

**CITY OF MANHATTAN BEACH**

# **CITY COUNCIL WORK PLAN**

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Developed at the City Council Work Plan Meeting  
Held on March 9, 2018



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## Management Services

### 1. Citywide Document Imaging System (Conversion) Project

**a. Background:** An RFI was issued in October 2014 where the lowest bidder was Konica Minolta Business Solutions/KMBS-ECM (Hyland OnBase). City Council approved use of OnBase on June 15, 2015. The City Clerk began integrating the systems in early 2016 and will work with departments to upload documents in phases. Demos were provided to departments on January 26, 2018, and February 9, 2018.

**b. Status:** In Progress – Community Development (Planning), Finance (Accounting), and Public Works.

Completed – City Clerk legislative documents from 1912 to present; Community Development (Building); Finance (Purchasing)

**c. Next City Council Action:** None

**d. Action Items:**

**i.** Continue supporting departments that are currently scanning documents, as well as those in preparation.

**ii.** Create document management workflow with Community Development (Planning), Finance (Accounting), and Public Works.

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

### 2. Centralized Citywide Contract Management Systems

**a. Background:** Convened a Contract Working Group with the City Attorney's Office, Human Resources/Risk Management and Finance Department to create a more efficient and effective contract approval process. The group created a citywide contract workflow process with all City departments. Investing in a citywide contract management solution 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 demand. This solution will launch in coordination with the City's pending Enterprise Resource Planning (ERP) solution.

- b. Status:** In Progress – present selection of ERP system application to City Council
- c. Next City Council Action:** Review and adopt proposed ERP system application at meeting on June 5, 2018 and award contract to recommended vendor.
- d. Action Items:**
  - i.** Negotiate acceptable terms with selected vendor.
  - ii.** Present recommended vendor to City Council at June 5, 2018 meeting.
  - iii.** Create proper contract management workflow with selected vendor.
- e. Target Due Date:** Winter 2019

### **3. Create City Hall Intern Program**

- a. Background:** City Manager's Office will create an internship program, as approved by City Council in the FY 16-18 Budget.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Create application template, schedule and guidelines for internship program.
  - ii.** Accept and process applications.
  - iii.** Manage program.
- e. Target Due Date:** Summer 2018

### **4. City Council Sponsorship Policy**

- a. Background:** City Council has requested a possible policy on sponsorship of community events that includes guidelines regarding attendance, process for selecting events, timelines, etc.
- b. Status:** In Progress
- c. Next City Council Action:** Review draft policy and provide direction on June 19, 2018
- d. Action Items:**
  - i.** Develop draft policy and present to City Council for discussion on June 19, 2018.
  - ii.** Pending City Council approval, implement policy changes as necessary.
- e. Target Due Date:** Summer 2018

### **5. Establish Policy regarding City Council Communications**

- a. **Background:** On March 9, 2018, City Council approved developing a draft policy to guide City Council communications with City staff in order to maintain an efficient, effective work environment.
- b. **Status:** In Progress – developing draft for City Council review
- c. **Next City Council Action:** Review draft policy and provide direction on July 17, 2018.
- d. **Action Items:**
  - i. Develop draft policy and present to City Council for discussion on July 17, 2018.
  - ii. Implement approved policies throughout the organization.
- e. **Target Due Date:** July 2018

## 6. City Hall Security

- a. **Background:** On March 9, 2018, City Council approved performing a security assessment on City Hall and other City facilities with options for improving safety for the community and City employees.
- b. **Status:** In Progress
- c. **Next City Council Action:** Receive presentation on results from security assessment and provide direction on opportunities for improved securities at meeting on September 18, 2018.
- d. **Action Items:**
  - i. Conduct security assessment on City Hall and other City facilities.
  - ii. Present findings from security assessment to City Council at their meeting on September 18, 2018.
  - iii. Implement approved upgrades.
- e. **Target Due Date:** December 2018

## 7. Develop and Execute Plan to Address Homelessness in Manhattan Beach

- a. **Background:** In October 2017, Manhattan Beach applied for and received a grant from L.A. 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 will be presented to City Council at a future meeting.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review updated draft plan and provide direction, meeting date TBD.
- d. **Action Items:**

- i. Update draft plan and present to City Council for review, meeting date TBD.
  - ii. Work with community and staff to implement goals of the plan.
- e. **Target Due Date:** Summer 2018 for plan approval; ongoing implementation.

## Finance

### 1. Update on Revenue Enhancements

- a. **Background:** City Council directed staff to provide the Finance Subcommittee and City Council with a list of key financial challenges (rising pensions cost, streetlight/landscape fund, storm drain fund deficits) that are significantly affecting the City's financial future. Staff will review possible revenue sources that may be utilized to address subsidies and deficits issues.
- b. **Status:** Pending data collection; review options with Finance Subcommittee in August 2018, prior to bringing it to City Council in September.
- c. **Next City Council Action:** Review recommendations from staff and Finance Subcommittee at meeting on September 18, 2018.
- d. **Action Items:**
  - i. Gather relevant data regarding key financial challenges.
  - ii. Present findings to Finance Subcommittee in August 2018.
  - iii. Present findings and recommendations from Finance Subcommittee to City Council at meeting on September 18, 2018.
- e. **Target Due Date:** September 18, 2018

### 2. Update on City's Pension Liabilities

- a. **Background:** City Council directed staff to provide an update on the City's pension liabilities and how that impacts the City's financial future. The City consults with an independent actuary to review our plans and project rates beyond what CalPERS provides. Staff will present information on the City's pension liabilities to the Finance Subcommittee and City Council.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommendations from staff and Finance Subcommittee at meeting on August 21, 2018.
- d. **Action Items:**
  - i. Gather relevant data on City's ongoing pension liabilities.
  - ii. Present the information to Finance Subcommittee in summer 2018.
  - iii. Present the information and recommendations from Finance Subcommittee to City Council at their meeting on August 21, 2018.
- e. **Target Due Date:** August 21, 2018

### 3. Update on City's Streetlighting Fund

- a. **Background:** As part of a request for revenue enhancement opportunities, City Council directed staff to provide an update on the City's Streetlighting Fund, which derives its

revenue from assessments to property owners. Updating those assessments, which have not been changed since 1996, will require a Proposition 218 vote. Currently, transfers from the General Fund supplement the Streetlighting Fund. Staff will provide an update on this fund and future options to the Finance Subcommittee and City Council.

