

**Agenda Date:** 7/2/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

George Gabriel, Senior Management Analyst

**SUBJECT:**

Fiscal Year 2019-2020 City Council Work Plan Report (City Manager Moe).

**RECEIVE REPORT**

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**RECOMMENDATION:**

Staff recommends that the City Council receive the report on the Fiscal Year 2019-2020 City Council Work Plan.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

Based on past precedent, the City Council reviews a Work Plan document that lists the City Council's priorities. The document allows the City Council to receive an update on projects that staff is undertaking (based on City Council direction) and allows the City Council to review projects they may want to proceed with.

The City Council's current Work Plan was discussed at the April 23, 2019 City Council meeting. Based on direction provided at that meeting, staff updated the Work Plan to reflect the priorities identified by City Council.

**DISCUSSION:**

The Work Plan reflects the City Council's priorities for the coming 12 months (attached). Additionally, staff has provided a summary of all the work plan items which includes their status and target date of completion.

Staff regularly returns to the City Council with quarterly updates to the Work Plan and has the

opportunity to reassess Work Plan items and seek direction from the City Council. The next tentatively agendized update to the Work Plan will be presented in quarter three of 2019.

Staff has evaluated work plans developed by other cities and revised the City Council Work Plan to provide an updated design, greater clarity, and more information on City Council initiatives. The City Council Work Plan now features consistent layouts, priority levels on projects, funding sources and images. Priority levels are organized in the following A, B, and C categories with the following definitions.

- A - Critical
- B - Important
- C - Normal

Recently, the City Council held joint meetings with commissions overseen by the Community Development and Parks and Recreation Departments. In these meetings, the City Council reviewed Commission Work Plans items and provided direction to move forward. Currently, some items on the Commission Work Plans are on the City Council Work Plan. Items that require staff time and are not on the City Council Work Plan are summarized below for review.

Community Development Commissions (Planning & Parking and Public Improvements)

- Residential encroachments in the Tree Section
- Electric Vehicle Charging Stations Study
- Downtown Hardscape and Landscape replacement
- Neighborhood Public Transportation study
- Permeable Surface standards
- Mixed Use Development Standards
- Preventing Net loss of Housing Units
- Public Notification of Development Projects
- Peck Reservoir Enhancements

*(Note: One project not currently on the City Council Work Plan, but requires significant staff time is the "Climate Action & Adaptation Plan.")*

Parks and Recreation Commissions (Cultural Arts, Parks and Recreation, and Library)

- Salute to the Troops Concert in the Park
- AC Conner Exhibition
- Manhattan Beach Art Center (MBAC) Façade and grounds Improvements-
- Light Gate Glass Replacement
- Strand Alcove Bench Program

**CONCLUSION:**

Staff recommends that the City Council receive the report on the Fiscal Year 2019-2020 City Council Work Plan.

**LEGAL REVIEW:**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**ATTACHMENTS:**

1. City Council Work Plan
2. Work Plan Summary



CITY OF MANHATTAN BEACH

# CITY COUNCIL WORK PLAN

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Developed at the City Council  
Work Plan Meeting on  
April 23, 2019





## 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 IT convened the Electronic Records and Retention Subcommittee in July of 2018. This subcommittee includes staff from every department and meets monthly to discuss the management of City records and their retention.



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|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Award a Request for Proposals (RFP) for citywide scanning services at future City Council meeting.

### COMPLETED ACTION ITEMS:

- ◇ City Clerk legislative documents from 1912 to present, Community Development (Building) and Finance (Purchasing).

### ACTIONS PENDING:

- ◇ Ongoing - Continue supporting departments that are currently scanning documents, as well as those in preparation.
- ◇ Assist Information Technology with preparation of Request for Proposals and select vendor.

**STAFF CONTACT: Liza Tamura, City Clerk, [LTamura@citymb.info](mailto:LTamura@citymb.info)**



## CENTRALIZED CITYWIDE CONTRACT MANAGEMENT SYSTEMS

In 2016, staff convened a Contract Working Group with the City Attorney's Office, Human Resources/Risk Management and Finance Department to create a more efficient and effective contract approval process. The group created a Citywide contract workflow process with all City departments. Investing in a Citywide Contract Management solution ensures accurate record-keeping practices, continued workflow standards, maintaining legal compliance and meeting insurance requirements. On March 9, 2018, City Council directed staff to move forward with a Citywide Contract Management software solution that manages the City's growing contract demands.



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| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Approve a contract for a centralized contract management solution.

### COMPLETED ACTION ITEMS:

- ◇ Receive two presentations from two contraction management software solutions.

### ACTIONS PENDING:

- ◇ Negotiate acceptable terms with selected vendor.
- ◇ Create proper contract management workflow with selected vendor.

**STAFF CONTACT:** Liza Tamura, City Clerk, [LTamura@citymb.info](mailto:LTamura@citymb.info)





## DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

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



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2023 |
| <b>FUNDING SOURCE</b>  | GRANT FUNDING  |
| <b>PRIORITY LEVEL</b>  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Receive quarterly updates on homelessness initiatives.

### COMPLETED ACTION ITEMS:

- ◇ Appoint and form homelessness task force.
- ◇ Received a Measure H grant award to provide various homeless services in the beach cities.

### ACTION PENDING:

- ◇ Ongoing – Work with community and staff to implement goals of the homelessness plan.
- ◇ Ongoing – Award Measure H grant funding to homeless services provider.

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





## ELECTION POLICY

During the March 2019 General Municipal Election, the City received several questions regarding the use of City facilities, resources, and positions for election-related activity. As a result, the City Council requested that staff review the current state and municipal codes regarding election-related activity, and propose a City policy regarding such matters.

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| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | C              |



### STATUS:



### NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction.

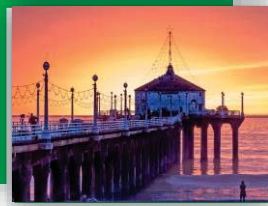
### COMPLETED ACTION ITEMS:

None.

### ACTIONS PENDING:

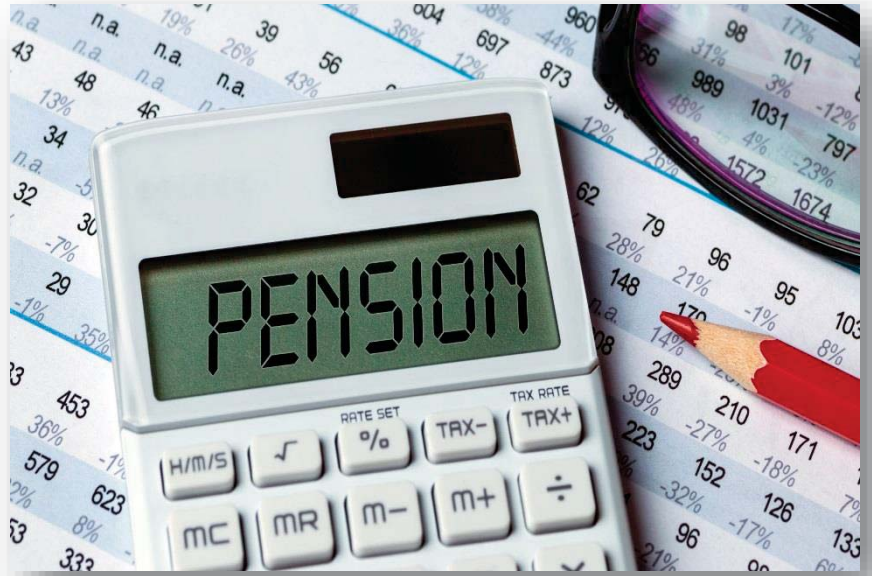
- ◇ Ongoing – Staff gathering information to present information to City Council
- ◇ Ongoing – City Council adopt elections policy.

**STAFF CONTACT:** Liza Tamura, City Clerk, [LTamura@cityymb.info](mailto:LTamura@cityymb.info)



## UPDATE ON CITY'S PENSION LIABILITIES

City Council directed staff to provide an update on the City's pension liabilities and how that impacts the City's financial future. The City consults with an independent actuary to review plans and project rates beyond what CalPERS provides. Staff will present information on the City's pension liabilities to the Finance Subcommittee and City Council.



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| <b>TARGET DUE DATE</b> | QUARTER 3 2019 |
| <b>FUNDING SOURCE</b>  | GENERAL        |
| <b>PRIORITY LEVEL</b>  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Review recommendations from staff and Finance Subcommittee City Council meeting in July 2019.

### COMPLETED ACTION ITEMS:

- ◇ Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.

### ACTIONS PENDING:

- ◇ Ongoing - Gather relevant data on City's ongoing pension liabilities.

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



## UPDATE ON CITY'S STREETLIGHTING FUND

As part of a request for revenue enhancement opportunities, City Council directed staff to provide an update on the City's Streetlighting Fund, which derives its revenue from assessments to property owners. Updating those assessments, which have not been changed since 1996, will require a Proposition 218 vote. Currently, transfers from the General Fund supplement the Streetlighting Fund. Staff will provide an update on this fund and future options to the Finance Subcommittee and City Council.



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| TARGET DUE DATE | QUARTER 3 2020 |
| FUNDING SOURCE  | STREETLIGHT    |
| PRIORITY LEVEL  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

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

### COMPLETED ACTION ITEMS:

- ◇ Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.

### ACTIONS PENDING:

- ◇ Ongoing - Develop options to correct deficit in Streetlighting Fund.
- ◇ Ongoing - Present update to Finance Subcommittee in Fall 2019.
- ◇ Ongoing - Present recommendations from staff and Finance Subcommittee to City Council at a meeting in Fall 2019.

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



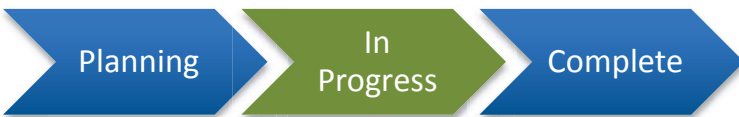
## EXPLORE INCREASING STORMWATER FEES

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



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| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | STORMWATER     |
| <b>PRIORITY LEVEL</b>  | A              |

### STATUS



### NEXT CITY COUNCIL ACTION:

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

### COMPLETED ACTION ITEMS:

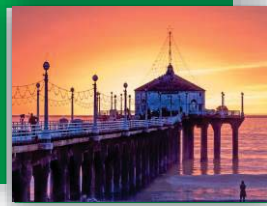
- ◇ Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.

### ACTION PENDING:

- ◇ Review options for increasing Stormwater Fees.
- ◇ Present options to Finance Subcommittee in Spring 2020.
- ◇ Present recommendations from staff and Finance Subcommittee at a meeting in the Spring of 2020.

