

CITY OF MANHATTAN BEACH

# FISCAL YEAR 2019-2020

## CITY COUNCIL

## WORK PLAN

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## 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 Information Technology, 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](mailto: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 4 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:

- ◇ Prepare budget request for Fiscal Year 2020-2021.
- ◇ 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@cityymb.info](mailto:LTamura@cityymb.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	GRANTS
PRIORITY LEVEL	A
DEPTS. INVOLVED	PD, PR



### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Appointed, formed and dissolved homelessness task force once grant funding goal was achieved.
- ◇ Received a Measure H grant award from Los Angeles County in the amount of \$330,665 with the cities of Hermosa and Redondo Beach to provide homeless outreach and case management.
- ◇ Approved a Measure H grant funding contract award with the County of Los Angeles.
- ◇ Issued a Request for Proposals for homeless services provider to serve Beach Cities.
- ◇ Approved a subcontract with Harbor Interfaith Services to provide homeless coordination, training, and case management services.

### ACTION PENDING:

- ◇ Ongoing – Work with community and staff to implement goals of the homelessness plan.
- ◇ Ongoing – Work with Harbor Interfaith Services to implement statement of work and community meeting on homelessness with regional partners in Quarter 1 of 2020.
- ◇ Draft a Memorandum of Understanding with Cities of Hermosa Beach and Redondo Beach.

### NEXT CITY COUNCIL ACTION:

Receive quarterly updates on homelessness initiatives and consider MOU with Beach Cities on homeless services. Next tentative City Council action is scheduled for January 21, 2020, City Council meeting.

**STAFF CONTACT: Bruce Moe, City Manager, [BMoe@citymb.info](mailto: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.
- ◇ Receive City Council direction at future City Council meeting.

### NEXT CITY COUNCIL ACTION:

Present report and recommendations to City Council at the tentatively scheduled January 21, 2020, City Council meeting.

**STAFF CONTACT:** Bruce Moe, City Manager, [BMoe@citymb.info](mailto:BMoe@citymb.info)





## CITY COUNCIL COMMUNICATIONS POLICY

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



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

### STATUS:



### COMPLETED ACTION ITEMS:

None.

### ACTIONS PENDING:

- ◇ Develop draft policy and present to City Council for initial discussion.
- ◇ Implement approved policies throughout the organization.

### NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction on draft policy document at tentatively scheduled February 4, 2020, City Council meeting.

**STAFF CONTACT:** Bruce Moe, City Manager, [BMoe@citymb.info](mailto:BMoe@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 1 2020
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.
- ◇ Received Finance Subcommittee recommendations in September 2019.

### ACTIONS PENDING:

- ◇ Ongoing - Gather relevant data on City's ongoing pension liabilities and prepare staff report.

### NEXT CITY COUNCIL ACTION:

Presentation of recommendations at City Council meeting, tentatively scheduled for February 4, 2019.

**STAFF CONTACT:** Steve S. Charelian, Finance Director, [SCharelian@citymb.info](mailto: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	B
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 - Review of 2019 Cost Allocation Plan.
- ◇ Ongoing - Present update to Finance Subcommittee in Spring 2020.

### NEXT CITY COUNCIL ACTION:

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

**STAFF CONTACT:** Steve S. Charelian, Finance Director, [SCharelian@cityymb.info](mailto:SCharelian@cityymb.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.
- ◇ Reviewed options for increasing Stormwater Fees.
- ◇ Presented options to Finance Subcommittee and received direction at September 26, 2019, meeting.

### ACTION PENDING:

- ◇ Conduct citywide surveying of potential fee increases.
- ◇ Receive Finance Subcommittee recommendation and City Council direction at future City Council meeting.
- ◇ Initiate Proposition 218 process.

### NEXT CITY COUNCIL ACTION:

Review recommendations from staff and Finance Subcommittee and receive City Council direction at March 3, 2020, City Council meeting.

**STAFF CONTACT:** Steve S. Charelian, Finance Director, [SCharelian@citymb.info](mailto: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	A
DEPTS. INVOLVED	ALL

### STATUS



### COMPLETED ACTION ITEMS:

- ◇ Reviewed Comprehensive User Fee Study and CAP with various city departments in January 2019.
- ◇ Reviewed results with Finance Subcommittee in Fall of 2019.
- ◇ Received Finance Subcommittee recommendation to the City Council at October 24, 2019, meeting.
- ◇ Presented recommendations to the City Council at November 19, 2019, City Council meeting and received direction.

### ACTION PENDING:

- ◇ Conduct additional public outreach and present Comprehensive User Fee Study and Cost Allocation Plan (CAP) to City Council.
- ◇ Update all fees consistent with City Council direction.

### NEXT CITY COUNCIL ACTION:

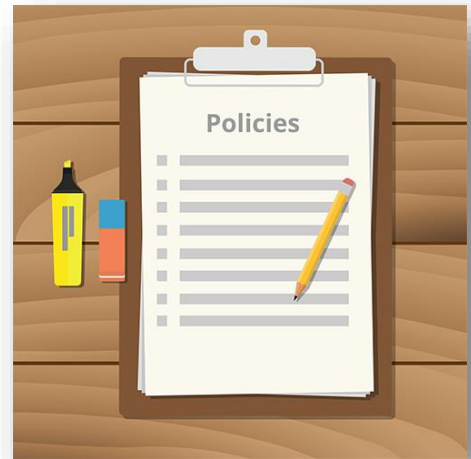
Receive report on the Comprehensive User Fee Study and Cost Allocation Plan (CAP) and receive City Council direction for fee adjustments at February 18, 2020, City Council meeting.

