

## City Council

### Adjourned Regular Meeting - Study Session

Tuesday, September 30, 2014

6:00 PM

Police/Fire Conference Room

### 5:00 PM Adjourned Regular Meeting - Closed Session



**Mayor Wayne Powell**  
**Mayor Pro Tem Mark Burton**  
**Councilmember Tony D'Errico**  
**Councilmember David J. Lesser**  
**Councilmember Amy Howorth**

#### Executive Team

Mark Danaj, City Manager  
Quinn Barrow, City Attorney

Robert Espinosa, Fire Chief  
Cathy Hanson, Human Resources Director  
Eve R. Irvine, Police Chief  
Mark Leyman, Parks & Recreation Director  
Nadine Nader, Assistant City Manager

Bruce Moe, Finance Director  
Tony Olmos, Public Works Director  
Liza Tamura, City Clerk  
Richard Thompson, Community  
Development Director

#### **MISSION STATEMENT:**

**The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.**

**September 30, 2014**

**City Council Meeting Agenda Packet**

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

*Your presence and participation contribute to good city government.*

*By your presence in the Police/Fire Conference Room, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for citizen comments on the agenda under "Public Comment on Non-Agenda Items", at which time speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the legislative body, with each speaker limited to three minutes.*

*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.citymb.info](http://www.citymb.info), 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 to make an inquiry concerning the nature of the item described on the agenda.*

*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.*

**BELOW ARE THE AGENDA ITEMS TO BE CONSIDERED. THE RECOMMENDED COUNCIL ACTION IS LISTED IMMEDIATELY AFTER THE TITLE OF EACH ITEM IN BOLD CAPITAL LETTERS.****A. PLEDGE TO THE FLAG**

5 MINUTES

**B. ROLL CALL**

1 MINUTE

**C. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

1 MINUTE

*I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Thursday, September 25, 2014, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.*

**D. PUBLIC COMMENT ON NON-AGENDA ITEMS**

3 MINUTES PER PERSON - 30 MINUTES MAXIMUM

*Speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the legislative body, not including items on the agenda. The Mayor may determine whether an item is within the subject matter jurisdiction of the City. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda, except under very limited circumstances. Please complete the "Request to Address the City Council" card by filling out your name, city of residence, and returning it to the City Clerk.*

**E. GENERAL BUSINESS***30 MINUTES PER ITEM*

1. Presentation of Urban Land Institute's Advisory Services (City Manager Danaj). [14-0446](#)  
**ACCEPT PRESENTATION AND PROVIDE DIRECTION IF APPLICABLE**

**Attachments:** [ULI Overview](#)  
[Advisory Panel Overview](#)  
[3-day Panel Overview](#)  
[5-day Panel Overview](#)

2. Interim Work Plan [14-0436](#)  
**RECEIVE REPORT; DISCUSS AND PROVIDE DIRECTION**

**Attachments:** [Original Council-approved Strategic Work Plan](#)  
[New/Additional Strategic Work Plan Items](#)

**F. OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS, FUTURE DISCUSSION ITEMS***5 MINUTES PER CITY COUNCILMEMBER FOR TOTAL OF 25 MINUTES***G. ADJOURNMENT****H. FUTURE MEETINGS****CITY COUNCIL MEETINGS**

*Oct. 7, 2014 – Tuesday -- 6:00 PM - City Council Meeting*  
*Oct. 21, 2014 – Tuesday -- 6:00 PM - City Council Meeting*  
*Nov. 4, 2014 – Tuesday -- 6:00 PM - City Council Meeting*  
*Nov. 18, 2014 – Tuesday -- 6:00 PM - City Council Meeting*  
*Dec. 2, 2014 – Tuesday -- 6:00 PM - City Council Meeting*  
*Dec. 16, 2014 – Tuesday -- 6:00 PM - City Council Meeting*  
*Jan. 6, 2015 – Tuesday -- 6:00 PM - City Council Meeting*  
*Jan. 20, 2015 – Tuesday -- 6:00 PM - City Council Meeting*  
*Feb. 3, 2015 – Tuesday -- 6:00 PM - City Council Meeting*  
*Feb. 17, 2015 – Tuesday -- 6:00 PM - City Council Meeting*

