

CITY OF MANHATTAN BEACH

**FISCAL YEAR 2020-2021
CITY COUNCIL
WORK PLAN**





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 4 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.



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

These departments include:

- Community Development (Planning and Traffic)
- Human Resources
- Finance (Administration)
- Fire
- Parks and Recreation
- Public Works

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT: Bruce Moe, City Manager, BMoe@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. However, due to the implementation of the ERP Project, this project was placed on hold. Thereafter, staff requested a supplement to fund the project as part of the Fiscal Year 2020-2021 budget process.



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

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Built and implemented an internal workflow document for contract routing and approval (in the absence of a software contract management solution).
- ◇ Approved a City Council budget request in the amount of \$50,000 for Fiscal Year 2020-2021.
- ◇ Acquired DocuSign to assist with electronic signature process.

ACTIONS PENDING:

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

NEXT CITY COUNCIL ACTION:

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

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



DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

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

TARGET DUE DATE	QUARTER 4 2023
FUNDING SOURCE	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.
- ◇ Approve a Memorandum of Understanding with Cities of Hermosa Beach and Redondo Beach.

NEXT CITY COUNCIL ACTION:

Receive updates on homelessness initiatives and consider MOU with Beach Cities on homeless services. Next tentative City Council action is scheduled for August 4, 2020, City Council meeting.

STAFF CONTACT: Bruce Moe, City Manager, 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 4 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Gathered and researched a variety of City Council Communication Policies from a variety of cities.

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.

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



UPDATE ON CITY'S PENSION UNFUNDED ACTUARIAL LIABILITIES (UAL)

City Council directed staff to provide an update on the City's pension liabilities and how that impacts the City's financial future and structural deficit. The City reviews plans and receives projected rates from CalPERS each year in August. Staff will present information on the City's pension liabilities to the Finance Subcommittee and City Council.

TARGET DUE DATE	QUARTER 1 2021
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 2020-2021 budget discussions.

ACTIONS PENDING:

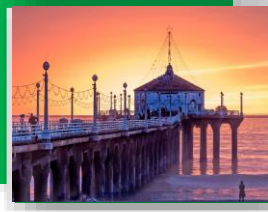
- ◇ Present options to the Finance Subcommittee in July 2020.
- ◇ Receive report from CalPERS on pension liabilities in August 2020.
- ◇ Ongoing - Gather relevant data on City's ongoing pension liabilities and prepare analysis for City Council consideration.

NEXT CITY COUNCIL ACTION:

Presentation of recommendations at City Council meeting, tentatively scheduled for the September 15, meeting.

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





EXPLORE INCREASING STORMWATER FEES

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



TARGET DUE DATE	QUARTER 2 2021
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 2020-2021 budget discussions.
- ◇ Reviewed options for increasing Stormwater Fees.
- ◇ Conducted citywide surveying of potential fee increases.
- ◇ Received Finance Subcommittee direction at the July 2020 Finance Subcommittee meeting and delay consideration until next year.

ACTION PENDING:

- ◇ Pending City Council direction, initiate a Proposition 218 process.

NEXT CITY COUNCIL ACTION:

Review recommendations from staff and Finance Subcommittee and receive City Council direction in the spring/summer of 2021.

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



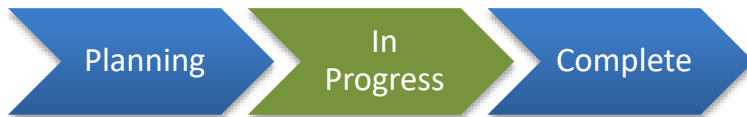
INTERNAL POLICIES AND PROCEDURES REVIEW

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



TARGET DUE DATE	QUARTER 2 2021
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.
- ◇ 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.
- ◇ Update critical policies (harassment/discrimination, leaves, IIPP, Information Technology use, etc.)
- ◇ 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 3 or 4 2020).

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

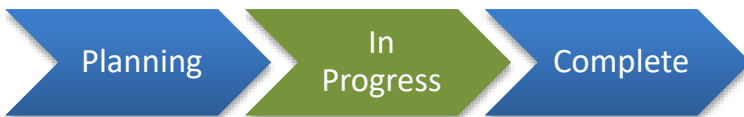


COLLECTIVE BARGAINING NEGOTIATIONS

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

TARGET DUE DATE	QUARTER 4 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 during Fiscal Year 2018-2019, which expire in 2021.
- ◇ Held closed session meetings with City Council in Quarter 3 - 4 of 2019 and Quarter 1 -3 of 2020 to obtain authority for labor negotiations for MOU's expiring in 2019 and new MOU's (Fire Management).
- ◇ Council Approval of MOU with Manhattan Beach Part-Time Association (MBPTEA) on November 19, 2019.
- ◇ Council Approval of MOU with Manhattan Beach Firefighters' Association (MBFA) on February 4, 2020.
- ◇ Council Approval of MOU with Manhattan Beach Mid Management Employees' Association (MBMEA) on March 3, 2020.

ACTIONS PENDING:

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

NEXT CITY COUNCIL ACTION:

- ◇ Ongoing closed session meetings to obtain authority for labor negotiations.

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

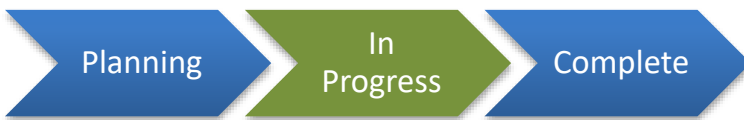


UPDATE CITY DONATION POLICY

City Council discussed the Strand Bench and Tree and Bench Donation programs at the January 3, 2018 meeting. Staff was directed to return with clarifications on the programs, including consistent donor recognition language, specific time frame and potential funds. There was also direction to explore alternative recognition programs. At the City Council Work Plan Meeting on March 9, 2018, direction was given to combine the updates of the recognition policies with other sponsorship opportunities in Parks and Recreation under a Citywide Donation Policy (including Strand Bench & Tree Program, Bench Donation Program and Sponsorship Opportunities).

TARGET DUE DATE	QUARTER 4 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.
- ◇ Presented paver donation program and Veterans Parkway recognition wall at City Council meeting on June 30, 2020.

ACTIONS PENDING:

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

NEXT CITY COUNCIL ACTION:

Return to the City Council with consideration of a military recognition wall donation program cost estimate and design options at the October 20, 2020, meeting.

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





SAND DUNE AND TENNIS COURT RESERVATIONS

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

TARGET DUE DATE	QUARTER 1 2021
FUNDING SOURCE	USER FEES
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Launched an online tennis reservation program through the City's current registration/reservation software, ActiveNet in May 2020, to minimize contact between customers and employees in response to COVID-19.
- ◇ Updated user fees to reflect a resident and non-resident rate.