**STAFF CONTACT:** Steve S. Charelian, Finance Director, [SCharelian@citymb.info](mailto:SCharelian@citymb.info)



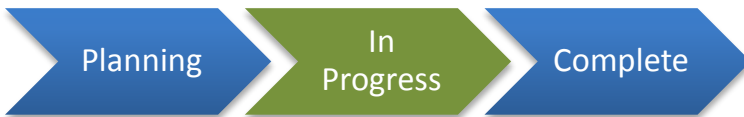
## INTERNAL POLICIES AND PROCEDURES REVIEW

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.
- ◇ Conducted 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 1 2020).

**STAFF CONTACT:** Lisa Jenkins, Human Resources Director, [LJenkins@citymb.info](mailto:LJenkins@citymb.info)

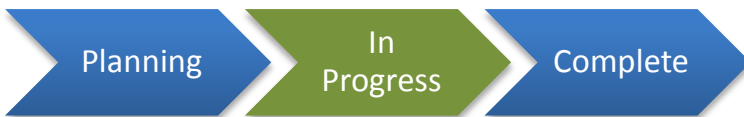


## COLLECTIVE BARGAINING NEGOTIATIONS

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:

- ◇ Negotiated and implemented Memoranda of Understanding with Teamsters, PMA, and POA, which expired in 2021.
- ◇ Obtained initial authority for negotiations 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).
- ◇ Held closed session meetings with City Council in Quarter 3 and 4 of 2019 to obtain authority for labor negotiations for MOU's expiring in 2019.

### ACTIONS PENDING:

- ◇ Complete collective bargaining agreements for pending negotiations (Fire and Fire Management)
- ◇ 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 of negotiated MOU's and oversee MOU implementation.

### NEXT CITY COUNCIL ACTION:

- ◇ Approval of MOU with Manhattan Beach Part-Time Association (MBPTEA) at November 19, 2019, City Council meeting.

**STAFF CONTACT:** Lisa Jenkins, Human Resources Director, [LJenkins@citymb.info](mailto: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 1 2020
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.
- ◇ Presented donation program options at City Council meeting on September 3, 2019.

### ACTIONS PENDING:

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

### NEXT CITY COUNCIL ACTION:

Present options for paver donation program and Veterans Parkway memorial at City Council meeting on January 7, 2020.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@citymb.info](mailto:MLeyman@citymb.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.
- ◇ Legal and Risk Management review of Kourts vendor agreement.
- ◇ Increase fees for Sand Dune Non-resident users in January 2020.
- ◇ Install a Tuff Shed check in facility at the Sand Dune.

### 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](mailto: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.
- ◇ Created and distributed community park survey in October 2019.
- ◇ Conducted two community outreach workshops and several pop-up community input events.
- ◇ Completed Community Survey and Focus Groups, in November 2019.

### ACTIONS PENDING:

- ◇ Present plan to Parks and Recreation Commission in January 2020 followed by presentation to City Council in March 2020.

### NEXT CITY COUNCIL ACTION:

Present draft Park Master Plan for City Council consideration at the March 17, 2020, meeting.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@cityymb.info](mailto: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.
- ◇ Released Community Grants Project Grant application, October 2019.

### ACTIONS PENDING:

- ◇ Present Commission review and recommendations to City Council on February 4, 2020.
- ◇ Award grants in February 2020.

### NEXT CITY COUNCIL ACTION:

Present Cultural Arts Commission recommended community grant events for review by City Council at the February 4, 2020 meeting.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@citymb.info](mailto:MLeyman@citymb.info)

### COMMUNITY ARTS GRANT PROGRAM GUIDELINES



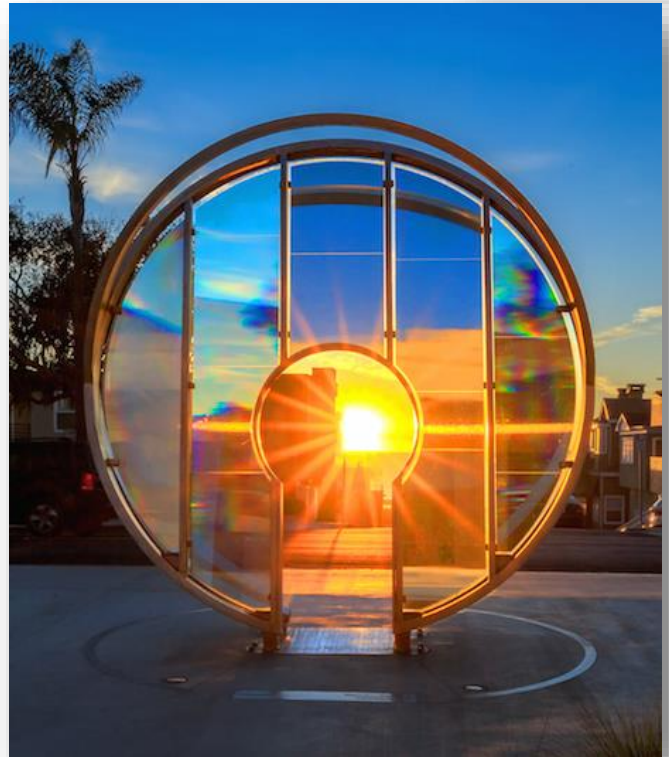
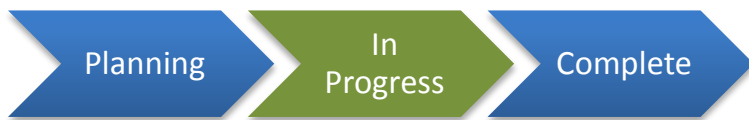


## PUBLIC ART CONSERVATION ASSESSMENT

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.
- ◇ Reviewed assessment to make recommendations for conservation/preservation/removal, October 2019

### ACTIONS PENDING:

- ◇ Provide presentation and recommendations to Cultural Arts Commission in December 2019.
- ◇ Present recommendations of the Cultural Arts Commission to the City Council, March 17, 2020.

### NEXT CITY COUNCIL ACTION:

Review Cultural Arts Commission recommendations in March 17, 2020.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@cityymb.info](mailto: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.
- ◇ Approved network infrastructure (July 2019).
- ◇ Installed computer systems (September 2019).
- ◇ Public Works completed Red House feasibility study.