**BOARDS, COMMISSIONS AND COMMITTEE MEETINGS**

*Oct. 8, 2014 – Wednesday – 6:30 PM – Planning Commission Meeting*  
*Oct. 13, 2014 – Monday – 6:30 PM – Library Commission Meeting*  
*Oct. 14, 2014 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting*  
*Oct. 22, 2014 – Wednesday – 6:30 PM – Planning Commission Meeting*  
*Oct. 23, 2014 – Thursday – 6:30 PM – Parking & Public Improvements Commission Meeting*  
*Oct. 27, 2014 – Monday – 6:30 PM – Parks and Recreation Commission Meeting*  
*Nov. 10, 2014 – Monday – 6:30 PM – Library Commission Meeting*  
*Nov. 11, 2014 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting*  
*Nov. 12, 2014 – Wednesday – 6:30 PM – Planning Commission Meeting*  
*Nov. 24, 2014 – Monday – 6:30 PM – Parks and Recreation Commission Meeting*  
*Nov. 26, 2014 – Wednesday – 6:30 PM – Planning Commission Meeting*  
*Nov. 27, 2014 – Thursday – 6:30 PM – Parking & Public Improvements Commission Meeting*  
*Dec. 8, 2014 – Monday – 6:30 PM – Library Commission Meeting*  
*Dec. 9, 2014 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting*  
*Dec. 10, 2014 – Wednesday – 6:30 PM – Planning Commission Meeting*  
*Dec. 22, 2014 – Monday – 6:30 PM – Parks and Recreation Commission Meeting*

**I. CITY HOLIDAYS****CITY OFFICES CLOSED ON THE FOLLOWING DAYS:**

*Oct. 13, 2014 – Monday – Columbus Day*  
*Nov. 11, 2014 – Tuesday – Veterans Day*  
*Nov. 27-28, 2014 – Thursday & Friday – Thanksgiving Holiday*  
*Dec. 25, 2014 – Thursday – Christmas Day*  
*Jan. 1, 2015 – Thursday – New Years Day*  
*Jan. 19, 2015 – Monday – Martin Luther King Day*  
*Feb. 16, 2015 – Monday – President's Day*  
*May. 25, 2015 – Monday – Memorial Day*  
*Jul. 3, 2015 - Friday - Independence Day*  
*Sep. 7, 2015 – Monday – Labor Day*



**Agenda Date:** 9/30/2014

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**TO:**

Honorable Mayor and Members of the City Council

**FROM:**

Mark Danaj, City Manager

**SUBJECT:**

Presentation of Urban Land Institute's Advisory Services (City Manager Danaj).

**ACCEPT PRESENTATION AND PROVIDE DIRECTION IF APPLICABLE**

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**RECOMMENDATION:**

Staff recommends that the City Council accept the presentation from the Urban Land Institute's Advisory Services, consider next steps and provide direction if applicable.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with this presentation.

**BACKGROUND:**

On August 19, 2014, the City Council voted to keep in place a moratorium on zoning in the Downtown area to ensure that the appropriate level of planning and analysis as well as civic engagement occurs and informs the development of a Downtown Plan. To that end, staff began exploring options that would address the Council's direction while providing a foundation for analysis and engagement with the community. One of those options is to engage the services of the Urban Land Institute (ULI). Attachment 1 is an overview of their program. The Institute has long been recognized as one of the world's most respected and widely quoted sources of objective information on urban planning, growth, and development.

The following report provides a very brief, high-level overview of the services provided by ULI as staff from the organization will be providing more detail to the City Council during this study session.

**DISCUSSION:**

ULI has performed similar work for various communities, both large and small, throughout the United States and the world. Today, ULI will be presenting an overview of their work in this area for informational purposes only.

ULI Mission

As background, ULI's mission is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.

ULI is committed to:

- Bringing together leaders from across the fields of real estate and land use policy to exchange best practices and serve community needs;
- Fostering collaboration within and beyond ULI's membership through mentoring, dialogue, and problem solving;
- Exploring issues of urbanization, conservation, regeneration, land use, capital formation, and sustainable development;
- Advancing land use policies and design practices that respect the uniqueness of both the built and natural environments;
- Sharing knowledge through education, applied research, publishing, and electronic media; and
- Sustaining a diverse global network of local practice and advisory efforts that address current and future challenges.

Established in 1936, the Institute has more than 30,000 members worldwide, representing the entire spectrum of the land use and development disciplines. ULI relies heavily on the experience of its members. It is through member involvement and information resources that ULI has been able to set standards of excellence in development practice.

ULI Priorities and Issue Areas

Below are listings of ULI priorities and issue areas:

- Advising communities in need
- Shaping cities and regions
- Developing excellence through education
- Driving innovation in real estate and urban development
- Building sustainably
- Connecting capital and the built environment
- Creating Resilient Communities
- Understanding Demand and Market Forces
- Promoting Intelligent Densification and Urbanization
- Integrating Energy, Resources, and Uses Sustainably

Advisory Panels

Attachment 2 is an overview of the Advisory Panel approach that ULI provides to communities. In summary, ULI Advisory Services help find creative, practical solutions for some of the most challenging issues facing today's urban, suburban, and rural communities.



The Advisory Panels provide:

- Timely, candid and unbiased input from senior land use professionals representing multiple disciplines;
- A unique opportunity to advancing critical conversations, moving beyond impasse; and,
- Fresh insights and innovative solutions to the most complex real estate development challenges.

These panels are comprised of various disciplines from ULI's diverse membership, including developers, planners, financiers, market analysts, economists, architects, and public officials to provide practical and candid advice that is not available from any other source.

