



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.
 - Parks and Recreation 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)

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

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@manhattanbeach.gov



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 2022
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.
- Assisted IT with the selection of OnBase as the vendor for this project.

ACTIONS PENDING:

- Currently working with vendor creating the contract management workflow.
- Implement solution and provide staff training.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov



DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

As a result of concerns regarding an increased presence of homeless individuals within the City and in regi. 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 outreach and housing 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. A plan was developed and presented to City Council on April 17, 2018 and approved 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.
- Provided training to staff and community members on homelessness response.
- Provided report to the City Council regarding homeless court services and future funding options for homeless services.
- Approved Amendment No. 2 and appropriated funds to an agreement with Los Angeles County for an additional \$14,519 of grant funds for homeless services provided by Measure H.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



- Applied for two Measure H grant funds with the South Bay Cities Council of Governments for outreach services and a regional homeless court model.

ACTIONS PENDING:

- 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.
- Prepare agreements and funding appropriations to contract for a dedicated homeless outreach housing navigator and lease two beds from SHARE! Collaborative Housing dedicated to homeless.
- Proceed with requesting permission from the Los Angeles County District Attorney to prosecute state misdemeanor cases and potentially contract with the City of Redondo Beach for homeless court services.
- Report back to the City Council with costs of prosecution services of other jurisdictions or law firms who could perform prosecution and homeless court services;
- Negotiate an agreement with the City of Redondo Beach for prosecution services upon permission from the Los Angeles County District Attorney.

NEXT CITY COUNCIL ACTION:

Provide the necessary agreements and appropriations for a dedicated homeless outreach housing navigator and leasing two beds from SHARE! Collaborative Housing dedicated to homeless.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

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 4 2021
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

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@manhattanbeach.gov

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	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Released a Request for Proposals (RFP) and received proposals.

ACTIONS PENDING:

- Review and analyze RFP's received.
- Select vendors for demo based on RFP's received.
- Negotiate acceptable terms with selected vendor.
- Work with IT for implementation.
- Provide staff training.

NEXT CITY COUNCIL ACTION:

Present a vendor/solution for City Council approval and appropriation.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

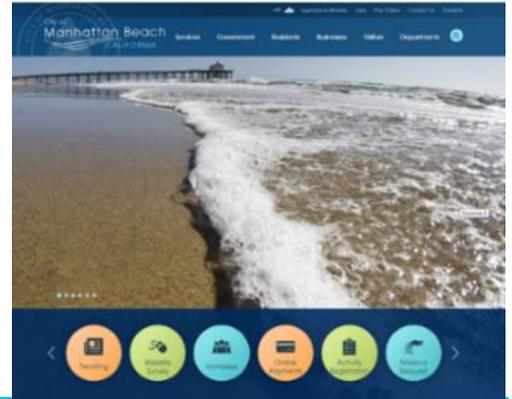
WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



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

City Council directed staff to convert the City's ".info" domain to a ".gov" domain and make improvements to the existing City website, including a more user-friendly interface and more robust search capabilities. The migration to the .gov URL impacts the website, email, templates, branding, and City signs which must be addressed as part of this effort.



TARGET DUE DATE	QUARTER 4 2021
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PR, IT

STATUS:



COMPLETED ACTION ITEMS:

- Completed branding in Email signatures, Microsoft templates, and City Council Meeting graphics.
- Registered "manhattanbeach.gov" domain name with U.S. General Services Administration.
- Implemented various tools to assist City staff in the website improvement process (Canva, Granicus Developer Toolkit)
- Completed initial technical planning for steps and expertise required to migrate from .info to .gov.
- Established a website improvement team working with each department to review the department website organization and content to make citizen-centric improvements (ease of use, intuitiveness, reduced clicks, update the branding to align with new guidelines, etc.)
- Conducted a strategic review with the City's website provider, Granicus, to benefit from their expertise to improve the website presentment and overall user experience.
- Migrated from "citymb.info" URL to "manhattanbeach.gov" URL and updated the email system, website, branding, and templates accordingly.