### ACTIONS PENDING:

- ◇ In Progress - Preservation treatment of material.
- ◇ In Progress - Comprehensive assessment of City's historical artifacts, including the Red House.
- ◇ 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).
- ◇ Consider alternative options for a museum facility.

### NEXT CITY COUNCIL ACTION:

Discussion of options for a Historical Museum Facility as directed by City Council.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@citymb.info](mailto: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 2 2020
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.
- ◇ Installed *Sunflower* sculpture by Patricia Vader in Water-wise Park.
- ◇ Installed *Dragon Tales* sculpture on Veterans Parkway at 2<sup>nd</sup> Street.

### ACTIONS PENDING:

- ◇ Relocate Dragon Tales from Veterans Parkway to Manhattan Beach Art Center.
- ◇ Install remaining foundations for various sculptures.
- ◇ Install C.J. Rench artworks, Polliwog Park pending PW installation, Civic Plaza pending available location.
- ◇ Install Peter Mitten artwork (location pending).
- ◇ Install John and Nico Meyer artwork at Metlox, pending Community Development plan check.

### NEXT CITY COUNCIL ACTION:

Update the City Council with installation of approved artworks.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@cityymb.info](mailto:MLeyman@cityymb.info)





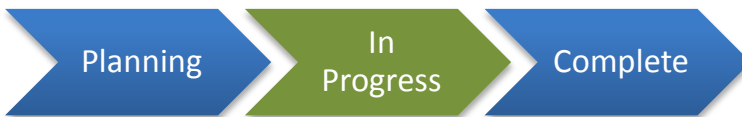
## MERCHANDISING, LICENSING AND BRANDING FOR THE CITY

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 1 2020
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 style guidelines.
- ◇ Trademarked City Logo.
- ◇ Submitted paperwork to copyright the Logo.
- ◇ Launched Manhattan Beach City Store dubbed “Branded,” on August 5, 2019.
- ◇ Approval of Wayfinding Signage Master Plan at the November 19, 2019, meeting.

### ACTIONS PENDING:

- ◇ Copyright City Logo.
- ◇ Incorporate branding into the Public Works wayfinding signage program, city website and publications.
- ◇ Collaborate with local businesses to incorporate logo into merchandise.

### NEXT CITY COUNCIL ACTION:

Staff to provide updates on merchandising and branding as needed.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@cityymb.info](mailto: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 the November 6, 2018, meeting
- ◇ Established Arts in Public Places Ad Hoc Subcommittee (APPC).
- ◇ Met with APPC to choose semifinalists on April 10, 2019.
- ◇ Presented APPC recommendations to Cultural Arts Commission on April 15, 2019.
- ◇ Presented Cultural Arts Commission recommendations to City Council in June 2019.
- ◇ City Council approved RFQ semifinalists.
- ◇ Finalized legal review of contracts and notice to proceed.
- ◇ APPC met with semifinalists in October 2019.

### ACTIONS PENDING:

- ◇ Conceptual designs and presentation by four finalists to the Cultural Arts Commission, December 9, 2019.
- ◇ Project finalist to be selected by City Council, February 18, 2020.
- ◇ Design development, fabrication and installation.
- ◇ Project dedication in June 2020.

### NEXT CITY COUNCIL ACTION:

Present review of design renderings prepared by selected artists at the February 18, 2020, City Council meeting.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@cityymb.info](mailto:MLeyman@cityymb.info)



## NFC FITNESS COURT

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 2 2020
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.
- ◇ Executed design consultant agreement in June 2019

### ACTIONS PENDING:

- ◇ Prepare Request for Proposals to award bid of fitness station project.
- ◇ In Progress - Plan Check (estimated completion - December 2019).
- ◇ Construction and installation of fitness court (estimated for Spring 2020).

### NEXT CITY COUNCIL ACTION:

City Council review and approval of construction contract in January 2020.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@cityymb.info](mailto:MLeyman@cityymb.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 2 2021
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 design services and construction documents.
- ◇ Select design vendor and present contract for City Council approval.
- ◇ Prepare Request for Proposals (RFP) for Playground equipment and surfacing purchase and installation.
- ◇ Select equipment and installation vendor(s) and present contract(s) for City Council approval.
- ◇ Installation of equipment and resurfacing.

### NEXT CITY COUNCIL ACTION:

Approve Request for Proposals for design services and construction documents at future City Council meeting.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@citymb.info](mailto: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.
- ◇ Approved contracts by legal department.
- ◇ Completed mural at Parking Lot 6 on Highland Avenue.
- ◇ Completed Metlox mural.

### ACTIONS PENDING:

- ◇ Installation of murals – Elevator shaft mural to be completed by December 31, 2019.
- ◇ Develop mural ordinance for murals on private property for City Council consideration, Fall 2020.

### NEXT CITY COUNCIL ACTION:

Present additional mural artist options for murals at City facility locations at January 7, 2020, City Council meeting.

**STAFF CONTACT:** Mark Leyman, Parks and Recreation Director, [MLeyman@citymb.info](mailto:MLeyman@citymb.info)

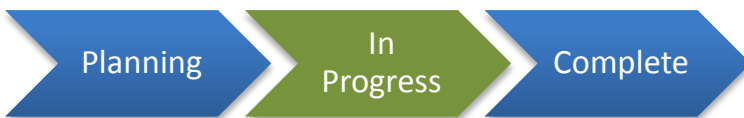


## UTILITY BOX BEAUTIFICATION

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.
- ◇ Finalized vendor agreements and artist designs delivered.
- ◇ Installed artwork on five utility boxes, November 2019.