In a concentrated one-week effort, panels provide results by working with local governments, private developers, community development corporations, and many other organizations to address challenging real estate and land use issues facing communities. Attachments 3 and 4 provide overviews of the 3-day and 5-day panel options.

ULI will discuss in more detail these two options during the study session.

**CONCLUSION:**

Staff recommends that the City Council accept the presentation from the Urban Land Institute's Advisory Services and consider next steps.

Attachments:

1. Urban Land Institute Overview
2. Advisory Panel Overview
3. 3-day Panel Overview
4. 5-day Panel Overview

## URBAN LAND INSTITUTE ADVISORY SERVICES PROGRAM

## The Urban Land Institute

The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. Land use professionals around the world value ULI as a highly respected and widely quoted source of objective information on urban planning, growth, and development.

ULI is committed to:

- Bringing together leaders from across the fields of real estate and land use policy to exchange best practices and serve community needs;
- Fostering collaboration within and beyond ULI's membership through mentoring, dialogue, and problem solving;
- Exploring issues of urbanization, conservation, regeneration, land use, capital formation, and sustainable development;
- Advancing land use policies and design practices that respect the uniqueness of both built and natural environments;
- Sharing knowledge through education, applied research, publishing, and electronic media; and
- Sustaining a diverse global network of local practice and advisory efforts that address current and future challenges.

Established in 1936, ULI today has members in 95 countries worldwide. Members represent the entire spectrum of land use and development disciplines. Professionals represented include developers, builders, property owners, investors, architects, public officials, planners, real estate brokers, appraisers, attorneys, engineers, financiers, and academics. ULI relies heavily on the experience of its members. Active member involvement enables ULI to set standards of excellence in development practice.



## URBAN LAND INSTITUTE ADVISORY SERVICES PANEL PROGRAM

### Practical Solutions for Difficult Land Use Issues



- Get timely, candid and unbiased input from senior land use professionals.
- Kick-start critical conversations, move beyond deadlock.
- Gain fresh insights and discover innovative solutions to the most complex real estate development challenges.

Since 1947, over 600 advisory services teams have helped sponsors find creative, practical solutions for some of the most challenging issues facing today's urban, suburban and rural communities.

In a concentrated effort of one week, we provide results. We work with local governments, private developers, community development corporations, and many other organizations to address the most challenging real estate and land use issues facing communities today.

Panels include the best and brightest from ULI's diverse membership including developers, planners, financiers, market analysts, economists, architects and public officials to provide practical and candid advice that is not available from any other source. Panels subject focus on:

**Economic** - Industrial Development, Economic Development, Shopping Mall Redevelopment, Employment Generation, Hospital and Life Sciences, Real Estate Finance

**Downtown** - Retail & Entertainment, Neighborhood Revitalization, Downtown Revitalization,

**Infrastructure** - Transit-Oriented Development, Transportation, Ports and Airports, Rail

**Housing** – Workforce Housing, Affordable Housing, Housing Finance

**Metropolitan Policy** - Regional Growth and Cooperation, Inter-jurisdictional Strategies, Sustainable Development, Military Base Redevelopment

**Urban Design** – Corridor Redevelopment, Streetscape, Historic Preservation, Placemaking

Past panel reports are available at [www.uli.org/advisoryservices](http://www.uli.org/advisoryservices)



Contact Tom Eitler (202-624-7186, [teitler@uli.org](mailto:teitler@uli.org)) for more information.

## URBAN LAND INSTITUTE ADVISORY SERVICES PROGRAM

## Three-Day Panel Day-by-Day

## Monday | Arrival and Orientation

Panelists arrive at the hotel by mid-afternoon. Later in the afternoon, panelists and staff meet to get acquainted, review the week's agenda, and discuss the assignment. After the meeting, the panelists join the sponsor and key stakeholders for an informal dinner.

## Tuesday | Briefing, Tour, and Interviews

The sponsor opens the day with a briefing session that reviews the assignment, the study area, and other information presented in the briefing book. Following the briefing, the sponsor leads a tour of the study area by foot, bus, boat, or helicopter, depending on the size and scope of the area in question. After the tour, the panel and the sponsor meet for lunch and to review the list of people the panel will interview in the afternoon. The panel interviews four groups of local resource people. The sponsor selects resource people who can provide helpful information and insight into the panel's assignment. Each interview group contains no more than five resource people. All interviews are confidential.

## Wednesday | Panel Deliberations and Report Preparation

The panel breaks into teams and prepares the report. Panelists may follow up with resource people, revisit the study area, or ask the sponsor to provide additional information. Throughout the day, the chair sets times for the panel to meet, to review drafts of the report, and to think about and discuss issues together. During the day, staff members prepare the PowerPoint presentation. In the evening, the panel rehearses the final presentation.