ACTIONS PENDING:

- Update City signage over time as signs are repaired or replaced.
- Management Services will continue to work on a department-by-department basis to refine the website to improve communications and outreach efforts.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

WORK PLAN

MANAGEMENT SERVICES 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 4 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:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov



INTERNAL POLICIES AND PROCEDURES REVIEW AND UPDATE

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 4 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 Citywide 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@manhattanbeach.gov

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	QUARTER1 2022
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	QUARTER 2 2022
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

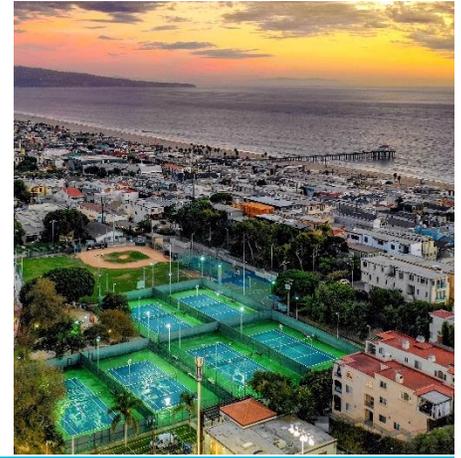
WORK PLAN

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	QUARTER1 2022
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.
- Communicated interest in Armory property to National Guard Officials.
- Conducted community outreach at El Porto Park

ACTIONS PENDING:

- Conduct community outreach for specific projects, including:
 - Open Space Opportunities (6th & Aviation, Voorhees & Rowell)
 - In progress - Wilderness Areas - landscape cleanups completed
 - Contact the Pay N Play racquetball court owner to discuss use options
 - Sand Dune building
 - Polliwog Park upgrades - NFC fitness court, playground project, Begg turf project
 - In progress - Aquatic Facility Exploratory Committee exploring 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

WORK PLAN

PARKS & REC DEPARTMENT



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 1 2022
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



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 3 2022
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.
- Approved an agreement with History Associates, Inc. to create an Archives Roadmap & Digitization Plan.

ACTIONS PENDING:

- Explore digitization of Historical collection in partnership with LA County Library, using surplus funds.
- In Progress – Preservation and treatment of materials; Inventory and relocation of collection.
- 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



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 4th quarter of 2021.

STAFF CONTACT:

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

WORK PLAN

PARKS & REC DEPARTMENT



NFC FITNESS COURT

MANHATTAN BEACH FITNESS COURT
NATIONAL FITNESS CAMPAIGN DESIGN SERVICES

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 planning to relocate the equipment to Polliwog Park, replacing the existing fitness equipment which is beyond its useful life. In addition to this site, the MBIOK has agreed to fund the replacement of the Strand Parcourse station, which is scheduled for replacement in 2022.



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, where bids were significantly over budget requiring reconsideration of location.
- Staff met on-site to explore feasibility of replacing the existing equipment at Polliwog Park.

ACTIONS PENDING:

- 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 2 2022
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.
- RFP issued and construction bids received.

ACTIONS PENDING:

- 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



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 2022
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	FD

STATUS:



COMPLETED ACTION ITEMS:

- Approved the purchase of 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 to address the purchase and installation of bi-directional radio amplifiers to improve radio signal strength.
- Installed bi-directional amplifier in Police/Fire Facility.

ACTIONS PENDING:

- Evaluate installation of bi-directional radio amplifiers at additional locations to improve radio signal strength.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

