



MANHATTAN BEACH CITY COUNCIL

WORK PLAN

FISCAL YEAR
2021-22

MANHATTAN BEACH CITY HALL
1400 HIGHLAND AVENUE
MANHATTAN BEACH, CA 90266

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 quarterly to discuss the management of City records and their retention.



TARGET DUE DATE	QUARTER 4 2022
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.
- Fire Department determined that scanning needs are not needed at this time.
- Ongoing - Continue supporting departments that are currently scanning documents. These departments include:
 - Community Development (Building) scanning documents going forward utilizing a vendor;
 - Police Department scanning documents going forward utilizing internal staff;
 - Management Services scanning documents going forward utilizing internal staff.

ACTIONS PENDING:

- Scheduled – Support departments that are planning to scan their documents in Fiscal Year 2021-2022. These departments include:
 - Community Development (Planning and Traffic)
 - Human Resources
 - Finance (Administration)
 - Parks and Recreation

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@citymb.info

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



- Public Works

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@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, as part of the Fiscal Year 2020-2021 budget process, the City Council approved a supplement to fund the project.



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 the selection of a 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

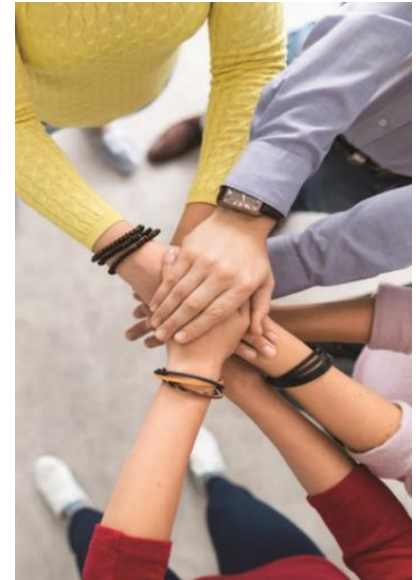
WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

Concerns have been raised within the community regarding an increased presence of homeless individuals within the City. The City has taken a strategic and regional approach to address homelessness. By working with the City's regional partners at the South Bay Cities Council of Governments (SBCCOG) and Harbor Interfaith Services (HIS) the City has begun to direct individuals experiencing homelessness to resources in the South Bay region. In October 2017, Manhattan Beach applied for and received a grant from Los Angeles County to create a plan to prevent and address homelessness. 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.



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 a homeless services provider to serve the Beach Cities.
- Requested and received an additional Mental Health Clinician from the County Department of Mental Health to serve the beach cities.
- Approved a subcontract with Harbor Interfaith Services to provide homeless coordination, training, and case management services.
- Approved a Memorandum of Understanding with Cities of Hermosa Beach and Redondo Beach.
- Held a virtual community meeting on homelessness on December 8, 2020, to educate the community on the beach cities homelessness efforts. showcase the partnership between the beach cities.

ACTIONS PENDING:

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@citymb.info

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



- Ongoing – Work with community and staff to implement goals of the homelessness plan.
- Homeless Outreach - Continue to conduct street outreach to the beach cities homeless populations and place homeless individuals into temporary and stable housing arrangements.
- Provide training to staff and community members on homelessness response.
- Provide report to the City Council regarding homeless court services and future funding options for homeless services.

NEXT CITY COUNCIL ACTION:

Discuss and provide direction to staff regarding homeless court and service funding at the June 1, 2021, City Council meeting.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@citymb.info

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



CITY COUNCIL COMMUNICATIONS POLICY

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



TARGET DUE DATE	QUARTER 3 2021
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.
- Formed a working group consisting of Department Directors to develop policy for City Council consideration

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

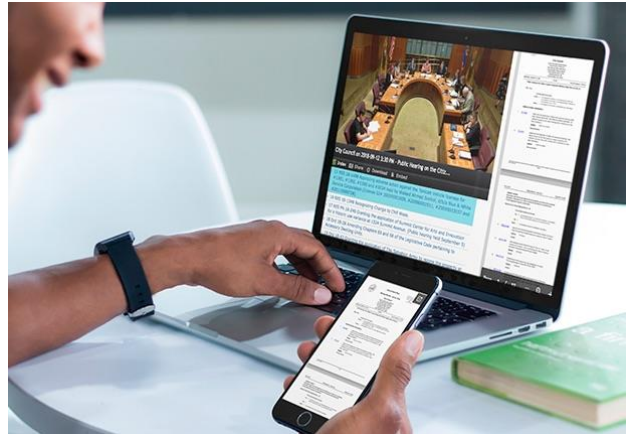
WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



EXPLORE AGENDA MANAGEMENT SOLUTIONS

The City currently has an Agenda Management solution, Legistar through Granicus, but is looking for a full legislative suite that incorporates features and functionalities which will streamline the agenda creation process and post the published agenda, with attachments, to the City's website so that the citizens may view all the documents provided to the City Council or other City commissions.