## Thursday | Presentation of the Panel's Findings

The panel presents its findings and recommendations to the sponsor and the sponsor's guests. The sponsor may choose a public or private forum for the presentation. Following the presentation, the panel gives the sponsor an electronic copy of the PowerPoint slides and departs. Within 30 days of the panel's presentation, ULI will provide the sponsor with a manuscript of the final report for comment.



## URBAN LAND INSTITUTE ADVISORY SERVICES PROGRAM

## Five-Day Panel Day-by-Day

## Sunday | Arrival and Orientation

Panelists arrive at the hotel by mid-afternoon. Later in the afternoon, panelists and staff meet to get acquainted, review the week's agenda, and break into working teams. After the meeting, the panelists join the sponsor and key stakeholders for an informal dinner.

## Monday | Briefing and Tour

The sponsor opens the day with a briefing session that reviews the assignment, the study area, and other information presented in the briefing book. Following the briefing, the sponsor leads a tour of the study area by foot, bus, boat, or helicopter, depending on the size and scope of the area in question. After the tour, the panel and the sponsor meet for lunch and to review the list of people the panel will interview on Tuesday. The sponsor usually hosts a reception at the end of the day for the panelists and resource persons who will be interviewed on Tuesday.

## Tuesday | Interviews

The panel divides into teams and interviews resource people all day. The sponsor selects resource people who can provide helpful information and insight into the panel's assignment. Each panel team usually interviews one to three persons in each one-hour session. All interviews are confidential.

## Wednesday | Panel Deliberations and Report Preparation

The panel breaks into teams and starts preparing the report. Panelists may follow-up with resource people, revisit the study area, or ask the sponsor to provide additional information. Throughout the day, the chair sets times for the panel to meet, to review drafts of the report, and to think about and discuss issues together.

## Thursday | Report Preparation

The panel continues preparing the report and deliberating the issues. During the day, staff prepares the PowerPoint presentation. In the evening, the panel rehearses its final presentation.

## Friday | Presentation of the Panel's Findings

The panel presents its findings and recommendations to the sponsor and the sponsor's guests. The sponsor may choose a public or private forum for the presentation. Following the presentation, the panel gives the sponsor an electronic copy of the PowerPoint slides and departs. Within 30 days of the panel's presentation, ULI will provide the sponsor with a manuscript of the final report for comment.





**Agenda Date:** 9/30/2014

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**TO:**

Honorable Mayor and Members of the City Council

**FROM:**

Mark Danaj, City Manager

**SUBJECT:**

Interim Work Plan

**RECEIVE REPORT; DISCUSS AND PROVIDE DIRECTION**

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**RECOMMENDATION:**

Staff recommends that the City Council receive an update on the City's Strategic Plan, and discuss and provide direction for the Interim Work Plan.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

In August 2014, the City Council, City Manager and City Attorney held a 2-day facilitated retreat, where many topics were discussed, including expectations of one another and how the Council and City Manager work together to best support the community. At the end of the retreat, there was a discussion of next steps regarding strategic planning in which the Council requested background and options for pursuing a strategic planning process. The Council also directed the development of an interim work plan to guide the organization until a new strategic planning process is fully executed.

The following report provides that interim work plan, which includes the items that resulted from the 2013 strategic planning effort and also incorporates new items/projects that have been added since the Council last reviewed and approved the plan.

**DISCUSSION:**

Interim Work Plan

The City of Manhattan Beach underwent a strategic planning process in July 2013. That process resulted in a citywide workplan that reflected the multitude of projects and initiatives that were underway or initiated at that time.

**Attachment 1** is a listing of the original 2013 Strategic (Work) Plan, with updated information on the status of the items. **Attachment 2** is a listing of items that have been added to the strategic/work plan since the last strategic planning process and is organized as follows:

<b>Department</b>	Specifies which department is responsible for the item.
<b>Project Title</b>	Provides the title of the project.
<b>Description</b>	Provides more detail on the project, including background when appropriate.
<b>Status</b>	Describes the current status of the project, including ETA where appropriate.

These two documents are being presented to the Council for adoption in the interim until staff and the Council undergoes a new strategic planning process, which is further described below in preparation of a future conversation. Once the Council completes its strategic planning process, the two work plans will be merged into one consistent format with projects aligning to the Council's priorities. It is recommended that the Council defer any substantive changes to this interim work plan until such time that the Council engages in the more meaningful and comprehensive policy discussion that the strategic planning process will afford in the near future. At that time, the Council will have the opportunity to edit/add items to a new work plan.

Although this list is fairly exhaustive, it should be noted that the items reflected in this workplan do not represent the baseline service delivery of the various City departments, including but not limited to basic public safety response, overall financial management, standard parks and recreation services, community development and permitting services, public works services and other internal strategic support services.

#### **CONCLUSION:**

Staff will return to the Council with more information and options related to the Strategic Planning Process before the end of the calendar year, with the intention to kicking-off the process at the beginning of 2015, to align with a survey of the community, public engagement efforts and the overall budget process. As noted above, at that time the Council will have the opportunity to review and re-visit the attached work plans to ensure alignment with council, organizational and community priorities.