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





## CONDUCT A COMPREHENSIVE USER FEE STUDY AND COST ALLOCATION PLAN (CAP)

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



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| TARGET DUE DATE | QUARTER 1 2020 |
| FUNDING SOURCE  | GENERAL        |
| PRIORITY LEVEL  | B              |

### STATUS



### NEXT CITY COUNCIL ACTION:

Receive report on the Comprehensive User Fee Study and Cost Allocation Plan (CAP) and provide direction on recommendations for fee adjustments, proposed meeting date of Summer 2019.

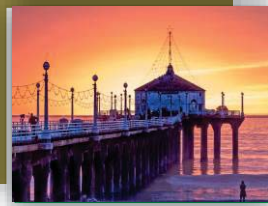
### COMPLETED ACTION ITEMS:

- ◇ Began review of Comprehensive User Fee Study and CAP with various city departments in January 2019.

### ACTION PENDING:

- ◇ Review results with Finance Subcommittee in Summer of 2019.
- ◇ Present recommendations from staff and Finance Subcommittee to City Council in the Summer of 2019.

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



## INTERNAL POLICIES AND PROCEDURES REVIEW

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



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| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Review and approval of a salary and benefits resolution outlining the terms and conditions of employment for unrepresented employees (Quarter 4 2019).

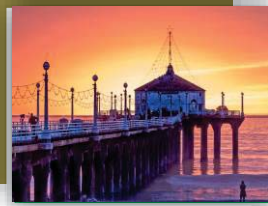
### COMPLETED ACTION ITEMS:

- ◇ Contracted with Liebert Cassidy Whitmore (LCW) to review and revise Personnel Rules and Instructions, negotiate MOU’s for formerly unrepresented employees, and draft compensation resolutions.
- ◇ HR review of existing rules, instructions, policies and MOU’s to determine course of action for policies and procedures overhaul, restructure, and update.

### ACTIONS PENDING:

- ◇ Revise Municipal Code outlining the City’s framework for the human resources function.
- ◇ Update content of critical policies (harassment and discrimination, leave, IIPP, Information Technology use, etc.)
- ◇ Present compensation plan for unrepresented employees to Council.
- ◇ Establish MOU with formerly unrepresented employees whose terms and conditions of employment were historically outlined in the Personnel Rules (Fire Management).
- ◇ Recommend to City Manager to rescind outdated policies and procedures.
- ◇ Consolidate and restructure remaining rules, policies and procedures.
- ◇ Negotiate actual policy revisions or impacts with impacted employee associations, as needed.
- ◇ Finalize, implement, and educate employees on updated policies throughout the organization.

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



## COLLECTIVE BARGAINING NEGOTIATIONS

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



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| <b>TARGET DUE DATE</b> | QUARTER 1 2020 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Periodic meetings regarding labor negotiations in closed session. Closed session will be scheduled in Quarter 3 of 2019 to obtain authority for MOU’s expiring in December 2019. Following tentative ratification of MOU’s by employee associations, the Council will approve the negotiated MOU’s in open session.

### COMPLETED ACTION ITEMS:

- ◇ Memoranda of Understanding negotiated and implemented with Teamsters, PMA, and POA, which expire in 2021.
- ◇ Initial authority for negotiations obtained from City Council related to Fire (previous MOU expired 12/31/18) and Fire Management (for initial MOU after obtaining recognition as a represented employee group)

### ACTIONS PENDING:

- ◇ Schedule closed session with City Council in Quarter 3 of 2019 to obtain authority for labor negotiations for MOU’s expiring in 2019.
- ◇ Complete collective bargaining agreements for pending negotiations (Fire and Fire Management)
- ◇ Initiate and complete labor negotiations with 2 bargaining units whose MOU’s expire at the end of 2019 (Part-Time and Mid-Management), based on authority provided by City Council.
- ◇ Obtain City Council approval and oversee implementation of negotiated MOU’s.





## UPDATE CITY DONATION POLICY

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



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| <b>TARGET DUE DATE</b> | QUARTER 3 2019 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Discuss presentation of Citywide Donation Policy at City Council meeting on September 3, 2019.

### ACTION COMPLETED ITEMS:

- ◇ Engage stakeholders in discussion of current donation policies.
- ◇ Develop donation program options.

### ACTIONS PENDING:

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

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



## SAND DUNE AND TENNIS COURT RESERVATIONS

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



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|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2019 |
| FUNDING SOURCE  | USER FEES      |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Staff will update City Council on software platforms and process as implemented.

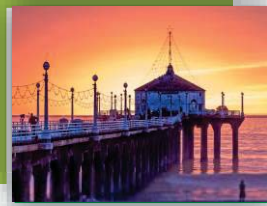
### ACTION COMPLETED ITEMS:

- ◇ For tennis reservations, selected web-based program, Kourts to facilitate tennis reservations through a mobile application.
- ◇ Updated Sand Dune fees and increased non-resident fees and implemented online payments for reservations.

### ACTIONS PENDING:

- ◇ Increase tennis court fees by \$1 and launch the mobile application.
- ◇ Increase fees for Sand Dune Non-Resident users in January 2020.

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



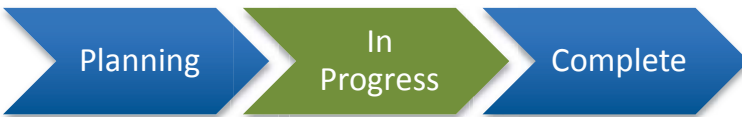
## PARK MASTER PLAN

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



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| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Draft Park Master Plan for City Council consideration in Spring 2020.

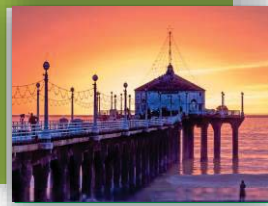
### COMPLETED ACTION ITEMS:

- ◇ Inventory and analysis of existing data/assessment of existing amenities.
- ◇ Create Parks and Recreation Commission Park Master Plan Ad-Hoc Committee.

### ACTIONS PENDING:

- ◇ Create and distribute community park survey in September 2019.
- ◇ Conduct public outreach through the Community Survey and community outreach workshops, September 2019 – December 2019.
- ◇ Present plan to Parks and Recreation Commission in March 2020 followed by presentation to City Council.

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



## COMMUNITY ARTS GRANT PROGRAM POLICY DEVELOPMENT AND WALKABOUT EVENTS

On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. The Community Grant Program addresses the need of the community and local arts organizations to fund small scale art projects within Manhattan Beach. On March 9, 2018, City Council requested a proposal for additional “walkabout” events in Downtown Manhattan Beach, where streets are blocked off and additional entertainment is provided. These events would be funded by the Community Grant Program.

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| <b>TARGET DUE DATE</b> | QUARTER 1 2020 |
| <b>FUNDING SOURCE</b>  | PUBLIC ART TF  |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

City Council review of Commission recommended community grant events.

### COMPLETED ACTION ITEMS:

- ◇ City Council approved Community Grants Program.

### ACTIONS PENDING:

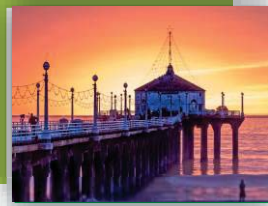
- ◇ Released Community Project Grant application in September 2019.
- ◇ Commission review and recommendations in November 2019.
- ◇ Award grants in December 2019.

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

### COMMUNITY ARTS GRANT PROGRAM GUIDELINES







## PUBLIC ART CONSERVATION ASSESSMENT

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



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|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 1 2020 |
| <b>FUNDING SOURCE</b>  | PUBLIC ART TF  |
| <b>PRIORITY LEVEL</b>  | B              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

Review recommendations of the Cultural Arts Commission in January 2020.

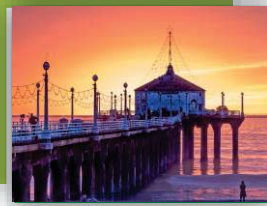
**COMPLETED ACTION ITEMS:**

- ◇ Created template and process for assessment.

**ACTIONS PENDING:**

- ◇ Conduct a comprehensive assessment of all public art in Manhattan Beach.
- ◇ Provide presentation and recommendations to Cultural Arts Commission in November 2019.
- ◇ Present recommendations of the Cultural Arts Commission to the City Council, in January 2020.

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



## ASSESSMENT OF HISTORICAL ARTIFACTS AND STRUCTURAL REVIEW OF HISTORICAL BEACH COTTAGE

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



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| TARGET DUE DATE | QUARTER 2 2021 |
| FUNDING SOURCE  | PUBLIC ARTS TF |
| PRIORITY LEVEL  | A              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

Return to the City Council with project updates.

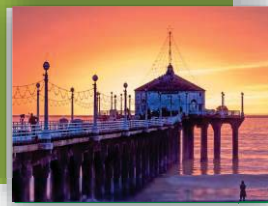
**COMPLETED ACTION ITEMS:**

- ◇ Archivist/Registrar was hired, but accepted a full time position at the Autry.
- ◇ Mobile storage unit (trailer) is in place.
- ◇ Shelving for work room in Red House and trailer has been purchased.
- ◇ Archival storage material has been purchased.
- ◇ All documents have been removed from Red House to trailer.
- ◇ All documents and relevant artifacts have been removed from storage in Park facilities and moved to trailer.

**ACTIONS PENDING:**

- ◇ In Progress - Preservation treatment of material.
- ◇ In Progress - Staff will begin a comprehensive assessment of the City’s historical artifacts, including the historical beach cottage.
- ◇ Public Works will conduct Red House feasibility study.
- ◇ Reach out to Manhattan Beach Unified School District to coordinate development of Manhattan Beach history education curriculum.
- ◇ Explore alternative options to Phase 4 besides the Manhattan Beach Arts Center (MBAC).

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



## SCULPTURE GARDEN PROGRAM

On September 19, 2017, City Council approved acceptable uses for the Public Art Trust Fund, which includes this item. An update was provided on the Public Art Trust Fund items at the City Council meeting on April 3, 2018. In 2018, the Sculpture Garden program was reorganized as a two-year program with three artists. It originated in 2009 as a temporary outdoor exhibition program with six artists displaying art for one year.

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|-----------------|----------------|
| TARGET DUE DATE | QUARTER 3 2019 |
| FUNDING SOURCE  | PUBLIC ART TF  |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Staff will update City Council on the installation of approved artworks.

### COMPLETED ACTION ITEMS:

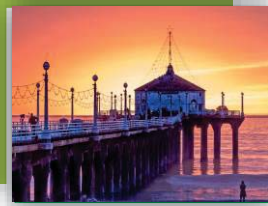
- ◇ Present Cultural Arts Commission recommendations to City Council at their meeting on August 21, 2018. Directed staff to return with alternative choices from original submissions list.
- ◇ Presented initial submissions on December 18, 2019 and return at the January 2, 2019, meeting with new sculpture garden placement.
- ◇ Present finalized Sculpture Garden placements the City Council on January 15, 2019.
- ◇ Conduct site tour with public works detailing all the installation needs was facilitated on March 13, 2019.
- ◇ Submission of installation information and instructions to Public Works.
- ◇ Execution of agreements with artists and invoices for payment submitted as of April 10, 2019.
- ◇ Pertinent installation information for each artist was submitted to Public Works April 8, 2019.