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

STATUS:



COMPLETED ACTION ITEMS:

- None.

ACTIONS PENDING:

- Conduct a request for proposals for an automated agenda and legislative management solution that contains modules with a meeting management software, a module to record and live stream meetings, a transcription service or partner that can transcribe the live meeting and create file that is time stamped in accordance with the live video and agenda, and to post agendas and minutes to the website.

NEXT CITY COUNCIL ACTION:

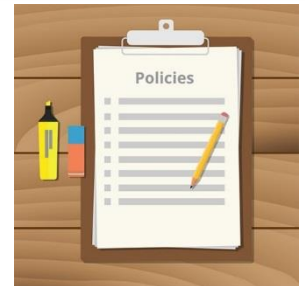
To be determined.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@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 2022
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 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.
- Incorporate compensation provisions into the MOU's in Negotiations and a new compensation plan for unrepresented employees.
- 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:

- City Council approval of an MOU with the Fire Management Association (FMA).
- City Council approval of an Unrepresented Employees' Compensation Resolution.

STAFF CONTACT:

LISA JENKINS, Human Resources Director, ljenkins@cityymb.info

WORK PLAN

HUMAN RESOURCES DEPARTMENT



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.



TARGET DUE DATE	QUARTER 2 2021
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).
- Received City Council Approval of MOU with Manhattan Beach Part-Time Association (MBPTEA) on November 19, 2019.
- Received City Council Approval of MOU with Manhattan Beach Firefighters' Association (MBFA) on February 4, 2020.
- Received City Council Approval of MOU with Manhattan Beach Mid Management Employees' Association (MBMEA) on March 3, 2020.
- Completed collective bargaining with Fire Management (FMA) and reached agreement; Agreement approved by Council on November 7, 2020 and oversaw implementation of terms.
- Complete MOU with the FMA, obtain City Council approval and oversee MOU implementation.

NEXT CITY COUNCIL ACTION:

Council Approval of MOU with Manhattan Beach Fire Association (FMA) with term of November 7, 2020-December 31, 2021.

STAFF CONTACT:

LISA JENKINS, Human Resources Director, ljenkins@citymb.info

WORK PLAN

PARKS & REC DEPARTMENT



UPDATE CITY DONATION POLICY

City Council discussed the Donation programs at the January 4, 2020 Joint Council/Commission meeting. Based upon City Council direction, staff will complete the outstanding Donation policy items which include developing options for the Military Wall, Art Donations and Legacy park donations. Staff will also implement the community paver program and the park amenity catalogue.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

STATUS:



COMPLETED ACTION ITEMS:

- Engaged stakeholders in discussion of current donation policies.
- Developed donation program options.
- Presented donation program options at City Council meeting on September 3, 2019.
- Presented paver donation program and Veterans Parkway recognition wall at City Council meeting on June 30, 2020.

ACTIONS PENDING:

- Develop options for a Military Wall at the Veterans Memorial site
- Explore Legacy Donation program options.
- Update Donation Policy to include art donation guidelines.
- Research origins of parkettes for possible recognition.

NEXT CITY COUNCIL ACTION:

Return to the City Council with consideration of a military recognition wall donation program cost estimate and design options.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@citymb.info

WORK PLAN

PARKS & REC DEPARTMENT



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

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



TARGET DUE DATE	QUARTER3 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.
- Developed a priority reservation system for residents.

ACTIONS PENDING:

- Develop protocols for adapting to resident reservation needs.
- Analyze the processes and research additional software options.
- Install a prefabricated office at Sand Dune for employees.
- Install a prefabricated office at Manhattan Heights for employees.
- Develop vendor agreement for new software platform. Legal and Risk Management review software platform vendor agreement.

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

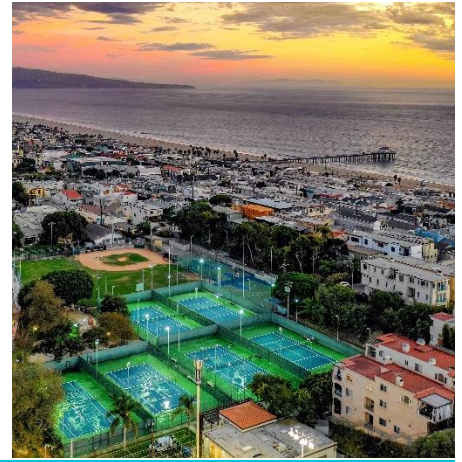
WORK PLAN

PARKS & REC DEPARTMENT



PARK MASTER PLAN

City Council approved the Parks Master Plan on December 15, 2020. On January 4, 2021, the City Council approved the exploration of select projects within the plan, to be completed by Parks & Rec staff along with the Parks & Rec Commission as part of the Commission Annual Work Plan.



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

STATUS:



COMPLETED ACTION ITEMS:

- Approved the Parks Master Plan at the January 4, 2021, City Council meeting.