ACTIONS PENDING:

- ◇ Analyze usage at City tennis courts to determine increased programming at Live Oak Park.
- ◇ Analyze the processes and research additional software options, if necessary.
- ◇ Install a prefabricated office at Sand Dune for employees.
- ◇ Install a prefabricated office at Manhattan Heights for employees.
- ◇ Legal and Risk Management review of Kourts software platform vendor agreement.

NEXT CITY COUNCIL ACTION:

Update the City Council on software platforms and progress as needed.

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



PARK MASTER PLAN

City Council approved this project as part of the Fiscal Year 2015-2016 Capital Improvement Program (CIP), and it was carried over with approval into the Fiscal Year 2017-2021 CIP. Staff will work to develop a comprehensive Park Master Plan in collaboration with Public Works that will serve as a roadmap for both departments as they continue to provide future amenities to the community. At their meeting on June 5, 2017, City Council approved this project as part of the Parks and Recreation Commission Work Plan with the direction to incorporate or examine previous plans of a similar nature. Park Master Plan was discussed at the Joint City Council/Parks and Recreation Commission meeting on June 3, 2019, as one of the Commission work plan items for the upcoming year.



TARGET DUE DATE	QUARTER 4 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 August 2020 followed by presentation to City Council in October 2020.

NEXT CITY COUNCIL ACTION:

Present draft Park Master Plan for City Council consideration in October 20, 2020.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, MLeyman@citymb.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 3 2021
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.
- ◇ Placed 2020 Grant program on hold due to COVID-19 and limitations on gatherings.

ACTIONS PENDING:

- ◇ Establishment of Cultural Arts Commission Ad-hoc committee to reevaluate and develop an Art Grant Program that is more appropriate for community interests.
- ◇ Pending COVID-19 restrictions in the future, begin actualization of grant projects in July 2021.

NEXT CITY COUNCIL ACTION:

Present Cultural Arts Commission recommended community grant projects for City Council consideration in May 2021.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, 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 4 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 in October 2019

ACTIONS PENDING:

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

NEXT CITY COUNCIL ACTION:

Review Cultural Arts Commission recommended Public Art Conservation Assessment at the December 15, 2020, meeting.

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



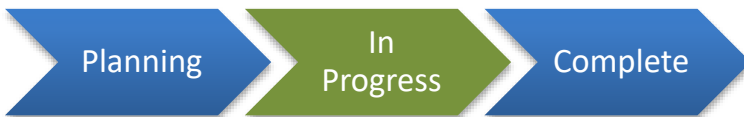


ASSESSMENT OF HISTORICAL ARTIFACTS AND STRUCTURAL REVIEW OF HISTORICAL BEACH COTTAGE

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

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

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Placed Mobile storage unit (trailer).
- ◇ Purchased trailer and installed shelving for work room in Red House.
- ◇ Purchased archival storage, conservation and documentation materials and equipment.
- ◇ Removed documents from Red House and relevant artifacts from Park facilities and placed them in trailer.
- ◇ Installed network infrastructure (July 2019) and computer systems (September 2019).
- ◇ Public Works completed Red House feasibility study.
- ◇ Purchased, installed and trained staff on use of inventory organization software.

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.
- ◇ Consider 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



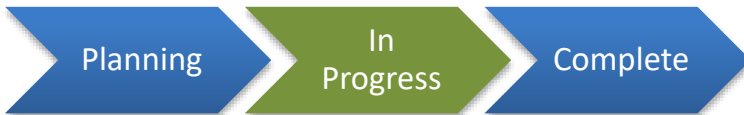


SCULPTURE GARDEN PROGRAM

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 1 2021
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.
- ◇ *Dragon Tales* sculpture removed from Veterans Parkway at 2nd Street.
- ◇ Installed C.J. Rench *Circle* in Polliwog Park.

ACTIONS PENDING:

- ◇ Install C.J. Rench artwork, *Civic Plaza* pending available location.
- ◇ Install Peter Mitten artwork on existing pad on Veterans Parkway across from Joslyn Center.
- ◇ Install John and Nico Meyer artwork at Metlox, pending Community Development plan check.
- ◇ Revamp program to streamline installation and identify long-term locations.
- ◇ Form a Cultural Arts Commission Ad Hoc Committee to work with staff and develop new parameters.
- ◇ Installation of new artwork in September 2021 following de-installation of current sculptures in August.

NEXT CITY COUNCIL ACTION:

Update the City Council with installation of approved artworks.

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



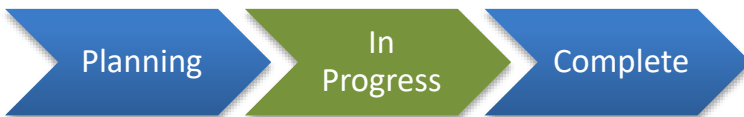
MERCHANDISING, LICENSING AND BRANDING FOR THE CITY

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.



TARGET DUE DATE	QUARTER 3 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.
- ◇ Received Copyright Status by USPTO.

ACTIONS PENDING:

- ◇ 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@citymb.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 4 2021
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.
- ◇ Met with semifinalists in October 2019.
- ◇ Conceptual designs and presentation by four finalists to the Cultural Arts Commission at December 9, 2019, meeting.

ACTIONS PENDING:

- ◇ Project finalist selection by City Council in August 2020.
- ◇ Design development, fabrication, and installation with goal of project dedication in November 2021.

NEXT CITY COUNCIL ACTION:

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

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

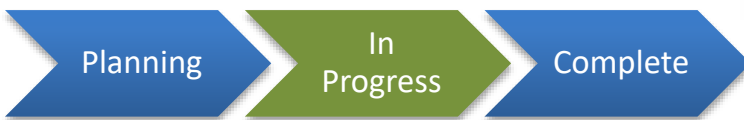


NFC FITNESS COURT

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 4 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.
- ◇ Complete project site design and NFC Fitness Court installation and design.
- ◇ City Building Division Plan Check complete

ACTIONS PENDING:

- ◇ Preparation of Contract and Bid Documents for formal Public Works advertising and bidding.
- ◇ Award of Construction Contract.
- ◇ Construction and installation of fitness court (estimated for December 2020).

NEXT CITY COUNCIL ACTION:

City Council award of construction contract at the November 15, 2020, meeting.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, 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.
- ◇ Design vendor selected for design services and construction document preparation.

ACTIONS PENDING:

- ◇ Present design to the Parks and Recreation Commission for final Council recommendations.
- ◇ 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:

Award bid to selected vendor(s) for playground equipment, surfacing purchase and installation.