DERRICK ABELL, Police Chief, dabell@manhattanbeach.gov

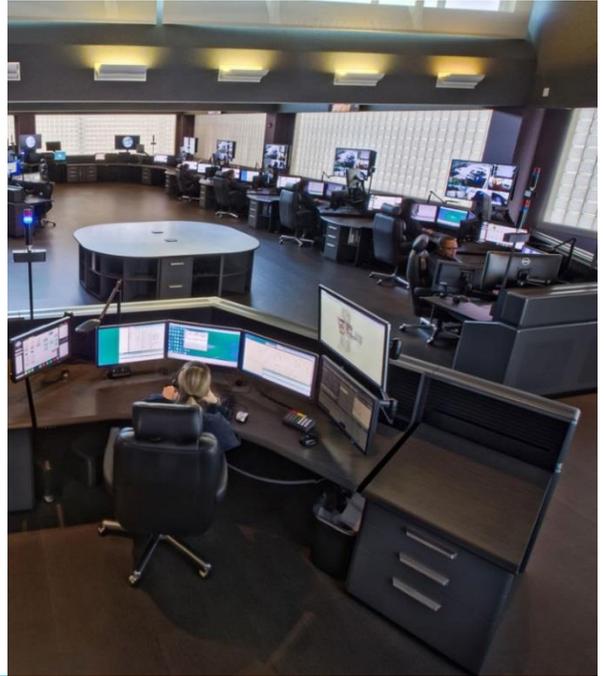
WORK PLAN

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@manhattanbeach.gov

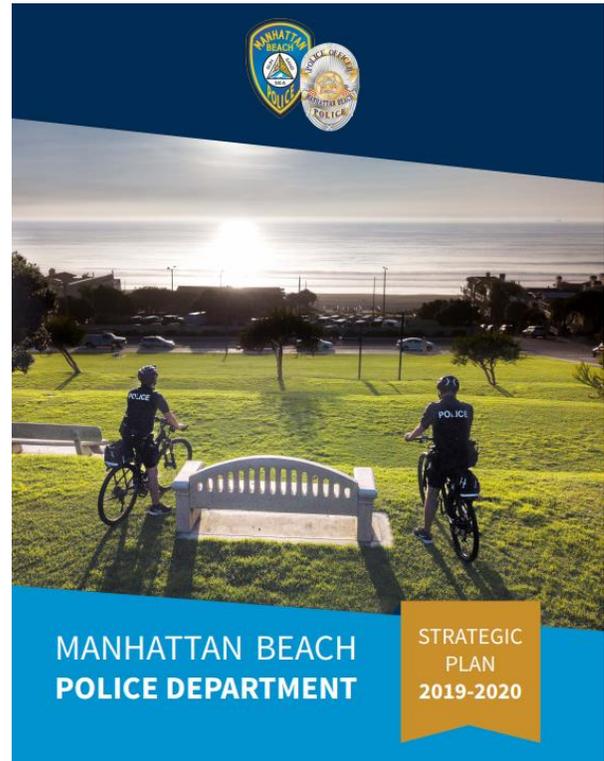
WORK PLAN

POLICE DEPARTMENT



IMPLEMENTATION OF 2019-22 STRATEGIC PLAN

The 2019-2022 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 4 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.

STAFF CONTACT:

DERRICK ABELL, Police Chief, dabell@manhattanbeach.gov



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	TBD
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:

Michael Lang, Fire Chief, mlang@manhattanbeach.gov

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 4 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.
- Established guidelines and procedures on approved message protocol.
- Adopted internal comprehensive policy on messaging procedures.
- Provided training to department leads and conduct public outreach.
- Went live with system in June 2021.

ACTIONS PENDING:

- Execute an amendment to an existing agreement to include language uniform with "Area G" partners through "Alert South Bay."
- Establish uniform notification procedures to facilitate information sharing, meet regional emergency communication demands, and secure future pricing.

NEXT CITY COUNCIL ACTION:

To be determined.

STAFF CONTACT:

Michael Lang, Fire Chief, mlang@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

In December 2014, City Council approved an 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. This multi-phased project is under construction and requires continued plan check, permitting, inspections, and updates.



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

STATUS:



COMPLETED ACTION ITEMS:

- Construction of North East Parking Deck, South Parking Deck, Macy's Expansion, California Pizza Kitchen, Joey's, Smashburger, Edo Bites restaurants, Central plaza and clock tower.
- Reviewed plan check of North Parking Deck, shops, façade improvements and site improvements.
- Obtained Planning Commission approval of new restaurant, boutique fitness facilities, limited off-site alcohol sales at restaurants, and Digital Media Package.