ACTIONS PENDING:

- Conduct community outreach for specific projects, including:
 - El Porto Park
 - Open Space Opportunities (6th & Aviation, Voorhees & Rowell)
 - Wilderness Areas
 - Contact the Pay N Play racquetball court owner to discuss use options
 - Communicate interest in Armory property
 - Sand Dune building
 - Polliwog Park upgrades – NFC fitness court, playground project, Begg turf project
 - Aquatic Facility Exploratory Committee to explore cost, location and design options
- Develop cost estimates for all Parks Master Plan projects and identify potential funding options.

NEXT CITY COUNCIL ACTION:

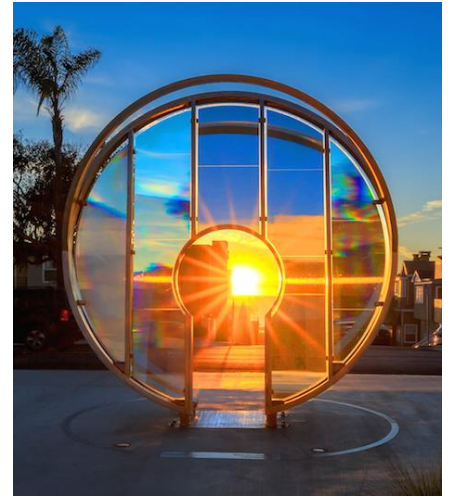
Present outreach findings, cost estimates and potential funding options to City Council.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@citymb.info

COMMUNITY ARTS GRANTS PROGRAM & POLICY DEVELOPMENT (INCLUDES MURAL, SCULPTURE GARDEN AND UTILITY BOX BEAUTIFICATION PROGRAMS)

At the January 4, 2021, Joint Council/Commission meeting, Council directed staff to update the grant program guidelines for Council review. This includes implementing murals, sculpture garden and utility box wraps to the program, with a focus on local performing and arts education grants in partnership with the School District.



TARGET DUE DATE	QUARTER 3 2021
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, CD, MS

STATUS:



COMPLETED ACTION ITEMS:

Overall Program

- Established the Cultural Arts Commission Ad-hoc committee to reevaluate and develop an Art Grant Program that is more appropriate for community interests.

ACTIONS PENDING:

Overall Program

- Research, develop, and propose a new structure for the Community Arts Grant Policy and Program.
- Pending COVID-19 restrictions in the future, begin actualization of grant projects in 2021.
- Cultural Arts Commission will establish ad-hoc committees to develop guidelines for the community arts program and policy.

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@citymb.info

WORK PLAN

PARKS & REC DEPARTMENT



ASSESSMENT OF HISTORICAL ARTIFACTS AND STRUCTURAL REVIEW OF HISTORICAL BEACH COTTAGE

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



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

STATUS:



COMPLETED ACTION ITEMS:

- Placed Mobile storage unit (trailer) and installed trailer and 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 and other appropriate facilities.
- 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 and treatment of materials; Inventory and relocation of collection.
- Explore digitization of Historical collection in partnership with LA County Library.
- In Progress – Comprehensive assessment of City's historical artifacts, including the Red House.
- Reach out to MBUSD 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

WORK PLAN

PARKS & REC DEPARTMENT



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 2021
FUNDING SOURCE	GENERAL/MERCHANDISE REVENUE
PRIORITY LEVEL	B
DEPTS. INVOLVED	FN, IT, MS

STATUS:



COMPLETED ACTION ITEMS:

- Approved design of Manhattan Beach Logo at City Council meeting in February 2019.
- Developed City brand style guidelines.
- Received Copyright status by USPTO.
- Launched Manhattan Beach City Store dubbed "Branded," on August 5, 2019.
- Approval of Wayfinding Signage Master Plan at the November 19, 2019, meeting.
- Developed Use Agreement template for local retailers to use logo to sell.

ACTIONS PENDING:

- Incorporate branding into the Public Works wayfinding signage program, city website and publications.
- Collaborate with local businesses to incorporate logo into merchandise.
- Research options and launch online store.

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

WORK PLAN

PARKS & REC DEPARTMENT



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.

Council requested a memo on the status of Council actions.

The concept of a Digital Wall has been discussed as a potential option. If Council is interested in pursuing, staff will develop options and cost estimates and return for further direction.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PW, IT,

STATUS:



COMPLETED ACTION ITEMS:

- On November 17, 2020, after reviewing final design options, CC elected not to move forward with the project due to City Hall closure and negative response to the project from the public.
- Council directed staff to explore digital wall options.
- Staff met with representatives to gather information on digital wall capabilities, pricing and installation.

ACTIONS PENDING:

- Prepare alternative options, including a Digital wall proposal.