### ACTIONS PENDING:

- ◇ Install artwork on remaining utility boxes by December 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](mailto:MLeyman@citymb.info)



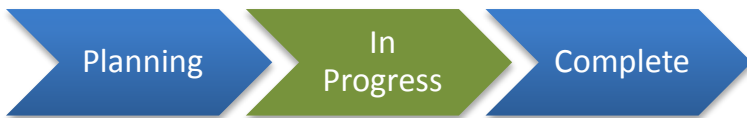


## RADIO REPLACEMENT PROJECT

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

<b>TARGET DUE DATE</b>	QUARTER 4 2020
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	FD

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Approved the purchase of the radios at the December 5, 2017, City Council meeting.
- ◇ Acquired, programmed and installed radios.
- ◇ Conducted training on the enhanced capabilities of the interoperable radios.
- ◇ Transitioned radios to the new digital Interoperability Network South Bay (INSB) radio system on October 29, 2019.
- ◇ Worked with SBRPCA to switch to encrypted digital radio frequency.

### ACTIONS PENDING:

- ◇ Continue to test radio signal strength in all areas of the City; identify areas where signal boosters may be needed.

### NEXT CITY COUNCIL ACTION:

To be determined.

**STAFF CONTACT:** Derrick Abell, Police Chief, [DAbell@citymb.info](mailto:DAbell@citymb.info)



## 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 2 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT, FD

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Implemented the Records Management System.

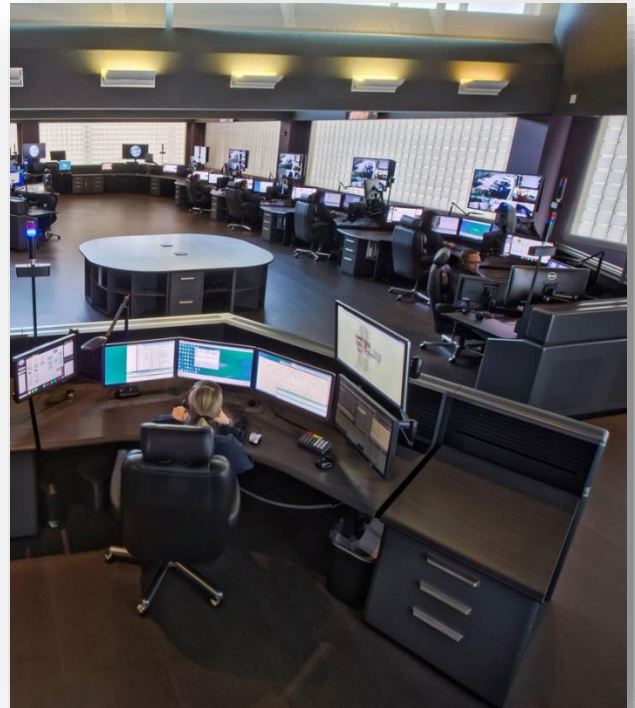
### ACTIONS PENDING:

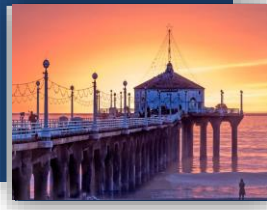
- ◇ Vendor's analysis of replacing the Computer Aided Dispatch (CAD).
- ◇ Implement the Mark 43 Computer Aided Dispatch solution.

### NEXT CITY COUNCIL ACTION:

None.

**STAFF CONTACT:** Derrick Abell, Police Chief, [DAbell@citymb.info](mailto: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. Other goals include Proactive Crime Fighting Strategies, Staffing/Recruitment, and Employee Development.



<b>TARGET DUE DATE</b>	QUARTER 1 2021
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

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

### ACTIONS PENDING:

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

### NEXT CITY COUNCIL ACTION:

Present final progress report at City Council meeting in February 2021.

**STAFF CONTACT:** Derrick Abell, Police Chief, [DAbell@citymb.info](mailto: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 3 2020
FUNDING SOURCE	GRANTS & ASSET FORFEITURE
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Approved a purchase order to Vigilant Solutions for three grant-funded automated mobile license plate readers in an amount not-to-exceed \$68,000 at the November 5, 2019, City Council meeting; readers to be installed on public safety vehicles.

### ACTIONS PENDING:

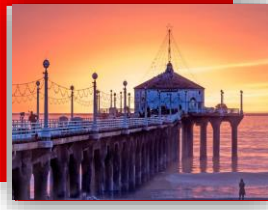
- ◇ Return to City Council with a contract to purchase and install additional fixed ALPR's at points of ingress and egress.
- ◇ Work with selected vendor, Public Works, and Information Technology to install the ALPRs at selected locations.

### NEXT CITY COUNCIL ACTION:

Return to City Council to consider additional ALPR locations at tentatively scheduled December 17, 2019, meeting.

**STAFF CONTACT:** Derrick Abell, Police Chief, [DAbell@citymb.info](mailto:DAbell@citymb.info)





## IMPROVE FIRE PREVENTION INSPECTION DOCUMENTATION/DATA COLLECTION

In January 2016, the Fire Prevention Division developed an internal plan to capture inspection data which includes building information and permit requirements. Fire Prevention has identified technological opportunities that will further enhance the way data is collected, monitored and reported.

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



### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Researched technology-based solutions that can be accessed in the field and manage gathered data.
- ◇ Identified a vendor that integrates with new permitting software, EnerGov and enterprise resource planning software, TylerMunis for compatibility.

### ACTIONS PENDING:

- ◇ Receive approval from Information Technology to ensure technology meets all requirements of City policies.
- ◇ Receive legal approval for contract services agreement
- ◇ Preserve, archive and transfer all existing records from existing database

### NEXT CITY COUNCIL ACTION:

None.

**STAFF CONTACT:** Daryn Drum, Fire Chief, [DDrum@citymb.info](mailto:DDrum@citymb.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. An agreement was entered into on March 2019 and McCormick Ambulance services began providing service in April 2019. The existing program is being closely monitored and data is being collected to evaluate the overall success of the program.



