

## City Council Adjourned Regular Meeting

### Work Plan Meeting

Tuesday, March 14, 2023

6:00 PM

City Council Chambers and Zoom



#### ELECTED OFFICIALS

**Mayor** Steve Napolitano

**Mayor Pro Tem** Richard Montgomery

**Councilmember** Joe Franklin

**Councilmember** Amy Howorth

**Councilmember** David Lesser

**City Treasurer** Tim Lilligren

#### EXECUTIVE TEAM

**City Manager** Bruce Moe

**City Attorney** Quinn Barrow

**City Clerk** Liza Tamura

**Finance Director** Steve Charelian

**Fire Chief** Michael Lang

**Human Resources Director** Lisa Jenkins

**Information Technology Director** Terry Hackelman

**Parks and Recreation Director** Mark Leyman

**Police Chief** Rachel Johnson

**Public Works Director** Erick Lee

**Acting Community Development Director** Talyn Mirzakhonian

---

#### MISSION STATEMENT:

Our mission is to provide excellent municipal services,  
preserve our small beach town character, and enhance the quality of life for our  
residents, businesses and visitors.

## **MARCH 14, 2023**

### **CITY COUNCIL MEETING AGENDA PACKET:**

<b>Agenda Item No.</b>	<b>Starting Page</b>	<b>Ending Page</b>
AGENDA	1	6
1	7	110

**MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!**

*The City offers an opportunity to participate in City Council meetings via Zoom and In-Person.*

*Zoom Meeting:*

*Meeting ID: 933 7620 0363*

*Direct URL: <https://citymb-info.zoom.us/j/93376200363>*

*Via Phone Conference (Voice Only):*

*Phone Number: (669) 900-6833, Meeting ID: 933 7620 0363*

*The City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 12:00 PM, March 14, 2023 (the day of the meeting), via:*

- 1) eComment at <http://www.manhattanbeach.gov/ecomment>
- 2) email to [cityclerk@manhattanbeach.gov](mailto:cityclerk@manhattanbeach.gov) or
- 3) telephone message recorded at **(310) 802-5030**.

*All of your comments provided by the deadlines above will be available to the City Council and the public prior to the meeting.*

*Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at [www.manhattanbeach.gov](http://www.manhattanbeach.gov), the Police Department located at 420 15th Street, and are also on file in the Office of the City Clerk for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office at (310) 802-5056.*

*In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802-5056 (voice) or (310) 546-3501 (TDD). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. The City also provides closed captioning of all its Regular City Council Meetings for the hearing impaired.*

**CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

*I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, March 8, 2023, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.*

**BELOW ARE THE AGENDA ITEMS TO BE CONSIDERED.****A. CALL MEETING TO ORDER****B. PLEDGE TO THE FLAG****C. ROLL CALL**

## D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the City Council, including items on the agenda. The Mayor may determine whether an item is within the subject matter jurisdiction of the City Council. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda.

The City Council encourages the public to participate by submitting comments in advance of the meeting, no later than 12:00 PM, March 14, 2023 (the day of the meeting), via:

- 1) eComment at <http://www.manhattanbeach.gov/ecomment>
- 2) email to [cityclerk@manhattanbeach.gov](mailto:cityclerk@manhattanbeach.gov) or
- 3) telephone message recorded at **(310) 802-5030**.

All of your comments provided by the deadlines above will be available to the City Council and the public prior to the meeting.

### IN PERSON PUBLIC PARTICIPATION

Please complete the "Request to Address the City Council" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the City Clerk.

### NOOM PUBLIC PARTICIPATION

If you wish to speak on any item on the agenda, please register in advance by clicking the following link: <https://citymb.seamlessdocs.com/f/publiccomment>, even when submitting this request you will need to use the "raise hand" feature via Zoom during the presentation of that Agenda Item in order to confirm with the City Clerk's Office that you wish to provide comments.

- 1) Join Zoom Meeting via the internet:

Direct URL: <https://citymb-info.zoom.us/j/93376200363>, Meeting ID: 933 7620 0363

During the meeting you will need to use the "raise hand" button through Zoom at the time the Agenda Item is being presented for City Council consideration.

- 2) Join Zoom Meeting via Phone Conference (Voice Only):

**Phone Number: (669) 900-6833, Meeting ID: 933 7620 0363**

During the meeting you will need to enter \*9 on the phone's dial pad to "raise your hand" at the time the Agenda Item is being presented for City Council consideration.

Please note, the City is not responsible for the public's use of Zoom as it relates to the software, configuration, and setting on a personal device. The public is encouraged to visit the Zoom website for information on use of this software. The City's use of Zoom is consistent with the platform features and functions as described on the Zoom.



**E. GENERAL BUSINESS**

1. Status of Current Fiscal Year 2022-2023 City Council Work Plan and Development of Fiscal Year 2023-2024 Work Plan (City Manager Moe).

[23-0120](#)

(Estimated Time: 2 Hrs.)

**DISCUSS AND PROVIDE DIRECTION**

**Attachments:** [City Council Work Plan \(28 Items\)](#)  
[Work Plan Summary](#)  
[Completed Work Plan Items \(25 Items\)](#)  
[Department Items](#)  
[Commission Work Plan Items](#)  
[Departmental Involvement Matrix](#)  
[Notable Department Accomplishments](#)  
[PowerPoint Presentation](#)

**F. ADJOURNMENT**





**CITY OF MANHATTAN BEACH**

1400 Highland Avenue Manhattan Beach, CA 90266  
www.manhattanbeach.gov • (310) 802-5000

# STAFF REPORT

**Agenda Date:** 3/14/2023

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

George Gabriel, Assistant to the City Manager

**SUBJECT:**

Status of Current Fiscal Year 2022-2023 City Council Work Plan and Development of Fiscal Year 2023-2024 Work Plan (City Manager Moe).

(Estimated Time: 2 Hrs.)

**DISCUSS AND PROVIDE DIRECTION**

---

**RECOMMENDATION:**

Staff recommends that the City Council review the current Work Plan and discuss and provide direction regarding the development of the Fiscal Year 2023-2024 City Council Work Plan.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

The City Council regularly reviews a Work Plan document that lists the City Council's priorities. The document contains "Work Plan Items" which are significant initiatives that require many hours of staff time or substantial financial resources, with high community involvement, community interest and/or impact to City operations.

On a quarterly basis, the City Council receives updates on Work Plan items that staff is undertaking based on City Council direction. Additionally, on an annual basis, the City Council reviews all items and develops the next fiscal year's City Council Work Plan.

The City Council's current Work Plan was last agendized and discussed at the October 6, 2022, City Council meeting.

**DISCUSSION:**

The current Work Plan reflects the City Council's priorities for the foreseeable future (Attachment #1). Additionally, staff has provided a summary of all the work plan items (Attachment #2), which includes status, previous target completion date, and current target completion date.

The City Council Work Plan features consistent layouts, priority levels for projects, funding sources and images. Priority levels are categorized as follows:

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

In recent years, various items on the City Council Work Plan have been completed (or have evolved into an ongoing responsibility). These 25 items are contained in Attachment #3. Thus far in this fiscal year Work Plan, five items have been placed on the Completed items list. Additions to the list of completed City Council Work Plan items as well as the responsible department (noted within parentheses) include:

- Explore Agenda Management Solutions (Management Services);
- Citywide Document Imaging System (Conversion) Project (Management Services);
- Merchandising, Licensing and Branding for the City (Management Services);
- Code Enforcement Review (Community Development);
- Manhattan Village Shopping Center Expansion Project (Community Development); and
- Underground Utility Assessment Districts (Public Works).

In addition to the City Council Work Plan items, staff is concurrently dedicating significant time and resources to initiatives not on the City Council Work Plan. These items are listed as "Department Work Plan Items" and are contained in Attachment #4.

It should also be noted that, as required by the Boards and Commissions Handbook, staff is also responsible for implementing separate Commission Work Plans (approved by the City Council) overseen by the Community Development and Parks and Recreation Departments. These items are listed as Commission Work Plan items and contained in Attachment #5.

Currently, the City Council Work Plan contains 28 items across nine City Departments. Many items involve multiple departments. To reflect the cross-departmental collaboration, staff has prepared a matrix (Attachment #6) to inform the City Council which items require work from multiple departments.

**CONCLUSION:**

Staff recommends that the City Council review the current Work Plan and develop the Fiscal Year 2023-2024 City Council Work Plan.

In developing the upcoming City Council Work Plan, City Council may carryforward existing work plan items, remove items, modify existing items or add Work Plan items. Following direction provided by City Council, staff will return with a finalized Fiscal Year 2023-2024 City Council Work Plan report for City Council approval.

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

1. City Council Work Plan (28 Items)
2. Work Plan Summary
3. Completed Work Plan Items (25 Items)
4. Department Items
5. Commission Work Plan Items
6. Departmental Involvement Matrix
7. Notable Department Accomplishments
8. PowerPoint Presentation



MANHATTAN BEACH CITY COUNCIL

# WORK PLAN

**FISCAL YEAR**  
**2022-23**

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



## CENTRALIZED CITYWIDE CONTRACT MANAGEMENT SYSTEMS

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 will ensure accurate record-keeping practices, continued workflow standards, maintaining legal compliance, and meeting insurance requirements. Per City Council's direction, staff has contracted with KMBS and is actively finalizing the contract management workflow.



<b>TARGET DUE DATE</b>	QUARTER 3 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Built and implemented an internal workflow document for contract routing and approval (in the absence of a software contract management solution).
- Approved a City Council budget request in the amount of \$50,000 for Fiscal Year 2020-2021.
- Acquired DocuSign to assist with electronic signature process.
- Assisted IT with the selection of OnBase as the vendor for this project.
- Finalized test pilot with IT.

### ACTIONS PENDING:

- Finalizing with vendor the contract management workflow for other departments.
- By June 30, 2023, implement solution, and provide Citywide staff training.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



## DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

As a result of concerns regarding an increased presence of homeless individuals within the City and region. The City has taken a strategic and regional approach to address homelessness. By working with the City's regional partners at the County of Los Angeles, South Bay Cities Council of Governments (SBCCOG) and Harbor Interfaith Services (HIS) the City has begun to direct individuals experiencing homelessness to outreach and housing resources in the South Bay region. In October 2017, Manhattan Beach applied for and received a grant from Los Angeles County to create a plan to prevent and address homelessness. A plan was developed and presented to City Council on April 17, 2018 and approved on August 21, 2018.



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GRANTS
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	PD, PR

### STATUS:



### COMPLETED ACTION ITEMS:

- Appointed, formed and dissolved homelessness task force once grant funding goal was achieved.
- Received a Measure H grant award from Los Angeles County in the amount of \$330,665 with the cities of Hermosa and Redondo Beach to provide homeless outreach and case management.
- Approved a Measure H grant funding contract award with the County of Los Angeles.
- Issued a Request for Proposals for a homeless services provider to serve the Beach Cities.
- Requested and received an additional Mental Health Clinician from the County Department of Mental Health to serve the beach cities.
- Approved a subcontract with Harbor Interfaith Services to provide homeless coordination, training, and case management services.
- Approved a Memorandum of Understanding with Cities of Hermosa Beach and Redondo Beach.
- Held a virtual community meeting on homelessness on December 8, 2020, to educate the community on the beach cities homelessness efforts. showcase the partnership between the beach cities.
- Provided training to staff and community members on homelessness response.
- Provided report to the City Council regarding homeless court services and future funding options for homeless services.
- Approved Amendment No. 2 and appropriated funds to an agreement with Los Angeles County for an additional \$14,519 of grant funds for homeless services provided by Measure H.

### STAFF CONTACT:





- Applied for two Measure H grant funds with the South Bay Cities Council of Governments for outreach services and a regional homeless court model.
- Explored the use of homeless court services with the City of Redondo Beach and the Los Angeles County District Attorney.
- Approved an agreement with Harbor Interfaith Services for dedicated homeless case management and housing navigation services to Manhattan Beach in the amount of \$66,390.
- Approved an agreement with Emotional Health Association (doing business as SHARE! Self Help and Recovery Exchange) for housing placement services (reserving two beds for interim housing) in the amount of \$19,320.
- Received a \$216,000 grant from South Bay Cities Council of Governments (SBCCOG) to continue offering case management and coordination services to homeless individuals in the cities of Redondo Beach, Hermosa Beach, El Segundo and Manhattan Beach.
- Presented a draft agreement with the City of Redondo Beach for prosecution and homeless court services.
- Requested permission from the Los Angeles County District Attorney to prosecute state misdemeanor cases and potentially contract with the City of Redondo Beach for prosecution and homeless court services.
- Approved an amendment to the agreement with Harbor Interfaith Services to provide an additional year of dedicated homeless case management and housing navigation services to Manhattan Beach.
- Approved an amendment to the agreement with Emotional Health Association (doing business as SHARE! Self Help and Recovery Exchange) for additional housing placement services (reserving three additional beds for a maximum of five beds for interim housing) in the amount of \$38,200.

## **ACTIONS PENDING:**

- Ongoing - Work with community and staff to implement goals of the homelessness plan.
- Homeless Outreach - Continue to conduct street outreach to the beach cities homeless populations and place homeless individuals into temporary and stable housing arrangements.

## **NEXT CITY COUNCIL ACTION:**

Provide a quarterly update on the City's homeless initiatives at the May 16, 2023, City Council meeting.

## **STAFF CONTACT:**



## CITY COUNCIL COMMUNICATIONS POLICY

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



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Gathered and researched a variety of City Council Communication Policies from a variety of cities.
- Formed a working group consisting of Department Directors to develop policy for City Council consideration.
- Developed draft policy.

### ACTIONS PENDING:

- Present to City Council for initial discussion.
- Implement approved policies throughout the organization.

### NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction on draft policy document.

### STAFF CONTACT:

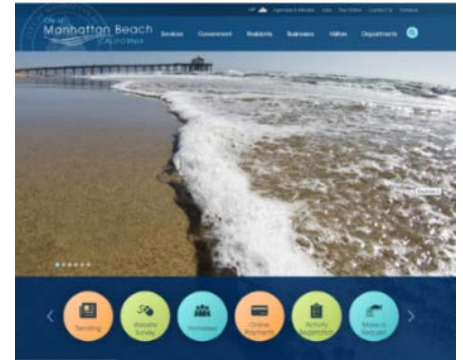
# WORK PLAN

## MANAGEMENT SERVICES DEPARTMENT



### ENHANCE CITY WEBSITE & EMAIL COMMUNICATIONS

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



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	ALL

#### STATUS:



#### COMPLETED ACTION ITEMS:

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

#### ACTIONS PENDING:

- Migrate eNotification subscribers to GovDelivery email delivery solutions and train staff with an anticipated launch date of April 25.
- Work with Granicus to redesign and modernize the City website to enhance the design, functionality, and usability of the website, while incorporating in the City brand guidelines,

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:



## INTERNAL POLICIES AND PROCEDURES REVIEW AND UPDATE

The Manhattan Beach Municipal Code outlines the framework for the City's Personnel Rules, which were promulgated in 1978. Additionally, there are Personnel and Administrative Instructions, which contain policies and procedures, and an Employee Handbook, all of which require updating. While certain provisions of the Personnel Rules and some Administrative and Personnel Instructions have been updated at times, a comprehensive update has not been undertaken. Staff is currently completing a comprehensive update of the City's personnel rules and policies, including policies for processing workers' compensation claims and the City's Injury Illness Prevention Program (IIPP) program.



<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Contracted with Liebert Cassidy Whitmore (LCW) to review and revise Personnel Rules and Instructions and draft compensation resolutions.
- Conducted Citywide review of existing rules, instructions, policies, and MOU's to determine course of action for policies and procedures overhaul, restructure, and update.
- City Council approval of five MOU's with various provisions of the Personnel Rules incorporated - Feb. -April 2022.
- City Council approval of a Full-Time Unrepresented Employees' Compensation Plan and Part-Time Unrepresented Employees Classification and Compensation Plan (moved compensation provisions from the Personnel Rules to the Compensation Plan) - March - May 2022
- Updated Citywide Harassment Policy - October 2022
- City Council approval of an amendment to the Full-Time Unrepresented Employees' Compensation Plan (moved compensation provisions relating to the Division Chief classification from the Personnel Rules to the Compensation Plan) - November 2022

### ACTIONS PENDING:

- Revise Municipal Code outlining the City's framework for the human resources function.
- City Manager to rescind outdated policies and procedures.
- Update critical policies (Leaves, IIPP, Information Technology use, etc.)
- Consolidate, restructure, and update remaining rules, policies and procedures.
- Negotiate rule/policy revisions or impacts with impacted employee associations, as needed.

# WORK PLAN

## HUMAN RESOURCES DEPARTMENT



- Develop new Employee Handbook.
- Finalize, implement, and educate employees on updated policies throughout the organization.

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

- City Council approval of an MOU with the Manhattan Beach Firefighters Association (MBFA) to move various provisions of the personnel rules within the MOU's



# WORK PLAN

## PARKS & REC DEPARTMENT



### UPDATE CITY DONATION POLICY

City Council discussed the donation programs at the January 11, 2022 Joint Council/ Commission meeting. Based upon City Council direction, staff placed the donation policy, park amenity catalog and bench program on hold, and will return to Council with options for the Military Wall, alternative locations for the paver donation program and non-profit park donation programs.



<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW

### STATUS:



### COMPLETED ACTION ITEMS:

- Engaged stakeholders in discussion of current donation policies
- Developed donation program options.
- Presented donation program options at City Council Joint meeting on January 11, 2022.
- Park amenity catalog and Tree and Bench Donation Program placed on hold.

### ACTIONS PENDING:

- Develop options for a Military Wall at the Veterans Memorial site.
- Explore legacy and non-profit donation program options.
- Explore alternative locations for community paver donation program.

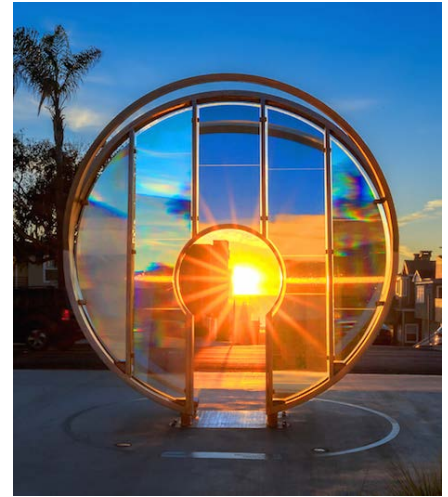
### NEXT CITY COUNCIL ACTION:

Return to the City Council with outline of non-profit donation program options and consideration of a military recognition wall donation program, including cost estimates and selection criteria.



## PUBLIC ART PROGRAM (PREVIOUSLY COMMUNITY ARTS GRANTS PROGRAM & POLICY DEVELOPMENT)

At the Joint Council/Commission meeting on January 9, 2023, City Council directed staff to update the Arts Grant program (approved at the January 4, 2021 meeting) to better reflect community needs by replacing the grant component with direct Requests for Proposals (RFPs). Staff worked with the Cultural Arts Commission (CAC) to develop recommendations and procedures for the commission of utility box artwork, murals, and sculpture garden.



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	PUBLIC ART TF
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, CD, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- Created a new work plan based on City Council feedback.
- Developed basic parameters, locations, funding recommendations, and timelines for artwork RFPs for utility box beautification, murals on public property, and sculpture garden.

### ACTIONS PENDING:

- Develop RFPs for new public art
- Post RFPs and solicit artists for approved artwork
- Assess proposals and recommend artists to City Council for approval

### NEXT CITY COUNCIL ACTION:

Present revised Public Art Program guidelines to City Council for consideration.



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

City Council directed staff to conduct an assessment of the City’s historical artifacts and prepare a report regarding options for preservation, including new or updated facilities, on May 14, 2018.



At the Joint Council/Commission meeting on January 4, 2021, City Council directed staff to evaluate the use of surplus library funds to digitize historical documents. After completion of the City of Manhattan Beach Collections Assessment in 2022, the beginning phases of an Action Plan to improve the care and management of the collection were implemented using funding from LA County Library.

<b>TARGET DUE DATE</b>	QUARTER 2 2023
<b>FUNDING SOURCE</b>	PUBLIC ARTS TF, SURPLUS LIBRARY FUNDS
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	IT, PW, CD,

### STATUS:



### COMPLETED ACTION ITEMS:

- Removed documents from Red House and relevant artifacts from Park facilities and placed them in trailer and other appropriate facilities.
- History Associates, Inc. completed a Collections Assessment with detailed recommendations for improving the care, management, and access to the City’s historical collection.

### ACTIONS PENDING:

- Complete Phase I and 2 of the Action Plan (Policy Development and Inventory/Survey) and present new Collection Policy to City Council
- Develop conceptual design for multi-functional facility for community and City Council consideration.

### NEXT CITY COUNCIL ACTION:

Provide updates regarding Historical Collection progress and plans and present concept of Polliwog Pavilion to improve access to the Historical Collection and expand Eastside library services.





## DIGITAL WALL IN CITY HALL (FORMERLY PUBLIC ART IN CITY HALL)

At the October 19, 2021 meeting, City Council approved moving forward with a digital wall (LED display) in the City Hall Lobby and rehabilitation of exposed wall surrounding it. The use of the display would include content from Manhattan Beach Art Center exhibitions, open source imagery, and local artists' work.



TARGET DUE DATE	QUARTER 3 2023
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, PW, IT,

### STATUS:



### COMPLETED ACTION ITEMS:

- On November 17, 2020, after reviewing final design options, CC elected not to move forward with the proposed public art due to City Hall closure and negative response to the project from the public.
- Council directed staff to explore digital wall options.
- Staff met with digital display vendors to assess options and obtain cost estimates.
- Staff determined no cosmetic wall treatments are necessary if a plain white wall is constructed for the recessed display.
- Public Works added the project to the Capital Improvement Program.
- Public Works has developed a timeline for permitting, structural review, and installation of digital wall.

### ACTIONS PENDING:

- Put out Request for Proposals for creating necessary infrastructure and cosmetic wall improvements for the digital wall.
- Review bids and finalize proposal for wall rehabilitation and digital hardware.

### NEXT CITY COUNCIL ACTION:

Present digital display and wall rehabilitation to City Council with proposed design and cost.

## NFC FITNESS COURT

The National Fitness Campaign (NFC) helps foster better health outcomes in communities across America, by making free fitness workouts accessible to the general public across all socio-economic levels and geographies. The City received a \$30,000 grant from NFC to aid in the purchase of outdoor fitness equipment. The MBIOK has committed to a \$30,000 sponsorship of the project.

MANHATTAN BEACH FITNESS COURT  
NATIONAL FITNESS CAMPAIGN DESIGN SERVICES



The Polliwog Park fitness equipment is in need of replacement and occupies the same footprint as the NFC. In addition to this site, the MBIOK has agreed to fund the replacement of the Strand Parcourse station, which is scheduled for replacement in 2023.

<b>TARGET DUE DATE</b>	QUARTER 2 2024
<b>FUNDING SOURCE</b>	GRANT/GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted public outreach for Mariposa location and presented project to Parks and Recreation Commission on May 28, 2019.
- Purchased and received delivery of fitness equipment, currently stored at Public Works facility.
- Project site design/NFC Fitness Court installation & design; City Building Div. Plan Check complete
- Construction bids received, bids were significantly over budget requiring reconsideration of location.
- Staff shared project overview with Manhattan Beach School District Ad-Hoc Committee
- Staff sent notices to residences within 1000 feet of the proposed Polliwog Park site to gather input at the March 30, 2022 community input meeting held at the site.
- City Council approved additional design services for the project on June 21, 2022.

### ACTIONS PENDING:

- Award a construction contract – Bid package ready to advertise in May 2023.
- Construction and installation of fitness court.

### NEXT CITY COUNCIL ACTION:

Present construction contract to City Council for approval.

## POLLIWOG PARK PLAY EQUIPMENT

The play equipment in the lower playground reached the end of its useful life and needed to be replaced. Renovations will help reduce liability, improve safety and accessibility and meet the needs of the community.

Project improvements include replacing existing play equipment, maintaining the natural theme of Polliwog Park with equipment that can withstand flooding from the pond, improving ADA access to all play equipment, and replacing existing fencing and surfacing.

## polliwog park PLAY EQUIPMENT REPLACEMENT



TARGET DUE DATE	QUARTER 2 2023
FUNDING SOURCE	GRANT/GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted Public Outreach meeting on playground designs (April 29, 2019).
- Created Open City Hall survey and solicited community input on proposed designs.
- Selected designs recommended by Parks and Recreation Commission (May 28, 2019).
- Vendor selected for design services and construction document preparation.
- Staff evaluated options to reduce the overall project cost.
- RFP issued and construction bids received.
- Equipment, installation vendor and contract(s) approved by City Council.

### ACTIONS PENDING:

- Installation of equipment and resurfacing.

### NEXT CITY COUNCIL ACTION:

Provide project updates from staff as needed.



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

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



TARGET DUE DATE	N/A
FUNDING SOURCE	USER FEES
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT

### STATUS:



### COMPLETED ACTION ITEMS:

- Launched an online tennis reservation program through the City’s current registration/reservation software ActiveNet in May 2020 to minimize contact between customers and employees in response to COVID-19.
- Updated user fees to reflect resident and non-resident rates.
- Developed a priority reservation system for residents.
- Analyzed reservation processes and researched additional software options.
- Implemented a new fee structure and programming schedule for Pickleball at Manhattan Heights using the current software platform ActiveNet.

### ACTIONS PENDING:

- Develop protocols for adapting to evolving reservation needs.

### NEXT CITY COUNCIL ACTION:

To be determined.





## RADIO REPLACEMENT PROJECT

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



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	FD

### STATUS:



### COMPLETED ACTION ITEMS:

- Approved the purchase of radios at the December 5, 2017, City Council meeting.
- Acquired, programmed and installed radios.
- Conducted training on the enhanced capabilities of the interoperable radios.
- Transitioned radios to the new digital Interoperability Network South Bay (INSB) radio system on October 29, 2019.
- Worked with SBRPCA to switch to encrypted digital radio frequency.
- Appropriated funds to address the purchase and installation of bi-directional radio amplifiers to improve radio signal strength.
- Installed bi-directional amplifier in Police/Fire Facility.

### ACTIONS PENDING:

- Upgrade of Radio Antennas at the Police/Fire facility is in progress
- Evaluate installation of bi-directional radio amplifiers at additional locations to improve radio signal strength.

### NEXT CITY COUNCIL ACTION:

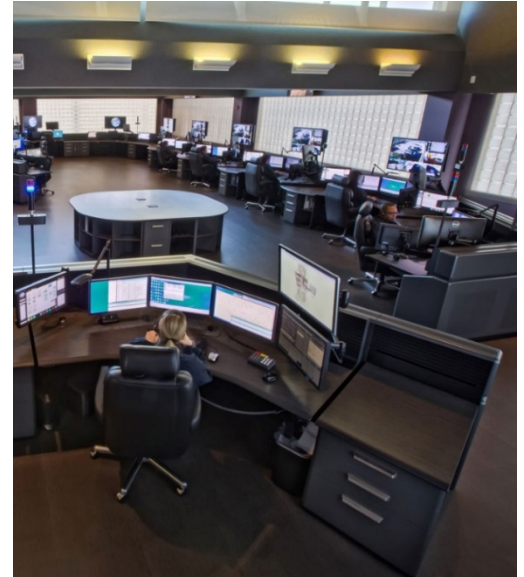
None.