NEXT CITY COUNCIL ACTION:

Distribute information memo to the City Council regarding Public Arts Trust Fund and provide update to the City Council in 2nd quarter of 2021.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@citymb.info

WORK PLAN

PARKS & REC DEPARTMENT



NFC FITNESS COURT

The replacement equipment for the Mariposa Fitness station was on November 6, 2018. The City received a \$30,000 grant from NFC to aid in the purchase of the equipment. The MBIOK has committed to a \$30,000 sponsorship of the project. Bids came in significantly over the estimated budget, primarily due to upgrades to the surrounding area to meet ADA guidelines. Staff is exploring alternate options which include relocating to Polliwog Park to replace the existing fitness equipment, and evaluating alternate locations on Veteran's Parkway. In addition to this site, the MBIOK has agreed to fund the replacement of the Strand Parcourse station, which is scheduled for replacement in 2021.

MANHATTAN BEACH FITNESS COURT
NATIONAL FITNESS CAMPAIGN DESIGN SERVICES



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

STATUS:



COMPLETED ACTION ITEMS:

- Conducted public outreach and presented project to Parks and Rec. Commission on May 28, 2019.
- Purchased and received delivery of fitness equipment, currently stored at Public Works facility.
- Project site design/NFC Fitness Court installation & design; City Building Div. Plan Check complete
- Construction bids received.
- Staff met on-site to explore feasibility of replacing the existing equipment.

ACTIONS PENDING:

- Explore alternative locations, including Polliwog Park.
- Explore cost estimates for Polliwog location.
- Award a construction contract.
- Construction and installation of fitness court.

NEXT CITY COUNCIL ACTION:

Receive City Council direction for recommended locations at a future City Council meeting.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@citymb.info

WORK PLAN

PARKS & REC DEPARTMENT



POLLIWOG PARK PLAY EQUIPMENT

The existing play equipment and particularly the surfacing area have reached the end of its useful life and need to be replaced. Due to safety concerns, 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 4 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.
- Staff met to evaluate options to reduce the overall project cost.

ACTIONS PENDING:

- Prepare Request for Proposals (RFP) for Playground equipment/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

WORK PLAN

POLICE DEPARTMENT



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 4 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:

Receive City Council approval to purchase bi-directional radio amplifiers.

STAFF CONTACT:

DERRICK ABELL, Police Chief, dabell@citymb.info

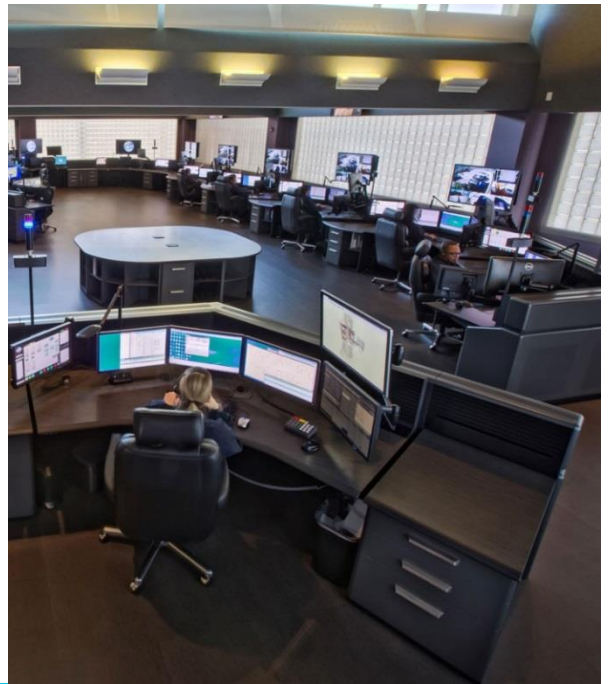
WORK PLAN

POLICE DEPARTMENT



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 2021
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 DEPARTMENT



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

WORK PLAN

POLICE DEPARTMENT



PUBLIC SAFETY TECHNOLOGY ASSESSMENT

In August 2017, the Police Department installed 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). They continue to be positive additions 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 researched and identified several additional locations.



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. ALPR installations have been completed in the following locations: Rosecrans Avenue at Sepulveda Boulevard, on Sepulveda Boulevard at Rosecrans, on Manhattan Beach Boulevard at Valley Drive/Ardmore Avenue, and additional readers at the intersection of 45th Street and Highland Avenue.

ACTIONS PENDING:

None.

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 2021
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.
- Completed Fire Prevention Data Migration into system.
- Preserve, archive and transfer all existing records from existing database to CAD RMS system.
- Trained personnel in Fire Prevention inspection formats.
- Trained personnel in CAD and RMS data reporting.

ACTIONS PENDING:

- Train Fire Prevention personnel in Bluebeam (June, 2021).
- Creation of Emergency Reporting CVS report file to transmit billing data from ER to Finance.
- Working with Finance and IT on incorporation of credit card reader for paperless on-site billing and approval of one-time permits.
- Creation of Fire Prevention Operations Manual.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

WOLFGANG KNABE, Interim Fire Chief, wknabe@citymb.info

WORK PLAN

FIRE DEPARTMENT



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 2 2021
FUNDING SOURCE	GENERAL
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. 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.