### ACTIONS PENDING:

- ◇ Install City Council approved art work at selected locations.
- ◇ Public Works to install foundations by July 2019.

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





## MERCHANDISING, LICENSING AND BRANDING FOR THE CITY

On March 9, 2018, City Council approved an exploration of merchandising, licensing and branding options for the City. On March 6, 2019, City Council adopted Resolution No. 19-0028 establishing the Manhattan Beach Logo and directed staff to complete the brand style guide within 60 days.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 3 2019 |
| FUNDING SOURCE  | N/A            |
| PRIORITY LEVEL  | B              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

City Council review of brand guidelines at future City Council meeting.

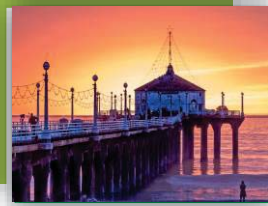
**COMPLETED ACTION ITEMS:**

- ◇ Approved design of Manhattan Beach Logo at City Council meeting
- ◇ Developed City Brand Guidelines
- ◇ Submitted paperwork to copyright the logo

**ACTIONS PENDING:**

- ◇ Trademark City Logo
- ◇ Manhattan Beach City Store dubbed Branded opens July 15.
- ◇ Incorporate branding into the Public Works wayfinding signage program, city website and publications.
- ◇ Present final Brand Guidelines to City Council.

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



## PLACE PUBLIC ART IN CITY HALL (CITY HALL MURAL)

At the City Council work plan meeting on March 9, 2018, City Council directed staff to bring a status update on each of the approved projects. In addition, City Council directed staff to bring forward a process to update the City Hall Mural, and propose a process for new public art projects moving forward.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | PUBLIC ART TF  |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Review design renderings prepared by selected artists.

### COMPLETED ACTION ITEMS:

- ◇ City Council approved the City Hall Lobby Public Art Project Request for Qualifications (RFQ) item at their meeting on November 6, 2018.
- ◇ Establish Arts in Public Places Ad Hoc Subcommittee (AAPC).
- ◇ Meet with APPC to choose semifinalists on April 10, 2019
- ◇ Present APPC recommendations to Cultural Arts Commission on April 15, 2019.
- ◇ Present Cultural Arts Commission recommendations to City Council in June 2019.

### ACTIONS PENDING:

- ◇ Contracts and notice to proceed in final review by Legal.
- ◇ Conceptual designs and presentation by four finalists to the Cultural Arts Commission in September 2019.
- ◇ Project finalist selected by City Council in November 2019.
- ◇ Design development, fabrication and installation.
- ◇ Project dedication in June 2020.

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



## NFC FITNESS COURT OUTREACH

The Mariposa Fitness station on Veteran’s Parkway is in need of replacement. NFC is the original manufacturer of the existing equipment and has developed a new generation of fitness court. City Council approved the purchase of the equipment on November 6, 2018. The MB10K has committed to a \$30,000 sponsorship of the project. The City received a \$45,000 grant from NFC to aid in the purchase of the equipment.

|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | GRANT/GENERAL  |
| <b>PRIORITY LEVEL</b>  | B              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

City Council approval of Fitness Court RFP design and construction documents in October 2019.

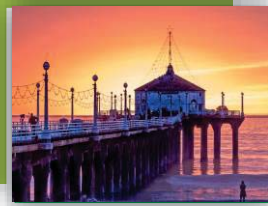
**COMPLETED ACTION ITEMS:**

- ◇ Conduct public outreach meeting.
- ◇ Presentation of project to Parks and Recreation Commission on May 28, 2019.
- ◇ Fitness equipment purchased, delivered and stored at Public Works.

**ACTIONS PENDING:**

- ◇ Bid Fitness Station Project/Award contract.
- ◇ Construction and installation by December 2019.

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



## POLLIWOG PARK PLAY EQUIPMENT

The existing play equipment and particularly the surfacing area have reached their useful life and are in disrepair 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:

- Replace existing play equipment maintaining the natural theme of Polliwog Park with equipment that can withstand flooding from the pond
- Improve ADA access to all play equipment
- Replace existing fence and surfacing

# polliwog park PLAY EQUIPMENT REPLACEMENT



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 3 2020 |
| FUNDING SOURCE  | GRANT/GENERAL  |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Approve Request for Proposals for playground equipment and surfacing at future City Council meeting.

### COMPLETED ACTION ITEMS:

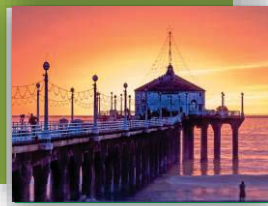
- ◇ Public Outreach meeting on design presentations by manufacturers (April 29, 2019).
- ◇ Presentation of final design submissions to Parks and Recreation Commission May 28, 2019.
- ◇ Create Open City Hall and survey and solicit community input on proposed designs.

### ACTIONS PENDING:

- ◇ Prepare RFP for Playground equipment and surfacing purchase and installation
- ◇ Select vendor and present contract for City Council approval.
- ◇ Installation of equipment and resurfacing.

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





## MANHATTAN BEACH MURALS

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



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 1 2020 |
| FUNDING SOURCE  | PUBLIC ARTS TF |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Present mural ordinance and additional mural locations for City Council consideration following input at the June 18, 2019, City Council meeting.

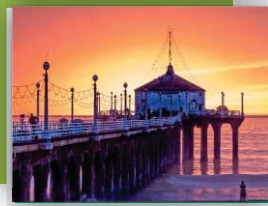
### COMPLETED ACTION ITEMS:

- ◇ First five locations approved by City Council.
- ◇ Presented Cultural Arts Commission recommendations to the City Council.

### ACTIONS PENDING:

- ◇ Develop contracts with selected mural artists – contracts are being reviewed by legal.
- ◇ Installation of murals.

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



## UTILITY BOX BEAUTIFICATION

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



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | PUBLIC ARTS TF |
| <b>PRIORITY LEVEL</b>  | A              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

None.

**COMPLETED ACTION ITEMS:**

- ◇ Presented proposed utility box locations to Cultural Arts Commission at the May 21, 2018 meeting.
- ◇ Issued Request for Proposals (RFP) to artists in August 2018. (Deadline October 2, 2018)
- ◇ Select images based on City Council priorities listed above.
- ◇ Present recommendations to Cultural Arts Commission in November 2018.
- ◇ Present submissions and recommendations to City Council December 2018.
- ◇ Artist and vendor contracts finalized.

**ACTIONS PENDING:**

- ◇ Install artwork on selected utility boxes to begin in July 2019.

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



## BODY WORN CAMERA REPLACEMENT PROJECT

In January 2016, the Police Department began using Body Worn Cameras. The use of Body Worn Cameras (BWC) serve as an effective tool for law enforcement agencies to demonstrate commitment to transparency, ensure the accountability of its members, increase the public's trust in officers and protect department members from unjustified complaints of misconduct. Current BWCs have reached, or are approaching, their recommended end of life (2.5 - 3 years), and new BWC technology has developed over the past few years. Replacement of BWCs is critical to officers' safety, accountability and transparency.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Currently issuing and replacing officer body worn test cameras.

### COMPLETED ACTION ITEMS:

- ◇ Research and field-test replacement body worn camera options.
- ◇ Research cloud-based video storage solutions for evidentiary videos.
- ◇ Present recommended vendor to City Council at a meeting in June 2019.

### ACTIONS PENDING:

- ◇ In Progress - Implement the replacement body worn camera solution.

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





## RADIO REPLACEMENT PROJECT

Replacement of Police Department portable and in-car radios to achieve enhanced interoperability and officer safety. Worked with South Bay Regional Public Communications Authority (SBRPCA) to seek grant funding and obtain reduced pricing for radio replacement project. On December 5, 2017, the City Council approved the purchase of the radios.

|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

None

### COMPLETED ACTION ITEMS:

- ◇ On December 5, 2017, the City Council approved the purchase of the radios.

### ACTIONS PENDING:

- ◇ Work with SBRPCA to acquire, program and install the radios.
- ◇ Provide training on the enhanced capabilities of the interoperable radios.

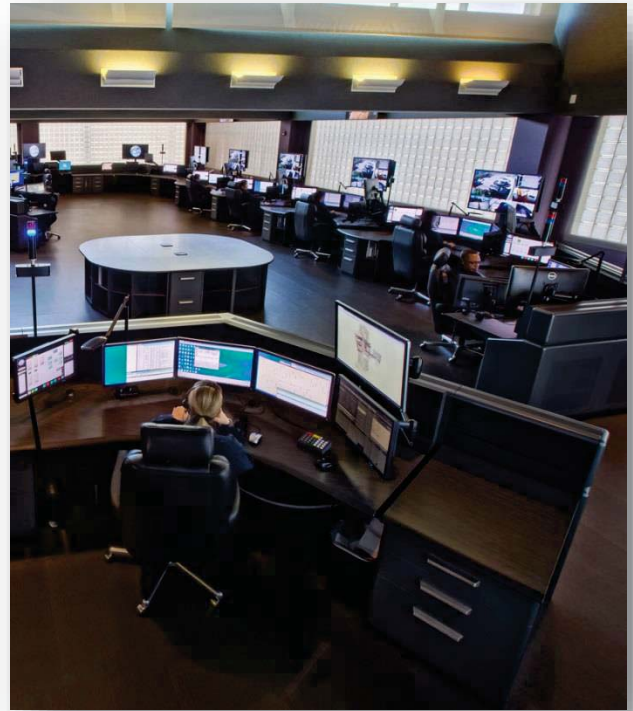
**STAFF CONTACT: Derrick Abell, Police Chief, [DAbell@citymb.info](mailto:DAbell@citymb.info)**





## COMPUTER AIDED DISPATCH AND RECORDS MANAGEMENT SYSTEM REPLACEMENT PROJECT

In Fiscal Year 2017-2018, the South Bay Regional Public Communication Authority (SBRPCA) began the process of replacing/upgrading the Computer Aided Dispatch (CAD) and Records Management Systems (RMS). The consortium cities are sharing the cost of the upgrade. Hawthorne Police Department is serving as the project management lead.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

None.

### COMPLETED ACTION ITEMS:

- ◇ Implementation of Mark 43 Records Management System.

### ACTIONS PENDING:

- ◇ Complete the Computer Aided Dispatch implementation and meet communication needs.

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



## IMPLEMENTATION OF 2019-20 STRATEGIC PLAN

The 2019-2020 Strategic Plan took effect on January 1, 2019 and serves as a road map to guide the Police Department in the delivery of police services to the Manhattan Beach community. Since 2008, MBPD has utilized a three or four-year strategic planning process to establish goals and priorities and to serve as our road map for the future. For the first time, we are adopting a two-year plan in order to be responsive to emerging trends. Workshops, surveys, and meetings were conducted with supervisors and with sworn and civilian personnel representing every Bureau in the Police Department. A community workshop with community stakeholders was also conducted in preparation for the new strategic plan.

|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2020 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Receive update with progress at City Council meeting.