### STAFF CONTACT:



## 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 3 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	IT, FD

### STATUS:



### COMPLETED ACTION ITEMS:

- Implemented the Records Management System.

### ACTIONS PENDING:

- Implement the Mark 43 Computer Aided Dispatch solution.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



## IMPLEMENTATION OF 2019-22 STRATEGIC PLAN

The 2019-2022 Strategic Plan took effect on January 1, 2019 and serves as a road map to guide the Police Department in the delivery of police services to the Manhattan Beach community. Workshops, surveys, and meetings were conducted with supervisors and with sworn and civilian personnel representing every Bureau in the Police Department. A community workshop with community stakeholders was also conducted in preparation for the new strategic plan. One aspect of the Strategic Plan is to implement the “Community Safety Collaboration Initiative” which aims to strengthen community engagement beyond groups that typically interact with the Police Department. Other goals include Proactive Crime Fighting Strategies, Staffing/Recruitment, and Employee Development.



<b>TARGET DUE DATE</b>	QUARTER 1 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Plan went into effect on January 1, 2019.
- Presented plan to City Council on February 19, 2019.
- Posted Strategic Plan progress updates on the City website.
- Implemented the 24 action items of the Police Department’s 2019-2022 Strategic Plan.

### ACTIONS PENDING:

- In Spring 2023, present 2019-2022 Strategic Plan final progress report to City Council and present the Department’s new 2023-2024 Strategic Plan.

### NEXT CITY COUNCIL ACTION:

Present final progress report at City Council meeting in Spring 2023.

### STAFF CONTACT:

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### MODERNIZE PARKING STANDARDS

During the September 19, 2017 Sepulveda Corridor discussion, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project. The Sepulveda Planning Initiatives Project final report was delivered to City Council in February 2019. The review of parking standards was bifurcated from the Sepulveda Initiatives Project for additional review and research by the Traffic Engineer and Planning staff.



TARGET DUE DATE	QUARTER 2 2023
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted staff meetings to evaluate existing and proposed parking code changes.
- Held public workshop at Parking and Public Improvement Commission meeting on December 5, 2019 and solicited community input.
- Developed initial draft of parking code revisions and amendments based on local, regional and nationwide data.

### ACTIONS PENDING:

- Present findings and recommendations at noticed public study sessions at Planning Commission and Parking and Public Improvements Commission meetings in Quarter 1, 2023.
- Conduct public hearings to consider revised parking codes and standards in Quarter 2, 2023.

### NEXT CITY COUNCIL ACTION:

Conduct a public hearing and consider amending the Municipal Code to update the parking standards in Quarter 2, 2023.





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

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



<b>TARGET DUE DATE</b>	QUARTER 3 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PD

#### STATUS:



#### COMPLETED ACTION ITEMS:

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

#### ACTIONS PENDING:

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

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:

### EMERGENCY NOTIFICATION SYSTEM

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



<b>TARGET DUE DATE</b>	QUARTER 3 2023
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	ALL

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Executed three-year agreement with Everbridge in March 2019, that brings the City into compliance with state legislation (Senate Bill 833 and Assembly Bill 1646) regarding integrated alerting and notification system.
- Consolidated Nixle 360 platform to avoid service interruption for existing notification system.
- Completed system set up and created alert types and groups. Upload existing GIS shape files to create notification boundaries throughout the City.
- Established guidelines and procedures on approved message protocol.
- Adopted internal comprehensive policy on messaging procedures.
- Provided training to department leads and conduct public outreach.
- Went live with system in June 2021.

#### ACTIONS PENDING:

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

#### NEXT CITY COUNCIL ACTION:

To be determined.

#### STAFF CONTACT:

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### ENVIRONMENTAL SUSTAINABILITY WORK PLAN

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



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

#### STATUS:



#### COMPLETED ACTION ITEMS:

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

- Provided CCA analysis for City Council joining CPA in 2017, setting a 50% renewables default in 2018, municipal electricity to 100% Green in 2019, and 100% Green for the community in 2021.
- Conducted public outreach with CPA through workshops, newsletters, mailers, education booths, and “Dine ‘N Discover” programs in January 2019 and August 2021.
- Collaborated with other City departments to select feasible location for CPA’s Power Ready program for solar power and battery storage at a City facility.

##### Sustainable Building

- Presented policy options to City Council on increasing the energy efficiency and reducing run-off in new developments.

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

- Formed partnerships with The Bay Foundation, L.A. County Department of Beaches and Harbors, and the CA State Coastal Conservancy, to plan the Beach Dune Restoration Project.
- Assisted in securing full project funding from the State Coastal Conservancy.
- Co-hosted public workshops with The Bay Foundation on the Beach Dune Restoration project.
- Completed Coastal Development Permitting process and initiated Beach Dune Restoration on January 21, 2022.
- All non-native vegetation cleared by April 2022; new plantings initiated in May 2022.

##### Manhattan Beach Green Business Program

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



## Plastic Pollution Reduction

- Updated plastic pollution policies throughout 2018-2020 (straws, utensils, stirrers, polystyrene packing materials, and polystyrene egg cartons, balloons, polystyrene trays, plastic bags).

## zAwards and Recognitions

- Achieved SolSmart Gold designation (highest award) for solar permitting processing.
- Achieved an "A" rating for climate leadership from the Carbon Disclosure Project (Feb 2020).
- Secured a Climate Protection Award from the U.S. Conference of Mayors (November 2020).
- Recognized as the first officially-certified "Blue City" as an ocean-friendly City (2021).
- Awarded a Beacon Award in Leadership & Innovation by the Institute for Local Government for climate civic engagement and leadership in climate resilience (September 2021).

## ACTIONS PENDING:

- Recruit and fill Environmental Programs Administrator position due to vacancy.
- Certify new businesses into the MB Green Business Program for 2022; manage and pursue grants.
- Execute new Green Business Grant for \$30,000 over two years (2022-2024).
- Complete implementation of the Beach Dune Restoration project.
- Solicit applications and re-start Sustainability Task Force.
- Update the Environmental Accomplishments Report by 2023.
- Develop a Electric Vehicle (EV) Policy.
- Complete the City's updated Greenhouse Gas Emissions Inventory Analysis.

## NEXT CITY COUNCIL ACTION:

To be determined.

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### CLIMATE READY MB

In order for the City to prepare for climate change Climate MB, the City’s climate resiliency program was launched to complete best-practice sea level rise (SLR) and climate change analyses and planning to inform and enhance the preparation and implementation of the City’s Climate Action and Adaptation Plan (CAAP) and update to the Local Coastal Plan, General Plan, and Local Hazard Mitigation Plan. Updating these documents will also bring the City into compliance with multiple state mandates. In March 2019, the City received grant funding from the California Coastal Commission (CCC) to fund this work.



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GRANT; GENERAL FUND
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	PW, FD, PD, PR, MS, FN

### STATUS:



### COMPLETED ACTION ITEMS:

- Awarded a \$225,000 grant from the CCC to fund Climate Ready MB (2018-2019).
- Completed Greenhouse Gas (GHG) Emissions Inventory Analysis (June 2019).
- Completed Sea Level Rise (SLR) vulnerability maps and initial SLR research (August 2019).
- Completed RFP and awarded contract to Environmental Science Associates (ESA) (February 2020).
- Public outreach using virtual reality visualizations surveys. Completed virtual reality sea level rise visualization for Bruce’s Beach (July 2020), El Porto and Manhattan Beach Pier (November 2020).
- Completed Draft I of the Confluence Modeling on Stormwater Infrastructure and sea level rise and the, SLR Risk, Hazards, and Vulnerability Assessment and Sea Level Rise Adaptation Plan.
- Completed final SLR Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis. Confluence Modeling on Stormwater Infrastructure and SLR and submitted to CCC.
- Conducted stakeholder workshops focused on SLR science and impacts, vulnerabilities in the community, and adaptation options (February-June 2021).
- Analyzed climate hazards and planning for climate change and integrated into the CAAP.
- Developed Climate Action Future Emissions Scenarios and Wedge Analysis using GHG emissions inventory including business as usual, 40% reductions by 2030 (SB 350), and Carbon Neutrality by





2045 (California Executive Order B-55-18).

- Held seven public workshops and focus groups reaching over 200 community members on the City's sea level rise hazard and climate adaptation planning efforts (February-June 2021).
- Completed Manhattan Beach's Sea Level Rise Adaptation Plan.
- Created LCP policies on sea level rise and climate change risk and adaptation to incorporate into an update of the City's LCP.
- Presented to City Council an amendment to the City's LCP to include a coastal hazards chapter, with City Council unanimously authorizing staff to submit the LCP amendment to the CCC (May 2022).
- Submitted LCP amendment to the CCC. Completed requirements of the Sea Level Rise LCP Grant with the CCC.
- Submitted final grant reimbursement request to the CCC.
- Submitted final reports to the California Climate Investments Fund and CCC.

### **ACTIONS PENDING:**

- Develop language to ensure consistency with LCP Coastal Hazards, future Local Hazard Mitigation Plan (LHMP) and General Plan Safety Element updates (AB 379).
- Develop a comprehensive Climate Action and Adaptation Plan that includes both municipal and community climate action goals. Conduct associated CEQA analysis.
- Adopt Climate Action and Adaptation Plan.
- Implement Climate Action and Adaptation Plan.

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

Consider adoption of the Climate Ready: Climate Action and Adaptation Plan.

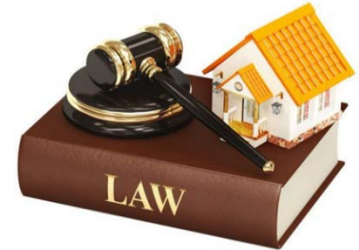
# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### HOUSING POLICY AND REGULATION UPDATES

In accordance with State law, the City will need to implement the new programs outlined in the 6th Cycle Housing Element (HE) and make adjustments to housing-related processes and ordinances to remain in compliance with State legislation (i.e. SB 9).



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

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Adopted long-term ordinances to comply with new legislation regarding accessory dwelling units (ADU) housing standards (January 2021).
- Presented Annual Progress Reports to City Council; submitted to the Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) by April 1 deadline.
- Obtained a \$150,000 Local Early Action Planning (LEAP) grant to fund Housing Element Update.
- Adopted the 6th cycle HE Update and submitted to HCD for certification (March/April 2022).
- Adopted revisions to the HE update and resubmitted to HCD for certification (September 2022).

#### ACTIONS PENDING:

- Adopt required revisions to the 6th cycle Housing Element, and implement required rezoning, in response to comments from HCD, and obtain certification.
- Continue to monitor and act on new housing laws, case law, and updates from SCAG or HCD.
- Conduct workshops and public hearings to implement Housing Element programs within the timelines outlined in the adopted Element.
- Update Zoning Code, Subdivision Code and Local Coastal Program, to comply with State laws. Planning Commission, City Council, and California Coastal Commission review and action required.
- Provide periodic status updates to City Council on the progress of implementation of Housing Element programs.

#### NEXT CITY COUNCIL ACTION(S):

Consider adoption of Zoning Code amendments and LCP amendments in accordance with programs outlined in the Housing Element Quarter 1 2023 – Quarter 4 2025. Additionally, consider adoption of long-term ordinance related to impacts from Senate Bill 9.

# WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT







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

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



<b>TARGET DUE DATE</b>	QUARTER 3 2024
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, FN, MS, PD, FD

### STATUS:



### COMPLETED ACTION ITEMS:

- Discussed Work Plan framework at October 5, 2021 City Council meeting.
- Conducted City Council discussion on formation of a broad-based Task Force for effort (June 2022)
- Initiated selection of Task Force Members (August 2022)
- Initiated discussions with California Coastal Commission (February 2023)
- Secured staff to serve as project manager
- Advertised and solicited applications for at-large Task Force members.

### ACTIONS PENDING:

- Prepare and present a Task Force discussion framework to City Council.
- Initiate Task Force meetings
- Define project schedule and milestones.
- Environmental review and permitting.

### NEXT CITY COUNCIL ACTION(S):

Review Task Force applications and select members and discuss Task Force framework.



## HISTORIC PRESERVATION ORDINANCE CLEANUP

In 2016, the City adopted the current Historic Preservation Ordinance that requires a review process for historic resources (defined as historic landmarks, contributing resources to historic districts, and a broader set of properties potentially eligible for landmark designation), and retaining the property-owner consent for the historic landmark designation process. The ordinance requires a Certificate of Appropriateness, environmental review, and a sixty-day waiting period for proposed demolitions of all historic resources. On December 7, 2021, the City Council directed staff to take action(s) to amend the ordinance to reflect the intended policy direction was for the ordinance requirements to be voluntary. The Ordinance also required that the City prepare an Inventory of Historic Resources and deemed the Planning Commission as the quasi-judicial body for historic preservation matters.



<b>TARGET DUE DATE</b>	QUARTER <del>4</del> 2023
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	IT, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- Adopted a corresponding urgency ordinance on January 18, 2022 to address the issue for the interim, while staff prepares a long-term ordinance amendment.
- Adopted Urgency Ordinance No. 22-0004-U extending Interim Ordinance No. 22-0002-U clarifying provisions for the preservation of historic resources in the existing Historic Preservation Ordinance.
- Adopted Urgency Ordinance No. 23-0001-U extending Interim Ordinance No. 22-0004-U.