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



MANHATTAN BEACH MURALS

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



TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	PUBLIC ARTS TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS

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 for 3 artists by legal department.
- ◇ Completed murals at Parking Lot 6, Metlox, and Civic Center parking lot elevator shaft.

ACTIONS PENDING:

- ◇ Cultural Arts Commission will establish ad-hoc committee to develop Arts Grant Program specifically for murals in the city.
- ◇ Develop mural ordinance for murals on private property for City Council consideration, Fall 2020.
- ◇ Installation of murals by Bo Bridges and Charles Bragg pending contracts.

NEXT CITY COUNCIL ACTION:

Staff to provide updates on installation as needed.

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

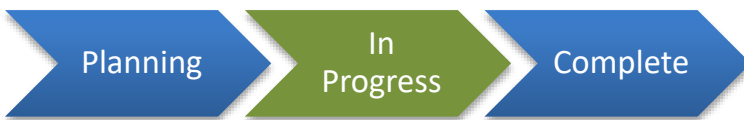


UTILITY BOX BEAUTIFICATION

On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. City Council provided direction that art for this project should highlight the City's history, blend with the existing landscape and/or describe the Manhattan Beach lifestyle. City Council approved this item at their meeting on December 18, 2018.

TARGET DUE DATE	QUARTER 3 2021
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.
- ◇ Installation of Phase I complete December 2019.

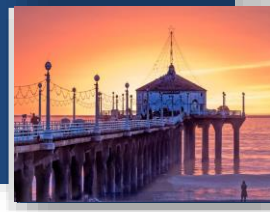
ACTIONS PENDING:

- ◇ Cultural Arts Commission will establish an ad-hoc committee to develop and oversee Phase II of project, consisting of an additional seven to ten utility boxes.
- ◇ Cultural Arts Commission to review in February 2021 to select and make recommendations for City Council approval in March 2021.

NEXT CITY COUNCIL ACTION:

Present Phase II finalists to the City Council in March 2021.

STAFF CONTACT: Mark Leyman, Parks and Recreation Director, 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.

TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	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.
- ◇ Appropriated funds in the Fiscal Year 2021 budget to address the purchase and installation of bi-directional radio amplifiers to improve radio signal strength.

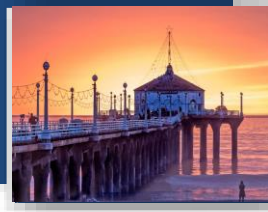
ACTIONS PENDING:

- ◇ Purchase and install bi-directional radio amplifiers to improve radio signal strength.

NEXT CITY COUNCIL ACTION:

- ◇ Council approval to approve the purchase of the bi-directional radio amplifiers.

STAFF CONTACT: Derrick Abell, Police Chief, 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 4 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT, FD

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Implemented the Records Management System.

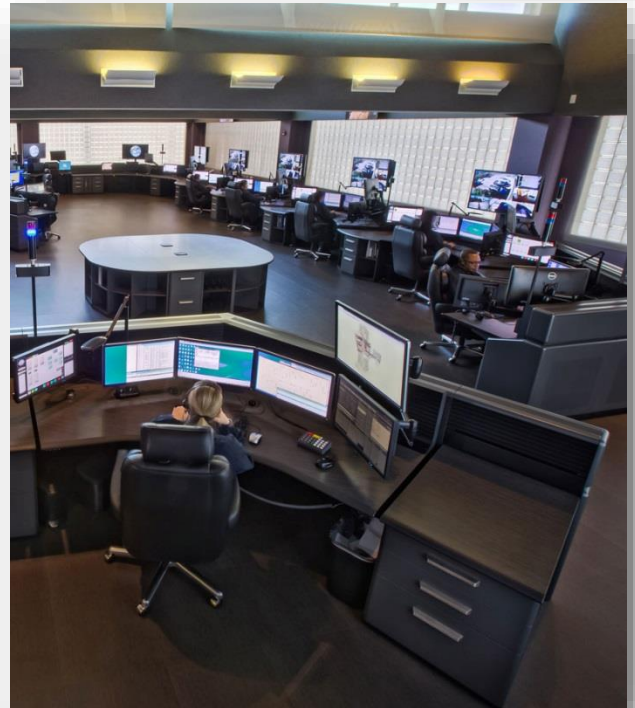
ACTIONS PENDING:

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

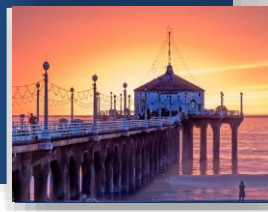
NEXT CITY COUNCIL ACTION:

None.

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



WORK PLAN POLICE



IMPLEMENTATION OF 2019-21 STRATEGIC PLAN

The 2019-2021 Strategic Plan took effect on January 1, 2019 and serves as a road map to guide the Police Department in the delivery of police services to the Manhattan Beach community. Workshops, surveys, and meetings were conducted with supervisors and with sworn and civilian personnel representing every Bureau in the Police Department. A community workshop with community stakeholders was also conducted in preparation for the new strategic plan. One aspect of the Strategic Plan is to implement the "Community Safety Collaboration Initiative" which aims to strengthen community engagement beyond groups that typically interact with the Police Department. Other goals include Proactive Crime Fighting Strategies, Staffing/Recruitment, and Employee Development.

TARGET DUE DATE	QUARTER 1 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	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:

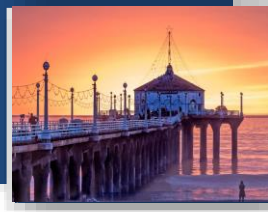
- ◇ Continue to implement the 24 action items of the Police Department's Strategic Plan.
- ◇ Continue to report progress on the plan to the community.

NEXT CITY COUNCIL ACTION:

Present final progress report at City Council meeting in February 2022.

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





PUBLIC SAFETY TECHNOLOGY ASSESSMENT

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



TARGET DUE DATE	QUARTER 3 2021
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.
- ◇ City Council approved a contract to purchase and install additional ALPR cameras at the March 17, 2020 City Council meeting.

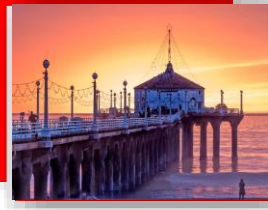
ACTIONS PENDING:

- ◇ Work with selected vendor, Public Works, and Information Technology to install 14 ALPRs at key points of ingress and egress, as well as in the downtown area that includes: 1) Rosecrans Avenue and Sepulveda Boulevard; 2) Valley Drive/Ardmore Avenue and Manhattan Beach Boulevard; and 3) 45th Street and Highland Avenue.

NEXT CITY COUNCIL ACTION:

None.