- b. Status:** Pending data collection; review options with Finance Subcommittee in August 2018, prior to City Council review in September 2018.
- c. Next City Council Action:** Review recommendations from staff and Finance Subcommittee at meeting on September 18, 2018.
- d. Action Items:**
  - i.** Develop update on Streetlighting Fund.
  - ii.** Present update to Finance Subcommittee in August 2018.
  - iii.** Present recommendations from staff and Finance Subcommittee at meeting on September 18, 2018.
- e. Target Due Date:** September 18, 2018

#### **4. Explore Increasing Stormwater Fees**

- a. Background:** City Council requested an update on potentially increasing Stormwater Fees. Similar to the City's Streetlighting Fund, Stormwater Fees are assessments to property owners and have not been changed since 1996. They are also not sufficient to sustain the program's current and future capital needs and annually require transfers from the City's General Fund. These fees will also require a Proposition 218 vote.
- b. Status:** Pending data collection; review options with Finance Subcommittee in August 2018, prior to City Council review in September 2018.
- c. Next City Council Action:** Review recommendations from staff and Finance Subcommittee at meeting on September 18, 2018.
- d. Action Items:**
  - i.** Review options for increasing Stormwater Fees.
  - ii.** Present options to Finance Subcommittee in August 2018.
  - iii.** Present recommendations from staff and Finance Subcommittee at meeting on September 18, 2018
- e. Target Due Date:** September 18, 2018

#### **5. Conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP)**

- a. Background:** Staff will conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP) in 2019. The study was last completed in 2015, and best practice is to conduct these studies every 4-5 years. This process ensures that the City identifies the true cost of providing various City services. The study will start in January 2019 and will take approximately six months to complete.

- b. Status:** Scheduled to begin January 2019.
- c. Next City Council Action:** Receive report on the Comprehensive User Fee Study and Cost Allocation Plan (CAP) and provide direction on recommendations for fee adjustments, meeting date in June/July 2019.
- d. Action Items:**
  - i.** Develop and issue RFP to select a consultant.
  - ii.** Begin Comprehensive User Fee Study and CAP in January 2019.
  - iii.** Review results with Finance Subcommittee in May/June 2019, meeting date TBD.
  - iv.** Present recommendations from staff and Finance Subcommittee to City Council in June/July 2019.
- e. Target Due Date:** Summer 2019



## **Human Resources**

### **1. Update Policy for Processing Worker's Compensation Claims**

- a. Background:** Conduct a review of current policies and procedures. Staff will review policy drafts concurrently with an update of all personnel rules and instructions to ensure cohesion across policies.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Ensure coordination with Personnel Rules and Instructions before executing final draft.
- e. Target Due Date:** December 2018

### **2. Review and Update Personnel Rules and Personnel Instructions**

- a. Background:** Staff are updating the City's Personnel Rules and Personnel Instructions while concurrently reviewing the City's policy for processing worker's compensation claims. Staff will conduct the necessary meet and confer meetings with the City's labor groups.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Conduct necessary meet and confer meetings with City's labor groups.
  - ii.** Ensure coordination with updated policy to process worker's compensation claims before executing final drafts.
- e. Target Due Date:** December 2018

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

- a. Background:** Staff reviewed current IIPP program, Safety Program and associated policies to ensure alignment with current Occupation Safety and Health Administration (OSHA) requirements. Appropriate trainings regarding OSHA requirements were provided in FY 2016-2017. Staff will communicate and provide additional training to staff regarding IIPP changes, if necessary, once policies have been finalized.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Finalize and implement updated policies throughout the organization.
- e. Target Due Date:** December 2018

#### **4. Update on Recruitment of Fire Management Open Executive Positions**

- a. Background:** At the City Council meeting on March 9, 2018, City Council requested an update on the recruitment of open executive positions in Fire management. Staff expects to have a list of candidates in June 2018.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Complete the Fire Chief Recruitment Process.
- e. Target Due Date:** June 2018

#### **5. Collective Bargaining Negotiations with six (6) Labor Groups**

- a. Background:** The majority of the collective bargaining agreements between the City and various employee groups expire December 31, 2018. These contracts will need to be renegotiated.
- b. Status:** Pending – negotiations should begin in Fall 2018
- c. Next City Council Action:** Closed Session labor discussions, meeting dates TBD
- d. Action Items:**
  - i.** Seek authority for negotiations from City Council based upon staff recommendations.
- e. Target Due Date:** January 2019

#### **6. Employee Handbook**

- a. Background:** During Work Plan discussions in September 2017, City Council requested an updated to the current Manhattan Beach Employee Handbook, which has not been updated for some time.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Complete the Personnel Rules update project (#2) before finalizing new Employee Handbook.
  - ii.** Present updated Personnel Rules to City Council for adoption once any meet and confer obligations are met.
  - iii.** Coordinate updated Employee Handbook with approved Personnel Rules before finalization.
- e. Target Due Date:** March 2019

## **Parks and Recreation**

### **1. Update Field Allocation and Use Policy, Field Fees, and Facility Reservation Policy**

- a. Background:** Staff conducted a review of the current policies and fee structures and analyzed the data. New policy drafts were developed based on communication and discussion with field users.
- b. Status:** In Progress
- c. Next City Council Action:** Review the proposed drafts for Field Use Policy and Field Revenue Options, as well as Facility Policy, at the City Council meeting on May 15, 2018.
- d. Action Items:**
  - i. Present updated policies to City Council at their meeting on May 15, 2018.
  - ii. Pending City Council approval, begin communicating any changes to field users.
- e. Target Due Date:** May 2018

### **2. Update Citywide Donation Policy (including Strand Bench & Tree Program, Bench Donation Program and Sponsorship Opportunities)**

- a. Background:** City Council discussed the Strand Bench and Tree and Bench Donation programs at their meeting on January 3, 2018. They directed staff to return with clarifications on the programs, including consistent donor recognition language, specific time frame, and potential funds. There was also direction to explore alternative recognition programs. At the City Council Work Plan Meeting on March 9, 2018, direction was given to combine the updates of the recognition policies with other sponsorship opportunities in Parks and Recreation under a Citywide Donation Policy.
- b. Status:** In Progress
- c. Next City Council Action:** Discuss presentation of Citywide Donation Policy at City Council meeting on July 17, 2018.
- d. Action Items:**
  - i. Engage stakeholders in discussion of current donation policies.
  - ii. Present recommendations to City Council on July 17, 2018.
- e. Target Due Date:** July 2018

### **3. Sand Dune and Tennis Court Reservations**

- a. Background:** Evaluate current reservation administration and process to identify opportunities for greater efficiencies. Staff will research best practices in efficient reservation services, including appropriate technology.
- b. Status:** In Progress
- c. Next City Council Action:** None

**d. Action Items:**

- i. Review software options that prioritize user-friendly interface.
- ii. Review Sand Dune and Tennis Court reservation fees for potential increase to better reflect cost of use.