ACTIONS PENDING:

- Go live with system in June 2021.

NEXT CITY COUNCIL ACTION:

Provide verbal report to the City Council at the June 15, 2021, meeting.

STAFF CONTACT:

WOLFGANG KNABE, Interim Fire Chief, wknabe@citymb.info

WORK PLAN

FIRE DEPARTMENT



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, Interim Fire Chief, wknabe@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



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	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 site improvements.
- Conducted Planning Commission public hearing and obtained approval of new restaurant, boutique fitness facilities and limited off-site alcohol sales at restaurants.
- Obtained Planning Commission approval of the Digital Media Package proposal.

ACTIONS PENDING:

- Construction of North Parking Decks, shops, façade improvements and on and off-site improvements.
- Continued plan check review of building plans submittals and field inspections of on-going construction projects.
- Continue monitoring of condition compliance and Mitigation Measure implementation.

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, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



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 3 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 Planning Division is researching and developing parking code revisions and amendments based on local, regional and nationwide data.
- Publish proposed parking requirements identifying benefits and impacts of new parking requirements on land use development for public comments.
- After preparation of draft parking code revisions, staff will present findings and recommendations at noticed public study sessions and at Planning Commission in Summer 2021.
- Conduct a Public Hearing to adopt an Ordinance to revise parking codes and standards at a City Council meeting in Fall 2021.

NEXT CITY COUNCIL ACTION:

Conduct a public hearing and amend the Municipal Code to update the parking standards at a future meeting in Fall 2021.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



ENVIRONMENTAL SUSTAINABILITY WORK PLAN

Staff researched City sustainability and environmental policy best practices, identified priority initiatives for City Council discussion, and provided updates on existing and on-going environmental sustainability programs. The work plan was discussed during 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 to be implemented in fall-winter 2021. The State Coastal Conservancy is fully funding this project.



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

STATUS:



COMPLETED ACTION ITEMS:

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

- Support City Councilmembers in their CPA Board Director roles.
- Providing analysis resulting in City Council setting a 50% initial default renewable energy rate for residents, businesses, and municipal accounts in 2018, subsequently increasing to 100% in 2020.
- Senior-focused Clean Power Alliance outreach at "Dine 'N Discover" program in January 2019.

Climate (See separate Work Plan item for Climate Ready MB, the City's Climate Resiliency effort)

- Submitted for and achieved the highest rating available for cities: an "A" for climate leadership from the international Carbon Disclosure Project (CDP) (February 2020).
- Convened the Mayor's Town Hall on Climate Change in March 2020.

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

- Presented to the City Council, who supported the Beach Dune Enhancement project (February 2019).
- Assisted in securing full project funding from the State Coastal Conservancy.
- Assisted in the review of the Request for Proposal (RFP) for design and planning services.
- Co-hosted multiple public workshops with The Bay Foundation on the Beach Dune Enhancement project.

Manhattan Beach Green Business Program

- From 2018-2020, secured CalEPA grants as follows: \$20,000; \$10,000; and \$14,000; respectively.
- To date, recognized 34 new businesses, including the City of Manhattan Beach.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



- Coordinated the creation of the first MB Green Business Program promotional video.

Plastic Pollution Reduction

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

Awards and Recognitions

- Achieved SolSmart Gold designation (highest award) for solar panel permitting processing.
- Secured a Climate Protection Award from the U.S. Conference of Mayors (2020).
- Recognized as the first officially-certified "Blue City" for our efforts as a water and ocean-friendly City (2021).

Community Outreach and Education

- Completed a Manhattan Beach Environmental Accomplishments Report (2007-2018).
- Formed the Sustainability Task Force (STF) in April 2018 to engage the community on the City's sustainability goals; continue to support through monthly meetings and initiatives.
- Engaged youth, including forming the Sustainability Youth Council (October 2018) and Sustainability Youth Task Force (2018-2019), to conduct environmental outreach and education.
- Launched a digital Earth Week with partnering organizations in April 2020.
- Provided information on Electric Vehicle (EV) infrastructure through an updated digital map.
- Helped coordinate two successful Urban Tides Walks, attended by over 60 people (2020).
- Presentations at conferences and events, and to community and industry groups, to share and garner support for the City's sustainability initiatives.
- Reached 5,000-8,000 people annually with education on environmental initiatives through more than 100 opportunities (large and small community events, social media, etc).