### ACTIONS PENDING:

- Prepare draft of amended Historic Preservation ordinance (MBMC Chapter 10.86).

### NEXT CITY COUNCIL ACTION:

Conduct public hearing(s) to consider amendments to the Historic Preservation Ordinance, in accordance with City Council direction received on December 7, 2021.



## DOWNTOWN AND NORTH MANHATTAN BEACH BEAUTIFICATION

On April 23, 2019, City Council directed staff to place “Downtown and North End Beautification” on the City Council Work Plan to evaluate various “refresh” opportunities, including sidewalk and landscaping replacements. Council also suggested including widening sidewalks, which will be evaluated as part of the Long-Term Outdoor Dining and Business Uses on Public and Private Property Work Plan.



<b>TARGET DUE DATE</b>	ONGOING
<b>FUNDING SOURCE</b>	GENERAL FUND, DOWNTOWN MANHATTAN BEACH BID, NORTH MANHATTAN BEACH BID
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Award of slurry seal project for North Manhattan Beach in January 2023.
- Installed Tree Lighting in Downtown and North Manhattan Beach.
- Installed the Rainbow Crosswalk on Manhattan Beach Blvd. and The Strand in Spring 2022.
- New slurry seal and curb paint applied to Downtown streets in Spring 2022.
- Implemented a Maintenance Inspector and Weekend Maintenance Worker Program.
- Partnered with the Downtown Business and Professional Association (DBPA) to install new plant materials in Downtown in Spring 2022.

### ACTIONS PENDING:

- North Manhattan Beach Slurry seal project completion by May 2023.
- Continued enhancements to tree lighting.
- Expansion of Big Belly trashcans program.
- Enhancements to landscaping in business district planters.
- Installation of irrigation in North Manhattan Beach tree wells.

### NEXT CITY COUNCIL ACTION:

- By Spring 2023, approval of contract to expand Big Belly trashcan program. Delivery of containers will occur in Fiscal Year 2023-2024.

### STAFF CONTACT:



## SENIOR & SCOUT HOUSE PROJECT

In 2014, the City of Manhattan Beach and Friends of Senior and Scout Community Center (Friends) entered into an agreement to replace the existing scout house. Since that time, the Friends have engaged in fundraising efforts, retained an architect and developed preliminary conceptual plans for the new building. Concept plans were presented to the City Council on May 17, 2022, and the City Council approved the agreement with Friends for the project. The design and construction cost of the new building presented during that meeting was approximately \$5.2 million, and the City Council agreed to increase the City's contribution of \$1 million to \$2.9 million as cash and in-kind support for its construction. The City has also agreed to construct the shell of the building once construction documents are complete and permitted. At the May 17th City Council meeting, the Council instructed staff and Friends to revisit the aesthetics and size of the building.



<b>TARGET DUE DATE</b>	TBD
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	C
<b>DEPTS. INVOLVED</b>	PR, MS, CD

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council approved \$2.9 million as cash or in-kind services toward construction of the new Senior and Scout House.
- Executed an agreement between the City and Beach Cities Health District for \$150,000 to be used for construction of the Community Center on behalf of the Friends.
- Executed a Development and Disposition Agreement with the Friends for construction of the building.
- Friends retained Civil Engineering firm for design plans and response to Environmental Air Quality Questionnaire.

### ACTIONS PENDING:

- Friends architect firm Tomaro Group finalizes onboarding of structural, electrical, mechanical, and plumbing engineers as-needed for design plans.
- Friends hires CASp professional for the site's Americans with Disabilities Act (ADA) requirements and associated costs.
- Finalize the design concept and approve the final design after the project has completed the

### STAFF CONTACT:





environmental review process.

- Refine implementation costs for the project.

**NEXT CITY COUNCIL ACTION:**

- Review and approve the design concept, square footage, and costs of the building in Spring 2023.
- Amendment to agreement between the City and Beach Cities Health District for funds to be used for construction of the Community Center on behalf of the Friends.
- Consideration of renaming facility to Live Oak Community Center.

**STAFF CONTACT:**



## UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM

### PHASE 1 IMPLEMENTATION

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

Presentations on this effort were made to City Council on multiple occasions between October 2015 and July 2018

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

<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	PARKING FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Hired a design consultant, and completed conceptual plans and signs only technical specifications for Phase 1.

### ACTIONS PENDING:

- Complete constructability review, prepare detailed design plans with full specifications, and bid the project out for construction.

### NEXT CITY COUNCIL ACTION:

- Consideration of the Wayfinding Phase 1 Project in May 2023 and approval to move forward with bidding and award of the construction contract in Summer 2023.

### STAFF CONTACT:





## ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

In 2018, the City Council awarded a contract to Tyler Technologies to purchase and implement the Munis ERP system to replace the legacy system. Munis supports the City’s departmental functions including finance, payroll, human resource, utility billing, business license, and asset/work order management. The added disaster recovery capability allows Tyler to provide a cloud instance of the system and the City’s data via the Internet within 24 hours if the local facilities are unavailable.



<b>TARGET DUE DATE</b>	QUARTER 4 2024
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council approved the ERP contract with Tyler Technologies on July 17, 2018, and staff initiated implementation efforts.
- Implemented various activities and tasks related to the project, including planning, project team establishment, work breakdown (WBS) and scheduled current state analysis, future state development, infrastructure preparation, software installation and configuration, data migration and validation, training, interface development, testing, and documentation.
- COVID-19 project response shifted from on-site vendor implementation to relying 100% on off-site resources. This was a new implementation approach for the vendor and introduced increased risks that had to be addressed.
- On January 4<sup>th</sup>, 2021, the City went live with Tyler Munis Financial modules in support of general ledger, budget, accounts payable, revenue, purchasing, accounts receivable, general billing, and cashiering. The Munis Financials implementation included establishing integrations with EnerGov Land Management System (LMS), Tyler Content Management (electronic documents), Tyler Cashiering, and Hub (launch pad and dashboard).
- On October 25, 2021, the City went live with the ERP Human Capital Management (HCM). The module takes full advantage of functionalities already implemented during the Financials and LMS implementations (i.e., Tyler Content Management, workflow, dashboard, reporting, and other functionalities), expanding further the enterprise system integrations. The HCM includes online time entry (ExecuTime), payroll, human resources (employee records, personnel action forms, benefits,



etc.), and Employee Self-Service (ESS) portal. The portal enables employees to submit address changes, access current and past paychecks, submit W-4 forms, retrieve current and past W-2 statements, submit tax form updates, tuition requests and reimbursements, and more. The ESS portal allows City staff to access payroll and human resource information online, supporting streamlined, paperless processes and eliminating redundant data entry.

- At the end of calendar year 2022, staff implemented the Inventory module of the Munis platform.

### **ACTIONS PENDING:**

- Implementation is in process for the Munis Utility Billing (UB) module to support the business functions for the City's utility billing and customer service functions. This phase of the implementation will go live in March 2023.
- The remaining phases to be implemented in the fiscal year 2023/24 include:
  - Financial Insights (formerly Transparency Portal)
  - Business License

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

Continue to provide semi-annual project updates to the City Council.



## WORK ORDER MANAGEMENT

City staff seeks to implement a work order and asset management solution integrated into the City’s ERP system. The primary objective is to implement a solution to streamline and improve work order and asset management, including providing field access to work order and asset information. The solution should also support more effective planning and tracking of maintenance and repair activities. The City’s ERP system includes an integrated work order management module (i.e. Enterprise Asset Management or EAM).



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, FN

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council approved the ERP Contract with Tyler Technologies on July 17, 2018, including the option to implement the Munis EAM module.
- Received the EAM demo from Tyler Technologies in November 2021 to help with the evaluation and implementation planning. The demo provided new Public Works leadership to see the system and discuss the next steps. After that, it was determined the EAM module met or exceeded the needs of Public Works.

### ACTIONS PENDING:

- Due to other operational priorities, the EAM module implementation is pending. It is worth noting that the Public Works Department is currently using several point technology solutions to address immediate work order management

### NEXT CITY COUNCIL ACTION:

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

City Council Work Plan Summary					
Department	Project Title	Status	Priority Level	Funding Source	Current Target Due Date
<b>Management Services</b>					
	Centralized Citywide Contract Management Systems	In Progress	B	General	Quarter 2, 2023
	Develop and Execute Plan to Address Homelessness	In Progress	A	Grants/General	Quarter 4, 2023
	City Council Communications Policy	In Progress	B	N/A	Quarter 3, 2023
	Enhance City Website & Email Communications	In Progress	B	General	Quarter 4, 2023
	Explore Agenda Management Solutions	Completed	N/A	N/A	
	Citywide Document Imaging System (Conversion) Project	Completed/Operational	N/A	N/A	
	Merchandising, Licensing and Branding for the City	Completed/Operational	N/A	N/A	
<b>Finance</b>					
	Explore Increasing Stormwater Fees	Postponed/Inactive	N/A	Stormwater	
<b>Human Resources</b>					
	Internal Policies and Procedures Review and Update	In Progress	B	N/A	Quarter 4, 2023
<b>Parks and Recreation</b>					
	Update City Donation Policy	In Progress	B	N/A	Quarter 4, 2023
	Public Art Program	In Progress	B	Public Art TF	Quarter 4, 2023
	Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage	In Progress	A	Public Art TF	Quarter 2, 2023
	Digital Wall in City Hall	In Progress	B	Public Art TF	Quarter 3, 2023
	NFC Fitness Court	In Progress	B	Grant/General	Quarter 2, 2024
	Polliwog Park Play Equipment	In Progress	B	Grant/General	Quarter 2, 2023
	Online Reservation System for Sand Dune, Tennis & Pickleball Courts	In Progress	N/A	N/A	
	Public Art Conservation Assessment	Postponed/Inactive	N/A	Public Art TF	
<b>Police</b>					
	Radio Replacement Project	In Progress	B	General	Quarter 4, 2023
	Computer Aided Dispatch and Records Management System Replacement Project	In Progress	B	General	Quarter 3, 2023
	Implementation of Police Department 2019-2022 Strategic Plan	In Progress	B	General	Quarter 1, 2023
<b>Fire</b>					
	Replace Dispatch Software, Database Management, CAD	In Progress	B	General	Quarter 3, 2023
	Emergency Notification System	In Progress	B	General	Quarter 3, 2023

City Council Work Plan Summary					
Department	Project Title	Status	Priority Level	Funding Source	Current Target Due Date
<b>Community Development</b>					
	Modernize Parking Standards	In Progress	C	N/A	Quarter 2, 2023
	Environmental Sustainability Work Plan	In Progress	B	N/A	Ongoing
	Climate Ready MB	In Progress	A	Grant/General Fund	Quarter 4, 2023
	Housing Policy and Regulation Updates	In Progress	A	N/A	Ongoing
	Long-Term Outdoor Dining and Business Uses on Public and Private Property	Planning	B	General	Quarter 3, 2024
	Historic Preservation Ordinance Cleanup	Planning	B	General	Quarter 4, 2023
	Code Enforcement Review	Completed	N/A	N/A	
	Manhattan Village Shopping Center Expansion Project	Completed	N/A	N/A	
<b>Public Works</b>					
	Downtown and North Manhattan Beach Beautification	In Progress	B	General/BID's	Ongoing
	Senior & Scout House Project including Joslyn Center Façade	In Progress	C	General	TBD
	Uniform Citywide Wayfinding Sign Program Phase 1 Implementation	In Progress	B	Parking	Quarter 4, 2023
	Underground Utility Assessment Districts	Completed/Operational	N/A	N/A	
<b>Information Technology</b>					
	Enterprise Resource Planning (ERP) System	In Progress	A	General	Quarter 4, 2024
	Work Order Management	In Progress	B	General	Quarter 4, 2023



MANHATTAN BEACH CITY COUNCIL

# WORK PLAN

## COMPLETED ITEMS

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





## 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. Following City Council consideration, the City Council approved an ordinance, prohibiting the use of City resources for campaign activity, restricting political activity in and on City facilities, adjusting the Consumer Price Index adjustment to the donation limit, and making campaign finance provisions and definitions consistent with changes in state law.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- Gathered information and researched campaign activities.
- Presented a first reading of a Campaign Finance Ordinance at the June 30, 2020, City Council meeting.
- Approved the Campaign Finance Ordinance on July 14, 2020.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



## 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. This item was added to the work plan in 2018, and the City has completed negotiations with all bargaining units since that time. Negotiations with all bargaining units will begin again in 2021. This item has been moved the, “significant work plan items requiring staff time” list as negotiations are a regular part of Human Resources’ regular activity on an ongoing basis.



<b>TARGET DUE DATE</b>	COMPLETED
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

- City Council Approval of MOU’s with Manhattan Beach Police Officers Association (MBPOA) and Manhattan Beach Police Management Association (MBPMA) on February 5, 2019.
- City Council Approval of MOU with Teamsters Local 911 on March 6, 2019.
- City Council Approval of MOU with Manhattan Beach Part-Time Association (MBPTEA) on November 19, 2019.
- City Council Approval of MOU with Manhattan Beach Firefighters’ Association (MBFA) on February 4, 2020.
- Received City Council Approval of MOU with Manhattan Beach Mid Management Employees’ Association (MBMEA) on March 3, 2020.
- City Council Approval of Agreement with Manhattan Beach Fire Management Association (MBFMA) on November 7, 2020.