**e. Target Due Date:** Fall 2018

**4. Parks Master Plan**

**a. Background:** City Council approved this project as part of the FY 2015-2016 Capital Improvement Program (CIP), and it was carried over with approval into the FY 2017-2021 CIP. Staff will work to develop a comprehensive Parks Master Plan in collaboration with Public Works that will serve as a roadmap for both departments as they continue to provide future amenities to the community. At their meeting on June 5, 2017, City Council approved this project as part of the Parks and Recreation Commission Work Plan with the direction to incorporate or examine previous plans of a similar nature.

**b. Status:** On Hold

**c. Next City Council Action:** Discuss Parks Master Plan at the Joint City Council/Parks and Recreation Commission meeting on June 4, 2018.

**d. Action Items:**

- i. Staff will continue working with Parks and Recreation Commission to develop the Parks Master Plan.
- ii. Present findings to City Council on June 4, 2018.

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

**5. Community Grant Program Policy Development**

**a. Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. The Community Grant Program addresses the need of the community and local arts organizations to fund small scale art projects within Manhattan Beach.

**b. Status:** In Progress

**c. Next City Council Action:** Review proposed program outline, meeting TBD.

**d. Action Items:**

- i. Staff will develop a program outline and present the draft to the Cultural Arts Commission in September 2018.
- ii. Present Cultural Arts Commission recommendation to City Council in October 2018.
- iii. Pending City Council approval, implement program with RFP in November 2018.

iv. Award grants in January 2019.

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

## **6. Public Art Conservation Assessment**

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

b. **Status:** Pending – September 2018

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

d. **Action Items:**

i. Staff will begin a comprehensive assessment of all public art in Manhattan Beach.

ii. Provide presentation and recommendations to Cultural Arts Commission in December 2018.

iii. Present recommendations of the Cultural Arts Commission, meeting date TBD.

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

## **7. AC Conner Art Exhibition**

a. **Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. AC Conner was a founding member of the first City Council in Manhattan Beach. He moved to Manhattan Beach at the turn of the 20th century. He was a founding member of the Los Angeles Art Club, the first of its kind. The City owns nine of his paintings which are currently stored at the Historical Society. Working with the Historical Society, an exhibition is being planned for long term display in the hallway next to the City Council Chambers.

b. **Status:** In Progress

c. **Next City Council Action:** Provide direction on opening reception with Manhattan Beach Historical Society and location (City Hall or Historical House in Polliwog).

d. **Action Items:**

i. The art will be framed in April-May 2018.

ii. Art will be ready for installation in June 2018.

iii. Host opening/recognition ceremony in conjunction with Manhattan Beach Historical Society.

e. **Target Due Date:** May 2018

## **8. Utility Box Beautification**

- a. **Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. City Council provided direction that art for this project should highlight the City's history, blend with the existing landscape or describe the Manhattan Beach lifestyle.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review submissions and recommendations by staff and Cultural Arts Commission, meeting TBD.
- d. **Action Items:**
  - i. Present proposed utility box locations to Cultural Arts Commission at their meeting on May 21, 2018.
  - ii. Issue Request for Proposals (RFP) to artists in June 2018.
  - iii. Select images based on City Council priorities listed above.
  - iv. Present recommendations to Cultural Arts Commission in September 2018.
  - v. Present submissions and recommendations to City Council in October 2018.
  - vi. Begin installation in November 2018.
- e. **Target Due Date:** December 2018

## 9. Sculpture Garden Program

- a. **Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. In 2018, the Sculpture Garden program was reorganized as a two-year program with three artists. It originated in 2009 as a temporary outdoor exhibition program with six artists displaying art for one year.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review finalists and select proposals, meeting date TBD.
- d. **Action Items:**
  - i. Present Cultural Arts Commission recommendations to City Council, meeting date TBD.
  - ii. Issue agreements with selected artists.
  - iii. Install art work at selected locations.
- e. **Target Due Date:** December 2018

## 10. Decommissioning Public Mural in City Hall

- a. **Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public

Art Trust Fund items at the City Council meeting on April 3, 2018. At that meeting, City Council approved beginning the decommissioning process for the current mural located in City Hall.

- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i. Staff will continue the assessment and decommissioning process for the mural.
  - ii. Present staff recommendation to Cultural Arts Commission by June 2018.
  - iii. Decommission mural in approved method and prepare space for future use.
- e. Target Due Date:** Summer 2018

#### **11. Process to Place Public Art in City Hall**

- a. Background:** On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018.
- b. Status:** In Progress
- c. Next City Council Action:** Provide direction on proposed process at their meeting on May 1, 2018; review submissions after Request for Qualifications (RFQ) are received, date TBD.
- d. Action Items:**
  - i. Present proposed application process for public art in City Hall to City Council on May 1, 2018.
  - ii. Continue decommissioning process for current mural in City Hall.
  - iii. Pending City Council approval, draft RFQ for public art in City Hall.
  - iv. Review RFQ proposals and select top candidates.
  - v. Present top candidate proposals to Cultural Arts Commission for review, meeting date TBD.
  - vi. Present recommendations to City Council for review, meeting date TBD.
- e. Target Due Date:** September 2018

#### **12. Special Event Policy**

- a. Background:** Update City's Special Event Policy to clarify special event definitions and approval processes; create process for handling beach events that impact the community and City services; and reexamine legacy events for growth and future fee waiver potential.
- b. Status:** In Progress – pending City Council direction or approval

c. **Next City Council Action:** Provide direction on proposed policy and potential special event fee waivers at their meeting on May 15, 2018.

d. **Action Items:**

i. Present proposed policy to City Council on May 15, 2018.

ii. Pending City Council direction or approval, update policy accordingly and communicate changes to internal and external users.

e. **Target Due Date:** May 2018

**13. Joint Use Agreement with the Manhattan Beach Unified School District**

a. **Background:** Staff will assist City Council Ad-Hoc Committee with field and facility use agreements between the City and Manhattan Beach Unified School District (MBUSD). The current one-year Joint Use Agreement will expire on June 30, 2018.

b. **Status:** In Progress

c. **Next City Council Action:** Review proposed draft of Joint Use Agreement as recommended by staff and City Council/MBUSD Ad-Hoc Committee, meeting date TBD.

d. **Action Items:**

i. Continue assisting discussions of the City Council/MBUSD Ad-Hoc Committee at their meetings.

ii. Provide necessary research and options for field fees, revenue opportunities, maintenance schedule, capital projects, etc. to assist Ad-Hoc Committee discussion.

iii. Present recommendations to City Council, meeting date TBD.