ACTIONS PENDING:

- Construction of North Parking decks, tenant improvements for additional shops and restaurants, façade improvements, and on and off-site improvements.
- Continue plan check review and field inspections of on-going construction projects.
- Continue monitoring implementation of the conditions in the Compliance and Mitigation measures.

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@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



MODERNIZE PARKING STANDARDS

During the September 19, 2017 Sepulveda Corridor discussion, 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 4 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.
- Developed initial draft of parking code revisions and amendments based on local, regional and nationwide data.

ACTIONS PENDING:

- Publish proposed parking requirements identifying benefits and impacts of new parking requirements on land use development for public comments.
- Present findings and recommendations at noticed public study sessions and at a Planning Commission meeting in Fall 2021.
- Conduct a public hearing to consider an ordinance to revise parking codes and standards at a City Council meeting in Winter 2021.

NEXT CITY COUNCIL ACTION:

Conduct a public hearing and consider amending the Municipal Code to update the parking standards in Winter 2021.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov

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, fully funded by the State Coastal Conservancy.



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

STATUS:



COMPLETED ACTION ITEMS:

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

- Provided CCA analysis resulting in City Council joining CPA in 2017, setting a 50% renewables default in 2018, municipal electricity to 100% Green in 2019, and 100% Green Power for the community in 2021.
- Clean Power Alliance outreach through workshops, newsletters, mailers, education booths, etc. and senior-focused outreach at "Dine 'N Discover" program in January 2019 and August 2021.

Climate (See Climate Ready MB Work Plan item)

Sustainable Building

- Presented policy options to City Council on green building requirements and reducing run-off.

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 public workshops with The Bay Foundation on the Beach Dune Enhancement project.
- Assisted in the development and review of the Manhattan Beach Dune Restoration Project Restoration and Monitoring Plan for inclusion in the Coastal Development Permit package.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov



Manhattan Beach Green Business Program

- Secured \$44,000 in CalEPA grants (2018-\$20,000; 2019-\$10,000; and 2020-\$14,000).
- Recognized 34 new businesses, including the City of Manhattan Beach.
- Coordinated the creation of the first MB Green Business Program promotional video.

Plastic Pollution Reduction

- Updated plastic pollution policies 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 (November 2020).
- Recognized as the first officially-certified "Blue City" as an ocean-friendly City (2021).
- Achieved an "A" rating for climate leadership from the Carbon Disclosure Project (Feb 2020).
- Awarded a Beacon Award in Leadership & Innovation by the Institute for Local Government for climate civic engagement and leadership in climate resilience (September 2021).

Community Outreach and Education

- Completed the first Manhattan Beach Environmental Accomplishments Report (2007-2018).
- Formed the Sustainability Task Force in April 2018 and met regularly.
- Engaged youth, including forming the Sustainability Youth Council (October 2018) and Sustainability Youth Task Force (2018-2019), to conduct environmental outreach and education.
- Launched digital Earth Week with partnering organizations in April 2020 and April 2021.
- Provided information on Electric Vehicle (EV) infrastructure through an updated digital map.
- Helped coordinate two successful Urban Tides Walks, with over 60 attendees (2020).
- Convened the Mayor's Town Hall on Climate Change in March 2020.
- Presented at various conferences, events, and outreach to community and industry groups.
- Reached 1,700 people in 2021 on environmental initiatives through 100 outreach opportunities.

ACTIONS PENDING:

- Certify new businesses into the MB Green Business Program in 2021; manage and pursue grants.
- Conduct additional public outreach on CPA energy tier options leading up to the 100% Green Power start date in October 2021.
- Collaborate with other City departments to select feasible location for CPA's Power Ready program for solar power and battery storage at a City facility.
- Present policy options to City Council on increasing the energy efficiency of new buildings.
- Complete CDP permitting and initiate Beach Dune Enhancement project

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



CLIMATE READY MB (CLIMATE RESILIENCY PROGRAM)