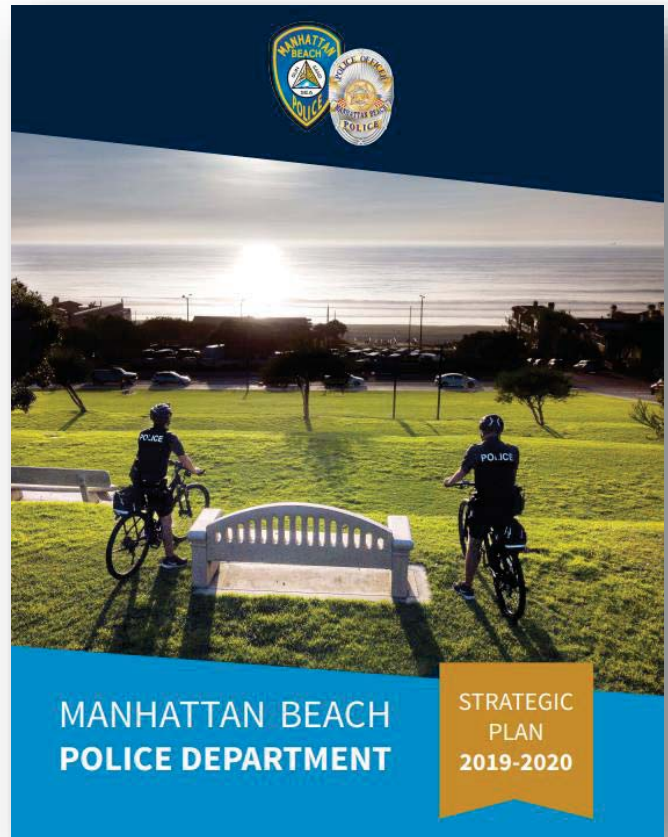
### COMPLETED ACTION ITEMS:

- ◇ Plan was presented to City Council on February 19, 2019.

### ACTIONS PENDING:

- ◇ Implement the 24 action items of the Police Department's Strategic Plan.
- ◇ Report progress on the plan to the community semi-annually.

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





## PUBLIC SAFETY TECHNOLOGY ASSESSMENT

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



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | TBD            |
| <b>PRIORITY LEVEL</b>  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Return to City Council to consider additional ALPR locations in summer 2019.

### COMPLETED ACTION ITEMS:

None

### ACTIONS PENDING:

- ◇ Identify possible grant funding.
- ◇ Return to City Council with a contract to purchase and install ALPR's.
- ◇ Work with selected vendor, Public Works, and Information Technology to install the ALPRs at selected locations.

**STAFF CONTACT: Derrick Abell, Police Chief, [DAbell@cityymb.info](mailto:DAbell@cityymb.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. Permit and inspection software have been updated to accommodate the new permit process.



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|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

To be determined.

### COMPLETED ACTION ITEMS:

- ◇ None

### ACTIONS PENDING:

- ◇ Research technology-based solutions that can be accessed in the field and manage gathered data.
- ◇ Receive quotes from vendors.
- ◇ Select vendor.

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



## IMPROVE AMBULANCE TRANSPORT SERVICES

An ambulance operator program was implemented in 2017 and is currently staffed with part-time employees. This program is difficult to sustain and staff effectively, by leaving a potential gap in available ambulance transport services. A presentation on the challenges of this program was provided on April 16, 2018. Based on City Council direction, staff met with McCormick Ambulance to discuss a short-term ambulance transportation contract.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 3 2019 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Review ambulance program models or other solutions to provide effective and efficient emergency medical services at future City Council meeting.

### COMPLETED ACTION ITEMS:

- ◇ Initiate short-term/interim contract for ambulance services with appropriate vendor.
- ◇ Presented contract to City Council and approved at the March 19, 2019 meeting.

### ACTIONS PENDING:

- ◇ Review possibilities for new ambulance program models or other solutions to provide effective and efficient emergency medical services.
- ◇ Present options to City Council for discussion and direction, at a future City Council meeting).

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



## **REPLACE DISPATCH SOFTWARE, DATABASE MANAGEMENT, AND CAD INTEGRATION**

Staff identified a need for these services and presented a status update to City Council on November 1, 2016. City Council directed staff to develop and issue an RFP. After reviewing the responses, staff conducted site visits and reviewed proposed software modules, project cost and scope of work. The South Bay Regional Public Communications Authority (RCC) has entered into a contract with a software development firm, Mark 43. They are currently developing systems for Police Departments served by the RCC. After implementation of Police Department systems, Mark 43 will develop systems for Manhattan Beach Fire Department.



|                        |                       |
|------------------------|-----------------------|
| <b>TARGET DUE DATE</b> | <b>QUARTER 2 2020</b> |
| <b>FUNDING SOURCE</b>  | <b>GENERAL FUND</b>   |
| <b>PRIORITY LEVEL</b>  | <b>B</b>              |

### **STATUS:**



### **NEXT CITY COUNCIL ACTION:**

None.

### **COMPLETED ACTION ITEMS:**

- ◇ Review RFP responses, conducted site visits, proposed software modules, project cost and scope of work.

### **ACTIONS PENDING:**

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

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





## EMERGENCY NOTIFICATION SYSTEM

The Emergency Services Manager and other City staff are evaluating new innovative notification systems that will allow us to contact our employees, residents and businesses during disasters, local emergencies or large-scale events.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Currently issuing and replacing officer body worn test cameras.

### COMPLETED ACTION ITEMS:

- ◇ Research and field-test replacement body worn camera options.
- ◇ Research cloud-based video storage solutions for evidentiary videos.
- ◇ Present recommended vendor to City Council at a meeting in June 2019.

### ACTIONS PENDING:

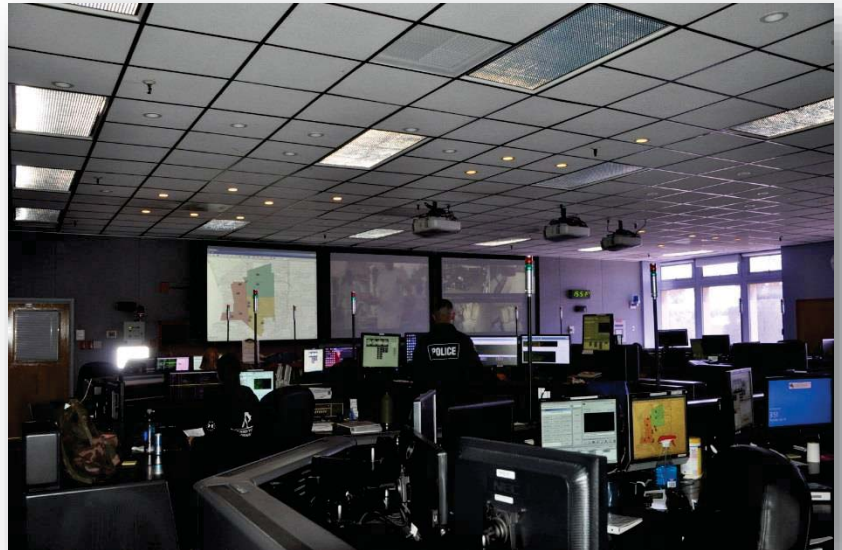
- ◇ In Progress - Currently working on policies and procedures, building the internal database and developing the training plan.

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



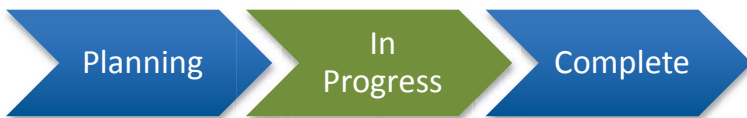
## **INTEROPERABILITY NETWORK OF THE SOUTH BAY (INSB)**

Through cooperative efforts between the South Bay Regional Communications Authority, Redondo Beach Fire Department and Torrance Fire Department, grant monies have been secured in combination with City contributed funds, for the design, construction, and use of a modern communication system. This system will link communications between all Area G public safety agencies as well as expand future capabilities for interoperable communications with other County agencies.



|                        |                       |
|------------------------|-----------------------|
| <b>TARGET DUE DATE</b> | <b>QUARTER 4 2019</b> |
| <b>FUNDING SOURCE</b>  | <b>GRANT</b>          |
| <b>PRIORITY LEVEL</b>  | <b>B</b>              |

### **STATUS:**



### **NEXT CITY COUNCIL ACTION:**

None.

### **COMPLETED ACTION ITEMS:**

- ◇ Arrival and installation of radios in apparatus.
- ◇ City Council approval of radio purchase utilizing federal grant funding.

### **ACTIONS PENDING:**

- ◇ In Progress - Conduct system integration and training.

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



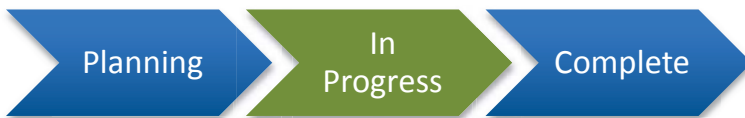
## COUNTY FIRE ASSESSMENT

City Council directed staff to assess the ramifications of contracting with the County of Los Angeles Fire District for fire services.

|                        |              |
|------------------------|--------------|
| <b>TARGET DUE DATE</b> | TBD          |
| <b>FUNDING SOURCE</b>  | GENERAL FUND |
| <b>PRIORITY LEVEL</b>  | B            |



### STATUS:



### NEXT CITY COUNCIL ACTION:

Provide City Council report with analysis assessing proposal by Los Angeles County Fire District at the September 2, 2019, City Council meeting (tentative).

### COMPLETED ACTION ITEMS:

- Submitted a fire services questionnaire to County of Los Angeles to conduct feasibility study for the provision of fire protection, paramedic and incidental services.
- Received County of Los Angeles Board of Supervisors approval at the April 30, 2019, to approve the feasibility study.

### ACTIONS PENDING:

- Analyze feasibility study provided by Los Angeles County.
- Ongoing - Meet with stakeholders regarding Los Angeles County fire services.
- With City Council approval, execute a reimbursement agreement to compensate Fire District for costs incurred with the evaluation of City's facilities, equipment, and vehicles.

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



# MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

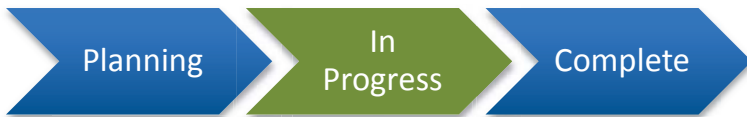
In December 2014, City Council approved a proposed expansion of the Manhattan Village Shopping Center and associated EIR. Litigation was filed and the court affirmed the City Council’s decision, dismissing the lawsuit. New litigation was filed in late December 2016, on the approval of the site plan, but the plaintiff dismissed the action. Project Manager’s services are provided by Willdan with the applicant paying all costs through a Reimbursement Agreement. The



Plan Check/Inspection Agreement also provides for applicant funded services. Finance has been invoicing and ensuring the Trust Fund account has adequate funding to reimburse the City. Several Amendments to the project has been approved and implemented, and several more are anticipated. The 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              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

Monthly meetings of the City Council Subcommittee with the leadership team for the property owner/developer.