#### **Attachments:**

1. Original Council-approved Strategic Work Plan
2. New/Additional Strategic Work Plan Items



CITY OF MANHATTAN BEACH  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 10 July 2013 through 1 January 2014  
*Updated: March 26, 2014*

THREE-YEAR GOAL: MAINTAIN AND ENHANCE FINANCIAL STABILITY					
WHEN	WHO	WHAT	STATUS		COMMENTS
			DONE	ON TARGET REVISED	
1. At the July 18, 2013 City Council closed session	City Manager	Present to the City Council for action terms and conditions for employment of management and confidential employees in connection with labor negotiations.	X		Approved at the October 15, 2013 City Council meeting.
2. At the August 6, 2013 City Council meeting	Finance Director (lead), City Manager and Public Works Director	Present to the City Council for action alternative funding for existing Street Lighting and Landscaping District, storm water utility, and streets and sidewalks.	X		Information was presented at the August 20, 2013 City Council meeting on the Storm Water and Street Lighting funding options (Streets and Sidewalks, which focuses on resident responsibility for maintenance and repair of sidewalks and parkway trees, and the potential for the City to takeover that responsibility, is a much broader topic than addressing the existing deficits in the other two funds. Further, Streets and Sidewalks require two separate processes under two separate State laws, further complicating the overall goal of correcting the Storm Water and Street Lighting deficits. As a result, staff will present that topic and related issues and options at a future meeting). Staff was directed to prepare an RFP for an engineer to perform a preliminary assessment of Storm Water Fees and Street Lighting and Landscaping assessments before determining if further action (polling, community outreach, etc.) will be taken. City Council awarded a contract to Harris and Associates at the 2/25/2014 to perform the analysis. Most recently, the survey component was performed the weeks of 9/8 and 9/15/2014. Staff will provide the results of the preliminary analysis at the November 18, 2014 City Council meeting.
3. Beginning September 17, 2013 and ongoing thereafter	Finance Director	Publish department credit card expenditure detail as a part of the warrant register.	X		Information included on warrant register beginning on the August 6, 2013 City Council Agenda.

CITY OF MANHATTAN BEACH  
**SIX-MONTH STRATEGIC OBJECTIVES**

10 July 2013 through 1 January 2014

*Updated: March 26, 2014*

4. January 1, 2014	Community Development Director with input from the Planning Commission	Recommend to the City Council for action an ordinance to encourage a vibrant and sustainable downtown environment that increases retail business and sales tax revenue to the City.	X			The Planning Commission recommended a comprehensive study which will now be addressed as part of the proposed development of a Downtown Specific Plan, see future objective #5.
5. FUTURE OBJECTIVE July 1, 2014	Community Development Director	Develop and present to the City Council for action a vision for the sustainability and vitality for the commercial districts.		X		As a first component in addressing this objective, City Council provided direction to proceed with the development of a Downtown Specific Plan with a RFP for such being developed by staff, which will be presented to Council in October 2014.

CITY OF MANHATTAN BEACH  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 10 July 2013 through 1 January 2014  
*Updated: March 26, 2014*

<b>THREE-YEAR GOAL: INCREASE ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY</b>						
GOAL DATE	WHO	WHAT	STATUS		COMMENTS	
			DONE	ON TARGET REVISED		
1. At the July 16, 2013 City Council meeting	Community Development Director with input from the Planning Commission	Provide a status report on the Mansionization Ordinance with recommended changes, if needed, to the City Council for consideration.	X		Status report provided on July 16, 2013; item returned to City Council on November 19th and referred back to the Planning Commission.	
2. At the July 16, 2013 City Council meeting	Community Development Director	Present to City Council for consideration residential construction rules and potential improvements regarding notices to workers and neighbors.	X		Presentations made July 2, and August 6, 2013. Council added rules and referred to Building Appeals Board to review and recommend additional rules to mitigate impacts which was accomplished on November 14th.	
3. At the July 16, 2013 City Council meeting	City Manager and City Attorney	Present a report with recommendations for City Council action on meeting management, including making meetings more efficient, agenda structure, adopting a meeting protocol, considering a City Council Handbook, and controlling disruptive comments and action.	X		City Council took action on the remaining meeting management items on October 1st.	
4. At the July 16, 2013 City Council meeting	City Manager and City Attorney	Complete the discussion with the City Council with the Council taking action on open government, including early distribution of agendas, broader dissemination of notices, electronic notifications, improve transparency, explore additional platforms for broadcasting meetings, engaging the public, etc.			City Council took action on the remaining open government items on October 1st.	
5. At the October 15, 2013 City Council meeting	Finance Director	Present to the City Council options for reviewing and revising the City budget consideration and adoption process.	X		The City Council provided direction on December 3rd regarding an enhanced level of public participation in the budget process for FY 2014/15.	
6. At the November 19, 2013 City Council meeting	City Mayor	Present to the City Council alternatives for defining and enhancing the strategic planning process, including public participation.	X		The Council Policy Governance & Strategic Planning Subcommittee presented an update on the next generation of strategic planning on November 19th.	