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



IMPROVE FIRE PREVENTION INSPECTION DOCUMENTATION/DATA COLLECTION

In January 2016, the Fire Prevention Division developed an internal plan to capture inspection data which includes building information and permit requirements. Fire Prevention has identified technological opportunities that will further enhance the way data is collected, monitored and reported. We are currently working with Emergency reporting to migrate fire inspection data include all CAD data for emergency response reporting.



TARGET DUE DATE	QUARTER 4 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:

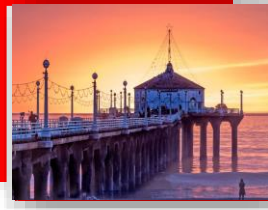
- ◇ Complete Fire Prevention data migration into system.
- ◇ Preserve, archive and transfer all existing records from existing database to CAD RMS system.
- ◇ Train personnel in Fire Prevention inspection formats.
- ◇ Train personnel in CAD and RMS data reporting.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT: Wolfgang Knabe, Fire Chief, WKnabe@cityymb.info

WORK PLAN FIRE



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 1 2021
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:

- ◇ Review current EMS ambulance program to identify and recommend delivery model enhancements to City Council in the future.

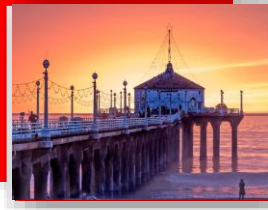
NEXT CITY COUNCIL ACTION:

None

STAFF CONTACT: Wolfgang Knabe, Fire Chief, WKnabe@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 near completion developing systems for Police Departments served by the RCC. After implementation of Police Department systems, Mark 43 will develop systems for Manhattan Beach Fire Department and other contract fire agencies.



TARGET DUE DATE	QUARTER 3 2021
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 analysis.

ACTIONS PENDING:

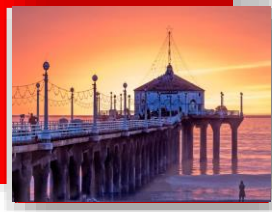
- ◇ Continue to work with vendor, Mark 43, to develop appropriate systems for Manhattan Beach Fire Department needs.
- ◇ Implement system and conduct appropriate training.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT: Wolfgang Knabe, Fire Chief, WKnabe@citymb.info

WORK PLAN FIRE



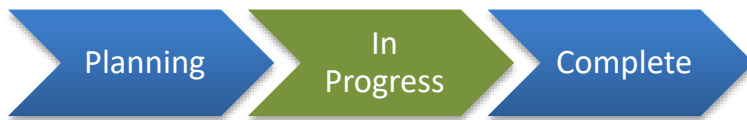
EMERGENCY NOTIFICATION SYSTEM

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 4 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.

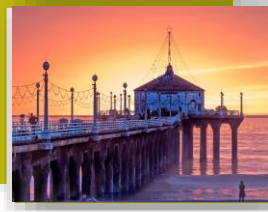
ACTIONS PENDING:

- ◇ 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.
- ◇ Provide training to department leads
- ◇ Go live with system.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT: Wolfgang Knabe, Fire Chief, WKnabe@cityymb.info



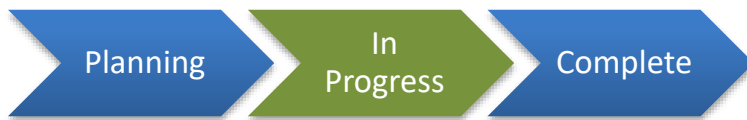
MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

In December 2014, City Council approved a proposed expansion of the Manhattan Village Shopping Center and associated Environmental Impact Report (EIR). Willdan provides Project Management services with all costs borne by the applicant through a Reimbursement Agreement. All Plan Checks and Inspections are funded by the applicant through a separate Agreement as well. Several amendments to the project have been approved and implemented, and several more are anticipated. This multi-phased project is under construction and requires continued plan check, permitting and updates.



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

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Constructed North East Parking Deck, Macy's Expansion, California Pizza Kitchen Restaurant, and South Parking Deck.
- ◇ Reviewed Plan Check of North Parking Deck, shops, façade improvements and miscellaneous site improvements.
- ◇ Received Planning Commission approval of new restaurant, boutique fitness facilities and limited off-site alcohol sales at restaurants.
- ◇ Received Planning Commission approval of the Digital Media Package proposal.

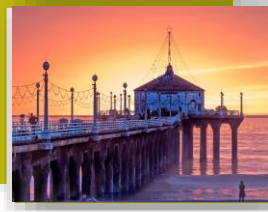
ACTIONS PENDING:

- ◇ In Progress – Construction of North Parking Decks, shops, façade improvements and on and off-site improvements.
- ◇ Permit and entitlement revisions are under review by the applicant.
- ◇ Continued plan check review of building plans submittals and field inspections of on-going construction projects.

NEXT CITY COUNCIL ACTION:

The City Council Subcommittee, City staff, and the property owner/developer's leadership team continue to meet monthly to review and discuss project status and updates.

STAFF CONTACT: Carrie Tai, Community Development Director, CTai@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 Initiatives Project for additional review and research by the Traffic Engineer and Planning staff.



TARGET DUE DATE	QUARTER 1 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Conducted staff meetings to evaluate existing and proposed parking code changes.
- ◇ Held public workshop at Parking and Public Improvement Commission meeting on December 5, 2019 and solicited community input.

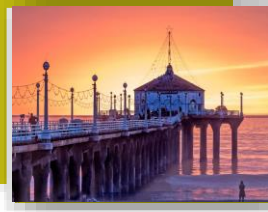
ACTIONS PENDING:

- ◇ Traffic Engineer and Planners are researching and developing parking code revisions and amendments based on local, regional and nationwide data.
- ◇ After preparation of draft parking code revisions, staff will present findings and recommendations at noticed public study sessions and at Planning Commission in Fall 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:

Conduct a public hearing and amend the Municipal Code to update the parking standards at a future City Council meeting in Winter 2020.

STAFF CONTACT: Carrie Tai, Community Development Director, CTai@citymb.info



ENVIRONMENTAL SUSTAINABILITY WORK PLAN

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

In partnership with The Bay Foundation, Los Angeles County Department of Beaches and Harbors, and the California State Coastal Conservancy, the City is in the process of planning a Beach Dune Restoration Project set to be implemented in 2021. The State Coastal Conservancy is funding the Manhattan Beach Dune Restoration Project through the Greenhouse Gas Reduction Fund and California Climate Investments-cap and trade dollars at work.