ACTIONS PENDING:

- Certify new businesses into the MB Green Business Program in 2021; manage and pursue associated grants.
- Conduct additional public outreach and provide updated information to the public on CPA energy tier options in summer 2021, leading up to the 100% Green Power start date in October.
- Lead the City's opportunity for CPA's Power Ready program for solar power and battery storage at a City facility.
- Present policy options to City Council on green building requirements and reducing run-off.
- Launch outreach, CDP permitting, and construction for the Beach Dune Enhancement project.
- Continue building and strengthening community partnerships to pursue sustainability initiatives such as water conservation and energy efficiency.

NEXT CITY COUNCIL ACTION:

Consider approving Coastal Development Permit (CDP) for Pilot Dune Enhancement Project (with Planning Division).

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



CLIMATE READY MB (CLIMATE RESILIENCY PROGRAM)

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



TARGET DUE DATE	QUARTER 2 2022
FUNDING SOURCE	GRANT
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, FD, PD, PR, MS, FN

STATUS:



COMPLETED ACTION ITEMS:

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

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



creation of a public survey to inform Climate Ready MB.

- Created and launched Virtual Reality interactions with stakeholders on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- Completed Public Engagement Strategy.
- Presented Climate Ready MB update, including Virtual Reality visualization demonstration to City Council (November 2020).
- Completed Draft I of Confluence Modeling on Stormwater Infrastructure and sea level rise.
- Completed Draft I of SLR Risk, Hazards, and Vulnerability Assessment.
- Presented on Climate Ready MB to the Beach Ecology Coalition to over 60 attendees.
- Held four public workshops and focus groups reaching over 150 community members on the City's sea level rise hazard and adaptation planning efforts (February-March 2021).

ACTIONS PENDING:

- Manage the Climate Ready MB Program, including deliverables, contracts, grant management project team, stakeholders, and public outreach.
- Complete SLR Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis. Confluence Modeling on Stormwater Infrastructure and SLR.
- Conduct Stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options (February-May 2021).
- Initiate and complete a Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and LCP-Land Use Plan.
- Finish analyzing climate hazards and planning for climate change to integrate into the climate adaptation portion of the CAAP.
- 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.
- Develop a comprehensive Climate Action and Adaptation Plan that includes both municipal and community climate action goals (adoption in 2022).
- Conduct CEQA analysis for Climate Action and Adaptation Plan.
- Update LCP-LUP language to reflect climate change risk and adaptation.
- Bring the LCP-LUP amendment to Planning Commission in December 2021 (subsequent adoption process to City Council and CCC in 2022).
- Develop language to ensure consistency with future Local Hazard Mitigation Plan (LHMP) and General Plan Safety Element updates (AB 379).

NEXT CITY COUNCIL ACTION:

Receive Climate Ready MB Program update on climate action and adaptation following public outreach meetings.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



HOUSING POLICY AND REGULATION UPDATES

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. The City received its Regional Housing Needs Assessment (RHNA) for the 2022-2030 Housing Element cycle. Furthermore, City staff and the housing consultant have begun to prepare for the 2021 Housing Element Update.



TARGET DUE DATE	QUARTER 4 2021
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 (ADU), housing standards (January 2020 with extensions adopted in December 2020).
- Conducted three Planning Commission study sessions and one public hearing on ADU regulations for long-term ordinances and obtained a Planning Commission recommendation (October 2020).
- Presented the Annual Progress Report to City Council; Submitted to the Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) (March 2020).
- Obtained a \$150,000 Local Early Action Planning grant to fund Housing Element Update.

ACTIONS PENDING:

- Continue to monitor and act on new housing laws, case law, and updates from SCAG or HCD.
- Conduct City Council hearings for consideration of long-term ordinances to comply with State law regarding accessory dwelling unit and net-loss housing regulations.
- Review City's Housing Element and other relevant documents, 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.
- Provide periodic status updates to City Council on the RHNA and Housing Element Update

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



processes.

NEXT CITY COUNCIL ACTION:

Review Planning Commission recommendations for permanent ordinances for accessory dwelling units and no-net-loss units in Quarter 1 2021 and consider adoption of updated Housing Element in Quarter 4 2021.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



WIRELESS TELECOMMUNICATIONS PROGRAM

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

WIRELESS TELECOMMUNICATIONS FACILITIES

COMMUNITY OPEN HOUSE

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

STATUS:

PLANNING

IN PROGRESS

COMPLETE

COMPLETED ACTION ITEMS:

- Adopted updated Ordinance and Resolution with objective standards in April 2019.
- Held a Community Open House Meeting in June 2019.
- Updated information on City website related to telecommunications permits and processes.
- Updated handouts, forms, procedures and checklists to conform to Federal and local standards, and posted on City's website.
- Improved internal systems to process telecommunications applications in a timely manner.
- Cross-training to ensure that all staff are well-versed in telecommunications issues, in order to provide better customer service to applicants and residents.

ACTIONS PENDING:

- Conduct Planning Commission and City Council hearings to update the telecommunications facilities ordinance pursuant to State Assembly Bill 2421.
- Prepare suite of outreach materials and efforts to continue providing education to the community on on-going telecommunications projects with the City.
- Develop telecom permitting activity map and improve public notification of applications in process.