The 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 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 by the Planning Commission and City Council for approval, with subsequent certification by the CCC. The City is incorporating robust public outreach to the community, utilizing 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 awarded a \$225,000 grant from the CCC to fund this effort (2018-2019).
- Completed Greenhouse Gas (GHG) Emissions Inventory Analysis (June 2019).
- Completed Sea Level Rise (SLR) vulnerability maps and initial SLR research (August 2019).
- Completed RFP process for Climate Resiliency Project (SLR and Climate Action and Adaptation) and awarded the contract to Environmental Science Associates (ESA) (February 2020).
- Launched Climate Ready MB project team (July 2020).
- Created and launched public outreach opportunities using virtual reality visualizations called Look Ahead MB, and a public survey to inform Climate Ready MB.
- Completed virtual reality sea level rise visualization for Bruce's Beach (July 2020), El Porto and Manhattan Beach Pier (November 2020).

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



- Completed Public Engagement Strategy.
- Presented Climate Ready MB update and virtual reality demonstration to City Council (Nov 2020).
- Completed Draft I of the Confluence Modeling on Stormwater Infrastructure and sea level rise and the, SLR Risk, Hazards, and Vulnerability Assessment and Sea Level Rise Adaptation Plan.
- Presented on Climate Ready MB to the Beach Ecology Coalition to over 60 attendees.
- Completed final SLR Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis. Confluence Modeling on Stormwater Infrastructure and SLR and submitted to CCC.
- Conducted stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options (February-June 2021).
- Analyzed climate hazards and planning for climate change and integrated into the CAAP.
- Developed 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).
- Developed emission reduction strategies to achieve GHG reduction goals under the scenarios of the Wedge Analysis.
- Held seven public workshops and focus groups reaching over 200 community members on the City's sea level rise hazard and climate adaptation planning efforts (February-June 2021).

ACTIONS PENDING:

- Manage the Climate Ready MB Program, including deliverables, contracts, grant management project team, stakeholders, and public outreach.
- Complete Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and LCP-Land Use Plan.
- 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.
- Identify and update LCP-LUP policies on sea level rise and 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).
- Complete requirements of the Sea Level Rise LCP Grant with the CCC.
- Adopt and implement Sea Level Rise Adaptation Plan and associated LCP-LUP amendment.
- Adopt and implement Climate Action and Adaptation Plan.

NEXT CITY COUNCIL ACTION:

Consider adoption of Sea Level Rise Adaptation Plan and associated LCP-LUP amendment.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov

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 2021-2029 Housing Element cycle. Furthermore, City staff and the housing consultant are currently preparing 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 long-term ordinances to comply with new legislation regarding accessory dwelling units (ADU) housing standards (January 2021).
- 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 2021).
- Obtained a \$150,000 Local Early Action Planning (LEAP) 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 workshops and public hearings to adopt the 6th cycle update to the Housing Element by February 2022.
- 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 processes.

NEXT CITY COUNCIL ACTION:

Consider adoption of updated Housing Element in Quarter 1 2022.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov

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 2 2022
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
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.
- 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@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



LONG-TERM OUTDOOR DINING AND BUSINESS USES ON PUBLIC AND PRIVATE PROPERTY

On August 24, 2021, the City Council directed staff to initiate a work plan item to study long-term outdoor dining and business uses in the public right-of-way and on private property. During the COVID-19 pandemic recovery, the City permitted businesses to use parking spaces and street areas in the public right-of-way during COVID-19 operating restrictions through Emergency Orders. The long-term effort to evaluate long-term businesses uses is intended to be comprehensive, including broad community engagement, evaluation of fiscal implications, study of alternatives, environmental review, and required permitting.



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, CM, PD, FD

STATUS:



COMPLETED ACTION ITEMS:

- None.

ACTIONS PENDING:

- Define work effort.
- Determine the scope of community engagement.
- Identification of staffing and fiscal resources.
- Define project schedule and milestones.
- Environmental review and permitting.

NEXT CITY COUNCIL ACTION:

Discuss Work Plan framework at October 5, 2021 City Council meeting.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov

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 education and notification to the community, business owners, and visitors. Further, in order for ordinances to be effective, enforcement against violators is required.