**COMPLETED ACTION ITEMS:**

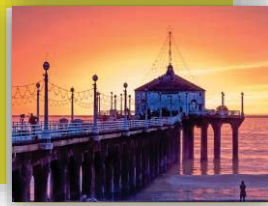
- ◇ Construction of the North East Parking Deck, Macy’s Expansion, and California Pizza Kitchen.

**ACTIONS PENDING:**

- ◇ In Progress – Construction of South Deck Parking, Shops and offsite improvements.
- ◇ Permit and entitlement revisions under review by applicant.

**STAFF CONTACT: Anne McIntosh, Community Development Director, AMcIntosh@citymb.info**





## MODERNIZE PARKING STANDARDS

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



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2020 |
| FUNDING SOURCE  | N/A            |
| PRIORITY LEVEL  | C              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

After review by the Planning and Parking and Public Improvement Commissions, conduct a hearing and amend the Municipal Code to update the parking standards at a future City Council meeting.

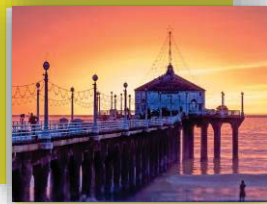
**COMPLETED ACTION ITEMS:**

None

**ACTIONS PENDING:**

- ◇ Traffic Engineer and planners are researching and developing parking code revisions and amendments based on local, regional and nationwide data.
- ◇ Present findings and recommendations to the Parking and Public Improvements Commission and Planning Commission, in Summer 2020.
- ◇ Conduct a Public Hearing to adopt an Ordinance to revise parking codes at a City Council meeting in Winter 2020.

**STAFF CONTACT: Anne McIntosh, Community Development Director, [AMcIntosh@citymb.info](mailto:AMcIntosh@citymb.info)**



## PEDESTRIAN SAFETY IMPROVEMENTS

At the May 3, 2017 City Council retreat, City Council discussed a variety of possible pedestrian safety improvements and directed staff to provide additional information on possible enhancements. On March 20, 2018, staff provided the City Council with an update of the evaluation. The City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Specific Plan, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future CIP discussion for funding opportunities and implementation.

|                 |         |
|-----------------|---------|
| TARGET DUE DATE | ONGOING |
| FUNDING SOURCE  | N/A     |
| PRIORITY LEVEL  | A       |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Present additional pedestrian safety improvements recommended by the Parking and Public Improvements Commission, as needed.

### COMPLETED ACTION ITEMS:

- ◇ Manhattan Ave. from 1st St. to 8th St.- High visibility crosswalks and signs at walkstreets
- ◇ Highland Ave. from Homer St to 8th St.- High visibility crosswalks and signs at walkstreets
- ◇ Marine Ave. from Grandview Ave. to 25th St - New edgeline for pedestrian path
- ◇ Marine Ave. at Flournoy Rd. and Blanche Rd. - New crosswalk and signage
- ◇ 21st St., Bell Ave, Flournoy Rd. and 25th St. at Valley Drive - New crosswalks
- ◇ Laurel Ave. at 14th St. - New crosswalk Grandview School Area Safety Study
- ◇ Marine Ave. from Sepulveda Blvd. to Aviation Blvd. - High visibility crosswalks and ramps
- ◇ Manhattan Ave at 34th St. - 36th St. - Flashing beacons and in-pavement lights
- ◇ Safe Routes to School (SRTS) projects at various locations

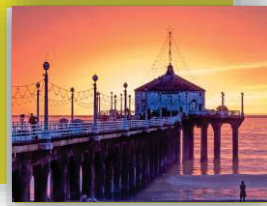
### ACTIONS PENDING:

- ◇ Develop and present a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvement Commission.
- ◇ Work to implement City Council directives.

**STAFF CONTACT: Anne McIntosh, Community Development Director,**

**[AMcIntosh@citymb.info](mailto:AMcIntosh@citymb.info)**





## ENVIRONMENTAL SUSTAINABILITY WORK PLAN FOR 2018-2020

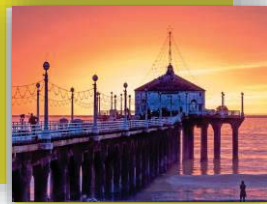
After the City hired a new Environmental Sustainability Manager in August 2017, staff researched city sustainability and environmental policy best practices, identified priority environmental initiatives for City Council discussion and approval, and provided updates on ongoing environmental sustainability programs. The work plan was presented to City Council on November 7, 2017, and further discussed through a dedicated Council Study Session and approved unanimously on January 31, 2018.

Staff researched Community Choice Energy Programs, and the City Council approved joining the Clean Power Alliance of Southern California (CPA) in December 2018. Participation on the CPA Board of Directors, public information and outreach to the community, and City Council decisions are ongoing.

City Council approved the creation of a working Sustainability Task Force (STF) through an application process, to research and recommend environmental policies and programs. Their first meeting was on April 20, 2018, and the STF has met monthly or as-needed since, and formed topic-focused working committees. The STF has worked on topics such as sustainable city landscaping, plastic pollution, identifying sustainability goals, contributing to the environmental accomplishments report, reducing pesticide use, identifying climate action priorities, engaging youth, conducting sea level rise analyses, and climate adaptation. On August 21, 2018, City Council was given an update on STF progress, projects and programs. In summer 2018, staff completed the City's first Environmental Accomplishments report (2007-2018), presenting it to Council on August 21, 2018. In September 2018, following City Council approval after an STF recommendation, the City launched the first Sustainability Youth Council (SYC) through an application process and convened a group of 5<sup>th</sup>-12<sup>th</sup> grade Manhattan Beach students in October 2018. The SYC is managed by three STF members (including a councilmember), meets monthly, and conducts environmental outreach and education in the City and in schools. In June 2018, City Council adopted a plastic pollution policy update to regulated single-use plastic straws, utensils and stirrers; as well as polystyrene packing materials and polystyrene egg cartons. In July 2018, staff created a "Plastic Free MB" education and guidance document in English and Spanish, as well as a new webpage on the City's website to provide information and resources to the public: [www.citymb.info/plasticfreeMB](http://www.citymb.info/plasticfreeMB). The City sent out letters and outreach guides to ~200 businesses in fall 2018. Following Council discussion and direction in December 2018, in March 2019, City Council adopted a plastic pollution policy update to prohibit the release of any balloons (rubber or Mylar/foil) per state and local laws; prohibit the sale of Mylar/foil balloons in the City and regulate the use of helium-filled Mylar balloons in outside, public places or events the City (parks, beaches, outdoor events, etc.). Council also updated the City's polystyrene regulations to prohibit polystyrene meat trays.



## COMMUNITY DEVELOPMENT



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 2 2020 |
| FUNDING SOURCE  | N/A            |
| PRIORITY LEVEL  | A              |

## STATUS:



## NEXT CITY COUNCIL ACTION:

To be determined.

## COMPLETED ACTION ITEMS:

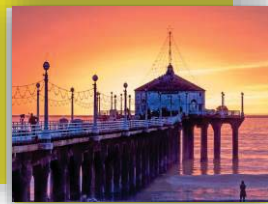
- ◇ Community Choice Energy and joining the Clean Power Alliance of Southern California.
- ◇ Adopted plastic pollution policy update (straws, utensils, stirrers, polystyrene packing materials, polystyrene egg cartons) on May 15, 2018.
- ◇ Plastic pollution policy guidance document (English & Spanish) in July 2018.
- ◇ PlasticFreeMB webpage with information and resources for the public in July 2018.
- ◇ Manhattan Beach Environmental Accomplishments Report (2007-2018) presented to Council August 21, 2018.
- ◇ Senior-focused workshop at “Dine ‘N Discover” luncheon on Clean Power Alliance
- ◇ Adopted plastic pollution policy update in February 2019.
- ◇ Adopted plastic pollution policy update in March 2019.
- ◇ Greenhouse Gas (GHG) Emissions Inventory Analysis in June 2019.

## ACTIONS PENDING:

- ◇ Ongoing - Convene meetings of the Sustainability Task Force and conduct research and analysis on environmental issues to create recommendations for City Council.
- ◇ Ongoing – Convene meetings of the Sustainability Youth Council and conduct public education and outreach. Ongoing – Clean Power Alliance of Southern California
- ◇ Senior-focused workshop at “Dine ‘N Discover” luncheon on Plastic Pollution Reduction Policies (July 2019)
- ◇ Ongoing - Continue working in priority areas, which are:
  - Climate Change and Energy – Climate Action Plan (2019-2020) and Clean Power Alliance
  - Climate Adaptation and Resiliency – Sea Level Rise Vulnerability Study (2019-2020) & Climate Adaptation Planning (2019-2021)
  - Plastic Pollution Reduction
  - Smart Water Management
  - Community Partnerships and Outreach
  - Emerging Environmental Issues

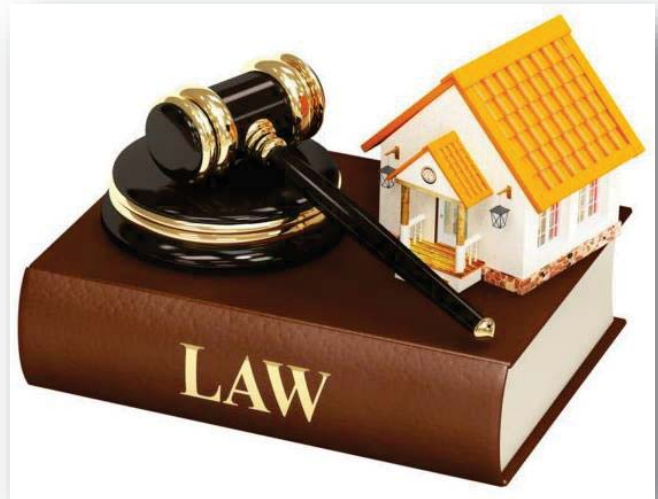
**STAFF CONTACT: Anne McIntosh, Community Development Director,**  
**AMcIntosh@citymb.info**





## UPDATE STATE HOUSING LAWS

In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate its current housing ordinances and make adjustments. Accordingly, an agreement with a housing consultant was approved in November 2018 and work has begun on the research for the 2022 Regional Housing Needs Allocation (RHNA).



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2020 |
| FUNDING SOURCE  | N/A            |
| PRIORITY LEVEL  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Review recommendations from staff in order to maintain accordance with State Housing Law.