### NEXT CITY COUNCIL ACTION:

N/A

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

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



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

### STATUS:



### COMPLETED ACTION ITEMS:

- Presented a preliminary analysis to City Council as part of Fiscal Year 2020-2021 budget discussions.
- Presented recommendations to the Finance Subcommittee in July 2020.
- Received report from CalPERS on pension liabilities in August 2020.
- Presented a Finance Subcommittee and staff recommendation to issue Pension Obligation Bonds to the City Council in October 2020.
- Conducted public outreach and created a frequently asked questions document to answer questions and provide information about Pension Obligation Bonds.
- Adopted Resolution No. 20-0149 authorizing the issuance and sale of bonds to refund certain pension obligations to the City, approving the forms of and authorizing execution of a trust agreement and bond purchase agreement.
- Presented a City Council Pension Policy and Pension Obligation Bond structuring alternatives at the March 2, 2021, City Council meeting.
- Presented a resolution approving a preliminary official statement and continue disclosure certificate related to the issuance of Pension Obligation Bonds at the April 20, 2020, City Council meeting.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

To be determined.

## UPDATE ON CITY'S STREETLIGHTING FUND

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



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

### STATUS:



### COMPLETED ACTION ITEMS:

- Presented preliminary analysis to City Council as part of Fiscal Year 2019-2020 budget discussions.
- Developed options to correct deficit in Streetlighting Fund.
- Presented update to Finance Subcommittee in Spring 2020 and reviewed recommendations. Following analysis, no viable option was recommended to the City Council.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



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

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



<b>TARGET DUE DATE</b>	COMPLETED
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Reviewed Comprehensive User Fee Study and CAP with various city departments in January 2019.
- Reviewed results with Finance Subcommittee in Fall of 2019.
- Received Finance Subcommittee recommendation to the City Council at October 24, 2019, meeting.
- Presented recommendations to the City Council at November 19, 2019, City Council meeting and received direction.
- Conducted additional public outreach and presented Comprehensive User Fee Study and Cost Allocation Plan (CAP) to City Council.
- Updated all fees consistent with City Council direction and received approval of the Comprehensive User Fee Study and Cost Allocation Plan (CAP).
- Delayed implementation of the updated user fee schedule until July 1 (due to COVID-19).

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:





### 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 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.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	ASSET FORFEITURE & GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	IT

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Researched and field-tested replacement body worn camera options.
- Researched cloud-based video storage solutions for evidentiary videos.
- Presented recommended vendor to City Council at the June 18, 2019 Council meeting for approval.
- Implemented the replacement body worn camera solution.

#### ACTIONS PENDING:

None.

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:

**DERRICK ABELL**, Police Chief, [dabell@citymb.info](mailto:dabell@citymb.info)





### IMPROVE FIRE PREVENTION INSPECTION DOCUMENTATION/DATA COLLECTION

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



<b>TARGET DUE DATE</b>	COMPLETED
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	N/A

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Researched technology-based solutions that can be accessed in the field and manage gathered data.
- Identified a vendor that integrates with new permitting software, EnerGov and enterprise resource planning software, TylerMunis for compatibility.
- Completed Fire Prevention Data Migration into system.
- Preserve, archive and transfer all existing records from existing database to CAD RMS system.
- Trained personnel in Fire Prevention inspection formats.
- Trained personnel in CAD and RMS data reporting in new incident module tab
- Billing system model developed to share violations and corrections with finance
- Achieved system go live date on June 1, 2021.

#### ACTIONS PENDING:

None.

#### NEXT CITY COUNCIL ACTION:

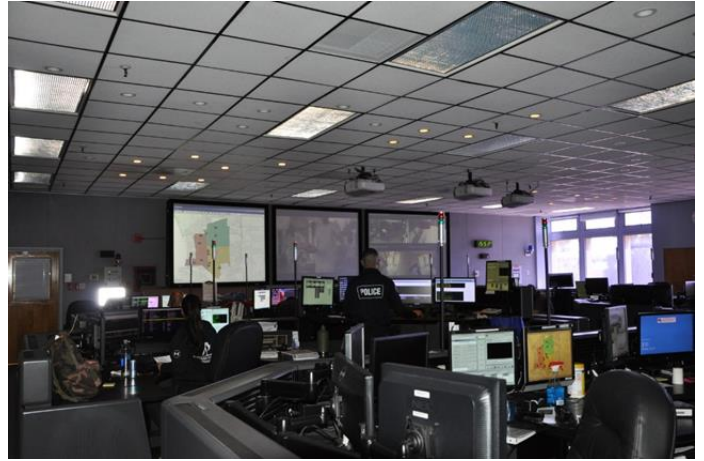
None.

#### STAFF CONTACT:



### 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 links communication 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>	COMPLETED
<b>FUNDING SOURCE</b>	GRANT
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PD, PW

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Received and installed radio apparatus's.
- Received City Council approval of radio purchase utilizing federal grant funding
- Conducted system integration and training.
- Went live with fire radio system.

#### ACTIONS PENDING:

- Continue quality control measures to ensure seamless communications throughout the area.
- Look for alternative antenna sites.

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:



### COUNTY FIRE ASSESSMENT

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



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

#### STATUS:



#### 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 on April 30, 2019, approving the City's feasibility study.
- Provided City Council preliminary analysis of the County of Los Angeles's feasibility study in September 2019.
- Received City Council direction to discontinue the analysis on County fire services.

#### ACTIONS PENDING:

None.

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:



### IMPROVE AMBULANCE TRANSPORT SERVICES

An ambulance operator program was implemented in 2017 and was staffed with part-time employees. A presentation on the challenges of this program was provided on April 16, 2018. An agreement was entered into on March 2019 with McCormick Ambulance. The existing program is being closely monitored and data is being collected to evaluate the overall success of the program.



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

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Received City Council approval and executed short-term/interim contract for ambulance services with McCormick at the March 19, 2019, meeting.
- Reviewed current EMS ambulance program to identify and recommend delivery model enhancements to City Council in the future.
- McCormick agreed to respond to all medical calls on initial dispatch.

#### ACTIONS PENDING:

None

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:

# WORK PLAN

## FIRE DEPARTMENT



### FIRE CODE ADOPTION

The California Fire Code (CFC) contains regulations consistent with nationally recognized and accepted practices for safeguarding life and property from the hazards of Fire and explosion, Dangerous conditions arising from hazardous storage conditions, handling and use of hazardous materials and devices, and hazardous conditions in the use or occupancy of buildings or premises. The CFC also contains provisions to assist emergency response personnel. These fire-safety-related building standards are referenced in Title 24 of the California Fire Code. The City is able to amend certain provisions due to characteristics that are unique to the City. Any and all amendments clarify and strengthen our existing regulations.



<b>TARGET DUE DATE</b>	COMPLETED
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	CD, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- Purchased 2019 Fire Code Policies and Procedures Manual.
- Reviewed changes to existing fire code and determine necessary items that must be addressed in new resolutions and ordinances.
- Coordinated with Community Development to update all existing Building, Mechanical, Plumbing, Electrical and Engineering codes.
- Received City Council approval, updating the City’s Municipal Code to reflect the State of California’s 2019 Fire Code amendments.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### SHARED MOBILITY DEVICES REGULATIONS

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



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, PD

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Adopted urgency ordinance prohibiting use of shared mobility devices at August 21, 2018, City Council meeting.
- Extended urgency ordinance prohibiting use of shared mobility devices until March 2020.
- Conducted an online survey on shared transportation options.
- Developed a draft of local codes and regulations with neighboring cities and SBCCOG for Shared Mobility Devices.
- City Council adopted an ordinance to define and prohibit operation of Shared Mobility Devices within the City.

#### ACTIONS PENDING:

None.

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:



# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### BUILDING CODE UPDATE

The California Building Standards Commission published the State construction codes on July 1, 2019, which is a routine process that occurs every three years. The California Department of Housing and Community Development adopted these codes, which will be effective statewide on January 1, 2020. The City must adopt these codes with any amendments before that date as part of an 89 city effort. These codes include the 2019 California Building, Residential, Mechanical, Electrical, Plumbing, Energy, Existing and Green Building Standards. The City is able to amend certain provisions due to unique climatic, geological and topographical conditions prevailing within the City. A majority of the amendments clarify and update the structural requirements due to potential hazards specific to our community, such as earthquakes.



<b>TARGET DUE DATE</b>	COMPLETED
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	MS

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Purchased updated State Code books.
- Attended Code Adoption seminars for 2019 code cycle.
- Drafted revised code language for amendments to all codes consistent with the current Manhattan Beach Codes and past practice.
- Drafted justification for all amendments that are more restrictive than the State-Adopted Model Codes.
- Adopted all necessary building code updates through various ordinances at the November 19, 2019, City Council meeting.

#### ACTIONS PENDING:

None.

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### PEDESTRIAN SAFETY IMPROVEMENTS

On March 20, 2018, City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Plan Design Guidelines, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future Capital Improvement Plan (CIP) discussion for funding opportunities and implementation.



<b>TARGET DUE DATE</b>	QUARTER 2 2021
<b>FUNDING SOURCE</b>	GRANT/GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Installed high visibility crosswalks and signs at walk streets on Highland Ave. from Homer St. to 8<sup>th</sup>.
- Installed new edge line for pedestrian path on Marine Ave. from Grandview Ave. to 25<sup>th</sup> St.
- Installed new crosswalk and signage on Marine Ave. at Flournoy Rd. and Blanche Rd.
- Installed new crosswalks on 21st St., Bell Ave., Flournoy Rd. and 25th St. at Valley Drive.
- Installed new crosswalk on Laurel Ave. at 14th St.
- Installed high visibility crosswalks and ramps on Marine Ave. from Sepulveda Blvd. to Aviation Blvd.
- Installed flashing beacons and in-pavement lights on Highland Ave at 34th, 35th and 36th Streets.
- Installed high visibility crosswalks, flashing beacons, in-pavement warning lights and bulb-outs at various locations as part of two Safe Routes to School (SRTS) projects.
- Presented a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvements Commission in September 2019.
- City Council directed staff on February 4, 2020 to incorporate the prioritized list of pedestrian safety projects into CIP for implementation.

#### ACTIONS PENDING:

None.

#### NEXT CITY COUNCIL ACTION:

None.

#### STAFF CONTACT:

## UNIFORM CITYWIDE WAYFINDING SIGN PROGRAM

In 2015, City Council directed staff to develop a wayfinding signage program that would create a City identity through uniform signage, to be deployed throughout the City. Presentations on this effort were made to City Council on multiple occasions between October 2015 and July 2018 which included various design options. Ultimately City Council selected a “Beach Classic” theme. A draft Wayfinding Master Plan was developed based on the Beach Classic theme and presented to the Cultural Arts Commission, Planning Commission, Parking and Public Improvements Commission, Downtown Business Professional Association and North Manhattan Beach Business Improvement District for review and comments between April 16, 2018 and May 23, 2018. The final Master Plan was presented to City Council on June 5, 2018, at which time staff was directed to refine certain color palette and font selections contained in the Master Plan. That additional work was completed and approved by City Council on November 19, 2019.



<b>TARGET DUE DATE</b>	COMPLETED
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PR

### STATUS:



### COMPLETED ACTION ITEMS:

- Following approval of the Wayfinding Master Plan on November 19, 2019, City Council directed staff to prepare design elements with the white background and appropriated approximately \$347,000 from the Parking Fund towards Phase I implementation.
- Incorporation of the Plan’s objectives into signage throughout City as replacements occur.

### ACTIONS PENDING:

- Incorporate further phases of the program as part of the Fiscal Year 2021/22 Capital Improvement Program (CIP) budget review process.

### NEXT CITY COUNCIL ACTION:

Allocation of additional funding resources for continued implementation of wayfinding signage as part of the FY 2021/22 CIP budget review process.

### STAFF CONTACT:

## SOLID WASTE FRANCHISE AGREEMENT CONTRACT SELECTION PROCESS

The City's single largest contract is for Solid Waste Hauling services. This service is provided by Waste Management, who's previous two-year contract extension expired on June 30, 2020. In preparation for awarding a new contract, staff began a new solicitation and selection process in mid-2018. Over an estimated 18-month period, staff wrote and released a Request for Proposals, reviewed the three proposals received, conducted oral interviews with waste haulers, negotiated final contract services and terms, reviewed exceptions to the contract and executed a new 7-year franchise agreement with Waste Management.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	MS, FN

### STATUS:



### COMPLETED ACTION ITEMS:

- Reviewed solid waste proposals from three waste haulers.
- Awarded a Solid Waste Franchise Agreement to Waste Management (WM), with additional enhancements, including providing an increased number of shredding events and bulky item collections, increased required diversion rate, expanding outreach to businesses and having WM assume customer billing functions at no additional charge.
- Executed a final agreement with Waste Management.
- Completed a Proposition 218 process for new commercial and residential waste hauling rates on May 12, 2020.
- Conducted extensive community outreach about service and billing changes (January – June 2020).

### ACTIONS PENDING:

None (Contract services became effective July 1, 2020).

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



## PEDESTRIAN SECURITY IMPROVEMENTS - BOLLARDS

On March 9, 2018, City Council held a workplan meeting where the concept of pedestrian safety measures was raised. At that meeting, City Council expressed an interest in exploring options to provide enhanced pedestrian security measures for the public in the downtown area, much like the bollards installed at the head of the Pier in 2017. On June 5, 2018 staff recommended that City Council consider pedestrian security enhancements at four key intersections adjacent to Farmers Market and Pier events. In lieu of completing a Manhattan Beach focused structural design analysis, on March 19, 2019, City Council directed staff to evaluate what other surrounding cities have installed to enhance pedestrian safety. Those results were presented to City Council on December 17, 2019, and which time City Council declined to move forward with additional measures but directed staff to consider installing planters near the Farmers Market.