e. **Target Due Date:** June 30, 2018

**14. Senior & Scout House Fundraising/Pinewood Derby Event**

a. **Background:** In support of the Older Adults, Boy Scouts and additional community stakeholders who are participating in fundraising for the new Manhattan Beach Senior and Scout Community Center, staff will assist with planning and executing the Pinewood Derby Fundraiser. Staff will help with event logistics, including publicity and marketing, seeking sponsorships, event planning and coordination.

b. **Status:** In Progress – event will be on May 28, 2018

c. **Next City Council Action:** None

d. **Action Items:**

i. Continue meeting with event coordinators to support execution and implementation.

ii. Set-up, break down and staff event on May 28, 2018.

e. **Target Due Date:** May 2018



## **15. Re-Organize Department to Improve Efficiencies**

- a. Background:** Staff will analyze staffing levels, vacancies, redundancies, opportunities for advancement through succession planning and community needs. Consult with Finance, Human Resources and the City Manager on proposed department structure. Restructure the Recreation Services Program Area to better align staff and objectives.
- b. Status:** In Progress – re-organization to be approved during FY2018-2020 Budget Process.  
Completed – restructured Recreation Services Program Area
- c. Next City Council Action:** Review proposed departmental re-organization as part of the FY2018-2020 Budget Process.
- d. Action Items:**
  - i.** Present proposed departmental re-organization as part of the FY2018-2020 Budget Process, meeting date TBD.
- e. Target Due Date:** May 2018

## **16. Walkabout Events**

- a. Background:** On March 9, 2018, City Council requested a proposal for additional “walkabout” events in Downtown Manhattan Beach, where streets were blocked off and additional entertainment was provided. Staff is creating proposals for these events to present for City Council review.
- b. Status:** In Progress – developing proposals for City Council review
- c. Next City Council Action:** Review walkabout proposals on July 17, 2018.
- d. Action Items:**
  - i.** Develop proposals for potential walkabout events in Downtown or other appropriate areas.
  - ii.** Present proposal to City Council on July 1, 2018.
- e. Target Due Date:** July 2018

## **17. Merchandising, Licensing and Branding for the City**

- a. Background:** On March 9, 2018, City Council approved an exploration of merchandising, licensing and branding options for the City. Staff is preparing a report on these opportunities.
- b. Status:** In Progress – developing report for City Council review
- c. Next City Council Action:** Discuss and provide direction on report at meeting on July 17, 2018.
- d. Action Items:**

- i. Evaluate opportunities for merchandising, licensing and branding in the City and explore benefits and concerns.
  - ii. Present report to City Council on July 17, 2018.
- e. **Target Due Date:** July 2018

## **18. Library Surplus Funds**

- a. **Background:** On March 9, 2018, City Council requested options for using surplus funds allocated to the Manhattan Beach County Library. The Library Commission received a presentation by City staff and County library staff on February 12, 2018, and made recommendations for surplus fund use.
- b. **Status:** In Progress – pending presentation of recommendations to City Council.
- c. **Next City Council Action:** Discuss and provide direction on report and recommendations at meeting on July 17, 2018.
- d. **Action Items:**
  - i. Present report on options for Manhattan Beach County Library surplus fund use, including recommendations made by Library Commission, to City Council at their meeting on July 17, 2018.
  - ii. Work with LA County and library staff to implement approved recommendations.
- e. **Target Due Date:** FY 18-19

## **Police**

### **1. MBUSD School Safety and Security Upgrades/Improvements**

- a. Background:** At their meeting on March 20, 2018, at the recommendation of the City Council/MBUSD Ad Hoc Committee, City Council appropriated funds totaling \$1,000,000 from the General Fund unreserved fund balance to support MBUSD safety and security improvements.
- b. Status:** In Progress
- c. Next City Council Action:** Review prioritized list of safety and security measures, meeting date TBD.
- d. Action Items:**
  - i.** Meet with MBUSD representatives to develop and prioritize list of safety and security needs across MBUSD campuses.
  - ii.** Present list to City Council for review and approval, meeting date TBD.
  - iii.** Based on City Council direction, implement prioritized measures.
- e. Target Due Date:** TBD

### **2. 2016-2018 Strategic Plan Implementation**

- a. Background:** Continue to implement the 57 Action Items outlined in the Police Department Strategic Plan. Report progress to the community semi-annually.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Implement the 57 action items of the Police Department's Strategic Plan.
- e. Target Due Date:** December 2018

## **Fire**

### **1. Improve Fire Prevention Inspection Documentation/Data Collection**

- a. Background:** In January 2016, the Fire Prevention Division developed an internal plan to capture inspection data, which includes building information and permit requirements. Permit and inspection software have been updated to accommodate the new permit process.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Research technology-based solutions that can be accessed in the field and manage gathered data.
- e. Target Due Date:** 2018

### **2. Improve Ambulance Transport Services**

- a. Background:** An Ambulance Operator program was implemented in 2017 and is currently staffed with part-time employees. This program is difficult to sustain and staff effectively, 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 temporary options and are awaiting a proposal on different service deployment models and costs.
- b. Status:** In Progress
- c. Next City Council Action:**
  - i.** Review short-term/interim contract for ambulance services at June 19, 2018, meeting to cover potential gaps in service.
  - ii.** After new Fire Chief begins, return to City Council for discussion on new models and/or solutions to provide ambulance services to residents, meeting date TBD.
- d. Action Items:**
  - i.** Initiate short-term/interim contract for ambulance services with appropriate vendor.
  - ii.** Present contract to City Council at regular meeting on June 19, 2018.
  - iii.** Review possibilities for new ambulance program models or other solutions to provide effective, efficient emergency medical services.
  - iv.** Present options to City Council for discussion and direction, meeting date TBD (after new Fire Chief is hired).
- e. Target Due Date:** FY 2019

### **3. Emergency Preparedness**

- a. **Background:** The department has completed the new Hazard Mitigation Plan and has sent it to FEMA for review and required changes prior to City Council adoption.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review and adopt updated Hazard Mitigation Plan, meeting date TBD.
- d. **Action Items:**
  - i. Make necessary changes based on FEMA review.
  - ii. Present updated Hazard Mitigation Plan to City Council, meeting date TBD.
- e. **Target Due Date:** August 2018

#### 4. **Replace Dispatch Software, database management, CAD integration**

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

#### 5. **Emergency Notification System**

- a. **Background:** The City's current mass notification system is Reverse 911. Over the years, this program has become ineffective due to technology advances and demands from local jurisdictions. In order to provide the best methods for mass notification, the Emergency Services Manager and other City staff are evaluating new innovative notification systems that will allow us to contact our employees, residents and businesses during disasters, local emergencies or large scale events.
- b. **Status:** In Progress
- c. **Next City Council Action:** Unknown
- d. **Action Items:** Unknown
- e. **Target Due Date:** End FY 2018-2019

