Development Director,
AMcIntosh@citymb.info



BUILDING CODE UPDATE

The California Building Standards Commission published the State construction codes on July 1, 2019, which is a routine process that occurs every three years. The California Department of Housing and Community Development adopted these codes, which will be effective statewide on January 1, 2020. The City must adopt these codes with any amendments before that date as part of an 89 city effort. These codes include the 2019 California Building, Residential, Mechanical, Electrical, Plumbing, Energy, Existing and Green Building Standards. The City is able to amend certain provisions due to unique climatic, geological and topographical conditions prevailing within the City. A majority of the amendments clarify and update the structural requirements due to potential hazards specific to our community, such as earthquakes.



TARGET DUE DATE	QUARTER 4 2019
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Purchased updated State Codes.
- ◇ Attended Code Adoption seminars for 2019 code cycle.

ACTIONS PENDING:

- ◇ Adopt State construction code and amendments by January 1, 2020.
- ◇ Draft revised code language for amendments to all codes consistent with the current Manhattan Beach Codes and past practice.
- ◇ Draft justification for all amendments that are more restrictive than the State-Adopted Model Codes.

NEXT CITY COUNCIL ACTION:

Conduct a public hearing and amend the Municipal Code prior to the end of 2019.

STAFF CONTACT: Ryan Heise, Building Official, RHeise@citymb.info



ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

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.

TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Council approved ERP Contract with Tyler Technologies at the July 17, 2018, Council Meeting.
- ◇ Held October 29, 2018 Kickoff meeting
- ◇ Created Finance Chart of Accounts
- ◇ Conducted Information Technology and Finance Departments role based permissions training.

ACTIONS PENDING:

- ◇ In Progress - Implement financial services module (Phase 1)
- ◇ Upgrade from version 2018 to 2019.1 in September 2019.

NEXT CITY COUNCIL ACTION:

Provide City Council updates at future meetings.

STAFF CONTACT: Sanford Taylor, Information Technology Director,
STaylor@citymb.info



WORK ORDER MANAGEMENT

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.

TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW



STATUS:



COMPLETED ACTION ITEMS:

- ◇ City Council approved ERP Contract with Tyler Technologies at the July 17, 2018, Council Meeting

ACTIONS PENDING:

- ◇ Evaluate integration of “Reach Manhattan Beach” app & work order management system with MUNIS ERP solution.

NEXT CITY COUNCIL ACTION:

Provide City Council periodic updates at future meetings.

STAFF CONTACT: Sanford Taylor, Information Technology Director,
STaylor@citymb.info



FIBER MASTER PLAN

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.



TARGET DUE DATE	TBD
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Received network infrastructure design documents for pilot area engineering firm
- ◇ Awarded network design construction bids.

ACTIONS PENDING:

- ◇ In Progress – Review of network design.

NEXT CITY COUNCIL ACTION:

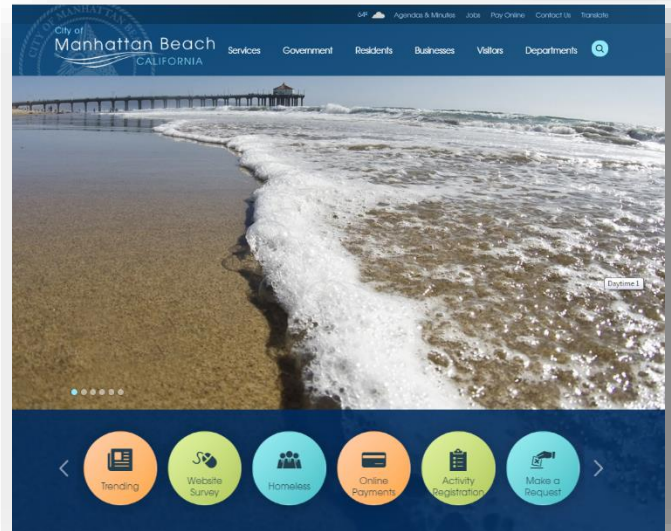
City Council review of pilot engineering network design and study session regarding potential Fiber to the Home at future study session City Council meeting.

STAFF CONTACT: Sanford Taylor, Information Technology Director,
STaylor@citymb.info



UPDATE ON CITY WEBSITE AND NEW CITY URL (.GOV)

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.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Registered Manhattanbeach.gov domain name with U.S. General Services Administration
- ◇ Completed discussions with current website hosting provider regarding a website redesign project enhance our end-users browsing experience with no cost to the City using existing credits; staff executed addendum to contract with Granicus
- ◇ Hosted Website Redesign Kickoff Meeting with Granicus and Web Authors / Content Contributors representing each department.

ACTIONS PENDING:

- ◇ Meet with the Ad Hoc City Council Website Subcommittee for direction and periodic updates.
- ◇ Redesign city website and integrate new website URL and email domain name.

NEXT CITY COUNCIL ACTION:

City Council participation in Website Discovery Survey and provide updates to Ad Hoc City Council Website Subcommittee Meeting representatives.

STAFF CONTACT: Sanford Taylor, Information Technology Director,
STaylor@cityymb.info



AUTOMATED PERMITTING SOFTWARE SOLUTION

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.

TARGET DUE DATE	QUARTER 1 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	CD, FN

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Hosted Kickoff meetings held in January 2019
- ◇ Completed fundamentals training attended by Community Development, Police, Fire and Information Technology.

ACTIONS PENDING:

- ◇ Subject matter experts and functional leaders training.

NEXT CITY COUNCIL ACTION:

Provide City Council periodic updates at future meeting.

STAFF CONTACT: Sanford Taylor, Information Technology Director,
STaylor@citymb.info





EXPANDED WIFI OPPORTUNITIES

Per City Council direction at the April 23, 2019, City Council work plan meeting, staff has been directed to pursue expanded WiFi opportunities at selected locations the City.

TARGET DUE DATE	QUARTER 3 2019
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

None

ACTIONS PENDING:

- ◇ Research costs to deploy WiFi in the Metlox Plaza area and prepare costs for City Council consideration.

NEXT CITY COUNCIL ACTION:

City Council consideration of Free WiFi deployment in the Metlox Plaza at future City Council meeting.

STAFF CONTACT: Sanford Taylor, Information Technology Director,
STaylor@citymb.info