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

### STATUS:



### COMPLETED ACTION ITEMS:

- Researched what measures other cities have implemented in their efforts to protect pedestrians and presented findings to City Council on December 17, 2019
- Placed six large planters at the two intersections adjacent to the Farmer’s Market.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



# WORK PLAN

INFORMATION TECHNOLOGY DEPARTMENT



## PERMITTING SOFTWARE SOLUTION

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



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL FUND / TECHNOLOGY FEE
PRIORITY LEVEL	A
DEPTS. INVOLVED	CD, FN, PR, FD, PD, PW

### STATUS:



### COMPLETED ACTION ITEMS:

- Approved contract with Tyler Technologies at the July 17, 2018, City Council Meeting.
- Established core project team to guide the City through the implementation of the new system.
- Reviewed current processes to identify opportunities for process improvements and efficiencies.
- Conducted significant system configuration and tested core modules in anticipation of first go-live.
- Completed significant training with end-users in preparation for go-live.
- Went live with the Permitting and online customer portal in January 2020.
- Interim electronic plan submittal and review process currently online until the go-live in June 2021.
- Completed implementation of online payments for all planning and permit application types.
- Completed automated integration with the Tyler Munis ERP system.
- Implemented Plan eReview (electronic plan submittal and review).
- Implemented EnerGov to support the Planning Division.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

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



## EXPANDED WIFI OPPORTUNITIES

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



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

### STATUS:



### COMPLETED ACTION ITEMS:

- Completed the wide area network expansion project, adding seven additional locations to the existing network.
- Per City Council direction at the April 23, 2019, Work Plan meeting, developed cost estimate for the provision of wifi at the Metlox Plaza. Presented cost estimate to City Council at the December 3, 2019 meeting. Council requested staff perform outreach to Metlox Plaza businesses to solicit potential cost sharing opportunities.
- Reported back to City Council at June 9, 2020 meeting regarding results of outreach to Metlox Plaza businesses.

### ACTIONS PENDING:

- None – City Council did not approve expenditure of funds for WiFi at Metlox Plaza.

### NEXT CITY COUNCIL ACTION:

As additional WiFi expansion opportunities are identified, staff will present them to the City Council for consideration.



## 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. The City Clerk’s Office, in partnership with Information Technology works with departments to assess their scanning needs and assist them with uploading documents into the software solution.



<b>TARGET DUE DATE</b>	COMPLETED
<b>FUNDING SOURCE</b>	GENERAL FUND
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Scanned City Clerk legislative documents from 1912 to present that includes City council minutes ordinances and resolutions as well as City Council agenda packets from 1995 – present.
- Scanned Community Development (Building) past documents.
- Scanned Finance (General Services) past documents.
- Fire Department determined that scanning needs are not needed at this time.
- Ongoing - Continue supporting all departments that are currently scanning documents. These departments.

### ACTIONS PENDING:

Continue scanning efforts on an ongoing basis.

### NEXT CITY COUNCIL ACTION:

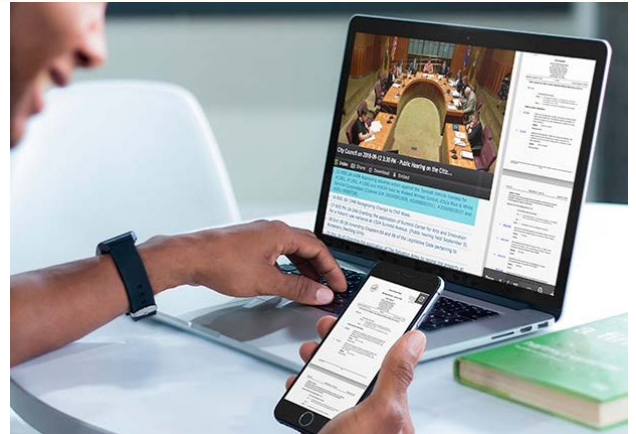
None.

### STAFF CONTACT:



## EXPLORE AGENDA MANAGEMENT SOLUTIONS

The City released an RFP and received four vendor proposals. City staff from multiple departments completed a detailed review of the proposal responses and participated in vendor solution demonstrations. The evaluation determined that the benefits offered by the proposed solutions failed to provide the value to warrant the risk and cost associated with implementing a new solution. Staff recommended that the City work with Granicus to improve the existing solution.



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	A
DEPTS. INVOLVED	ALL

### STATUS:



### COMPLETED ACTION ITEMS:

- Released a Request for Proposals (RFP) and received proposals in November 2021 and February 2022.
- Reviewed and analyzed RFP's received.
- Conducted citywide demo proposals from vendors that provided a proposal.
- Established monthly meetings with Granicus to work on pending items that need to be upgraded.
- Negotiated acceptable terms with Granicus and presented a multi-year agreement for City Council approval in December 2022.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:



## MERCHANDISING, LICENSING AND BRANDING FOR THE CITY

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



TARGET DUE DATE	COMPLETED
FUNDING SOURCE	GENERAL/MERCHANDISE REVENUE
PRIORITY LEVEL	B
DEPTS. INVOLVED	PR, IT,

### STATUS:



### COMPLETED ACTION ITEMS:

- Approved design of Manhattan Beach Logo at City Council meeting in February 2019.
- Developed City brand style guidelines.
- Received Copyright status by USPTO.
- Launched Manhattan Beach City Store dubbed “Branded,” on August 5, 2019.
- Approval of Wayfinding Signage Master Plan at the November 19, 2019, meeting.
- Developed Use Agreement template for local retailers to use logo to sell.
- Collaborated with local businesses to incorporate logo into merchandise.
- Ongoing - Incorporate branding into the Public Works wayfinding signage program, City website and publications.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.

### STAFF CONTACT:

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### CODE ENFORCEMENT REVIEW

In recent years, the City has adopted a number of ordinances regulating and/or banning uses and activities within the City limits. This requires education and notification to the community, business owners, and visitors. Further, in order for ordinances to be effective, enforcement against violators is required. Other routine activities in the community, such as construction, business operations, and property maintenance, also require oversight. The Code Enforcement section was restructured in the prior Fiscal Year through the addition of a Supervisor and two additional Code Enforcement personnels.



<b>TARGET DUE DATE</b>	QUARTER 4 2022
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	PD, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- Recommended and received upgrading a Code Enforcement Officer position to a Supervising Code Enforcement Officer to provide day-to-day oversight.
- Performed review of the existing Code Enforcement Program operational structure. City Council approved adding two Code Enforcement Officer positions to provide a reduced response time and additional proactive patrols.
- Evaluated roles and responsibilities for City regulations, including implementation and enforcement.
- Approved class specification for Supervising Code Enforcement Officer and filled the new position.
- Revised Code Enforcement Officer class specification to provide for entry level positions
- Recruited and filled approved vacancies.
- Set goals and annual plan for the Code Enforcement Program.
- Update and revise internal procedural and operations manual.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

None.





## MANHATTAN VILLAGE SHOPPING CENTER EXPANSION PROJECT

In December 2014, City Council approved an expansion of the Manhattan Village Shopping Center and associated Environmental Impact Report (EIR). Willdan provides project management services with all costs borne by the applicant through a reimbursement agreement. All plan checks and inspections are funded by the applicant through a separate agreement as well. This multi-phased project is under construction and requires continued plan check, permitting, inspections, and updates.



<b>TARGET DUE DATE</b>	QUARTER 4 2022
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, FN, FD, PD, MS

### STATUS:



### COMPLETED ACTION ITEMS:

- Construction of all parking decks, Macy’s Expansion, California Pizza Kitchen, Joey’s, Smashburger, DAN, restaurants, Anthropologie, Urban Outfitters, Central plaza and clock tower.
- Reviewed plan check of BOA/Roku building, new 5,000 square foot retail building, façade improvements and site improvements.
- Tenant improvements for additional shops and restaurants, façade improvements, and on and off-site improvements.
- Plan check review and field inspections of construction projects.
- Monitor implementation of the conditions in the Compliance and Mitigation measures.

### ACTIONS PENDING:

None.

### NEXT CITY COUNCIL ACTION:

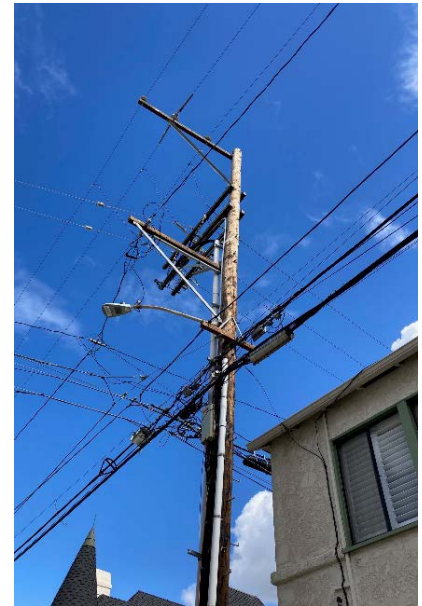
None.





## UNDERGROUND UTILITY ASSESSMENT DISTRICTS

The City’s Underground Utility Assessment District (UUAD) program allows property owners to self-assess the cost of relocating overhead utilities to underground networks. The program was active in the early to mid-2000s, placed on a moratorium in 2009, and then reinstated by City Council in 2017. Districts 12 and 14 (in El Porto) and District 4 (Hill Section) are currently under construction. District 8 (Sand Section) and District 13 (along Crest, north of Marine) are in the utility design phase. Approximately a dozen additional neighborhoods have contacted the City inquiring about starting their own UUADs. Depending on the size of each proposed district, the UUAD Project Manager and the Engineering Division can facilitate the initiation of 1 to 2 new districts per year.



<b>TARGET DUE DATE</b>	COMPLETED/ONGOING
<b>FUNDING SOURCE</b>	PROPERTY ASSESSMENTS, GENERAL FUND
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	FN, CD

### STATUS:



### COMPLETED ACTION ITEMS:

- **District 4**
  - Completed Phase 2 construction (private conversions), and started Phase 3 (utility cabling and cut-overs). [Fall 2021]
  - Started Phase 4 (overhead line and pole removal). [Spring 2022]
  - Southern California Edison completed all service cut-overs and removed their overhead lines and equipment. [Summer 2022]
  - Spectrum completed all service cut-overs and removed their overhead lines and equipment. [Winter 2022/2023]
- **Districts 12 and 14**
  - Completed Phase 1 construction (mainline trench and conduit within right-of-way). Started Phase 2 (private conversions). [Fall 2021]
  - Started Phase 3 (utility cabling and cutovers). [Fall 2022]
- **Districts 8 and 13**
  - Completed neighborhood petition phase in District 8 (between The Strand and Manhattan Ave., from 8<sup>th</sup> St. to 15<sup>th</sup> St.) and District 13 (along Crest Dr. between Marine Ave. and Rosecrans

### STAFF CONTACT:

Ave.). [Spring 2022]

- o Received City Council approval to initiate electrical designs. [Summer 2022]

- **General**

- o Modified the City's UUAD Policy to streamline project timelines by allowing property owners to advance funds for the utility designs and the Engineer's Reports. [Summer 2022]
- o Revised the *UUAD Fact Booklet* and the *Steps for Forming a Private Residential UUAD* documents to update and clarify the new district formation process. [Fall 2022]

## **ACTIONS PENDING:**

- **District 4**

- o Complete Phase 3 utility cabling and all property cut-overs by end of Spring 2023.

- **Districts 12 and 14**

- o Complete private conversions in Districts 12 and 14 by end of Spring 2023.

- **Districts 8 and 13**

- o Solicit design fees from telephone and cable utilities and Assessment Engineer proposals by Summer 2023

- **General**

- o Complete a level of interest survey of property owners within areas of potential utility undergrounding by end of Summer 2023. Survey results will be used to identify and prioritize future districts.
- o Hold pre-petition meeting during Fall 2023 to start the formation process for the next upcoming district.

## **NEXT CITY COUNCIL ACTION:**

- **Districts 12 and 14**

- o Award a construction contract in Spring 2023 to complete the private conversions not undertaken by individual property owners.

- **Districts 8 and 13**

- o By Fall 2023, approve funding for the development of telephone and cable designs and a Preliminary Engineer's Report .

A Proposition 218 hearing is anticipated for the Winter of 2024/2025, following a competitive bid process and completion of the Final Engineer's Report for these two districts.

## **STAFF CONTACT:**

# DEPARTMENT WORK PLANS



The list below summarizes projects and initiatives City of Manhattan Beach staff is concurrently dedicating significant time and resources to that are not currently on the City Council Work Plan.

## **MANAGEMENT SERVICES DEPARTMENT**

1. Municipal Code Transparency Enhancements
2. Finalized the Bruce's Beach Artwork Project
3. Development of Citywide Communications Strategy
4. Coyote Management and Response
5. Employee Engagement Survey Implementation

## **FINANCE DEPARTMENT**

1. MUNIS Implementation Modules Development (includes Annual Comprehensive Financial Report (ACFR) Module, Citizen Transparency Portal, Inventory Management System and Utility Billing)
2. Stormwater Fees/Assessments
3. Digital Water Meter Reader Administration
4. Comprehensive User Fee Study and Cost Allocation Plan
5. Transient Occupancy Tax Adjustment to 14%

## **HUMAN RESOURCES DEPARTMENT**

1. Reclassification studies, create new classifications, and conduct recruitments associated with the 18 reclassifications or position upgrades, 11 new and 3 unfrozen full-time positions, and various part-time positions, approved in the 2022-23 budget.
2. Assist various City departments with significant organizational changes, staffing modifications including preparation and implementation of public safety department staffing plans and the addition of 13 new full-time positions during the 2022-23 budget year.
3. Implementation of NEOGOV Performance Evaluation and Onboarding modules.