### STATUS:

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



### COMPLETED ACTION ITEMS:

- ◇ Received City Council approval and executed short-term/interim contract for ambulance services with McCormick at the March 19, 2019 meeting.

### ACTIONS PENDING:

- ◇ Present extension of interim contract with McCormick for ambulance services.
- ◇ Review current EMS ambulance program to identify and recommend delivery model enhancements to City Council in the future.

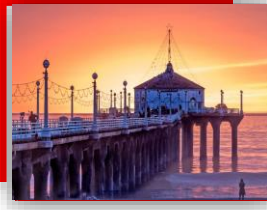
### NEXT CITY COUNCIL ACTION:

Present extension of interim contract with McCormick for ambulance services prior to expiration of contract (April 2020).

**STAFF CONTACT:** Daryn Drum, Fire Chief, [DDrum@citymb.info](mailto: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 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PD

### STATUS:



### COMPLETED ACTION ITEMS:

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

### ACTIONS PENDING:

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

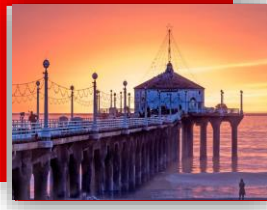
### NEXT CITY COUNCIL ACTION:

None.

**STAFF CONTACT:** Daryn Drum, Fire Chief, [DDrum@citymb.info](mailto:DDrum@citymb.info)

## WORK PLAN

# FIRE



## EMERGENCY NOTIFICATION SYSTEM

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



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

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Executed three-year agreement with Everbridge in March 2019, that brings the City into compliance with state legislation (Senate Bill 833 and Assembly Bill 1646) regarding integrated alerting and notification system.
- ◇ Consolidated Nixle 360 platform to avoid service interruption for existing notification system.
- ◇ Completed system set up and created alert types and groups.

### ACTIONS PENDING:

- ◇ Upload existing GIS shape files to create notification boundaries throughout the City.
- ◇ Establish guidelines and procedures on approved message protocol.
- ◇ Adopt internal comprehensive policy on messaging procedures.
- ◇ Go live with system.

### NEXT CITY COUNCIL ACTION:

None.

**STAFF CONTACT:** Daryn Drum, Fire Chief, [DDrum@cityymb.info](mailto:DDrum@cityymb.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.



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

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Constructed North East Parking Deck, Macy's Expansion, and California Pizza Kitchen.
- ◇ Reviewed Plan Check of North Parking Deck, Shops, Façade improvements and miscellaneous site improvements.
- ◇ Received Planning Commission approval of new restaurant, Boutique Fitness and limited off-site alcohol sales at restaurants.

### ACTIONS PENDING:

- ◇ In Progress – Construction of South and North Parking Decks, Shops, Façade Improvements and on and offsite improvements.
- ◇ Receive City Council direction regarding Digital Media Package Proposal by the Manhattan Village Shopping Center.
- ◇ 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 and consideration of the Digital Media Package Proposal at the January 7, 2020, City Council meeting.

**STAFF CONTACT: Jeff Gibson, Interim Community Development Director,**  
**JGibson@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 Winter 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 Improvements Commissions, conduct a hearing and amend the Municipal Code to update the parking standards at a future City Council meeting.

**STAFF CONTACT:** Jeff Gibson, Interim Community Development Director,  
[Jgibson@citymb.info](mailto:Jgibson@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.

<b>TARGET DUE DATE</b>	ONGOING
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	C
<b>DEPTS. INVOLVED</b>	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, 35<sup>th</sup> 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.
- ◇ Presented a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvements Commission in September 2019.

### ACTIONS PENDING:

- ◇ Pending City Council approval, add recommended pedestrian safety projects, totaling approximately \$2 million dollars, into Capital Improvements Plan for implementation.

### NEXT CITY COUNCIL ACTION:

Present additional pedestrian safety improvements recommended by the Parking and Public Improvements Commission to City Council at December 3, 2019, meeting for inclusion in Capital Improvements Plan.

**STAFF CONTACT:** Jeff Gibson, Interim Community Development Director,  
[Jgibson@citymb.info](mailto:Jgibson@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 4 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

## COMMUNITY DEVELOPMENT



through beach dune enhancement, and a Local Coastal Program planning update).

- ◇ Completed Municipal and City-wide Greenhouse Gas (GHG) Emissions Inventory Analysis in June 2019.
- ◇ Presented Plastic Pollution Reduction Workshop at Parks & Rec “Dine ‘N Discover” in July 2019.

### ACTIONS PENDING:

- ◇ Complete RFP (issued Q3 2019) and contract process (in progress) for Climate Resiliency Project (Sea Level Rise and Climate Action and Adaptation).
- ◇ 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 1 2020.

**STAFF CONTACT: Jeff Gibson, Interim Community Development Director,**  
**Jgibson@citymb.info**



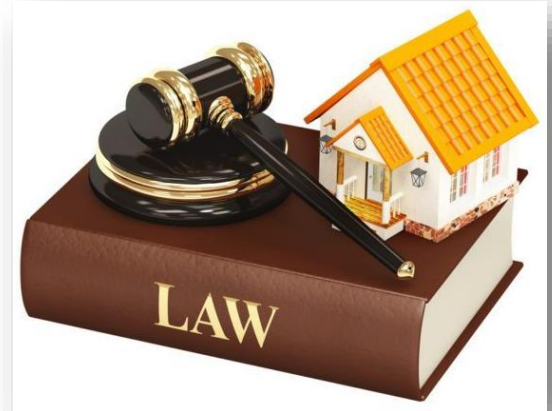


## UPDATED STATE HOUSING LAWS

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.

<b>TARGET DUE DATE</b>	QUARTER 4 2020
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	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 review and action required.
- ◇ Evaluate rental housing loss impact fees and the net loss of housing units.
- ◇ Urgency Ordinance to comply with new legislation regarding accessory dwelling units, housing standards and net-loss housing to City Council.