Other routine activities in the community, such as construction, business operations, and property maintenance, also require oversight. 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. 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.
- Approved class specification for Supervising Code Enforcement Officer and filled the new position.
- Revised Code Enforcement Officer class specification to provide for entry level positions
- Recruited and filled approved vacancies.

ACTIONS PENDING:

- Set goals and annual plan for the Code Enforcement Program.
- Update and revise internal procedural and operations manual.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

CARRIE TAI, AICP, Community Development Director, ctai@manhattanbeach.gov

UNDERGROUND UTILITY ASSESSMENT DISTRICTS

The City's Underground Utility 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, placed on a moratorium in 2009, and then reinstated by City Council in 2017. Districts 12 and 14 (in El Porto) completed the Proposition 218 voting process in October 2019, followed by District 4 (Hill Section) in January 2020. All 3 of these districts are currently under construction. Fifteen additional neighborhoods have contacted the City inquiring about starting their own UUADs. Depending on the size of each proposed district, the UUAD Project Manager and the Engineering Division can support the formation of 2 to 3 new districts every 18 to 24 months. Staff is looking into options that may potentially expedite the district formation process by allowing property owners to advance funds for the utility designs and the Engineer's Reports.



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

STATUS:



COMPLETED ACTION ITEMS:

- Completed Phase 1 construction (mainline trench and conduit within right-of-way) in District 4.

ACTIONS PENDING:

- Complete Phase 2 construction (private conversion) in District 4.
- Complete Phase 1 construction in Districts 12 and 14.
- Complete Phase 3 utility cabling and all property cut-overs in District 4 by the end of summer 2022.
- Complete residential conversions in Districts 12 and 14 during first half of 2022.
- Complete neighborhood petition and validation survey in District 8 (between The Strand and Manhattan Ave., from 8th St. to 15th St.) and District 13 (along Crest Dr. between Marine Ave. and Rosecrans Ave.) during first half of 2022.

NEXT CITY COUNCIL ACTION:

Request approval for utility design services and Engineer's Report for Districts 8 and 13 (expected in the first half of 2022).

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov



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 measures 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:

- Installation of scrambled crosswalks on Manhattan Beach Blvd. at the intersections and Highland Ave. and Manhattan Ave.
- Installation of new palm trees in North End.
- Secured an agreement with the Downtown Business and Professional Association to install new landscape materials in 28 planters identified by the Association.

ACTIONS PENDING:

- Installation of new landscaping in Downtown pursuant to agreement with the Association.
- Installation of new street benches and 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 2022/23 Capital Improvement Program budget review process in Spring 2021.

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov



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:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov

UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM PHASE 1 IMPLEMENTATION

In 2015, City Council directed staff to develop a wayfinding signage program that would create a City identity through uniform signage, to be deployed throughout the City.

Presentations on this effort were made to City Council on multiple occasions between October 2015 and July 2018 which included various design options. Ultimately City Council selected



a “Beach Classic” theme. A draft Wayfinding Master Plan was developed based on the Beach Classic theme and presented to the Cultural Arts Commission, Planning Commission, Parking and Public Improvements Commission, Downtown Business Professional Association and North Manhattan Beach Business Improvement District for review and comments between April 16, 2018 and May 23, 2018. The final Master Plan was presented to City Council on June 5, 2018, at which time staff was directed to refine certain color palette and font selections contained in the Master Plan. That additional work was completed and approved by City Council on November 19, 2019. Following approval of the Wayfinding Master Plan on November 19, 2019, City Council directed staff to prepare design elements with the white background and appropriated approximately \$347,000 from the Parking Fund towards Phase 1 implementation which primarily involves directional parking signs. Other signs in the Plan objectives will occur throughout the City as replacements occur.

TARGET DUE DATE	QUARTER 3 2022
FUNDING SOURCE	PARKING FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Hired a design consultant.

ACTIONS PENDING:

- Complete plans and specifications.