## **PARKS AND RECREATION DEPARTMENT**

1. Senior and Scout House Community Center Development
2. Renovation of Pay N Pay and Marine Common Area

# DEPARTMENT WORK PLANS



3. Sand Dune Master Plan (nature areas, trails, and building)
4. Expansion of Polliwog Dog Park
5. Begg Pool Request for Proposal
6. Storywalk Installation
7. Field Upgrades – Begg Field Renovation, MBMS Field Renovation, and Marine Field Turf Replacement
8. Public Art – North End Surfboard Sculpture, Catalina Classic Sculpture, and Manhattan Beach Education Foundation (MBEF) Donor Wall
9. City Public Art – Bruce’s Beach, Utility Boxes, Murals, Sculpture Garden, and Digital Wall Artwork
10. Partnership with MBUSD (including joint use agreement, field use, district events, and intergenerational programming)
11. Implementation of the City of Manhattan Beach Historical Collection Action Plan
12. Polliwog Pavilion Development with LA County Library
13. Transportation Grant for new Dial-A-Ride vehicles
14. Manhattan Beach Hometown Fair and Manhattan Beach Open multi-year agreements
15. Adopting Policies and Procedures for Naming and Dedicating City Parks and Facilities

## **POLICE DEPARTMENT**

1. Upgrading the Police Station’s Video Security System
2. Upgrading Patrol In-Car Video Systems
3. Upgrading of Police Station Access Control System
4. Recruiting and Hiring to Achieve Full Staffing Levels

## **FIRE DEPARTMENT**

1. Staff Training and Succession Development
2. Specialized Fire Ground Safety Training
3. Emergency Medical Services Training Compliance with Los Angeles County Department of Health Services mandates.
4. Fire Safety Public Education Initiative
5. Wellness Program Development
6. Explore Fire Department Emergency Medical Services (EMS) Delivery Model options

## **COMMUNITY DEVELOPMENT DEPARTMENT**

# DEPARTMENT WORK PLANS



1. Process Planning Applications (including project review, staff reports, resolutions, public hearings including chronic continuations, appeals, conditions of approval, and subdivision approvals)
2. Review Building Plans for Building Code Compliance and Zoning Regulations, Issue Building Permits, and Inspect Construction Projects
3. Major Development Projects (including Scout House)
4. Permitting System (EnerGov) Maintenance and Customization
5. Code Enforcement (including construction and quality of life impacts)
6. Review and Administration of Outdoor Facilities Permits and Sidewalk Dining Permits

## **PUBLIC WORKS DEPARTMENT**

1. Capital Improvement Program Implementation
2. Complete the Wastewater Fund Rate Study
3. Senate Bill 1383 State Mandate Implementation Regarding Organic Waste
4. Upgrade the Supervisory Control and Data Acquisition (SCADA) System
5. Evaluate and Refine the Maintenance Inspection Program
6. Evaluate and Refine the Neighborhood Maintenance Worker Program
7. Re-establish the City's Interoperable Communications Radio Site
8. Water Conservation Program Implementation
9. Increase the Use of Local Groundwater Supplies
10. Implementation of Wastewater CCTV Inspection Program

## **INFORMATION TECHNOLOGY DEPARTMENT**

1. Technology Infrastructure Modernization Initiatives (servers, storage, network)
2. Cyber Security Hardening Initiatives
3. Enterprise Application Upgrades and Enhancements (OnBase, GIS, EnerGov, etc.)
4. Broadcasting/AV Technology Analysis and Specification Development



# COMMISSION WORK PLANS



As required by the Boards and Commissions Handbook, staff is also responsible for assisting separate Commission Work Plans (approved by the City Council) overseen by the Community Development and Parks and Recreation Departments. These items are listed as Commission Work Plan items and summarized below. It should be noted that some items are also on the City Council Work Plan. These items are duplicative as they have been assigned to specific Commissions for vetting before City Council consideration.

## **PARKS AND RECREATION COMMISSION**

1. Sand Dune Park Master Plan (Nature Areas & Trails, building)
2. Dog Parks and Community Parkettes
3. Explore Repurposing Pay N Play
4. Explore Aquatics Facility
5. Donation Policy/Non-Profit Exploration

## **LIBRARY COMMISSION**

1. Learning at the Library
2. Manhattan Beach Poetry Event
3. Library Appreciation Events
4. Library Commission Book Giveaway
5. StoryWalk
6. Spring/Summer Discover Program
7. Photo Op Day
8. Entertainment Series
9. Library Awareness Program

## **CULTURAL ARTS COMMISSION**

1. Utility Box Beautification
2. Murals
3. Sculpture Garden
4. MBAC Revamp Project
5. Digital Wall Art
6. Proactively Seeking New Art Projects



# COMMISSION WORK PLANS



## **PLANNING COMMISSION**

1. Update Housing Laws/Policies – Implementation of 6<sup>th</sup> cycle Housing Element programs
2. Climate Resiliency Program
3. Zoning Code “Clean-Up” Activity
4. Long Term Outdoor Dining/Business Use
5. Modernize Parking Standards-Sepulveda Corridor Action Item

## **PARKING AND PUBLIC IMPROVEMENTS COMMISSION**

1. Downtown and North End Beautification
2. Long Term Outdoor Dining/Business Use
3. Modernize Parking Standards - Sepulveda Corridor Action Item
4. Neighborhood Traffic Management Plans-Review and Make Recommendations

**Department Matrix**

Department	Project Title	Departments Involved								
		Management Services	Finance	Human Resources	Parks and Recreation	Police	Fire	Community Development	Public Works	Information Technology
<b>Management Services</b>										
	Centralized Citywide Contract Management Systems		X	X	X	X	X	X	X	X
	Develop and Execute Plan to Address Homelessness				X	X				
	City Council Communications Policy		X	X	X	X	X	X	X	X
	Enhance City Website		X	X	X	X	X	X	X	X
<b>Finance</b>										
<b>Human Resources</b>										
	Internal Policies and Procedures Review	X	X		X	X	X	X	X	X
<b>Parks and Recreation</b>										
	Update City Donation Policy								X	
	Online Reservation System for Sand Dune, Tennis & Pickleball Courts and Begg Pool									X
	Park Master Plan							X	X	
	Community Arts Grant Program & Policy Development (Includes Mural, Scupture Garden and Utility Box Beautification Programs)	X						X	X	
	Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage							X	X	X
	Place Public Art in City Hall (City Hall Mural)	X							X	X
	NFC Fitness Court								X	
	Polliwog Park Play Equipment								X	
<b>Police</b>										
	Radio Replacement Project						X			
	Computer Aided Dispatch and Records Management System Replacement Project						X			X
	Implementation of Police Department 2019/2020 Strategic Plan									
<b>Fire</b>										
	Replace Dispatch Software, Database Management, CAD Integration					X				
	Emergency Notification System	X	X	X	X	X		X	X	X

**Department Matrix**

Department	Project Title	Departments Involved								
		Management Services	Finance	Human Resources	Parks and Recreation	Police	Fire	Community Development	Public Works	Information Technology
<b>Community Development</b>										
	Modernize Parking Standards									
	Environmental Sustainability Work Plan	<b>X</b>					<b>X</b>		<b>X</b>	
	Climate Ready MB	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	
	Housing Policy and Regulation Updates	<b>X</b>	<b>X</b>							<b>X</b>
	Wireless Telecommunications Program	<b>X</b>	<b>X</b>						<b>X</b>	<b>X</b>
	Long-Term Outdoor Dining and Business Uses on Public and Private Property	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>		<b>X</b>	
	Historic Preservation Ordinance Cleanup	<b>X</b>								<b>X</b>
<b>Public Works</b>										
	Downtown and Northend Beautification									
	Senior & Scout House Project including Joslyn Center Façade	<b>X</b>			<b>X</b>			<b>X</b>		
	Uniform Citywide Wayfinding Sign Program Phase 1 Implementation									
<b>Information Technology</b>										
	Enterprise Resource Planning (ERP) System	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
	Work Order Management		<b>X</b>						<b>X</b>	

# NOTABLE DEPARTMENT ACCOMPLISHMENTS



The list below summarizes notable projects or initiatives that City departments have accomplished since the prior City Council Work Plan update in March 2022.

## **MANAGEMENT SERVICES DEPARTMENT**

1. Continued to Invest in City's Homeless Response (Additional Outreach and Housing Resources)
2. Finalized the Bruce's Beach History Report
3. Coordinated Two General Municipal Elections with Los Angeles County (Two City Councilmember Seats and Two Cannabis Initiatives for November 2022 Election and One Parcel Tax Ballot Measure for June 2022 Election)
4. Placed the Bruce's Beach Plaque (Initial Phase)
5. Redesigned City Website with Updated Branding

## **FINANCE DEPARTMENT**

1. Refunded Metlox, Water and Wastewater - Certificate of Participation (COP)
2. Implemented Electronic Inventory System
3. Implemented ClearGov Budget Builder
4. Integrated AMI data into Finance Utility Billing Module
5. Partnered with Public Works on Water Rate Increase
6. Updated Financial Policies

## **HUMAN RESOURCES DEPARTMENT**

1. Completed MOU's with POA, PMA, Teamsters, MBMEA and MBPTEA and completion of labor negotiations process and imposition of terms with MBFA.
2. Created the Unrepresented Employees and Part-Time Compensation Plans (including addition of unrepresented Fire Managers to the full-time compensation plan).
3. Recruited and Filled 64 Full-Time Positions thus far in FY 2022-23, including 37 new hires.
4. Implemented the City's new HRIS/Payroll System (in coordination with Finance and IT).

## **PARKS AND RECREATION DEPARTMENT**

1. Installed a Rainbow Crosswalk and Rainbow Gazebo Artwork.
2. Added Six New Pickleball Courts

# NOTABLE DEPARTMENT ACCOMPLISHMENTS



3. Conducted a Statistically Valid Aquatics Survey
4. Partnered with Leadership Manhattan Beach and Created Community Mural
5. Completed the Historical Collection Assessment and Implemented phases 1 and 2 of an Action Plan.

## **POLICE DEPARTMENT**

1. Hiring & Recruitment Efforts in Full Swing – 8 Promotions and 12 New Hires
2. Awarded \$72,000 Homeland Security Grant for Law Enforcement Equipment
3. Awarded \$60,000 Office of Traffic Safety Grant for Equipment and Enforcement Details
4. Developed the 2023-2024 Police Department Strategic Plan through input from members of the community and all levels of Department personnel

## **FIRE DEPARTMENT**

1. Hired New Civilian Fire Marshal
2. Hired New Civilian Fire Inspector
3. Hired New Division Chief (Open Recruitment)
4. Promoted New Division Chief (Internal Recruitment)
5. Promoted Three (3) New Fire Captains
6. Promoted Three (3) New Fire Engineers

## **COMMUNITY DEVELOPMENT DEPARTMENT**

1. Adopted New 2022 Building Code
2. Oversaw Construction Activity (1,375 Building Permits; 9,287 Inspections)
3. Completed Dune Restoration Project
4. Completed Historic Landmark Designation at 1505 Crest Drive
5. Adopted 6th Cycle Housing Element
6. Completed the Citywide Engineering and Traffic Survey to Set Speed Limits

## **PUBLIC WORKS DEPARTMENT**

1. Completed the Advanced Metering Infrastructure (AMI) Project
2. Updated the Storm Drain Master Plan

# NOTABLE DEPARTMENT ACCOMPLISHMENTS



3. Produced 419 Acre-Feet of Groundwater from the City's Wells in 2022
4. Completed the Sand Dune Park Landscape Revitalization Project
5. Completed Phase I of the City Hall HVAC Project
6. Completed the Parking Lot 3 Repairs Project
7. Replaced and Upgraded the Fleet Fuel Tracking System
8. Completed the Aviation Boulevard at Artesia Boulevard Right Turn Improvement Project
9. Established the Maintenance Inspection Program
10. Established the Neighborhood Maintenance Worker Program

## **INFORMATION TECHNOLOGY DEPARTMENT**

1. Conducted Disaster Recovery (DR) Enhancements
2. Enhanced Help Desk Process and Procedures
3. Broadcasting/AV Technology Process Documentation and Upgrades (primarily focus on upgrades)
4. Completed Unused Dark Fiber Verification Project
5. Supported Enterprise System Implementation and Upgrades (including Utility Billing, Inventory, Permitting and Planning Programs)





# CITY COUNCIL WORK PLAN

## FISCAL YEAR 2023-2024

MARCH 14, 2023  
City Council Adjourned Regular Meeting  
March 14, 2023



# INTRODUCTION

1. Work Plan Overview
2. Departmental Review of Current Work Plan
3. Council Consideration of Carryforward Items
4. Development of Fiscal Year 23-24 Work Plan

# TIMELINE

MARCH 14, 2023

Develop Fiscal Year 23-24 Draft City Council Work Plan

MAY 16, 2023

Review and Adopt City Council Work Plan

JUNE 6, 2023

Incorporate Work Plan items with Fiscal Year 23-24 Budget.

# WORK PLAN LAYOUT

Title and Summary

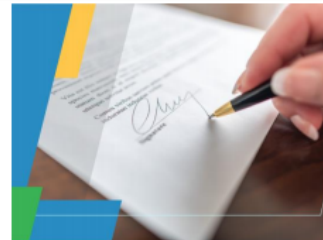


## WORK PLAN MANAGEMENT SERVICES DEPARTMENT



### CENTRALIZED CITYWIDE CONTRACT MANAGEMENT SYSTEMS

In 2016, staff convened a Contract Working Group with the City Attorney's Office, Human Resources/Risk Management and Finance Department to create a more efficient and effective contract approval process. The group created a citywide contract workflow process with all City departments. Investing in a Citywide Contract Management solution ensures accurate record-keeping practices, continued workflow standards, maintaining legal compliance and meeting insurance requirements. On March 9, 2018, City Council directed staff to move forward with a Citywide Contract Management software solution that manages the City's growing contract demands. However, due to the implementation of the ERP Project, this project was placed on hold. Thereafter, as part of the Fiscal Year 2020-2021 budget process, the City Council approved a supplement to fund the project.