### COMPLETED ACTION ITEMS:

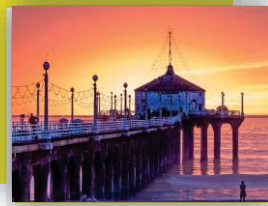
- ◇ October 2018 Regional Housing Needs Assessment (RHNA) documentation submitted to SCAG.
- ◇ December 2018 State required Accessory Dwelling Unit (ADU) standards were adopted.
- ◇ March 2019 the Annual Progress Report (APR) was approved by City Council and submitted to the State Department of Housing and Community Development (HCD).
- ◇ City Council opposed a number of housing bills that would not promote City interests or protect local authority including AB 1568, AB 68 and SB 50.

### ACTIONS PENDING:

- ◇ Continue to attend, monitor and follow up on SCAG’s RHNA monthly meetings as well as new housing laws and court cases.
- ◇ Review City’s Housing Element and other relevant documents or policies.
- ◇ 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 will review and approve.
- ◇ Evaluate rental housing loss impact fees and the net loss of housing units.
- ◇ Consider new Mixed-Use and Parking standards being developed and integrate housing goals.

**STAFF CONTACT: Anne McIntosh, Community Development Director,**  
[AMcIntosh@citymb.info](mailto:AMcIntosh@citymb.info)

# COMMUNITY DEVELOPMENT



## TELECOMM. COMMUNITY EDUCATION

As the City continues to update policies regarding the review of telecommunication facilities in accordance with federal law, it is important to keep the community educated and informed about: 1) emerging technology; 2) infrastructure needs for communication facilities; and 3) the City’s authority to review and approve equipment.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2020 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

To be determined.

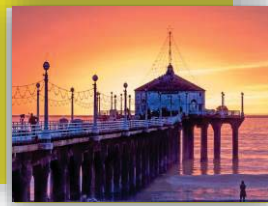
### ACTION COMPLETED ITEMS:

- ◇ Telecommunications Community Workshop – September 2017
- ◇ Community Open House – June 2019
- ◇ Webpage on Community Development website with updated information
- ◇ Adoption of updated Ordinance with objective standards

### ACTIONS PENDING:

- ◇ Prepare suite of outreach materials and efforts to continue providing education

**STAFF CONTACT: Anne McIntosh, Community Development Director, [AMcIntosh@citymb.info](mailto:AMcIntosh@citymb.info)**



## SHARED MOBILITY DEVICES REGULATIONS

At the City Council meeting on August 21, 2018, City Council adopted an urgency ordinance prohibiting the use of Shared Mobility Devices (aka: bikeshare, motorized bikeshare and motorized scooters) in the public right-of-way. Staff was directed to work with neighboring cities and the SBCCOG to develop a comprehensive set of regulations for the operation of such devices. The ordinance was extended on February 28, 2019 for an additional year.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 2 2020 |
| <b>FUNDING SOURCE</b>  | N/A            |
| <b>PRIORITY LEVEL</b>  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

After review by the Parking and Public Improvements Commission, conduct a Public Hearing to adopt an Ordinance regulating Shared Mobility Devices within the City.

### COMPLETED ACTION ITEMS:

- ◇ Adopt Urgency Ordinance prohibiting use of shared mobility devices at August 21, 2018, City Council meeting.
- ◇ Extend urgency ordinance prohibiting use of shared mobility devices until Spring 2020.
- ◇ Conduct an online survey on shared transportation options.

### ACTIONS PENDING:

- ◇ In Progress - Work with neighboring Cities and SBCCOG to develop local codes and regulations for Shared Mobility Devices.
- ◇ Present draft Shared Mobility Devices regulations to PPIC in 2019.
- ◇ Conduct a Public Hearing to consider an Ordinance to establish regulations for the operation of Shared Mobility Devices within the City.
- ◇ Potentially implement a Shared Mobility Devices pilot program, Spring 2020.

**STAFF CONTACT: Anne McIntosh, Community Development Director,**

[AMcIntosh@citymb.info](mailto:AMcIntosh@citymb.info)



## TRANSPORTATION OPTIONS REVIEW

At the April 23, 2019, City Council meeting, Council directed staff to review various emerging modes of transportation and their impacts on the City.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 3 2020 |
| FUNDING SOURCE  | N/A            |
| PRIORITY LEVEL  | C              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

To be determined.

**COMPLETED ACTION ITEMS:**

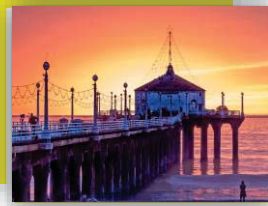
- ◇ Adopted Mobility Plan in March 2018.

**ACTIONS PENDING:**

- ◇ Coordinate with South Bay Cities Council of Governments (SBCCOG) regarding a joint policy for shared mobility devices.
- ◇ Consider alternatives for para-transit in the Downtown area.
- ◇ Discuss options for replacing the Ocean Express shuttle.

**STAFF CONTACT: Anne McIntosh, Community Development Director,**  
[AMcIntosh@citymb.info](mailto:AMcIntosh@citymb.info)





## CODE ENFORCEMENT REVIEW

On April 16, 2019, City Council adopted Ordinance No. 19-0007, amending the Manhattan Beach Municipal Code to strengthen the ban of short-term rentals (STR), without exception. Ordinance No. 19-0007 accomplishes the following:

- Leaves intact the prohibition of renting property in residential zones for less than 30 days;
- extends the prohibition to renters and lessees;
- and prohibits the maintenance of advertisements of short-term rentals.

In addition, the ordinance imposes hosting platform responsibilities, and authorizes the City to issue administrative subpoenas to obtain information about listings in Manhattan Beach. Earlier this year, the City of Manhattan Beach contracted with Host Compliance, to monitor and enforce short term rental violations. The Code Enforcement division has been working with Host Compliance to implement the software and establish enforcement procedures.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 3 2019 |
| FUNDING SOURCE  | GENERAL        |
| PRIORITY LEVEL  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

None.

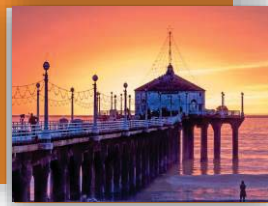
### COMPLETED ACTION ITEMS:

- ◇ March 28, 2019 Host Compliance Kick Off
- ◇ May 15, 2019 Host Compliance Launch
- ◇ June 20, 2019 Host Compliance Post Launch Meeting

### ACTIONS PENDING:

- ◇ In Progress – Batch mailing to all identified short term rental listings

**STAFF CONTACT: Anne McIntosh, Community Development Director,**  
[AMcIntosh@citymb.info](mailto:AMcIntosh@citymb.info)



## SOLID WASTE FRANCHISE AGREEMENT CONTRACT PROCESS

On January 15, 2019, City Council tentatively approved a new 7-Year Waste Hauling Franchise Agreement with Waste Management, and directed staff to incorporate five additional changes into the final scope of work. This included: 1) increasing the number of shredding events from two to four, 2) having the Franchisee assume customer billing, 3) expanding outreach to businesses about ways to reduce solid waste, and 4) increasing the number of free bulky item pickups per parcel from three to six visits per year. Waste Management also stated that they would increase their contracted diversion rate from 46% to 50%.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 3 2019 |
| <b>FUNDING SOURCE</b>  | GENERAL FUND   |
| <b>PRIORITY LEVEL</b>  | B              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

None.

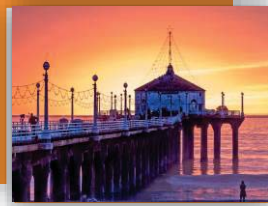
**COMPLETED ACTION ITEMS:**

- ◇ City Council review of Solid Waste Proposals from waste haulers.
- ◇ City Council award of Solid Waste Franchise Agreement.

**ACTIONS PENDING:**

- ◇ Final Agreement has been updated to reflect the changes requested by City Council and is in the process of being executed.

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



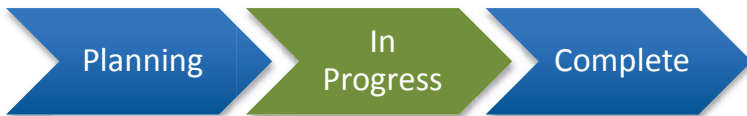
## UNIFORM CITYWIDE SIGN PROGRAM OF NON-REGULATORY CITY SIGNS

City Council approved a consultant agreement to develop a signage program on April 7, 2015. Presentations on this topic were made to City Council on October 20, 2015; February 2, 2016; and October 3, 2017. A draft Wayfinding Master Plan was developed and presented to the Cultural Arts Commission, Planning Commission, Parking and Public Improvements Commission, Downtown Business Professional Association and North End Business Improvement District for review and comments between April 16, 2018 and May 23, 2018. It was then presented to City Council on June 5, 2018, at which time Council directed staff to refine elements of the proposed masterplan. On July 17, 2018, Council approved a contract extension for an additional \$12,500 to make those refinements. Further work was put on hold pending development of a city branding identity, which was finalized this spring along with the associated style guide.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | TBD            |
| <b>PRIORITY LEVEL</b>  | C              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

Review of the Wayfinding Master Plan updates based on the branding work completed.

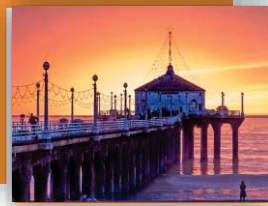
**COMPLETED ACTION ITEMS:**

- ◇ None

**ACTIONS PENDING:**

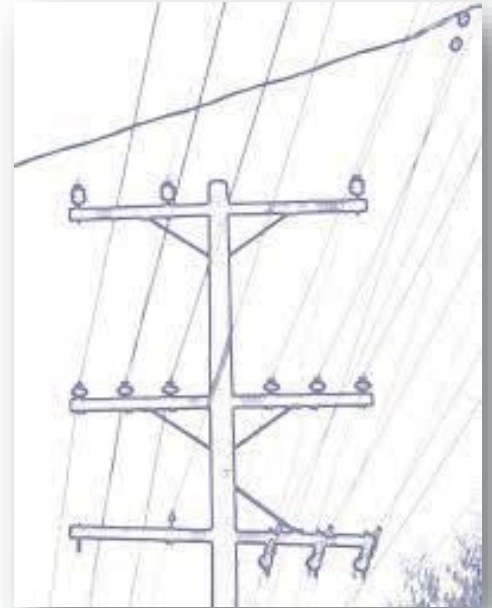
- ◇ Provide presentation at City Council Meeting in September 2019.
- ◇ Based on feedback or approval from City Council, make adjustments and implement Masterplan.
- ◇ Incorporate plan’s objectives into signage process throughout City.
- ◇ Identify and allocate funds as necessary.