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

- a. Background:** Through cooperative effort between the South Bay Regional Communications Authority, the Redondo Beach Fire Department, and the Torrance Fire Department, grant monies have been secured in combination with City contributed funds, for the design, construction, and use of a modern communication system. This system will link communications between all Area G public safety agencies as well as expand future capabilities for interoperable communications with other County agencies.
- b. Status:** In Progress
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Implement system with new radios upon arrival.
- e. Target Due Date:** FY18-19

## Community Development

### 1. Short-Term Rentals

- a. **Background:** On June 16, 2015, City Council reinforced the City's current code, which prohibits transient uses, i.e. rentals less than 30 days. At their meeting on March 6, 2018, City Council directed staff to return with additional data on the issue, including insurance, enforcement, revenue, etc.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review additional information presented by staff and discuss possible updates to current code at a City Council Study Session on July 19, 2018.
- d. **Action Items:**
  - i. Gather additional information as requested by City Council, including insurance, enforcement, revenue, etc.
  - ii. Present this information at a City Council Study Session on July 19, 2018.
  - iii. Based on City Council direction, updated City Municipal Code and conduct outreach to educate public on possible changes.
- e. **Target Due Date:** Summer 2018

### 2. Accessory Dwelling Unit

- a. **Background:** Replace IZO regarding Accessory Dwelling Units with City ordinance prior to the IZO's expiration on December 19, 2018.
- b. **Status:** In Progress
- c. **Next City Council Action:** Conduct a public hearing to adopt final regulations, meeting date TBD.
- d. **Action Items:**
  - i. Conduct public hearings at Planning Commission and City Council to adopt final regulations.
  - ii. Update City Municipal Code as necessary.
- e. **Target Due Date:** Fall 2018

### 3. Sepulveda Corridor Study

- a. **Background:** On September 19, 2017, City Council approved the Sepulveda Planning Initiatives Project and Work Plan, which included the formation of an Ad Hoc Working Group, and provided direction in moving forward. The group met five times to discuss and craft recommendations related to economic vitality, planning, parking, traffic and corridor beautification. Staff presented the Working Group's recommendations to the Planning Commission on April 25, 2018, and will conduct a public hearing before the Planning Commission on May 23, 2018.

- b. Status:** In Progress
- c. Next City Council Action:** Accept a presentation on the Sepulveda Corridor Working Group and their recommendations at a City Council meeting and provide direction. Then, conduct a public hearing, adopt ordinance and provide direction on recommendations.
- d. Action Items:**
  - i.** Conduct public hearing at Planning Commission on May 23, 2018.
  - ii.** Provide presentation, and conduct public hearing at City Council meeting on June 19, 2018, continue public hearing to July 3, 2018 and introduce ordinance.
  - iii.** Second reading of ordinance at City Council meeting on July 17, 2018.
  - iv.** Implement recommendations approved by City Council.
- e. Target Due Date:** August 2018

#### **4. Manhattan Village Mall Expansion Project**

- a. Background:** In December 2014, City Council approved a proposed expansion of the Manhattan Village Mall and associated EIR. Litigation was filed and a settlement agreement approved in November 2016. City Council approved a height variance for the enclosed Mall on December 6, 2016. New litigation was filed in late December 2016, on the Community Development Director's approval of the site plan, as endorsed by City Council on December 20, 2016. Project Manager's agreement with Willdan was completed in September 2016; the applicant approved the Reimbursement Agreement and submitted funding in February 2017. The Plan Check/Inspection Agreement was completed in March 2017. Finance has been invoicing all staff time on a monthly basis and ensuring Trust Fund account has adequate funding to reimburse the City.
- b. Status:** In Progress
- c. Next City Council Action:** Review, discuss and approve Phase III of project, meeting date TBD.
- d. Action Items:**
  - i.** Provide presentation on Phase III of the Manhattan Village Mall Expansion Project to Planning Commission, meeting date TBD.
  - ii.** Provide presentation on Phase III of the Manhattan Village Mall Expansion Project to City Council, meeting date TBD.
- e. Target Due Date:** FY 2021

#### **5. Mobility Plan Adoption and Implementation**

- a. Background:** On November 19, 2015, a Joint City Council/Planning Commission meeting was held to review the draft Mobility Plan and provide feedback. Based on the input received, the draft Mobility Plan was put on hold until further direction. On August 1, 2017, the City Council approved an agreement to complete the Mobility Plan Update,



as well as host a community workshop to provide background information about the plan and the process thus far. That workshop was held on October 5, 2017.

**b. Status:** In Progress

**c. Next City Council Action:** Conduct a public hearing for consideration of the Final Draft General Plan Mobility Plan Update and discuss, as recommended by the Planning Commission.

**d. Action Items:**

- i. Conduct public hearing at City Council meeting on May 15, 2018.
- ii. Implement recommendations approved by City Council.

**e. Target Due Date:** May 2018

**6. Modernize Parking Standards**

**a. Background:** At their Retreat on May 3, 2017, City Council requested staff evaluate and propose modern parking standards. During the discussion regarding Sepulveda Corridor on September 19, 2017, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project.

**b. Status:** In Progress

**c. Next City Council Action:** Accept a presentation on the Sepulveda Corridor Working Group and their recommendations, which will include parking standards, at the City Council meeting on June 19, 2018. Due to the unique issues related to parking requirements, staff recommended to the Planning Commission and will recommend to the City Council to bifurcate the suggested parking code revisions and amendments from the Sepulveda Planning Initiatives Project and present to the Parking and Public Improvements Commission and Planning Commission in Fall 2018, after the other Sepulveda Initiatives have been implemented.

**d. Action Items:**

- i. Provide presentation at City Council meeting on June 19, 2018.
- ii. Present suggested parking code revisions and amendments to the Parking and Public Improvements Commission and Planning Commission, meeting dates TBD.
- iii. Conduct a Public Hearing at Planning Commission and City Council, meeting dates TBD.
- iv. Implement recommendations approved by City Council.

**e. Target Due Date:** Fall 2018

**7. Pedestrian Safety Improvements**

**a. Background:** At their retreat on May 3, 2017, City Council discussed possible pedestrian safety improvements and directed staff to provide additional information on possible

enhancements. On March 20, 2018 staff provided the City Council with a pedestrian crossing enhancement evaluation. The City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Specific Plan, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future CIP discussion.