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

#### STATUS:



#### COMPLETED ACTION ITEMS:

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

#### ACTIONS PENDING:

- Assist Information Technology with the selection of a vendor.
- Negotiate acceptable terms with selected vendor.
- Create proper contract management workflow with selected vendor.

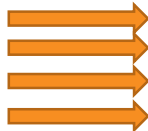
#### NEXT CITY COUNCIL ACTION:

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

#### STAFF CONTACT:

BRUCE MOE, City Manager, [bmoe@citymb.info](mailto:bmoe@citymb.info)

Quick Facts on Work Plan Item



Actions



# CURRENT WORK PLAN ITEMS

- Currently, the City Council Work Plan contains 28 active items across 9 City Departments.
- Many items involve multiple departments.

Department Matrix										
Department	Project Title	Departments Involved								
		Management Services	Finance	Human Resources	Parks and Recreation	Police	Fire	Community Development	Public Works	Information Technology
<b>Management Services</b>										
	Citywide Document Imaging System (Conversion) Project		X	X	X	X	X	X	X	X
	Centralized Citywide Contract Management Systems		X	X	X	X	X	X	X	X
	Develop and Execute Plan to Address Homelessness				X	X				
	City Council Communications Policy		X	X	X	X	X	X	X	X
	Explore Agenda Management Solutions		X	X	X	X	X	X	X	X
	Enhance City Website		X	X	X	X	X	X	X	X
	Merchandising, Licensing and Branding for the City				X					X
<b>Finance</b>										
<b>Human Resources</b>										
	Internal Policies and Procedures Review									
<b>Parks and Recreation</b>										
	Update City Donation Policy								X	
	Online Reservation System for Sand Dune, Tennis & Pickleball Courts and Begg Pool									X
	Park Master Plan							X	X	
	Community Arts Grant Program & Policy Development (Includes Mural, Sculpture Garden and Utility Box Beautification Programs)	X						X	X	
	Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage							X	X	X
	Place Public Art in City Hall (City Hall Mural)	X							X	X
	NFC Fitness Court								X	
	Polliwog Park Play Equipment								X	
<b>Police</b>										
	Radio Replacement Project							X		
	Computer Aided Dispatch and Records Management System Replacement Project							X		
	Implementation of Police Department 2019/2020 Strategic Plan									X

# DEPARTMENT ITEMS

- 52 projects/initiatives City of Manhattan Beach staff is concurrently dedicating significant time and resources to that are not currently on the City Council Work Plan.

## DEPARTMENT WORK PLANS



The list below summarizes projects and initiatives City of Manhattan Beach staff is concurrently dedicating significant time and resources to that are not currently on the City Council Work Plan.

### MANAGEMENT SERVICES DEPARTMENT

1. Municipal Code Transparency Enhancements
2. Finalized the Bruce's Beach Artwork Project
3. Development of Citywide Communications Strategy
4. Coyote Management and Response
5. Employee Engagement Survey Implementation

### FINANCE DEPARTMENT

1. MUNIS Implementation Modules Development (includes Annual Comprehensive Financial Report (ACFR) Module, Citizen Transparency Portal, Inventory Management System and Utility Billing)
2. Stormwater Fees/Assessments
3. Digital Water Meter Reader Administration
4. Comprehensive User Fee Study and Cost Allocation Plan
5. Transient Occupancy Tax Adjustment to 14%

### HUMAN RESOURCES DEPARTMENT

1. Reclassification studies, create new classifications, and conduct recruitments associated with the 18 reclassifications or position upgrades, 11 new and 3 unfrozen full-time positions, and various part-time positions, approved in the 2022-23 budget.
2. Assist various City departments with significant organizational changes, staffing modifications including preparation and implementation of public safety department staffing plans and the addition of 13 new full-time positions during the 2022-23 budget year.
3. Implementation of NEOGOV Performance Evaluation and Onboarding modules.

### PARKS AND RECREATION DEPARTMENT

1. Senior and Scout House Community Center Development
2. Renovation of Pay N Pay and Marine Common Area
3. Sand Dune Master Plan (nature areas, trails, and building)

## DEPARTMENT WORK PLANS



4. Expansion of Polliwog Dog Park
5. Begg Pool Request for Proposal
6. Storywalk Installation
7. Field Upgrades - Begg Field Renovation, MBMS Field Renovation, and Marine Field Turf Replacement
8. Public Art - North End Surfboard Sculpture, Catalina Classic Sculpture, and Manhattan Beach Education Foundation (MBEF) Donor Wall
9. City Public Art - Bruce's Beach, Utility Boxes, Murals, Sculpture Garden, and Digital Wall Artwork
10. Partnership with MBUSD (including joint use agreement, field use, district events, and intergenerational programming)
11. Implementation of the City of Manhattan Beach Historical Collection Action Plan
12. Polliwog Pavilion Development with LA County Library
13. Transportation Grant for new Dial-A-Ride vehicles
14. Manhattan Beach Hometown Fair and Manhattan Beach Open multi-year agreements
15. Adopting Policies and Procedures for Naming and Dedicating City Parks and Facilities

### POLICE DEPARTMENT

1. Upgrading the Police Station's Video Security System
2. Upgrading Patrol In-Car Video Systems
3. Upgrading of Police Station Access Control System
4. Recruiting and Hiring to Achieve Full Staffing Levels

### FIRE DEPARTMENT

1. Staff Training and Succession Development
2. Specialized Fire Ground Safety Training
3. Emergency Medical Services Training Compliance with Los Angeles County Department of Health Services mandates.
4. Fire Safety Public Education Initiative
5. Wellness Program Development
6. Explore Fire Department Emergency Medical Services (EMS) Delivery Model options

### COMMUNITY DEVELOPMENT DEPARTMENT

1. Process Planning Applications (including project review, staff reports, resolutions, public

## DEPARTMENT WORK PLANS



- hearings including chronic continuations, appeals, conditions of approval, and subdivision approvals)
2. Review Building Plans for Building Code Compliance and Zoning Regulations, Issue Building Permits, and Inspect Construction Projects
  3. Major Development Projects (including Scout House)
  4. Permitting System (EnerGov) Maintenance and Customization
  5. Code Enforcement (including construction and quality of life impacts)
  6. Review and Administration of Outdoor Facilities Permits and Sidewalk Dining Permits

### PUBLIC WORKS DEPARTMENT

1. Capital Improvement Program Implementation
2. Complete the Wastewater Fund Rate Study
3. Senate Bill 1383 State Mandate Implementation Regarding Organic Waste
4. Upgrade the Supervisory Control and Data Acquisition (SCADA) System
5. Evaluate and Refine the Maintenance Inspection Program
6. Evaluate and Refine the Neighborhood Maintenance Worker Program
7. Re-establish the City's Interoperable Communications Radio Site
8. Water Conservation Program Implementation
9. Increase the Use of Local Groundwater Supplies
10. Implementation of Wastewater CCTV Inspection Program

### INFORMATION TECHNOLOGY DEPARTMENT

1. Technology Infrastructure Modernization Initiatives (servers, storage, network)
2. Cyber Security Hardening Initiatives
3. Enterprise Application Upgrades and Enhancements (OnBase, GIS, EnerGov, etc.)
4. Broadcasting/AV Technology Analysis and Specification Development



# MANAGEMENT SERVICES

## Accomplishments

1. Continued to Invest in City's Homeless Response (Additional Outreach and Housing Resources)
2. Finalized the Bruce's Beach History Report
3. Coordinated Two General Municipal Elections with Los Angeles County (Two City Councilmember Seats and Two Cannabis Initiatives for November 2022 Election and One Parcel Tax Ballot Measure for June 2022 Election)
4. Placed the Bruce's Beach Plaque (Initial Phase)
5. Redesigned City Website with Updated Branding

# MANAGEMENT SERVICES

## Current Work Plan Items

- Centralized Citywide Contract Management Systems
- Develop and Execute Plan to Address Homelessness
- City Council Communications Policy
- Enhance City Website & Email Communications

# FINANCE

## Accomplishments

1. Refunded Metlox, Water and Wastewater - Certificate of Participation (COP)
2. Implemented electronic Inventory System
3. Implemented Clear-Gov Budget Builder
4. Integrated AMI data into Finance Utility Billing module
5. Partnered with Public Works on Water Rate Increase
6. Updated Financial Policies

# FINANCE

## Current Work Plan Items

- None (*Note: Explore Increasing Stormwater Fees Item was postponed*).

# HUMAN RESOURCES

## Accomplishments

1. Completed MOU's with POA, PMA, Teamsters, MBMEA and MBPTEA and completion of labor negotiations process and imposition of terms with MBFA.
2. Created the Unrepresented Employees and Part-Time Compensation Plans (including addition of unrepresented Fire Managers to the full-time compensation plan).
3. Recruited and Filled 64 Full-Time Positions thus far in FY 2022-23, including 37 new hires.
4. Implemented the City's new HRIS/Payroll System (in coordination with Finance and IT).

# HUMAN RESOURCES

## Current Work Plan Items

- Internal Policies and Procedures Review



# PARKS AND RECREATION

## Accomplishments

1. Installed a Rainbow Crosswalk and Rainbow Gazebo Artwork.
2. Added Six New Pickleball Courts.
3. Conducted a Statistically Valid Aquatics Survey
4. Partnered with Leadership Manhattan Beach and Created Community Mural
5. Completed the Historical Collection Assessment and Implemented phases 1 and 2 of an Action Plan.

# PARKS AND RECREATION

## Current Work Plan Items

- Update City Donation Policy
- Online Reservation System for Sand Dune, Tennis & Pickleball Courts and Begg Pool
- Community Arts Grant Program & Policy Development
- Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage
- Digital Wall in City Hall
- NFC Fitness Court
- Polliwog Park Play Equipment
- Public Art Conservation Assessment (Postponed)

# POLICE

## Accomplishments

1. Hiring & Recruitment Efforts in Full Swing – 8 Promotions and 12 New Hires
2. Awarded \$72,000 Homeland Security Grant for Law Enforcement Equipment
3. Awarded \$60,000 Office of Traffic Safety Grant for Equipment and Enforcement Details
4. Developed the 2023-2024 Police Department Strategic Plan through input from members of the community and all levels of Department personnel

# POLICE

## Current Work Plan Items

- Radio Replacement Project
- Computer Aided Dispatch and Records Management System Replacement Project
- Implementation of Police Department 2019/2020 Strategic Plan

# FIRE

## Accomplishments

1. Hired New Civilian Fire Marshal
2. Hired New Civilian Fire Inspector
3. Hired New Division Chief (Open Recruitment)
4. Promoted New Division Chief (Internal Recruitment)
5. Promoted Three (3) New Fire Captains
6. Promoted Three (3) New Fire Engineers

## Current Work Plan Items

- Replace Dispatch Software, Database Management, CAD Integration
- Emergency Notification System



# COMMUNITY DEVELOPMENT

## Accomplishments

1. Adopted New 2022 Building Code
2. Oversaw Construction Activity (1,375 Building Permits; 9,287 Inspections)
3. Completed Dune Restoration Project
4. Completed Historic Landmark Designation at 1505 Crest Drive
5. Adopted 6th Cycle Housing Element
6. Completed the Citywide Engineering and Traffic Survey to Set Speed Limits

# COMMUNITY DEVELOPMENT

## Current Work Plan Items

- Modernize Parking Standards
- Environmental Sustainability Work Plan
- Climate Ready MB
- Housing Policy and Regulation Updates
- Wireless Telecommunications Program
- Long-Term Outdoor Dining and Business Uses on Public and Private Property
- Historic Preservation Ordinance Cleanup

# PUBLIC WORKS

## Accomplishments

1. Completed the Advanced Metering Infrastructure (AMI) Project
2. Updated the Storm Drain Master Plan
3. Produced 419 Acre-Feet of Groundwater from the City's Wells in 2022
4. Completed the Sand Dune Park Landscape Revitalization Project
5. Completed Phase I of the City Hall HVAC Project
6. Completed the Parking Lot 3 Repairs Project
7. Replaced and Upgraded the Fleet Fuel Tracking System
8. Completed the Aviation Boulevard at Artesia Boulevard Right Turn Improvement Project
9. Established the Maintenance Inspection Program
10. Established the Neighborhood Maintenance Worker Program

# PUBLIC WORKS

## Current Work Plan Items

- Downtown and North End Beautification
- Senior & Scout House Project including Joslyn Center Façade
- Uniform Citywide Wayfinding Sign Program Phase I Implementation

# INFORMATION TECHNOLOGY

## Accomplishments

1. Conducted Disaster Recovery (DR) Enhancements
2. Enhanced Help Desk Process and Procedures
3. Broadcasting/AV Technology Process Documentation and Upgrades (primarily dias focus on upgrades)
4. Completed Unused Dark Fiber Verification Project
5. Supported Enterprise System Implementation and Upgrades (including Utility Billing, Inventory, Permitting and Planning Programs)

# INFORMATION TECHNOLOGY

## Current Work Plan Items

- Enterprise Resource Planning (ERP) System
- Work Order Management



# CARRYFORWARD ITEMS

- Unless otherwise directed, all active Work Plan items will be continued to the Fiscal Year 23-24 Work Plan.
- City Council Direction

# NEW WORK PLAN ITEMS

- City Council Suggestions
- Staff Suggestions
- List will be compiled and City Council consensus obtained for inclusion.
- Staff will develop each Work Plan item for Council consideration.
- Return at future meeting, with review and adoption of Fiscal Year 23-24 Work Plan.