### NEXT CITY COUNCIL ACTION:

Review staff recommendations in order to maintain compliance with state housing laws at December 17, 2019, City Council meeting.

**STAFF CONTACT:** Jeff Gibson, Interim Community Development Director,  
[Jgibson@citymb.info](mailto:Jgibson@citymb.info)

# COMMUNITY DEVELOPMENT



## 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.



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

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Held Telecommunications Community Workshop in September 2017.
- ◇ Held a Community Open House Meeting in June 2019.
- ◇ Updated information on City website related to telecommunications permits and processes.
- ◇ Adopted updated Ordinance and Resolution with objective standards in April 2019.

### ACTIONS PENDING:

- ◇ Prepare suite of outreach materials and efforts to continue providing education on ongoing telecommunications with the City.
- ◇ Update handouts, forms, procedures and checklists to conform to Federal and local standards, and post on website.
- ◇ Explore community outreach plan.

### NEXT CITY COUNCIL ACTION:

Pending assessment of Community Development Director, staff will determine next steps and update City Council accordingly.

**STAFF CONTACT:** Jeff Gibson, Interim Community Development Director,  
[JGibson@citymb.info](mailto:JGibson@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 March 2020.
- ◇ Conducted an online survey on shared transportation options.
- ◇ Developed a draft of local codes and regulations with neighboring cities and SBCCOG for Shared Mobility Devices.

### ACTIONS PENDING:

- ◇ Present draft Shared Mobility Devices regulations to PPIC in Quarter 1 2020.
- ◇ Conduct a public hearing to consider an Ordinance to establish regulations for the operation of Shared Mobility Devices within the City.
- ◇ Pending City Council direction, potentially implement a Shared Mobility Devices pilot program in Quarter 2, 2020.

### NEXT CITY COUNCIL ACTION:

Consider a shared mobility device policy in conjunction with neighboring cities at City Council in Quarter 1, 2020.

**STAFF CONTACT:** Jeff Gibson, Interim Community Development Director,  
[Jgibson@citymb.info](mailto:Jgibson@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.



<b>TARGET DUE DATE</b>	QUARTER 3 2020
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	C
<b>DEPTS. INVOLVED</b>	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 (i.e. Beach Buggies) and evaluate grant opportunities possible.
- ◇ 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:** Jeff Gibson, Interim Community Development Director,  
[Jgibson@citymb.info](mailto:Jgibson@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.



Staff will evaluate the Code Enforcement Program and make recommendations to City Council 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.

<b>TARGET DUE DATE</b>	QUARTER 2 2020
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PD, MS, IT

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Received previous monthly code enforcement activity reports from vendor, Host Compliance.

### ACTIONS PENDING:

- ◇ Review code enforcement division and make recommendation to City Council.
- ◇ Ongoing work with Host Compliance regarding Short Term Rentals activity.

### NEXT CITY COUNCIL ACTION:

Prioritize code enforcement issues as part of Fiscal Year 2020/21 budget process and review allocation of resources for appropriate staffing, training, and outreach efforts.

**STAFF CONTACT:** Jeff Gibson, Interim Community Development Director,  
Jgibson@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.



<b>TARGET DUE DATE</b>	QUARTER 3 2020
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Reviewed solid waste proposals from three waste haulers by Solid Waste Services Review Ad Hoc City Council Subcommittee.
- ◇ City Council awarded a Solid Waste Franchise Agreement to Waste Management (WM), with additional enhancements, including providing an increased number of shredding events and bulky item collections, increased required diversion rate, expanding outreach to businesses and having WM assume customer billing functions at no additional charge.

### ACTIONS PENDING:

- ◇ The Final Agreement has been updated with the WM-led billing functions, signed by Waste Management and is en route for signatures with City Staff.
- ◇ Outreach to community on contract changes/billing changes (January – June 2020).
- ◇ Billing conversion meetings with City & Waste Management (January – June 2020). Communications regarding this matter have already begun through email exchange between CMB & WM.

### NEXT CITY COUNCIL ACTION:

Initiate the Proposition 218 process for new waste hauling rates at a City Council meeting in Spring 2020.

**STAFF CONTACT:** Stephanie Katsouleas, Public Works Director  
[SKatsouleas@citymb.info](mailto: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. That work was put on hold pending development of a city branding identity and associated style guide, which was completed this past May.



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

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Presented draft Wayfinding Master Plan to City Council.
- ◇ Approved the final City of Manhattan Beach Signage and Wayfinding Master Plan and directed staff to prepare design elements with the white background and appropriated approximately \$347,000 from the Parking Fund towards Phase 1 implementation.

### ACTIONS PENDING:

- ◇ 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 additional phased implementation (beyond Phase 1).

### NEXT CITY COUNCIL ACTION:

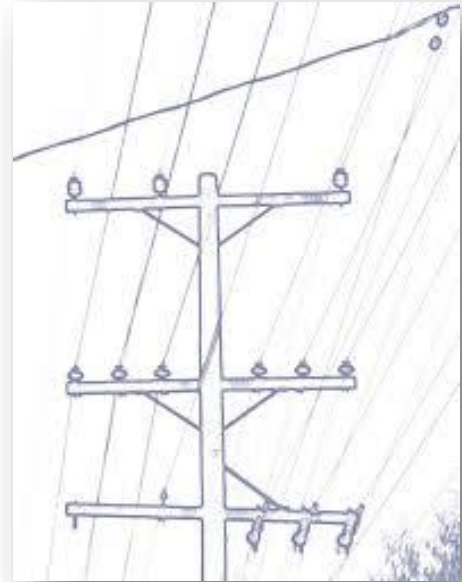
Receive direction from City Council to: 1) Potentially appropriate funds toward implementation beyond Phase 1 and 2) Design options for signage throughout City.