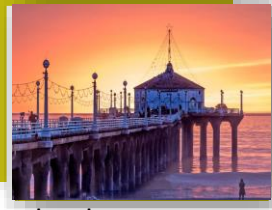
TARGET DUE DATE	ONGOING
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FD, PD, PR, MS, FN

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Researched Community Choice Energy options and City Council joined the Clean Power Alliance of Southern California in December 2017.
- ◇ Formed the Sustainability Task Force (STF) 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, and 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) and presented to City Council.
- ◇ Developed project scope and 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 a plastic pollution policy update in February 2019 (balloons).
- ◇ Presented Beach Dune Enhancement project to City Council, and support for the project was approved by City Council in February 2019.
- ◇ Adopted a plastic pollution policy update in March 2019 (polystyrene trays).
- ◇ Launched the City’s Climate Resiliency Project in March 2019, which includes the creation of a Climate Action and Adaptation Plan, multiple Sea Level Rise analyses, increasing coastal resiliency through beach dune enhancement, and a Local Coastal Program planning update.
- ◇ Received a \$10,000 state grant for the Manhattan Beach Green Business Program and recognized 10 new businesses to the Manhattan Beach Green Business Program through efforts to incorporate sustainability and efficiency into business practices (2019-2020).
- ◇ Presented Plastic Pollution Reduction Workshop at “Dine ‘N Discover” activity in July 2019.
- ◇ Presented the City’s sustainability initiatives at the American Planning Association’s (APA) annual conference in August 2019.
- ◇ Facilitated Manhattan Beach City Hall’s certification as a California Green Business through green purchasing, energy efficiency, water conservation, and waste reduction (Summer 2019).
- ◇ Finished the first year of the City’s first Sustainability Youth Task Force (2018-2019), composed of 5th-12th grade students in the community to help conduct environmental outreach and education in the City.
- ◇ Doubled the amount of applicants for the 2019-2020 Youth Task Force in its second year.
- ◇ Brought the City into legal compliance with the CA State Lands Commission by completing an update to the City’s required revenue reporting maps for assets in the state tidelands.
- ◇ Achieved SolSmartGold designation (highest award) for the City.
- ◇ Secured Beach Dune Restoration project funding from the State Coastal Conservancy for Manhattan Beach Dune Restoration (through project partner The Bay Foundation) in December 2019.
- ◇ Partnered with USC Sea Grant to conduct two successful Urban Tides Walks for the community in January and February 2020.
- ◇ Using updated GHG Inventories and City Climate Actions, completed a comprehensive submission to the international Carbon Disclosure Project (CDP) and achieved the highest rating available for cities: an “A” for climate leadership (February 2020).
- ◇ Assisted with the planning and presented the Mayor’s Town Hall on Climate Change in March 2020.
- ◇ Presented the City’s sustainability initiatives to Los Angeles Regional Climate Collaborative (LARC) group in March 2020.
- ◇ Certified 10 new businesses to the MB Green Business Program in March 2020.
- ◇ Launched a digital Earth Week with partnering organizations in April 2020.
- ◇ Presented the City’s sustainability initiatives to AdaptLA in May 2020.
- ◇ Presented the City’s sustainability initiatives, with a focus on climate work, for a regional “Knowledge Drop” webinar program (June 2020).
- ◇ Received a \$14,000 state grant for the Manhattan Beach Green Business Program to incorporate sustainability and efficiency into business practices (2020-2021).
- ◇ Assisted with drafting and issuing a Request for Proposal (RFP) for design services with the City’s project partner for the Beach Dune Restoration project.
- ◇ Reached over 8,000 people annually with education on environmental initiatives through more than 100 opportunities to provide education to the public including large community events such as the Hometown Fair and Holiday Open House in 2019.

COMMUNITY DEVELOPMENT



- ◇ Conducted outreach to businesses to clarify plastic bag regulations (July 2020).

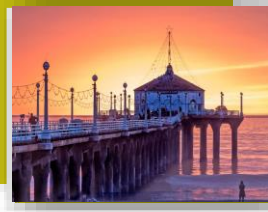
ACTIONS PENDING:

- ◇ Manage the Manhattan Beach Green Business Program and certify 10 businesses annually; manage \$14,000 grant from CalEPA.
- ◇ Manage the Climate Resiliency Program.
- ◇ Manage the grant reporting, tracking and invoicing for the \$225,000 California Coastal Commission grant awarded to the City.
- ◇ Be a municipal leader in single-use plastic pollution reduction, educate the public and businesses on the PlasticFreeMB initiative, and work with other jurisdictions on policy and outreach.
- ◇ Work regularly with Code Enforcement staff and businesses on plastic pollution education, outreach, and compliance.
- ◇ Hold public workshops on Climate Resiliency, Climate Action and Adaptation Plan, SLR science and impacts, vulnerabilities in the community, and adaptation options.
- ◇ Launch public meetings, permitting (Los Angeles County and CCC), and planning for the grant-funded Beach Dune Enhancement project with project partners.
- ◇ Complete Beach Dune Enhancement project (Winter 2021).
- ◇ Continue to work with Public Works, Utilities, Facilities, and the SBCCOG to identify energy efficiency opportunities, rebates, and incentives.
- ◇ Represent the City at Clean Power Alliance board meetings, and provide City Council updates, as needed.
- ◇ Launch a social media campaign to encourage residents to opt up to 100% Green Power.
- ◇ Work with Clean Power Alliance staff on updated rate analyses for City accounts.
- ◇ Continue to work with Public Works on water conservation efforts and Smart Water Management.
- ◇ Continue building strong community partnerships and public outreach on City initiatives and policies.
- ◇ Manage the Sustainability Task Force and Sustainability Youth Task Force.

NEXT CITY COUNCIL ACTION:

Update to City Council on 100% Green Power for Municipal Facilities in August 2020.

STAFF CONTACT: Carrie Tai, Community Development Director, Ctai@citymb.info



CLIMATE RESILIENCY PROGRAM

The City of Manhattan Beach is updating the Local Coastal Program Land Use Plan (LCP-LUP) to better plan for climate change. In March 2019, the City received grant funding from the California Coastal Commission (CCC) to conduct Sea Level Rise (SLR) Risk and Vulnerability Assessments, develop a Climate Adaptation Plan, and update the City's LCP-LUP. The goal of the City's Climate Resiliency Program and Climate Change Adaptation Project is to complete best-practice SLR and climate change analyses and planning, thereby providing a strong scientific basis to inform and enhance the preparation and implementation of the City's Climate Action and Adaptation Plan and update to the LUP, General Plan, and Local Hazard Mitigation Plan. Updating these City documents will also bring the City into compliance with multiple state mandates. These plans will be reviewed for approval by the Planning Commission, City Council, and subsequent LCP certification by the CCC.



The City will incorporate a strong public process and outreach to the community, utilizing innovative forms of communication such as virtual reality to complement deliberate stakeholder engagement. The City will ensure the process is open, inclusive, and develops science-based recommendations among stakeholders.

TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GRANT
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FD, PD, PR, MS, FN

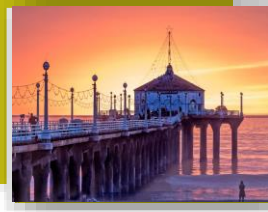
STATUS:



COMPLETED ACTION ITEMS:

- ◇ Applied for California Coastal Commission Sea Level Rise and Climate Change Local Coastal Plan Grant (2018).
- ◇ Awarded California Coastal Commission Grant for \$225,000 on Sea Level Rise and LCP update in March 2019.
- ◇ Completed Municipal and City-wide Greenhouse Gas (GHG) Emissions Inventory Analysis in June 2019.
- ◇ Completed Sea Level Rise (SLR) vulnerability maps for the City's coastline and initial SLR research in August 2019.
- ◇ Completed RFP process for Climate Resiliency Project (SLR and Climate Action and Adaptation) which resulted in awarding the contract to Environmental Science Associates (ESA) in February 2020.
- ◇ Launched Beach Dune Restoration Project's Planning and Permitting Phase (Spring to Winter 2020).

COMMUNITY DEVELOPMENT



- ◇ Completed first Virtual Reality Visualization for Bruce's Beach (July 2020).
- ◇ Launched Climate Resiliency Program project team (July 2020).

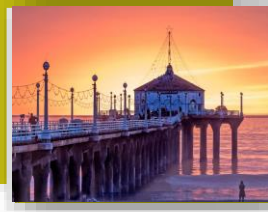
ACTIONS PENDING:

- ◇ Complete SLR Risk, Hazards, and Vulnerability Assessment.
- ◇ Complete Groundwater-SLR Hazard Analysis.
- ◇ Complete Virtual Reality visualization for El Porto.
- ◇ Complete Virtual Reality visualization for Manhattan Beach Pier.
- ◇ Launch public outreach using Virtual Reality visualizations.
- ◇ Conduct Stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- ◇ Create and launch Virtual Reality interactions with stakeholders 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 and Adaptation Plan.
- ◇ Conduct CEQA analysis for Climate Action and Adaptation Plan.
- ◇ 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).

NEXT CITY COUNCIL ACTION:

Receive Climate Resiliency Program update, including Virtual Reality visualization demonstration.

STAFF CONTACT: Carrie Tai, Community Development Director, Ctai@citymb.info

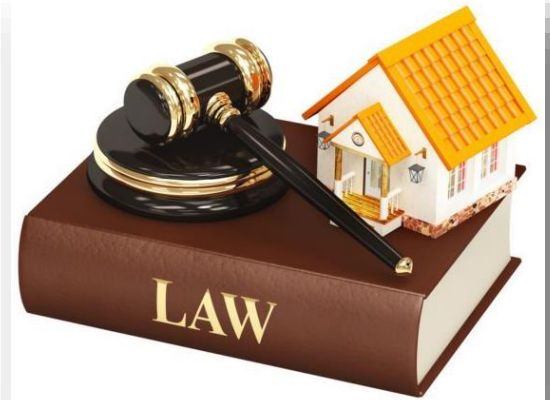


UPDATED STATE HOUSING LAWS

In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate and make adjustments to its current housing ordinances and Housing Element. Furthermore, City staff and the housing consultant have begun to prepare for the 2021 Housing Element Update.

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

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Completed required housing surveys submitted to Southern California Association Governments (SCAG) (July 2019).
- ◇ Adopted Urgency Ordinances to comply with new legislation regarding accessory dwelling units, housing standards and net-loss housing (January 2020)
- ◇ 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 2020).
- ◇ Applied for a Local Early Action Planning grant in the amount of \$150,000 to fund Housing Element Update.

ACTIONS PENDING:

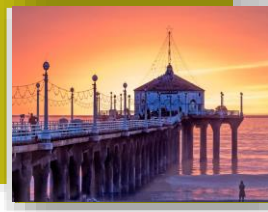
- ◇ Continue to monitor and act on SCAG's Regional Housing Need Allocation (RHNA) monthly meetings, new housing laws and court cases.
- ◇ Review City's Housing Element and other relevant documents or policies including parking standards.
- ◇ Update General Plan, Housing Element, Zoning Code, Subdivision Code and Local Coastal Program as needed to comply with state laws. Planning Commission, City Council, and California Coastal Commission review and action required.
- ◇ To replace the interim urgency ordinances, develop permanent ordinances to comply with State law regarding accessory dwelling units and net-loss housing.
- ◇ Evaluate rental housing loss impact fees and the net loss of housing units.
- ◇ Provide periodic updates to City Council regarding status of the Regional Housing Needs Allocation and Housing Element Update processes.

NEXT CITY COUNCIL ACTION:

Review staff recommendations for permanent ordinances for accessory dwelling units and no-net-loss units in Quarter 4 of 2020.

STAFF CONTACT: Carrie Tai, Community Development Director, Ctai@citymb.info

COMMUNITY DEVELOPMENT



WIRELESS TELECOMMUNICATIONS PROGRAM

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



TARGET DUE DATE	QUARTER 1 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT, PW, FN, MS

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Adopted updated Ordinance and Resolution with objective standards in April 2019.
- ◇ Held a Community Open House Meeting in June 2019.
- ◇ Updated information on City website related to telecommunications permits and processes.
- ◇ Updated handouts, forms, procedures and checklists to conform to Federal and local standards, and posted on City's website. Created internal tracking systems to ensure telecommunications applications are processed in a timely manner.
- ◇ Following staff vacancy, secured a consultant to coordinate telecommunications permitting services.

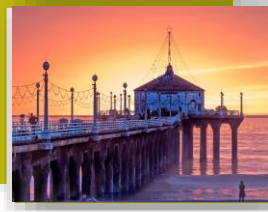
ACTIONS PENDING:

- ◇ Prepare suite of outreach materials and efforts to continue providing education on on-going telecommunications projects with the City.
- ◇ Staff training to ensure that all staff are well versed in wireless telecommunications issues, in order to provide better customer service to applicants and residents.

NEXT CITY COUNCIL ACTION:

To be determined.

STAFF CONTACT: Carrie Tai, Community Development Director, CTai@citymb.info



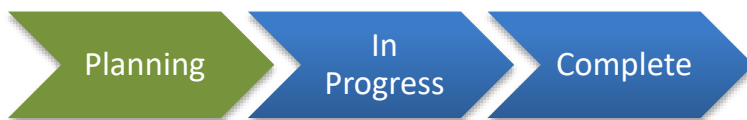
TRANSPORTATION OPTIONS REVIEW

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 that 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 intra-city mobility without the high cost and overhead of a fixed route transit system. These mobility opportunities would help support the objectives of various policies including the City's General Plan Mobility Plan, Bike Master Plan and Living Streets Manual.