**STAFF CONTACT: Stephanie Katsouleas, Public Works Director,**



## UNDERGROUNDING DISTRICTS

Staff discussed the current status of the Utility Undergrounding program with City Council on June 6, 2017, and received direction to restart district formation proceedings. Additional policy discussions were held on September 4, 2017. City Council also approved proposed policies and procedures for District 4 on October 3, 2017, and entered into a Deposit Agreement with District 4 representatives on June 5, 2018. SCE, Charter and Frontier plans have been finalized and bid for Districts 12 and 14, and draft plans have been completed for District 4.



|                        |                     |
|------------------------|---------------------|
| <b>TARGET DUE DATE</b> | <b>ONGOING</b>      |
| <b>FUNDING SOURCE</b>  | <b>GENERAL FUND</b> |
| <b>PRIORITY LEVEL</b>  | <b>B</b>            |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Conduct public hearing to count ballots as part of the Proposition 218 process for Districts 12 and 14 at the October 1, 2019 meeting (tentative).

### COMPLETED ACTION ITEMS:

- ◇ Hosted public meeting for Districts 12 and 14 while bidding was underway (May/June 2019).

### ACTIONS PENDING:

- ◇ Finalize utility construction plans for Utility Underground Assessment District 4, including coordination with relevant utility agencies.
- ◇ Initiate Prop 218 ballot proceedings for Districts 12 and 14 in August 2019, and for District 4 in November 2019. Recruit a Senior Civil Engineer to administer the UUAD program for all current and future districts.
- ◇ Move forward with seven future districts (8, 13 and five additional neighborhoods) once updated bids have been received for current districts and a staff person has been retained to administer the UUAD program (early 2020).

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





## PEDESTRIAN SECURITY IMPROVEMENTS - BOLLARDS

On March 9, 2018, City Council held a workplan meeting where the concept of pedestrian safety measures was brought up. At that meeting, City Council expressed an interest in exploring options to provide enhanced security measures for the public in the downtown area, much like what had been installed at the head of the Pier in 2017. On June 5, 2018 staff recommended that City Council consider security enhancements at 4 key intersections adjacent o Farmers Market and Pier events. On March 19, 2019, City Council directed staff to evaluate what other surrounding cities have installed to enhance pedestrian safety. Staff estimated it would take up to 6 months to gather that data due to other existing workload commitments underway.



|                        |                |
|------------------------|----------------|
| <b>TARGET DUE DATE</b> | QUARTER 4 2019 |
| <b>FUNDING SOURCE</b>  | TBD            |
| <b>PRIORITY LEVEL</b>  | B              |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

Presentation of findings and recommendations to City Council, estimated in Fall 2019.

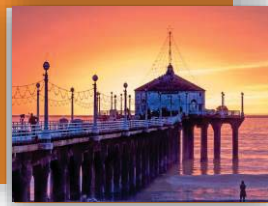
**COMPLETED ACTION ITEMS:**

- ◇ Provided City Council a professional design services agreement for consideration and received direction at the March 19, 2019 City Council meeting.

**ACTIONS PENDING:**

- ◇ Evaluate what measures others cities have installed to enhance pedestrian security and safety, inclusive of financial costs they incurred.
- ◇ Present findings and recommendations to City Council in fall 2019 and seek direction on next steps.

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



## **DOWNTOWN AND NORTHEND BEAUTIFICATION**

At the April 23, 2019, City Council meeting, Council directed staff to place, "Downtown and Northend Beautification" on the City Council Work Plan. Pending Public Works Department evaluation and priorities, strategies will be developed in the future.



|                 |     |
|-----------------|-----|
| TARGET DUE DATE | TBD |
| FUNDING SOURCE  | TBD |
| PRIORITY LEVEL  | C   |

### **STATUS:**



### **NEXT CITY COUNCIL ACTION:**

None

### **ACTION COMPLETED ITEMS:**

None

### **ACTIONS PENDING:**

- ◇ Evaluation by the Public Works Department and direction by the City Council.

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



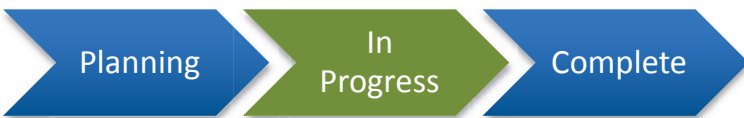
## SENIOR & SCOUT HOUSE PROJECT (INCLUDING JOSLYN CENTER FAÇADE)

In support of the Older Adults, Boy Scouts and additional community stakeholders who are participating in fundraising for the new Manhattan Beach Senior and Scout Community Center, staff assisted with planning and executing the Pinewood Derby Fundraiser. Staff helped with event logistics, including publicity and marketing, sponsorships, event planning and coordination. City Council updated this item to include fundraising and design option to coordinate the façade of Joslyn Community Center with the new Scout House.



|                 |              |
|-----------------|--------------|
| TARGET DUE DATE | TBD          |
| FUNDING SOURCE  | GENERAL FUND |
| PRIORITY LEVEL  | C            |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

Present agreement with Friends of the Senior & Scout Community Center for City Council consideration.

**ACTION COMPLETED ITEMS:**

- ◇ City Council provided direction at their meeting on October 2, 2018 and directed staff to allocate up to \$1,000,000 in hard and soft cost funding towards the Scout House.

**ACTIONS PENDING:**

- ◇ Draft agreement with Friends of the Senior & Scout Community Center, pending conclusion of fundraising efforts.

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



## ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

An RFP was issued in early 2016 for an ERP system consultant that would guide the City through the evaluation of the current Human Resources and Finance needs and assist with the selection of a replacement solution. City Council awarded a contract to NexLevel IT Consulting. In fall 2016, the consultant and IT met with all involved departments to assess needs and expectations, which were used to develop an RFP for ERP services.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2021 |
| FUNDING SOURCE  | GENERAL FUND   |
| PRIORITY LEVEL  | A              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Provide City Council periodic updates at future meeting.

### COMPLETED ACTION ITEMS:

- ◇ Council approved ERP Contract with Tyler Technologies at the July 17, 2018, Council Meeting.
- ◇ Held October 29, 2018 Kickoff meeting
- ◇ Creation of Finance Chart of Accounts
- ◇ Information Technology and Finance Departments role based permissions training.

### ACTIONS PENDING:

- ◇ In Progress - Implement financial services module (Phase 1)
- ◇ Upgrade from version 2018 to 2019.1 in September 2019.

**STAFF CONTACT: Sanford Taylor, Information Technology Director,  
STaylor@cityymb.info**





## WORK ORDER MANAGEMENT

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



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2021 |
| FUNDING SOURCE  | GENERAL FUND   |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Provide City Council periodic updates at future meeting.

### COMPLETED ACTION ITEMS:

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

### ACTIONS PENDING:

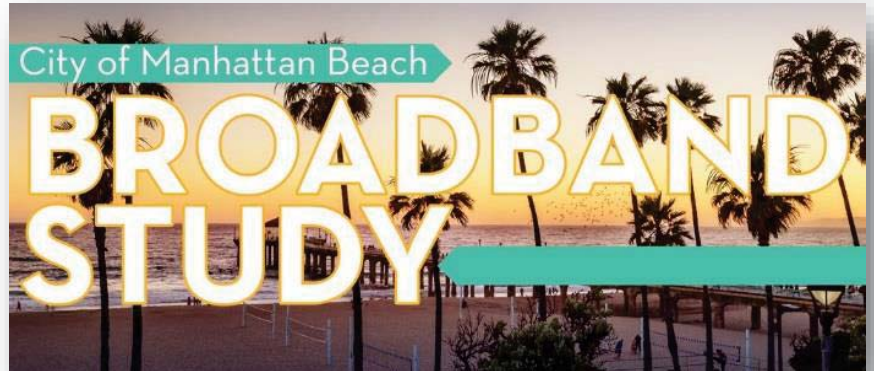
- ◇ Evaluate integration of “Reach Manhattan Beach” app & work order management system with MUNIS ERP solution.

**STAFF CONTACT: Sanford Taylor, Information Technology Director,  
STaylor@citymb.info**



## FIBER MASTER PLAN

Staff gave a presentation on the benefits of a Municipal Broadband Network to City Council on April 19, 2016. As a result of this discussion, staff issued an RFP to develop a Fiber Master Plan and assess the potential of a municipal broadband network in Manhattan Beach. On June 6, 2017, City Council awarded an agreement to Magellan Advisors to develop the City’s Fiber Master Plan. Community outreach was conducted, as well as assessments with City staff, to create the final plan.



|                 |              |
|-----------------|--------------|
| TARGET DUE DATE | TBD          |
| FUNDING SOURCE  | GENERAL FUND |
| PRIORITY LEVEL  | B            |

**STATUS:**



**NEXT CITY COUNCIL ACTION:**

City Council review of pilot engineering network design and study session regarding Fiber to the Home scheduled for July 8, 2019.

**COMPLETED ACTION ITEMS:**

- ◇ Design of pilot engineering network design.
- ◇ Award of network design construction bids.

**ACTIONS PENDING:**

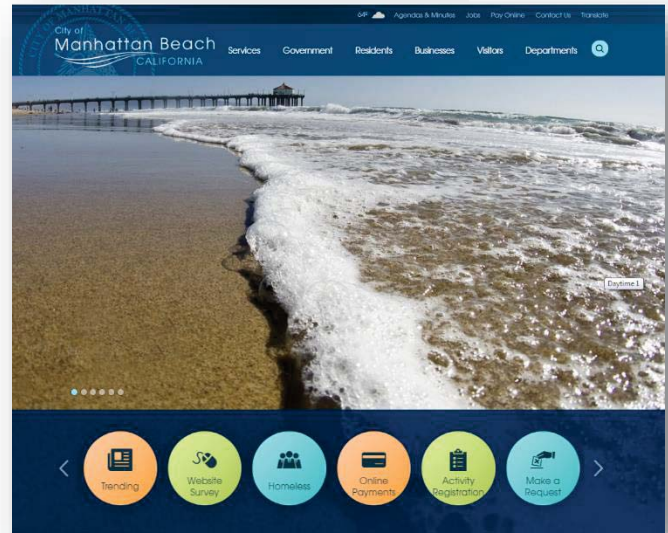
- ◇ In Progress – Review of network design.

**STAFF CONTACT: Sanford Taylor, Information Technology Director, STaylor@citymb.info**



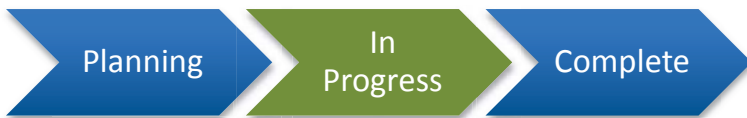
## UPDATE ON CITY WEBSITE AND NEW CITY URL (.GOV)

City Council directed staff to explore converting the City’s .info domain to a DOT gov domain. Staff is currently researching what domain names are available and associated cost to create a new DOT gov domain for Manhattan Beach. Staff is also researching opportunities to emphasize a user-friendly interface for the City website.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 2 2020 |
| FUNDING SOURCE  | GENERAL FUND   |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

City Council participation in Website Discovery Survey and provide updates to Ad Hoc City Council Website Subcommittee Meeting representatives.