CITY OF MANHATTAN BEACH  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 10 July 2013 through 1 January 2014  
*Updated: March 26, 2014*

THREE-YEAR GOAL: MAINTAIN AND ENHANCE CITY FACILITIES, PROGRAMS AND INFRASTRUCTURE						
GOAL DATE	WHO	WHAT	STATUS		COMMENTS	
			DONE	ON TARGET REVISED		
1. At the August 20, 2013 City Council meeting	City Manager and the Public Works Director	Present for City Council action a multi-faceted approach to address power outages by Southern California Edison.	X			
2. October 1, 2013	Public Works Director	Assess the City's facilities, including costs to maintain and improve current facilities, and report results to the City Council.	X		The City Council reviewed and gave future direction regarding facilities on December 10, 2013.	
3. FUTURE OBJECTIVE January 31, 2014	Community Development Director with input from the public and the City Council	Present to the City Council for action a proposed integration of the Bicycle Master Plan into the Mobility Plan, which is supported by the Strategic Plan.	X		The Council was provided with an update on the Bicycle Master plan on November 5th and a joint Council/PPIC session was held on the Mobility Plan on November 12th.	
4. FUTURE OBJECTIVE January 15, 2015	Community Development Director	Update and present to City Council an update to the City's Downtown Parking Management Plan.		X	It is anticipated that the preparation of a Downtown Specific Plan will also include an update to the City's Downtown Parking Master Plan.	

CITY OF MANHATTAN BEACH  
 SIX-MONTH STRATEGIC OBJECTIVES  
 10 July 2013 through 1 January 2014  
 Updated: March 26, 2014

THREE-YEAR GOAL: ENCOURAGE ENGAGEMENT AND INCREASE PARTICIPATION OF RESIDENTS AND BUSINESSES						
GOAL DATE	WHO	WHAT	STATUS		COMMENTS	
			DONE	ON TARGET	REVISED	
1. January 1, 2014	Management Team (City Manager - lead) and City Council	Inform all residents how to access information about the City through modern technology (website, e-notices, e-alerts, emails, social media) and increase dissemination of information to all residents and businesses about City meetings, City business events and activities.	X			Staying connected outreach effort promoting ways to keep in touch with what is happening in Manhattan Beach included a flyer distributed with utility bills and business license renewal notifications.
2. January 1, 2014	City Manager and City Council	Identify and implement strategies to increase involvement of community organizations and business groups in City meetings.			X	Coordinating with proposed vendor to determine appropriate timing in initiating anticipation of a strategic planning process.
3. January 1, 2014	Finance Director and City Manager	Create, distribute, analyze and distribute to the City Council and the community the results of a Community Satisfaction Survey.			X	On December 3rd, the City Council opted to delay the proposed survey until later in 2014 in conjunction with the next generation of Strategic Planning.

CITY OF MANHATTAN BEACH  
**SIX-MONTH STRATEGIC OBJECTIVES**  
 10 July 2013 through 1 January 2014  
*Updated: March 26, 2014*

THREE-YEAR GOAL: ENHANCE, PRESERVE AND PROTECT THE ENVIRONMENT AND HEALTH OF OUR BEACH COMMUNITY					
GOAL DATE	WHO	WHAT	STATUS		COMMENTS
			DONE	ON TARGET REVISED	
1. At the August 20, 2013 City Council meeting	City Attorney and Public Works Director	Present to the City Council for action an ordinance banning polystyrene food packaging.	X		
2. At the October 15, 2013 meeting	Public Works Director with input from a consultant	Inventory the City trees, identify funding and timeline needed for a Tree Master Plan and present to the City Council for direction.	X		The Tree Inventory and direction on a Tree Plan item was considered on February 4, 2014.
3. At the September 3, 2013 City Council meeting	City Attorney	Provide a further report to the City Council regarding the removal of abandoned utility wires and satellite dishes.	X		
4. At the December 3, 2013 City Council meeting	City Attorney and Public Works Director	Present to the City Council for action an ordinance regarding tobacco control outdoors.	X		Direction was given on February 4, 2014 as to the ordinance to be prepared.
5. FUTURE OBJECTIVE	Community Development Director	Clarify with the City Council the tree requirements for walk streets including view obstruction and grandfathering issues.		X	On hold due to litigation.