**b. Status:** In Progress

**c. Next City Council Action:** Review information presented by staff during the FY2018-2020 Budget Process in May 2018 and provide direction.

**d. Action Items:**

- i.** Present information to City Council for review and prioritization at future CIP discussion, meeting date TBD.
- ii.** Work to implement City Council directives.

**e. Target Due Date:** TBD

## **8. Environmental Sustainability Work Plan for 2018-2020**

**a. Background:** A new Environmental Manager was hired in August 2017. Staff explored environmental program trends from other leading communities and identified best practices; laid out upcoming potential environmental initiatives for City Council discussion and approval; and provided updates on ongoing environmental programs. The work plan was presented to City Council on 11/7/2017 for discussion and 1/31/2018 for additional review. City Council approved the creation of a Sustainability Task Force to research and recommend environmental policies or programs. Their first meeting was on April 20, 2018, with the next scheduled for May 18, 2018.

**b. Status:** In Progress

**c. Next City Council Action:** Adopt plastic pollution policy update (straws, utensils, stirrers, polystyrene packing materials, polystyrene egg cartons) at City Council meeting in May or June 2018.

**d. Action Items:**

- i.** Convene regular meetings of Sustainability Task Force and conduct research and analysis on environmental issues to create recommendations for City Council.
- ii.** Create Manhattan Beach's 10-year environmental accomplishments report.
- iii.** Continue to research and identify long-term Sustainability Goals for the City.
- iv.** Continue working in the six priority areas, which are:
  - Pollution Prevention Policy- June 2018 and November 2018
  - Climate Change & Energy – Climate Action Plan (2018-2019) & Clean Power Alliance (ongoing)

- Climate Resiliency – Sea Level Rise Vulnerability Study (2018-2019) & Climate Adaptation Planning (2019-)
- Smart Water Management
- Community Partnerships and Outreach
- Emerging Environmental Issues

**e. Target Due Date:** FY 2020 (objectives within the plan may be completed before Target Due Date).

## **9. Update on State Housing Laws**

**a. Background:** In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate its current housing ordinances and make adjustments as necessary.

**b. Status:** In Progress

**c. Next City Council Action:** Review recommendations from staff in order to maintain accordance with State Housing Laws at their meeting in January 2019.

**d. Action Items:**

- i. Review City's Housing Element and other relevant documents or policies.
- ii. Present recommendations to City Council at a meeting in January 2019.
- iii. Implement recommendations approved by City Council.

**e. Target Due Date:** 2019

## **10. Downtown Business Employees Overflow Parking**

**a. Background:** At the City Council meeting on March 9, 2018, there was a request from a member of the public to discuss opportunities for employee overflow parking in the Downtown area. Staff will review possible options and current conditions and bring that information back to City Council in March 2019.

**b. Status:** In Progress

**c. Next City Council Action:** Receive presentation on possible options and current conditions of overflow employee parking in the Downtown area and provide direction at a meeting in March 2019.

**d. Action Items:**

- i. Review current conditions of employee parking in Downtown area, best practices in other jurisdictions and estimated impact of recommendations.
- ii. Present recommendations to City Council at a meeting in March 2019.
- iii. Implement recommendations approved by City Council.

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

## **11. Telecom Facilities with an Updated Ordinance**

- a. Background:** In response to new federal telecom permit legislation, staff identified shortcomings in the existing Telecom ordinance and is working with Information Technology and the City Attorney's Office to research options to amend the City's current ordinance.
- b. Status:** In Progress
- c. Next City Council Action:** Review recommendations from staff at a future City Council meeting, meeting date TBD.
- d. Action Items:**
  - i.** Present recommendations to the Parking and Public Improvements Commission and/or Planning Commission, date TBD.
  - ii.** Present recommendations to the City Council, date TBD.
- e. Target Due Date:** Spring 2019

## **12. Assessment of Pending Projects for City Traffic Engineer**

- a. Background:** The City Council identified the need for additional support services for the Traffic Engineering Division. The department has proposed a full-time Engineering Technician through the FY 2018-2020 budget process.
- b. Status:** In Progress – pending budget approval from City Council.
- c. Next City Council Action:** Review proposed Engineering Technician position through the budget process, with scheduled meetings on May 22, 2018 and June 19, 2018.
- d. Action Items:** None
- e. Target Due Date:** June 2019

## **Public Works**

### **1. Urban Forest Master Plan**

- a. Background:** City Council approved the Citywide Street Tree Inventory on February 4, 2014. Staff was directed to develop a Street Tree Master Plan, now called an Urban Forest Master Plan. Staff conducted community outreach regarding the development of the Plan and created a draft in 2015. City Council created and approved an Urban Forester position in FY 2015-2016 and filled in early 2016.
- b. Status:** In Progress
- c. Next City Council Action:** Review updated Draft Urban Forest Master Plan for adoption, as well as associated tree ordinances, meeting date TBD.
- d. Action Items:**
  - i.** Complete drafts of new tree ordinances to coincide with the Urban Forest Master Plan process.
  - ii.** Present draft plan and recommendations to City Council for discussion and approval, meeting date TBD.
  - iii.** Implement recommendations approved by City Council and communicate changes to community.
- e. Target Due Date:** Fall 2018

### **2. Solid Waste Franchise Agreement Contract Process, including Citywide Food Waste Recycling Program**

- a. Background:** At their meeting on July 18, 2017, City Council approved extending the terms of the Solid Waste Franchise Agreement with Waste Management for up to 24 months in order to complete a new procurement process. Staff conducted significant community outreach to assess satisfaction with current services and additional needs, which was provided to City Council in a memo on December 19, 2017 and also presented as a staff report attachment to City Council on February 6, 2018. City Council appointed two members to a Solid Waste Services Review Ad Hoc Subcommittee (Councilmembers Howorth and Montgomery). Lastly, staff provided additional information on the citywide food waste recycling program and best practices to City Council as a consent item on May 1, 2018.
- b. Status:** In Progress – RFP pending City Council approval on May 15, 2018.
- c. Next City Council Action:** Review and approval of Solid Waste RFP on May 15, 2018.
- d. Action Items:**
  - i.** Present draft Solid Waste RFP for City Council approval on May 15, 2018.
  - ii.** Pending City Council approval, distribute RFP to solid waste haulers and accept proposals.

- iii. Subcommittee and staff review proposals and create recommendation for City Council review.
- iv. Present recommendations to City Council for selection, tentatively November 20, 2018.
- v. Negotiate agreement terms with selected finalist.
- vi. City Council awards selected vendor Solid Waste Agreement with the City, tentatively January 8, 2019.
- vii. Prop 218 process begins – staff will mail notices and host community meetings, tentatively January/February 2019.
- viii. City Council holds public hearing for Prop 218 process, tentatively March 19, 2019.
- ix. New hauler prepares program changes and alerts community to new contract.
- x. New franchise agreement and solid waste services begin on July 1, 2019.