### COMPLETED ACTION ITEMS:

- ◇ Manhattanbeach.gov domain name registered with U.S. General Services Administration
- ◇ Staff research to emphasize a user friendly interface became a website redesign project with no cost to the City using existing credits; staff executed addendum to contract with Granicus
- ◇ Website Redesign Kickoff Meeting with Granicus and Web Authors / Content Contributors representing each department.

### ACTIONS PENDING:

- ◇ Meet with the Ad Hoc City Council Website Subcommittee for direction and periodic updates.
- ◇ Redesign city website and integrate new website URL and email domain name.

**STAFF CONTACT: Sanford Taylor, Information Technology Director, STaylor@cityymb.info**



## AUTOMATED PERMITTING SOFTWARE SOLUTION

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



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 1 2020 |
| FUNDING SOURCE  | GENERAL FUND   |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

Provide City Council periodic updates at future meeting.

### COMPLETED ACTION ITEMS:

- ◇ Kickoff meetings held January 2019
- ◇ Fundamentals training attended by Community Development, Police, Fire and Information Technology

### ACTIONS PENDING:

- ◇ Subject matter experts and functional leaders training.

**STAFF CONTACT: Sanford Taylor, Information Technology Director, [STaylor@citymb.info](mailto:STaylor@citymb.info)**





## EXPANDED WIFI OPPORTUNITIES

Per City Council direction at the April 23, 2019, City Council work plan meeting, staff has been directed to pursue expanded WiFi opportunities at selected locations the City.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 3 2019 |
| FUNDING SOURCE  | GENERAL FUND   |
| PRIORITY LEVEL  | B              |

### STATUS:



### NEXT CITY COUNCIL ACTION:

City Council consideration of Free WiFi deployment in the Metlox Plaza at future City Council meeting.

### ACTION COMPLETED ITEMS:

None

### ACTIONS PENDING:

- ◇ Research costs to deploy WiFi in the Metlox Plaza area and prepare costs for City Council consideration.

**STAFF CONTACT: Sanford Taylor, Information Technology Director,  
STaylor@citymb.info**



## Fiscal Year 2019-2020 Work Plan Summary

| Department                  | Project Title  | Status      | Priority Level | Funding Source    | Target Due Date |
|-----------------------------|--|-------------|----------------|-------------------|-----------------|
| <b>Management Services</b>  |  |             |                |                   |                 |
|                             | Citywide Document Imaging System (Conversion) Project                                | In Progress | B              | General           | Quarter 2, 2020 |
|                             | Centralized Citywide Contract Management Systems                                     | In Progress | B              | General           | Quarter 2, 2020 |
|                             | Develop and Execute Plan to Address Homelessness                                     | In Progress | A              | Grant             | Quarter 4, 2023 |
|                             | Election Policy  | Planning    | C              | N/A               | Quarter 2, 2020 |
|                             | City Hall Security   | Completed   |                |                   |                 |
| <b>Finance</b>              |  |             |                |                   |                 |
|                             | Update on City's Pension Liabilities   | In Progress | A              | General           | Quarter 3, 2019 |
|                             | Update on City's Streetlighting Fund   | In Progress | A              | Streelight        | Quarter 3, 2020 |
|                             | Explore Increasing Stormwater Fees   | In Progress | A              | Stormwater        | Quarter 2, 2020 |
|                             | Conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP)                | In Progress | B              | General           | Quarter 1, 2020 |
|                             | Update on Revenue Enhancements   | Completed   |                |                   |                 |
| <b>Human Resources</b>      |  |             |                |                   |                 |
|                             | Internal Policies and Procedures Review  | In Progress | B              | N/A               | Quarter 2, 2020 |
|                             | Collective Bargaining Negotiations   | In Progress | A              | N/A               | Quarter 1, 2020 |
|                             | Update on Recruitment of Fire Management Open Executive Positions                    | Completed   |                |                   |                 |
| <b>Parks and Recreation</b> |  |             |                |                   |                 |
|                             | Update City Donation Policy  | In Progress | B              | N/A               | Quarter 3, 2019 |
|                             | Sand Dune and Tennis Court Reservations  | In Progress | B              | User Fees         | Quarter 4, 2019 |
|                             | Park Master Plan   | In Progress | B              | N/A               | Quarter 2, 2020 |
|                             | Community Arts Grant Program Policy Development and Walkabout Events                 | In Progress | B              | Public Arts Trust | Quarter 1, 2020 |
|                             | Public Art Conservation Assessment   | In Progress | B              | Public Arts Trust | Quarter 1, 2020 |
|                             | Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage | In Progress | A              | Public Arts Trust | Quarter 2, 2021 |
|                             | Sculpture Garden Program   | In Progress | B              | Public Arts Trust | Quarter 3, 2019 |
|                             | Merchandising, Licensing and Branding for the City                                   | In Progress | B              | N/A               | Quarter 3, 2019 |
|                             | Place Public Art in City Hall (City Hall Mural)                                      | In Progress | B              | Public Arts Trust | Quarter 2, 2020 |
|                             | NFC Fitness Court Outreach   | In Progress | B              | Grant/General     | Quarter 3, 2019 |
|                             | Polliwog Park Play Equipment   | In Progress | B              | Grant/General     | Quarter 1, 2020 |
|                             | Manhattan Beach Murals   | In Progress | B              | Public Arts Trust | Quarter 1, 2020 |
|                             | Utility Box Beautification   | In Progress | A              | Public Arts Trust | Quarter 4, 2019 |
|                             | Joint Use Agreement with the Manhattan Beach Unified School District                 | Completed   |                |                   |                 |
|                             | Re-Organize Department to Improve Efficiencies                                       | Completed   |                |                   |                 |
|                             | Special Event Policy   | Completed   |                |                   |                 |
|                             | Update Field Allocation and Use Policy and Field Fees                                | Completed   |                |                   |                 |
|                             | Update Facility Reservation Policy   | Completed   |                |                   |                 |
|                             | Library Surplus Funds  | Completed   |                |                   |                 |
| <b>Police</b>               |  |             |                |                   |                 |
|                             | Body Worn Camera Replacement Project   | In Progress | B              | General           | Quarter 4, 2019 |
|                             | Radio Replacement Project  | In Progress | B              | General           | Quarter 4, 2019 |
|                             | Computer Aided Dispatch and Records Mgmt. System Replacement Project                 | In Progress | B              | General           | Quarter 4, 2019 |
|                             | Implementation of Police Department 2019/2020 Strategic Plan                         | In Progress | B              | General           | Quarter 4, 2020 |
|                             | Public Safety Technology Assessment  | In Progress | A              | General           | Quarter 2, 2020 |
|                             | MBUSD School Safety and Security Upgrades/Improvements                               | Completed   |                |                   |                 |
|                             | 2016-2018 Strategic Plan Implementation  | Completed   |                |                   |                 |

**Fire**

|  |             |   |         |                 |
|--|-------------|---|---------|-----------------|
| Improve Fire Prevention Inspection Documentation/Data Collection | In Progress | B | N/A     | Quarter 4, 2019 |
| Improve Ambulance Transport Services                             | In Progress | B | General | Quarter 3, 2019 |
| Replace Dispatch Software, Database Management, CAD Integration  | In Progress | B | General | Quarter 2, 2020 |
| Emergency Notification System                                    | In Progress | B | General | Quarter 4, 2019 |
| Interoperability Network of the South Bay (INSB)                 | In Progress | B | Grant   | Quarter 4, 2019 |
| County Fire Assessment   | In Progress | B | General | TBD             |
| Emergency Preparedness   | Completed   |   |         |                 |

**Community Development**

|  |             |   |         |                 |
|--|-------------|---|---------|-----------------|
| Manhattan Village Shopping Center Expansion Project  | In Progress | B | N/A     | Quarter 4, 2021 |
| Modernize Parking Standards                          | In Progress | C | N/A     | Quarter 4, 2020 |
| Pedestrian Safety Improvements                       | In Progress | A | N/A     | Ongoing         |
| Environmental Sustainability Work Plan for 2018-2020 | In Progress | A | N/A     | Quarter 2, 2020 |
| Update on State Housing Laws                         | In Progress | A | N/A     | Quarter 4, 2020 |
| Telecomm Community Education                         | Planning    | B | N/A     | Quarter 4, 2020 |
| Shared Mobility Devices Regulations                  | In Progress | B | N/A     | Quarter 2, 2020 |
| Transportation Options Review                        | Planning    | C | N/A     | Quarter 3, 2020 |
| Code Enforcement Review                              | In Progress | A | General | Quarter 3, 2019 |
| Telecom Facilities with an Updated Ordinance         | Completed   |   |         |                 |
| Sustainable Energy Options Study Session             | Completed   |   |         |                 |
| Feasibility Study of Community Choice Aggregation    | Completed   |   |         |                 |
| Mobility Plan Adoption and Implementation            | Completed   |   |         |                 |
| Accessory Dwelling Unit                              | Completed   |   |         |                 |
| Downtown Business Employees Overflow Parking         | Completed   |   |         |                 |
| Short-Term Rentals                                   | Completed   |   |         |                 |
| Sepulveda Corridor Study                             | Completed   |   |         |                 |

**Public Works**

|  |             |   |         |                 |
|--|-------------|---|---------|-----------------|
| Solid Waste Franchise Agreement Contract Process                 | In Progress | B | General | Quarter 3, 2019 |
| Uniform Citywide Sign Program of Non-Regulatory City Signs       | In Progress | C | TBD     | Quarter 4, 2019 |
| Undergrounding Districts   | In Progress | B | General | Ongoing         |
| Pedestrian Security Improvements - Bollards                      | In Progress | B | TBD     | Quarter 4, 2019 |
| Downtown and Northend Beautification                             | Planning    | C | TBD     | TBD             |
| Senior & Scout House Project including Joslyn Center Façade      | In Progress | C | General | TBD             |
| Integrated Pesticide Management Policy                           | Completed   |   |         |                 |
| Improvements to the Comfort Station at the Base of the Pier      | Completed   |   |         |                 |
| Infrastructural Aesthetics/Design Initiative for Public Projects | Completed   |   |         |                 |
| Pier and Roundhouse Improvements                                 | Completed   |   |         |                 |
| Report on SCE's Inventory Analysis of Streetlights               | Completed   |   |         |                 |

**Information Technology**

|  |             |   |         |                 |
|--|-------------|---|---------|-----------------|
| Enterprise Resource Planning (ERP) System          | In Progress | A | General | Quarter 4, 2021 |
| Work Order Management                              | In Progress | B | General | Quarter 4, 2021 |
| Fiber Master Plan                                  | In Progress | B | General | TBD             |
| Update on City Website and New City URL (.gov)     | In Progress | B | General | Quarter 2, 2020 |
| Automated Permitting Software Solution             | In Progress | B | General | Quarter 1, 2020 |
| Expanded Wifi Opportunities                        | In Progress | B | General | Quarter 3, 2019 |
| Cable Television – Government Channel Enhancements | Completed   |   |         |                 |
| Update the Information Systems Master Plan         | Completed   |   |         |                 |