CITY OF MANHATTAN BEACH  
 SIX-MONTH Workplan  
 March - September 2014 Updates  
 Updated: September 24, 2014

Department	Project Title	Description	Status
City Clerk	Update Boards & Commissions Handbook	In October 2007, the City Council made mandatory an orientation training process for all new commissioners and boardmembers. The City Clerk worked in conjunction with City Councilmembers Cohen and Montgomery to distribute a Boards & Commissions Handbook at the orientation. Since 2007, substantive changes have been made to the handbook and staff is requesting the formation of a City Council Subcommittee to update the content of the handbook which will eventually be presented to the City Council for adoption.	May 31, 2015
City Clerk	March 3, 2015 General Municipal Election	The election process (as well as voter outreach) is underway for the March 3, 2015 General Municipal Election starting with the adoption of the resolutions (at the September 16, 2014 City Council Meeting) calling and giving notice of the upcoming election. The election process ends on March 17, 2015 where the two newly elected/newly re-elected City Councilmembers are sworn into office.	March 17, 2015
City Clerk	Citywide Document Conversion Project	As part of the I.S. Master Plan, the current Document Imaging Program (LibertyNet) is no longer being supported. LibertyNet was purchased by Hyland and the City needs to either convert LibertyNet documents to Hyland's OnBase solution OR purchase another solution. An RFP is being prepared and the selection of the Vendor is scheduled to be placed on the December 2014 Agenda for City Council approval.	June 30, 2015

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Department	Project Title	Description	Status
City Clerk	Public Records Request Software	With the increase of Public Records Requests, the City Clerk's office has been actively searching for tracking software that will enable all departments to log in Public Records Requests, track the correspondence between requestor and staff, and archive the documents which are being provided to the requestor. The goal is to have the log posted to the City Website to promote openness and transparency of the documents being requested.	December 31, 2014
City Manager	Consolidation of MBUSD M&O Yard with City Yard	Feasibility of consolidation of two facilities at current City Yard location which may also include acquisition (lease) of current MBUSD yard for future Fire Station/Medical facility.	May 1, 2015
City Manager	Investment in Key Strategic Positions	Present City Manager's recommendation for additional positions to enhance and stabilize City services. Positions include PIO/Communications Director; IT Director; Assistant Director of Finance and Economic Development Manager.	October 21, 2015
City Manager	Review "Car-2-Go" Program	With Manhattan Beach being the only local City not participating in the program, and some of the major issues being worked out by Car-2-Go, staff will review the program and make recommendations to the City Council.	
City Manager	Citizen Engagement	Review methods with which to further engage the community, including expanding the use of social media (engagement versus distribution) and leveraging existing outreach tools such as Speak Up Manhattan Beach, GoReach and the City's website.	
City Manager	Pier Fishing Regulations	Coordinating with the State	



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Department	Project Title	Description	Status
City Manager	MIBUSD Joint Use Agreement Review and Renewal	Review the current agreement and revise as needed.	The existing agreement expires June 30, 2016. The Ad Hoc Subcommittee will meet in June 2015 to review the existing agreement and prepare revisions (if necessary) for approval by both the City Council and the School Board prior to July 2, 2016.
City Manager	Review Transient Occupancy Tax (TOT)	Review Transient Occupancy Tax (TOT) for potential vote to increase.	
City Manager	Increase Storm Water Fees and Street Lighting Assessments	Launch an educational campaign to gain support to increase fees and assessments. Conduct Proposition 218 vote.	
City Manager	Website Enhancements	Implement updates that enhance and optimize the City Website to make it more user-friendly for residents and businesses.	
City Manager	Alternative Work Schedule	Review existing alternative work schedule for effectiveness.	
City Manager	Part-Time Employee Compensation and Benefits	With the provisions of the Affordable Care Act taking effect, and the City's reliance on part time labor to deliver services in a cost effective manner, consideration must be given to the provision of benefits for certain part time positions. This process will include not only meeting the requirement of ACA for employees working on average of 30 hours per week over a certain time period, but also reviewing the possibility of providing prorated leave to certain "permanent" part time positions. A review of part time salaries also needs to be completed with conversion of employer paid PERS contributions to employees paid.	

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Department	Project Title	Description	Status
City Manager	Review and Revise City's Personnel Rules and Regulations	With the myriad changes in the recent past to salaries and benefits, as well as the need to locate information in the most pertinent document, the City's rules and regulations need to be overhauled.	
City Manager	Present and Promote City Technology Capabilities to the Community	With the City's investment in on-line customer service applications, a concerted effort to promote these tools is needed to maximize the return on investment.	
Community Development	Development: Manhattan Village Mall Renovation Project	On May 20, 2014 the City Council supported the project with additional conditions. The applicant has expressed concerns with some of the new conditions and is currently considering their options. The City is waiting for a formal response from them before scheduling it for City Council discussion.	
Community Development	Development: MB Mercedes Site	This site is located at 8th and Sepulveda and is currently for sale. Several developers interested in the development of the site have contacted the City about permitted uses, and what the City would like to see developed at that location. Residential is not permitted. Retails and hotel uses are encouraged. Office use is discouraged. Approval of a Master Use Permit is required to develop the site which required public hearings before the Planning Commission.	
Community Development	Development: Rosecrans/Highland Avenue Mixed Use Project (Hotel, Retail, Public Parking)	Verandas is for sale which provides an opportunity to consider redeveloping the City parking structure at Highland/Rosecrans together with the properties fronting along Rosecrans resulting in a public/private project similar to Metlox. An opportunity to master plan the subject sites into one development is being encouraged along with hotel, retail uses and underground public parking.	