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



CODE ENFORCEMENT REVIEW

In recent years, the City has adopted a number of ordinances regulating and/or banning uses and activities within the City limits. This requires 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 has evaluated the Code Enforcement Program and City Council determined two additional Code Enforcement personnel are required to meet the community expectations.

TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	A
DEPTS. INVOLVED	PD, MS

STATUS:



COMPLETED ACTION ITEMS:

- Received monthly Short Term Rental (STR) enforcement activity reports from Host Compliance.
- Recommended and received upgrading a Code Enforcement Officer position to a Supervising Code Enforcement Officer to provide day-to-day oversight.
- Performed review of the existing Code Enforcement Program operational structure and recommended an additional Code Enforcement Officer position. City Council approved adding two Code Enforcement Officer positions to provide a reduced response time and additional proactive patrols.
- Evaluated roles and responsibilities for City regulations, including implementation and enforcement.

ACTIONS PENDING:

- Prepare class specification for Supervising Code Enforcement Officer and initiate recruitment process.
- Revise Code Enforcement class specification to modernize and account for entry level Code Enforcement staff.
- Fill approved positions

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@citymb.info

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



- Develop a strategic plan and goals for the Code Enforcement Program.

NEXT CITY COUNCIL ACTION:

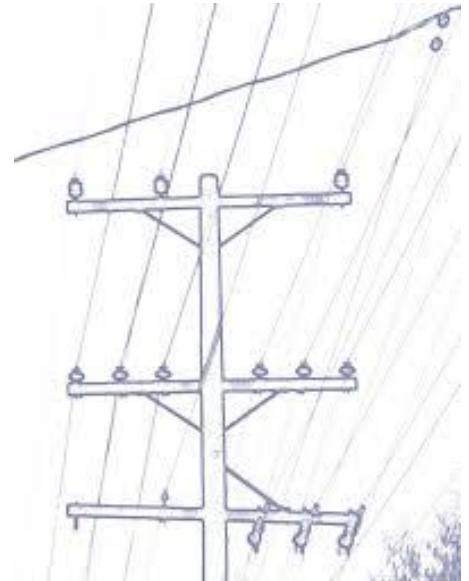
None.

STAFF CONTACT:

CARRIE TAI, AICP, 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 mid-2021 now that a project engineer has been hired and Districts 4, 12 and 14 are in construction.



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

STATUS:



COMPLETED ACTION ITEMS:

- Completed the Proposition 218 voting process for Districts 4, 12 and 14, with all districts passing.
- Construction contracts were awarded to all three districts and construction commenced.
- 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:

- Complete construction for Districts 4, 12 and 14 in by the end of summer 2021.
- Commence residential conversions for Districts 4, 12 and 14 the second half of 2021.
- 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:

CARRIE TAI, Acting Public Works Director, CTai@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. On January 21, 2020, staff presented a host of measure that could be implemented downtown and others for the North Manhattan Beach, listed from easiest/least expensive to most expensive. City Council directed staff to undertake several actions, including installing scrambled crosswalks on Manhattan Beach Blvd. at the intersections and Highland Ave. and Manhattan Ave. and completing a painting refresh. Council also suggested including widening sidewalks for discussion as part of the upcoming CIP budget discussion. However, that discussion was temporarily suspended due to the COVID-19 pandemic.



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

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 ultimately declined.
- Selected a new, drought-tolerant, plant palette for the downtown area, which was showcased in front of Starbucks. 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, and installed scrambled crosswalks at two Manhattan Beach Blvd. intersections.

ACTIONS PENDING:

- Installation of trees and grates in North Manhattan Beach in early 2021.
- Installation of new landscaping, street benches, wayfinding signage downtown.

NEXT CITY COUNCIL ACTION:

Receive additional direction from City Council regarding Downtown and North Manhattan Beach enhancements as part of the Fiscal Year 2021/22 Capital Improvement Program budget review process in Spring 2021.

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@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 (Friends) entered into an agreement to replace the existing scout house. Since that time, the Friends have engaged in fundraising efforts, retained an architect and developed preliminary plans for the new building. Those concept plans were presented to and approved by City Council on August 1, 2017, and updated on November 4, 2020. 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 and in-kind support for its construction. The City also agreed to construct the shell of the building once sufficient funds have been raised and the development and disposition agreement has been executed.



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

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, pending the Friends nearing completion of their fundraising efforts.
- Approve the final design after the project has completed the environmental review process.
- Review and approve a Development and Disposition Agreement after sufficient funds have been secured by Friends.

NEXT CITY COUNCIL ACTION:

Present the Development and Disposition Agreement with Friends, as well as finalized design to City Council.