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

STATUS:



COMPLETED ACTION ITEMS:

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

ACTIONS PENDING:

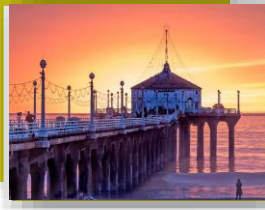
- ◇ Coordinate with South Bay Cities Council of Governments (SBCCOG) regarding a joint policy for a subregional slow speed network.
- ◇ Consider alternatives for para-transit in the Downtown area (i.e. Beach Buggies) and evaluate potential grant opportunities..
- ◇ Evaluate options for replacing the 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: Carrie Tai, Community Development Director, CTai@citymb.info

COMMUNITY DEVELOPMENT



CODE ENFORCEMENT REVIEW

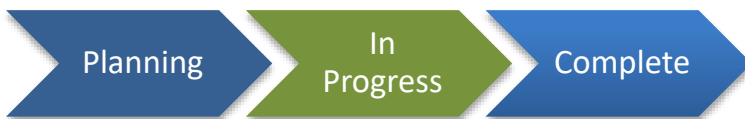
In recent years, the City has adopted a number of ordinances regulating and/or banning uses and activities within the City limits. This requires a period of education and notification to community members including residents, commercial business owners, and, visitors. Further, in order to make the ordinance 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. A review of the citation and fine structure will also be performed as part of this program evaluation.

TARGET DUE DATE	QUARTER 2 2021
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	A
DEPTS. INVOLVED	PD, MS, IT

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Received monthly Short Term Rental (STR) enforcement activity reports from Host Compliance.
- ◇ Host Compliance monitored websites for Short Term Rental advertisements and sent out monthly letters/citations, as needed.
- ◇ Reviewed existing Code Enforcement operational structure and identified a need for a lead position.
- ◇ In June 2020, City Council approved upgrading one Code Enforcement Officer position to a Supervising Code Enforcement Officer to provide day-to-day oversight and prioritization of activities.

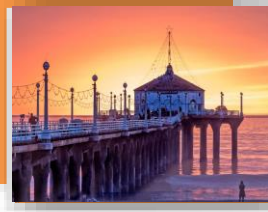
ACTIONS PENDING:

- ◇ Provide a preliminary assessment of existing Code Enforcement efficiency and performance.
- ◇ Develop a strategic plan and goals for the Code Enforcement Program.
- ◇ Prepare class specification for Supervising Code Enforcement Officer and initiate recruitment process.

NEXT CITY COUNCIL ACTION:

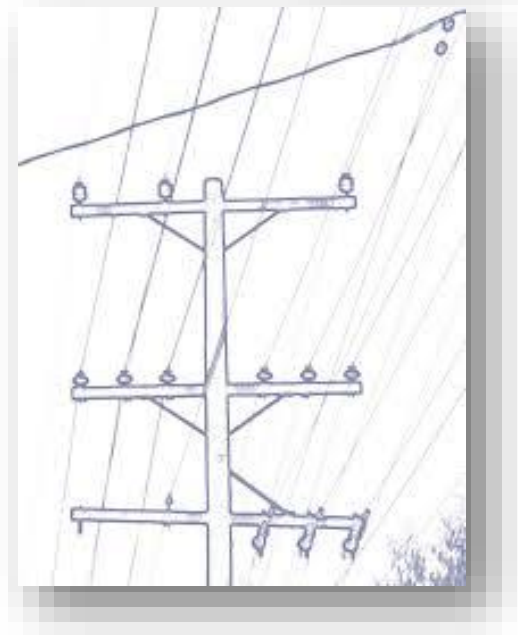
Reevaluate Code Enforcement Program for Fiscal Year 2021-22 budget process by reviewing priorities, enforcement approach, and determining appropriate staffing, training, and outreach efforts.

STAFF CONTACT: Carrie Tai, Community Development Director, Ctai@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 4, 12 and 14 were permitted to resume with district formation proceedings. In addition to revitalizing the program, City Council established new guidelines for future district formation while allowing for flexibility in petition thresholds for two previously formed Districts, 8 and 13. Nine additional neighborhoods have contacted the City inquiring about starting their own UUADs, which will commence as a phased approach in 2021, after a project engineer has been hired and the existing districts have completed construction.



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 4, 12 and 14, with all districts passing.
- ◇ Completed bidding for construction of District 4 and awarded a construction contract on January 7, 2020.
- ◇ Took over construction responsibilities for Frontier for Districts 12 and 14, including awarding a contract to the low bidder, Hot Line Construction, on June 23, 2020.

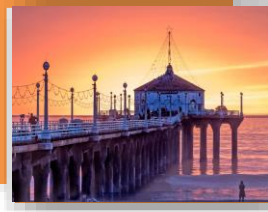
ACTIONS PENDING:

- ◇ Commence construction for Districts 4, 12 and 14 in August 2020.
- ◇ Recruit a Senior Civil Engineer to administer the UUAD program (ongoing since July 2019).
- ◇ Move forward with nine new districts as a phased approach once a project engineer has been retained to administer the UUAD program (starting in 2020).

NEXT CITY COUNCIL ACTION:

Request approval for design services with Southern California Edison for the next two districts that pass the survey validation process (expected in the first half of 2021).

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



DOWNTOWN AND NORTH END BEAUTIFICATION

On April 23, 2019, City Council directed staff to place “Downtown and North End Beautification” on the City Council Work Plan to evaluate various “refresh” opportunities, including sidewalk and landscaping replacements. As a first step, Public Works installed concept sidewalk stencils in front of City Hall as a pilot demonstration project that could be considered for broader implementation downtown, and installed a new palette of plants in front of Starbucks. On January 21, 2020, staff presented the results of these two efforts as well as identified a host of other measures that could be implemented downtown. City Council directed staff to undertake several actions, including installing scrambled crosswalks on Manhattan Beach Blvd. at the intersections and Highland Ave. and Manhattan Ave. and completing a painting refresh. Council also suggested including sidewalks and crosswalk upgrades for discussion as part of the upcoming CIP budget discussion.



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

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Installed various sidewalk stencil patterns in front of City Hall as a pilot project and solicited feedback from City Council and the downtown community, which was lukewarm.
- ◇ Installed new plants in front of Starbucks that are colorful and more drought tolerant than the previous landscaping materials installed. The feedback received was very positive.
- ◇ Held a meeting with downtown representatives regarding downtown enhancement priorities.
- ◇ Refreshed curbs and painted trash cans throughout downtown – blue for trash and green for recycling.