**STAFF CONTACT:** Stephanie Katsouleas, Public Works Director,  
[SKatsouleas@citymb.info](mailto: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 active in the early to mid-2000s, but 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 in 2018. In addition to revising the program, City Council established new guidelines for district formation while allowing for flexibility in petition thresholds for two previously formed Districts, 8 and 13. Six additional neighborhoods have contacted the City inquiring about starting their own UUADs, which will commence for new districts in spring 2020 following hiring a Senior Civil Engineer to administer the program.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FN

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Completed the Proposition 218 voting process for Districts 12 and 14 with both districts passing.
- ◇ Completed bidding for construction of District 4 and prepared a preliminary Assessment Engineer's Report.
- ◇ Initiated District formation proceedings (Proposition 218) for District 4 on November 19, 2019.

### ACTIONS PENDING:

- ◇ Complete the sale of bonds and commence construction for Districts 12 and 14 in early 2020.
- ◇ Conduct a Public Hearing to count ballots for District 4 on January 7, 2020.
- ◇ Recruit a Senior Civil Engineer to administer the UUAD program (ongoing).
- ◇ Move forward with eight new districts once an engineer has been retained to administer the UUAD program (spring 2020).

### NEXT CITY COUNCIL ACTION:

Conduct a Public Hearing to count ballots for Underground Utility District 4 at the January 7, 2020, City Council meeting.

**STAFF CONTACT:** Stephanie Katsouleas, Public Works Director,  
[SKatsouleas@citymb.info](mailto: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. Following an unsuccessful effort to develop a feasibility study for various pedestrian measures, 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	PW

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Received direction from City Council on March 19, 2019, to research what measures other cities have implemented in their efforts to protect pedestrians.

### ACTIONS PENDING:

- ◇ Present findings of staff's research efforts about what measures others cities have installed to enhance pedestrian security and safety, inclusive of the financial costs they incurred.
- ◇ Make recommendations to City Council and seek direction on next steps.

### NEXT CITY COUNCIL ACTION:

Presentation of findings and recommendations to City Council on December 17, 2019.

**STAFF CONTACT:** Stephanie Katsouleas, Public Works Director,  
[SKatsouleas@citymb.info](mailto: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. Public Works installed some concept sidewalk stencils in front of City Hall as a pilot demonstration project that could be considered for broader implementation downtown. Staff also installed new plant materials in front of Starbucks as a demonstration project. Pending the Public Works Engineering Division’s current workload, strategies and a project timeline will be developed for various North End and Downtown improvements.

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

### 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 materials installed.
- ◇ Held preliminary meetings with North End representatives regarding tree replacements, installation of new tree grates and installation of decorative lighting.
- ◇ Held a meeting with downtown representatives regarding new benches, uplighting, landscaping, painting, signage and sidewalks.
- ◇ Installed 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.

### ACTIONS PENDING:

- ◇ Develop a plan to engage the community regarding the Downtown and North End sidewalk, lighting, crosswalk and landscaping enhancements. Additionally, 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 and North End business communities on January 21, 2020.

**STAFF CONTACT:** Stephanie Katsouleas, Public Works Director,  
[SKatsouleas@citymb.info](mailto: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	PW, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council approved \$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:

- Complete negotiations on the Development and Disposition Agreement with Friends of the Senior & Scout Community Center, pending the Friends of the Senior & Scout Community Center nearing completion of their fundraising efforts.

### NEXT CITY COUNCIL ACTION:

Present agreement with Friends of the Senior & Scout Community Center for City Council consideration, once fundraising goals are achieved.

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



## ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

In early 2016, the City Council engaged a consultant to assist with an assessment of the current Financial and Human Resources software systems and to develop a Request for Proposal (RFP) for a replacement system. The subsequent RFP, issued in Q2 2017, resulted in the award of a contract with Tyler Technologies for the purchase of their Munis ERP system.



TARGET DUE DATE	QUARTER 2 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Approved ERP contract with Tyler Technologies at the July 17, 2018 City Council Meeting.
- ◇ Established core project team to guide the City through the implementation of the new system.
- ◇ Reviewed current processes to identify opportunities for process improvements and efficiencies.
- ◇ Conducted significant system configuration and tested core modules in anticipation of first go-live.
- ◇ Provided City Council with a project update report on November 19, 2019.

### ACTIONS PENDING:

- ◇ Continue preparations for a July 1, 2020 go-live for the core financials, including budget, accounting, accounts payable, and revenue.
- ◇ Begin activities (starting in January 2020) for implementation of the business license module, which is set to go-live in December 2020.
- ◇ Begin activities (starting in December 2019) for implementation of the human capital management (Human Resources / Payroll) module, which is set to go-live January 2021.

### NEXT CITY COUNCIL ACTION:

Provide quarterly update at the February 18, 2020, City Council meeting.

**STAFF CONTACT:** Patrick Griffin, Interim Information Technology Director,  
pgriffin@citymb.info





## WORK ORDER MANAGEMENT

City staff have been investigating migrating to a new work order management platform that provides additional features and functionality and can interface with other City enterprise software solutions. The Tyler ERP system purchased in July 2018 contains a work order management module which will be evaluated by Public Works staff to ensure it meets the needs of the organization, and if so, scheduled for implementation once the core financial and HR/Payroll modules are completed.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN

### STATUS:



### COMPLETED ACTION ITEMS:

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

### ACTIONS PENDING:

- ◇ Schedule onsite demonstration with City staff of Munis ERP Work Order Management – tentatively scheduled in February 2020.
- ◇ Determine if solution meets City's needs.
- ◇ Schedule implementation of solution in coordination with other major ERP implementation milestones.

### NEXT CITY COUNCIL ACTION:

Provide City Council update as a part of next quarterly update at the February 18, 2020, City Council meeting.