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov

WORK PLAN

PUBLIC WORKS DEPARTMENT



- Finalize plans and prepare request for proposals and project implementation.
- Complete construction and installation of new wayfinding signage.

NEXT CITY COUNCIL ACTION:

Receive City Council approval for award of a construction contract tentatively scheduled for February 2022.

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

In 2018, the City Council awarded a contract to Tyler Technologies to purchase and implement the Munis ERP system to replace the legacy Eden system. The Munis system, as an enterprise system, will support the City's departmental functions to include finance, payroll, human resource, utility billing, business license, and work order management. While the system is hosted at City Hall, it also includes a disaster recovery capability that allows Tyler to provide the system and the City's data via the Internet within 24 hours in the unfortunate event local facilities cannot run the system.



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

STATUS:



COMPLETED ACTION ITEMS:

- City Council approved the ERP contract with Tyler Technologies on July 17, 2018, and staff initiated implementation efforts.
- The ERP system implementation uses a phased approach that ensures City resources are available to support the implementation while continuing to perform their day-to-day responsibilities. The phased approach also allows the City to manage the risk associated with significant changes in the business processes that will result in a paperless environment, streamlined workflows, improved access and sharing of data, and overall improvements to City business and operational processes.
- Each implementation phase includes the following activities and tasks: project planning, project team establishment, project work breakdown (WBS) and schedule development, current state analysis, future state development, infrastructure preparation, software installation and configuration, data migration and validation, training, interface development, testing, and documentation.
- As a result of the COVID-19 pandemic, the initial phases of the project, the Financials and HR/Payroll modules, were extended, as well as delaying future phases, to address the business and resource impact from the pandemic. A significant factor impacting the planned module implementations was the shift from using on-site vendor implementation resources to relying 100% on off-site resources. This was a new implementation approach for the vendor and introduced increased risk that had to be addressed.
- Munis Financial modules went live on January 4th, 2021, to support the following financial functions; general ledger, budget, accounts payable, revenue, purchasing, accounts receivable, general billing, and cashiering. The Munis Financials implementation included establishing integrations EnerGov

STAFF CONTACT:

TERRY HACKELMAN, Information Technology director, thackelman@manhattahbeach.gov

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



(Land Management System), Tyler Content Management (Electronic Document Management System), Tyler Cashiering, and Tyler Hub (Dashboard).

ACTIONS PENDING:

- Implementation is in process for the Munis Human Capital Management (HCM) module to support the business functions for the City's payroll and human resource functions. This phase of the implementation will go live in November 2021.
- The remaining phases, along with their planned go-live date, of the Munis project, are as follows:
 - Transparency Portal, April 2022
 - Business License, June 2022
 - Utility Billing, August 2023
 - CAFR, April 2023
 - Asset Management August 2023

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT:

TERRY HACKELMAN, Information Technology director, thackelman@manhattahbeach.gov

WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



WORK ORDER MANAGEMENT

City staff seeks to implement a work order and asset management solution integrated into the City's ERP system (Munis). The primary objective is to implement a system to help streamline and improve asset management and maintenance. The City's ERP system includes an integrated work order management module (Enterprise Asset Management - EAM). Now that the Munis Financial modules have been implemented, the Public Works, Finance, and IT staff are evaluating the EAM module to ensure it meets the organization's needs. If selected, it will expand the scope of the EAM implementation.



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, IT

STATUS:



COMPLETED ACTION ITEMS:

- The City Council approved the ERP Contract with Tyler Technologies on July 17, 2018, included the option to implement the Munis EAM module.
- Tyler provided EAM demo on November 11, 2021, to help with the evaluation and implementation planning.

ACTIONS PENDING:

- An EAM module demo has been scheduled in November 2021 to allow the new Public Works leadership to see the system and discuss the next steps. The demo will help evaluate whether the EAM can meet the work order management goals and objectives of the Public Works leadership.
- If the EAM module meets the needs of Public Works, the module implementation will be planned and implemented with a target go-live date of August 2023.

NEXT CITY COUNCIL ACTION:

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

STAFF CONTACT:

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