STAFF CONTACT:

CARRIE TAI, Acting Public Works Director, CTai@citymb.info

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



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 4 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.
- Continuously 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.
- Went live on January 4 with the Tyler Munis Finance modules (e.g. general ledger, budget, accounts payable, revenue, purchasing, cashiering, etc.). Implementation activities including configuration, data migration, training, integration, and testing.
- Integrated EnerGov and Munis systems, along with full integration of Tyler Content Management, Tyler Cashiering, and Tyler Hub solutions.

ACTIONS PENDING:

- Continue Human Capital Management (HCM – payroll and human resources) implementation activities including configuration, data migration, integration, testing, and training with a go-live date of September 2021.
- Continue Business License module implementation activities with a go-live date of December 2021.
- Plan and implement Utility Billing module with a go-live date of December 2022.
- Plan and implement remaining Tyler Munis modules to include CAFR, Asset Management, and Transparency by the end of 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@citymb.info

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



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 (referred to as Tyler Enterprise Asset Management – EAM) module which will be evaluated by Public Works and IT 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 4 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:

- Document and verify current City staff requirements for a Work Order Management System.
- Conduct a Tyler Munis EAM proof of capability (POC) to validate the module meets the City staff needs.
- If the EAM module meets the core requirements, initiate implementation in January 2022 with a go-live date of December 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@citymb.info

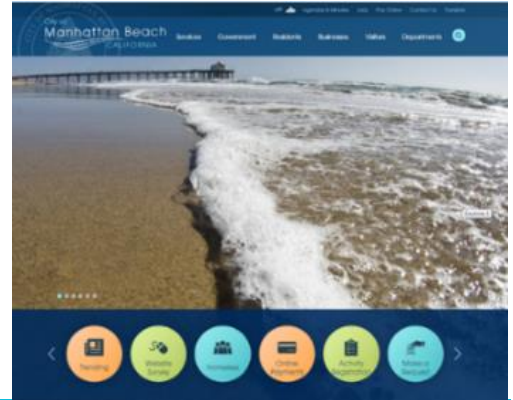
WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



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 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PR

STATUS:



COMPLETED ACTION ITEMS:

- Implemented updated branding in Email signatures, Microsoft templates, and City Council Meeting graphics.
- Launched Canva (graphic design platform) so Departments can create and utilize 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.
- Implemented the GovAccess Developer Toolkit from Granicus to allow the City to have more control over the look and feel of the website. The toolket allows the City to keep our content looking fresh until the next redesign/refresh is upon us.
- Created a test version of a website search page using Granicus' updated search engine.
- Completed initial technical planning for steps and expertise required to migrate from .info to .gov.
- Established a website improvement team that is working with each department to review the department website organization and content to make citizen centric improvements (ease of use, intuitiveness, reduced clicks, update branding to align with new guidelines, etc.)

ACTIONS PENDING:

- Migrate from "citymb.info" URL to "manhattanbeach.gov" URL and email domain name.
- Schedule and conduct Granicus Strategic Review of the City's website to provide recommendations to improve overall website presentation, navigation, and intuitiveness.

STAFF CONTACT:

TERRY HACKELMAN, Information Technology director, thackelman@citymb.info

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



- Continue having the website improvement team work with departments to improve presentation and content.

NEXT CITY COUNCIL ACTION:

Staff will continue to provide periodic updates to the City Council.

STAFF CONTACT:

TERRY HACKELMAN, Information Technology director, thackelman@citymb.info

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



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 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 June 2021.
- Completed implementation of online payments for all planning and permit application types.
- Completed automated integration with the Tyler Munis ERP system.

ACTIONS PENDING:

- Implement Plan eReview using Bluebeam (electronic plan submittal and review) by June 2021.
- Implement EnerGov for use by the Planning Division.
- Implement EnerGov advanced features available on the newest releases to achieve goals to have efficient and fully electronic processes.

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



MANHATTAN BEACH CITY COUNCIL

WORK PLAN

**ITEMS FOR CONSIDERATION AT
LATER DATE**

MANHATTAN BEACH CITY HALL
1400 HIGHLAND AVENUE
MANHATTAN BEACH, CA 90266

EXPLORE INCREASING STORMWATER FEES

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	TBD
FUNDING SOURCE	STORMWATER
PRIORITY LEVEL	C
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 delayed consideration until next year.

ACTIONS 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/

STAFF CONTACT:

STEVE CHARELIAN, Finance Director, scharerlian@citymb.info

WORK PLAN

PARKS & REC DEPARTMENT



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	TBD
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Created template and process for assessment.
- Completed basic assessment of public art, July 2019.
- Began reviewing assessment to make recommendations for conservation, preservation, or decommission in October 2019.

ACTIONS PENDING:

- Provide presentation and recommendations to Cultural Arts Commission.
- Present recommendations of the Cultural Arts Commission to the City Council.

NEXT CITY COUNCIL ACTION:

Review Cultural Arts Commission recommendations regarding Public Art Conservation Assessment.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@citymb.info