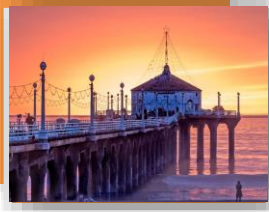
ACTIONS PENDING:

- ◇ Installation of trees and grates in North Manhattan Beach by the end of August.
- ◇ Installation of new landscaping, street benches, wayfinding signage and scrambled crosswalks.

NEXT CITY COUNCIL ACTION:

Receive direction from City Council on next steps, if any, for Downtown and North Manhattan Beach as part of the Fiscal Year 2021/22 Capital Improvement Program budget review process in Spring 2021.

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



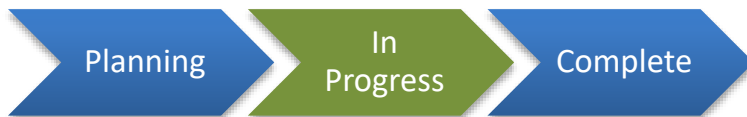
SENIOR & SCOUT HOUSE PROJECT (INCLUDING JOSLYN CENTER FAÇADE)

In 2014, the City of Manhattan Beach and Friends of Senior and Scout Community Center entered into an agreement to replace the existing scout house. Since that time, the Friends have engaged in fundraising efforts, retained an architect and developed preliminary plans for the new building. Those plans were presented to and approved by City Council on August 1, 2017. The overall cost of the new building is anticipated to be approximately \$3.5 million, and the City has agreed to contribute \$1 million as cash or 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 as cash or 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.
- ◇ Executed an agreement between the City and Beach Cities Health District for \$150,000 to be used for construction of the Community Center on behalf of the Friends.

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:

Review and approve a Development and Disposition Agreement after sufficient fundraising has occurred.

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 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 quarterly project update reports.
- ◇ As a result of COVID-19 pandemic, established a revised go-live schedule for core financials and HR/Payroll.

ACTIONS PENDING:

- ◇ Continue preparations for go-live for the core financials, including budget, accounting, accounts payable, and revenue.
- ◇ Begin activities for implementation of the business license module, which is set to go-live in July 2021.
- ◇ Begin activities for implementation of the human capital management (Human Resources / Payroll) module, which is set to go-live June 2021.
- ◇ Develop schedule for implementation of UB module, which is scheduled to go-live July 2022.

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT: Terry Hackelman, Information Technology Director,
thackelman@cityymb.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 2022
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.
- ◇ Determine if solution meets City's needs.
- ◇ Schedule implementation of solution in coordination with other major ERP implementation milestones.

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT: Terry Hackelman, Information Technology Director,
thackelman@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:

- ◇ Present updated proforma information and determine next steps, which could include the development of an Implementation Plan for citywide broadband deployment with a goal of rolling out the program in zones, starting with the area located between City Hall and the Public Works Yard.

NEXT CITY COUNCIL ACTION:

- ◇ Receive an update on the Fiber-to-the-Premises (FTTP) Pilot Area Design Project and consider next steps at the September 15, 2020, City Council meeting.

STAFF CONTACT: Terry Hackelman, Information Technology Director,
thackelman@cityymb.info

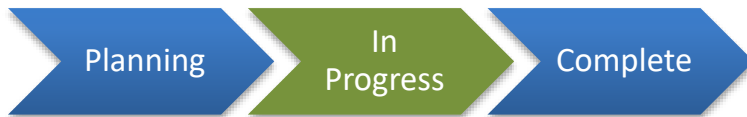


UPDATE ON CITY WEBSITE AND NEW CITY URL (.GOV)

City Council directed staff to research the ability and costs to convert the City's ".info" domain to a ".gov" domain, and to make improvements to the existing City website including a more user-friendly interface and more robust search capabilities.

TARGET DUE DATE	QUARTER 4 2020
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PR

STATUS:



COMPLETED ACTION ITEMS:

- ◇ Implemented City's updated branding in Email signatures, Microsoft templates, and City Council Meeting graphics.
- ◇ Launched Canva (graphic design platform) organization-wide so Departments can create and utilize City updated branding for website pages, social media graphics, images, flyers and presentations.
- ◇ Registered "manhattanbeach.gov" domain name with U.S. General Services Administration.
- ◇ Completed discussions with current website host (Granicus) regarding a website redesign project to enhance the end-user browsing experience. Based on project cost, began exploring alternatives to improve the current website.
- ◇ Acquired the GovAccess Developer Toolkit from Granicus, which will provide the City with the tools to complete a website refreshment. Held initial kickoff meeting with City staff (February 2020) to introduce GovAccess Developer Toolkit.
- ◇ Created a test version of a website search page using Granicus' updated search engine.

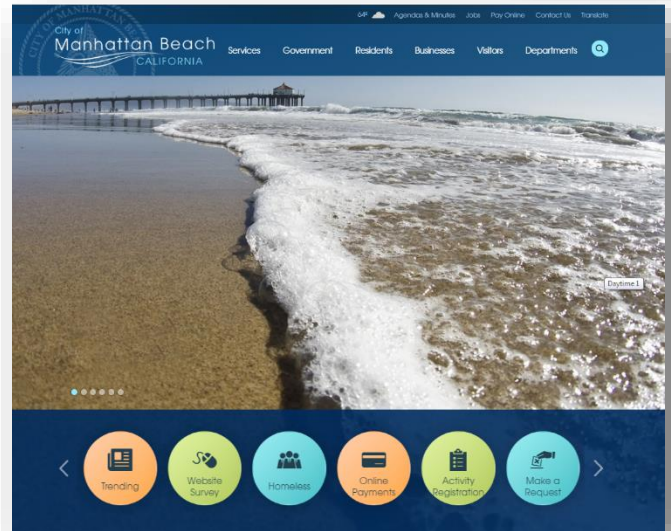
ACTIONS PENDING:

- ◇ Implement the City's updated branding guidelines (font and colors) into the City website.
- ◇ Migrate "manhattanbeach.gov" URL and email domain name to replace the "citymb.info" URL.
- ◇ Complete testing of website search page prior to implementation on the site.

NEXT CITY COUNCIL ACTION:

- ◇ Provide periodic updates to the City Council.

STAFF CONTACT: Terry Hackelman, Information Technology Director,
thackelman@citymb.info





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 1 2021
FUNDING SOURCE	GENERAL FUND / TECHNOLOGY FEE
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.
- ◇ Went live with the Permitting and online customer portal in January 2020.
- ◇ Interim electronic plan submittal and review process currently online until the go-live in February 2021.
- ◇ Completed implementation of online payments for all planning and permit application types.

ACTIONS PENDING:

- ◇ Continue to conduct system testing and training.
- ◇ Complete all activities necessary for the February 2021 go-live for the Planning Division and permanent electronic plan submittal and review process.

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT: Terry Hackelman, Information Technology Director,
thackelman@cityymb.info