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

### 3. Uniform Citywide Sign Program of non-regulatory City signs

- a. **Background:** City Council approved consultant agreement to develop signage program on April 7, 2015. Presentations to City Council on this topic were made on October 20, 2015; February 2, 2016; and October 3, 2017. Staff is working with consultants to finalize the draft Wayfinding Master Plan. The draft was presented to the Cultural Arts Commission, Planning Commission, Parking and Public Improvements Commission, Downtown Business Professional Association and North End Business Improvement District for review and comments between April 16, 2018 and May 23, 2018.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review and approve Draft Wayfinding Master Plan on June 5, 2018.
- d. **Action Items:**
  - i. Provide presentation at City Council meeting on June 5, 2018.
  - ii. Based on feedback or approval from City Council, make adjustments and implement plan.
  - iii. Incorporate plan's objectives into signage process throughout City.
  - iv. Identify and allocate funds as necessary.

e. **Target Due Date:** Summer 2018

### 4. Pier, Roundhouse and Comfort Station Improvements

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

supported by a third party (Skechers). Pier improvements are being done concurrently with the Roundhouse Aquarium improvements. City Council approved consultant selection and contract on February 21, 2017. Preliminary design of the Roundhouse Aquarium was presented to City Council on May 16, 2017, and approved on August 1, 2017. Work is expected to conclude in August 2018.

- b. Status:** In Progress – construction on Roundhouse Aquarium.
- c. Next City Council Action:** Accept as complete Roundhouse Aquarium and Pier improvements, meeting date TBD.
- d. Action Items:**
  - i.** Continue to work with and support construction on Roundhouse Aquarium and update the community and City Council as necessary.
- e. Target Due Date:** August 2018

## **5. Report on SCE's Inventory Analysis of Street Lights**

- a. Background:** City Council approved purchasing SCE streetlights and converting to LED technology on February 21, 2017. SCE began its inventory analysis in April 2018 after receiving approval from the PUC in November 2017. SCE anticipates providing the inventory analysis to the City in June. The City will then validate SCE's findings and complete the sale transaction following approval of City Council.
- b. Status:** In Progress
- c. Next City Council Action:** Receive report from SCE regarding streetlight inventory analysis in Manhattan Beach on September 18, 2018, and authorize purchase.
- d. Action Items:**
  - i.** SCE will conduct streetlight inventory analysis.
  - ii.** Following analysis, staff will present SCE report to City Council with recommendations at their meeting on September 18, 2018.
- e. Target Due Date:** September 2018

## **6. Fire Station #2**

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

**c. Next City Council Action:** Provide feedback on proposed design of new fire station, meeting date TBD.

**d. Action Items:**

- i.** Begin preliminary design phase and conduct two community meetings for community engagement, dates TBD.
- ii.** Present updates to City Council for discussion and approval, meeting dates TBD.
- iii.** Secure environmental clearances and land use entitlements.
- iv.** Finalize design and construction bid documents and present for City Council approval, meeting dates TBD.
- v.** Identify funding source and allocate or pursue as necessary.
- vi.** Present construction contracts for City Council approval, meeting date TBD.
- vii.** Oversee construction of new Fire Station #2.

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

**7. Sepulveda Bridge Widening Project**

**a. Background:** Staff provided an update on the project to City Council on February 16, 2016, where an amendment was approved to extend the term of the contract with consulting group that is providing assistance on document executions until December 31, 2018. The plans are at the 100% complete stage, and construction is pending final land acquisition.

**b. Status:** In Progress

**c. Next City Council Action:** Conduct public hearing regarding Sepulveda Bridge and Resolution of Necessity on June 5, 2018.

**d. Action Items:**

- i.** Conduct public hearing on June 5, 2018.
- ii.** Proceed with construction bidding pending final land acquisition (TBD)

**e. Target Due Date:** December 31, 2018

**8. Undergrounding Districts**

**a. Background:** Discussed current status of Utility Undergrounding with City Council on June 6, 2017, and received direction. Discussed future districts and policy on September 4, 2017. Approved proposed policies and procedures for District 4 on October 3, 2017. Approved refinancing of Underground Utility Assessment Districts 04-1, 04-3, 04-5, 05-2 and 05-6 and adopted a Debt Management and Disclosure Policy on January 16, 2018.

**b. Status:** In Progress



**c. Next City Council Action:** Conduct hearing for Proposition 218 process for Districts 12 and 14 following pricing provided by the utilities, meeting date TBD.

**d. Action Items:**

- i.** Finalize utility construction plans for Utility Underground Assessment District 12 and 14, including coordination with relevant utility agencies.
- ii.** Bid projects to receive final costs and conduct process.
- iii.** Move forward with future districts (e.g., 4, 8 and 13) once updated bids have been received for current districts.

**e. Target Due Date:** December 2018

**9. Streetscape Enhancements**

**a. Background:** At the meeting on March 9, 2018, City Council requested that streetscape enhancements be made to improve the aesthetics of the pedestrian areas in Manhattan Beach, including Downtown and North MB. Staff will execute a pilot demo of improvements adjacent to City Hall that will include removing/replacing tiles on sidewalks and minor upgrades in summer 2018. Staff will present the results of the pilot demo to City Council at their meeting on August 21, 2018.

**b. Status:** In Progress

**c. Next City Council Action:** Review pilot demo of streetscape enhancements and provide direction at City Council meeting on August 21, 2018.

**d. Action Items:**

- i.** Execute upgrades as part of the pilot demo, which could include tile renovations or replacements on sidewalks
- ii.** Engage stakeholders in Downtown and North Manhattan Beach regarding possible future streetscape enhancements.
- iii.** Present results of pilot demo to City Council at their meeting on August 21, 2018 for feedback and direction.

**e. Target Due Date:** August 2018

**10. Parking Management (Parking Meter Solution)**

**a. Background:** The City's parking meters are nearing the end of their useful life, primarily due to the phasing out of 3G communications. City Council directed staff to investigate various meter technologies. This includes conducting a pilot project of approximately 50 meters in the downtown area to investigate customer usage, vacancy, turnover rates, etc. Those findings will be gathered for up to 6 months (through the busy summer and fall period when Manhattan Beach has the most events in the downtown area). Staff is also working toward adjusting the meter time to allow for 3 hours after 6pm in the downtown area.