**STAFF CONTACT:** Patrick Griffin, Interim Information Technology Director,  
[pgriffin@citymb.info](mailto:pgriffin@citymb.info)



## FIBER MASTER PLAN

In April 2016, staff provided a presentation to the City Council on the benefits of a municipal broadband network. City Council then directed staff to explore the feasibility of a creating citywide fiber network. A Fiber Master Plan was subsequently completed by Magellan Advisors that provided an overall evaluation of what a municipal broadband network would look like, the estimated cost for such a network, and community feedback on how well it would be supported.

### STATUS:

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



### COMPLETED ACTION ITEMS:

- ◇ Awarded a professional services agreement contract for \$150,000 to Magellan Advisors to develop a Fiber Master Plan for the City on June 6, 2017.
- ◇ Presented the Fiber Master Plan to City Council on October 9, 2018, where staff was directed to move forward with preparing construction documents for a pilot project area between City Hall and the Public Works Yard.
- ◇ Awarded a Professional Design Services Agreement for \$263,272 to B&J HBK, Inc. for the Fiber-to-the-Premises (FTTP) Pilot Network Project, which was subsequently put out to bid.
- ◇ Received bids for the FTTP network and reevaluated the financial findings in the Fiber Master Plan.

### ACTIONS PENDING:

- ◇ Schedule City Council study session to present updated proforma information and determine next steps, which could include:
  - a. Developing an Implementation Plan for citywide broadband deployment;
  - b. Issuing a Request for Proposal (RFP) and select a firm to design the entire network;
  - c. Establishing an operating support systems of the network; and
  - d. Issuing an RFP for a multiyear Operations and Maintenance (O&M) contractor.

### NEXT CITY COUNCIL ACTION:

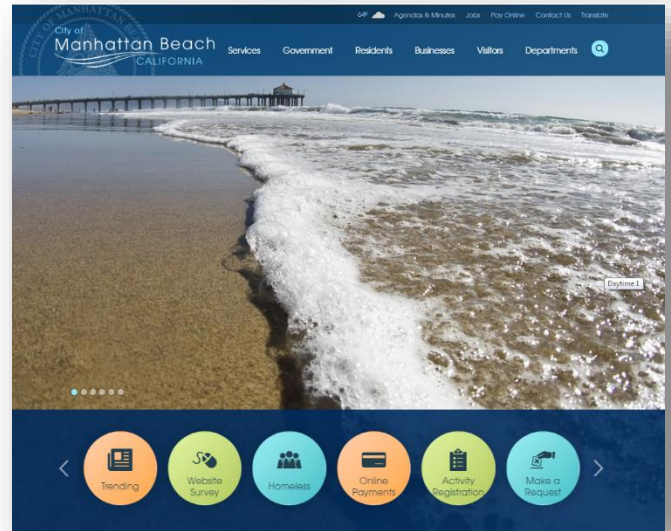
City Council study session to review engineering network design and cost estimates for the Fiber-to-the-Premises pilot network project.

**STAFF CONTACT:** Patrick Griffin, Interim Information Technology Director,  
[pgriffin@citymb.info](mailto:pgriffin@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 ".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.



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

### 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 to enhance the end-user browsing experience.
- ◇ Held website redesign kickoff meeting in April 2019 with website hosting provider and City Department web authors / content contributors.

### ACTIONS PENDING:

- ◇ Implement the new City "brand" guidelines (font and colors) into the City website.
- ◇ Launch "manhattanbeach.gov" URL and email domain name.
- ◇ Through the website redesign, improve the overall user experience on the City's website and search results capabilities.
- ◇ Meet with the Ad Hoc City Council Website Subcommittee for direction and periodic updates.

### NEXT CITY COUNCIL ACTION:

Provide updates to Ad Hoc City Council Website Subcommittee meeting representatives.

**STAFF CONTACT:** Patrick Griffin, Interim Information Technology Director,  
pgriffin@citymb.info



## AUTOMATED PERMITTING SOFTWARE SOLUTION

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



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	CD, FN, PR, FD, PD, PW

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Approved contract with Tyler Technologies at the July 17, 2018, City Council Meeting.
- ◇ Established core project team to guide the City through the implementation of the new system.
- ◇ Reviewed current processes to identify opportunities for process improvements and efficiencies.
- ◇ Conducted significant system configuration and tested core modules in anticipation of first go-live.
- ◇ Completed significant training with end users in preparation for go-live.
- ◇ Provided City Council with a project update report on November 19, 2019.

### ACTIONS PENDING:

- ◇ Complete final data conversion activities.
- ◇ Continue to conduct system testing and training.
- ◇ Complete all activities necessary for the January 21, 2020 go-live for the Building Division.
- ◇ Implement solution in other departments including Parks and Recreation, Fire, Police, and Public Works by May 2020.

### NEXT CITY COUNCIL ACTION:

Provide quarterly update at the February 18, 2020, City Council meeting.

**STAFF CONTACT:** Patrick Griffin, Interim Information Technology Director,  
pgriffin@citymb.info





## EXPANDED WIFI OPPORTUNITIES

Included in the IS Master Plan was a project to identify potential opportunities to expand the City's existing wide area network, and as a result a project was completed in 2017 to provide WiFi at seven additional locations. As other opportunities are identified, staff will present cost estimates for the City Council's consideration.



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

### STATUS:



### COMPLETED ACTION ITEMS:

- ◇ Completed the wide area network expansion project, adding seven additional locations to the existing network.
- ◇ Per City Council direction at the April 23, 2019, Work Plan meeting, developed cost estimate for the provision of wifi at the Metlox Plaza.

### ACTIONS PENDING:

- ◇ City Council consideration of public WiFi deployment at the Metlox Plaza at a future City Council meeting.
- ◇ If approved, purchase equipment, deploy and install WiFi, estimated for completion March 2020.

### NEXT CITY COUNCIL ACTION:

Present cost estimates to City Council at the December 3, 2019, meeting.

**STAFF CONTACT:** Patrick Griffin, Interim Information Technology Director,  
[pgriffin@citymb.info](mailto:pgriffin@citymb.info)