- b. Status:** In Progress
- c. Next City Council Action:** Approve time change for downtown meters after 6:00 p.m.
- d. Action Items:**
  - i.** Conduct pilot program through December 2018.
  - ii.** Revise signage downtown to allow for 3-hour parking after 6:00 p.m.
  - iii.** Consider roll out of new meters in 2019 with enhanced capabilities for revenue generation.
- e. Target Due Date:** TBD

#### **11. Infrastructural Aesthetics/Design Initiative for Public Projects**

- a. Background:** At their meeting on March 9, 2018, City Council directed staff to develop a standard of infrastructural aesthetics or design initiative for public projects.
- b. Status:** In Progress
- c. Next City Council Action:** Unknown
- d. Action Items:**
  - i.** Develop standards of infrastructural aesthetics or design initiative for public projects based on City Council direction.
  - ii.** Implement those standards in all public projects moving forward.
- e. Target Due Date:** TBD

#### **12. Pedestrian Security Improvements**

- a. Background:** Discussed possible Pedestrian Safety and Security Improvements at City Council Retreat on May 3, 2017, specifically involving street security measures. In light of recent violent events enacted in public streetscapes, City Council expressed interest in exploring options to provide enhanced security measures for the public in Downtown, including the possibility of installing additional safety bollards at the intersection of Manhattan Beach Boulevard and Manhattan Avenue.
- b. Status:** In Progress
- c. Next City Council Action:** Review proposed security measures for Downtown and provide direction at the meeting on June 5, 2018.
- d. Action Items:**
  - i.** In coordination with the Police Department, research best practices and options for enhanced security in Downtown, including financial information.
  - ii.** Present findings and recommendations to City Council on June 5, 2018.
- e. Target Due Date:** TBD

## **Information Technology**

### **1. Update the Information Systems Master Plan (ISMP)**

- a. Background:** The ISMP was issued in 2013 and included projects through FY 2017. Staff will review and update that plan to prioritize and align technology projects across departments with City Council priorities.
- b. Status:** In Progress
- c. Next City Council Action:** Receive a presentation on the updated ISMP, meeting date TBD.
- d. Action Items:**
  - i.** Review current ISMP items and update accordingly.
  - ii.** Incorporate City Council priorities and current technology projects into ISMP.
  - iii.** Provide update to City Council, meeting date TBD.
- e. Target Due Date:** Summer 2018

### **2. Enterprise Resource Planning (ERP) System**

- a. Background:** An RFP was issued in early 2016 for an ERP system consultant that would guide the City through the evaluation of the current Human Resources and Finance needs and assist with the selection of a replacement solution. City Council awarded a contract to NexLevel IT Consulting. In fall 2016, the consultant and IT met with all involved departments to assess needs and expectations, which were used to develop an RFP for ERP services.
- b. Status:** In Progress
- c. Next City Council Action:** Consider awarding contract for ERP System based on staff's assessment of needs and resulting recommendation, meeting date TBD.
- d. Action Items:**
  - i.** Conduct final evaluation of ERP system applications.
  - ii.** Present recommended vendor to City Council at their meeting on June 5, 2018.
  - iii.** Negotiate acceptable terms with selected vendor.
  - iv.** Launch selected ERP system throughout the organization.
- e. Target Due Date:** Winter 2021 (assuming a 3-year implementation process after City Council approves agreement)

### **3. Work Order Management**

- a. Background:** Based on feedback from users, staff would like to research upgrading or replacing the City's Work Order Management solution. If this change occurs, staff will work to maintain alignment with proposed ERP solution.

- b. Status:** On Hold – pending selection of ERP solution
- c. Next City Council Action:** None
- d. Action Items:**
  - i.** Present recommendation to City Council at meeting on June 5, 2018.
- e. Target Due Date:** TBD after selection of ERP solution

#### **4. Fiber Master Plan**

- a. Background:** Staff gave a presentation on the benefits of a Municipal Broadband Network to City Council on April 19, 2016. As a result of this discussion, staff issued an RFP to develop a Fiber Master Plan and assess the potential of a municipal broadband network in Manhattan Beach. On June 6, 2017, City Council awarded an agreement to Magellan Advisors to develop the City's Fiber Master Plan. Community outreach was conducted, as well as assessments with City staff, to create the final plan.
- b. Status:** In Progress
- c. Next City Council Action:** Hold a Fiber Study Session to discuss the findings of the research, as well as the Draft Fiber Master Plan, meeting date TBD in summer 2018.
- d. Action Items:**
  - i.** Schedule a Fiber Study Session for City Council discussion and feedback.
- e. Target Due Date:** Summer 2018 for Fiber Study Session; additional due dates to follow.

#### **5. Update on Portable Recording Equipment**

- a. Background:** At the City Council meeting on March 9, 2018, an update was requested on the City's portable recording equipment and its functionality.
- b. Status:** In Progress
- c. Next City Council Action:** Accept Informational Memo on the City's portable recording equipment, date of issue TBD.
- d. Action Items:**
  - i.** Evaluate portable recording equipment and provide informational memo.
- e. Target Due Date:** TBD

#### **6. Update on City Website and New City URL (.gov)**

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

**c. Next City Council Action:** Review options provided by staff and provide direction, meeting date TBD.

**d. Action Items:**

- i.** Research possible domain names and associated costs for switching website domains.
- ii.** Research opportunities to update the City website.
- iii.** Present findings to City Council for further direction, meeting date TBD.

**e. Target Due Date:** October 2018

**7. Automated Permitting Software Solution (Information Technology)**

**a. Background:** Staff identified a need for electronic permitting services and presented a status update to City Council on November 1, 2016, and an RFP was approved. After reviewing the responses, staff conducted site visits and reviewed proposed software modules, project cost and scope of work.

**b. Status:** In Progress

**c. Next City Council Action:** Review and discuss staff recommended vendor to provide automated permitting software at their meeting on June 5, 2018.

**d. Action Items:**

- i.** Evaluate needs of the City and department and the proposals received.
- ii.** Present recommendation to City Council for review.
- iii.** If approved by City Council, implement solution.

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

## Completed Items

### 1. Sustainable Energy Options Study Session (Community Development)

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

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

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

### 3. Cable Television – Government Channel Enhancements (Information Technology)

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

### 4. Radio Replacement Project (Police)

- a. **Background:** Replacement of Police Department radios to achieve enhanced interoperability and officer safety. Worked with South Bay Regional Public Communications Authority (RCC) to seek grant funding and reduced pricing for radio replacement project. City Council approved reimbursing the RCC for incurred costs and moving forward with the radio replacement project on December 5, 2017. These radios are being deployed in appropriate departments throughout the City.