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Department	Project Title	Description	Status
Community Development	Studies: Mobility Plan Adoption and Implementation	A City Council study session is scheduled for September 23rd. Following this meeting public hearings must be conducted before the Planning Commission and PPIC. Their recommendations will then be presented to the City Council for adoption sometime later this year.	End of 2014
Community Development	Studies: Mills Act Adoption and Implementation	The City Council will consider the implications of adopting a Mills Act Ordinance.	October 7, 2014
Community Development	Downtown Plan/Specific Plan Study (update Strategic Actoin Plan 1996)	Moratorium (through 2015). The purpose of the moratorium is to maintain the existing mix of uses downtown to provide time to conduct the study and approve any changes to our code. As directed by Council, a provision to regulated Formula Businesses (chain stores) will be presented to Council.  Parking Management Plan, Public Improvements, Design Guidelines, Economic Development. These items will be included in the Downtown Plan/Specific Plan Study.	October 7, 2014
Community Development	North End Plan/Specific Plan	The purpose of the plan is to establish a vision for public and private improvements.	
Community Development	Sepulveda Corridor Study	Public Improvements, Traffic and Parking Issues, Design Guidelines, Economic Development	
Community Development	Housing Element Implementation and Ordinances	The City Council adopted the Housing Element, which requires several amendments to the Municipal Codes and the Local Coastal Program.	
Community Development	Code Enforcement, Construction Rules, Surety Bonds, Substandard and Abandoned Structures, Nuisance Ordinance	A presentation is scheduled before the City Council on October 7, 2014 to address these issues.	October 7, 2014
Community Development	Mansionization Issues	The City Council reviewed the Planning Commission's recommendations on November 19, 2013 and referred the matter back to the Planning Commission. Staff is waiting or further direction before proceeding with this discussion.	Pending further direction.

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Department	Project Title	Description	Status
Community Development	Accela Software Automation Project	The Department is installing a new permitting software system that will reduce paper and increase efficiency.	Through Fall 2016
Finance	Implementation of the Information Systems Master Plan (ISMP)	Continuation of the Information Systems Division's support of the nearly 60 technology projects planned across all departments, including new permitting, document management, and Human Resources systems. Several projects also involve direct management (not just support) by the Finance Department including the new telephone, cashiering, financial, broadcasting, and GIS systems, as well as Wide Area Network expansion, etc.  The ISMP is due for a refresh in 2016.	On-going
Finance	Implementation of a New Centralized Cashiering System	As part of the ISMP, Finance is implementing a new centralized cashiering system which will migrate the City to a stable platform and vendor, while also providing improved integration with core general ledger/Financial systems.	June 30, 2015
Finance	Use Fee/Cost Allocation Plan Studies	These studies ensure that the appropriate cost of service is identified and recovered (to the extent desirable) for services provided by the City such as permits (building, film), water service activation, etc.	To City Council by December 16, 2014
Finance	Taxicab Franchise Negotiations	City Council authorized staff to negotiate new five-year franchise agreements with incumbent franchisees, with the goal of having new agreements in place and effective by January 1, 2015.	To City Council by December 2, 2014

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Department	Project Title	Description	Status
Finance	Open Gov Transparency Portal	In an effort to provide easy and simple access to the City's Financial data, the City has contracted with Open Gov to provide a web based portal which allows internal and external users to query City revenues and expenditures. Information is presented graphically and allows users to sort the data by department, by spending object (e.g., supplies, conference and meetings, overtime, etc.) by time period (fiscal year, month) and several other methods.	November 1, 2014
Finance	Electronic Procurement Outreach	In an effort to improve vendor outreach and thereby increase the number of potential suppliers bidding on the City's needs, staff will select and utilize an e-Procurement tool which will be utilized to advertise bids.	June 30, 2015
Finance	Cable Television - Public Access	The City Council has requested a report on the City's public access channel capabilities. The report will provide a framework for City Council discussion on use policies as well as staff resources that may be necessary to provide additional services.	October 21, 2014
Finance	Review of Social Media Policies	The City Council requested a review of the City's existing Social Media policies.	November 18, 2014
Finance	Installation of Security Cameras in Finance	Installation of cameras in coin room and in cashiering area for enhanced security and internal controls.	December 31, 2014
Fire	Developing a Deployment Study for Emergency Responses	Contracted with Citygate to perform a joint study by Hermosa and Manhattan Beach on response times and arrival of effective firefighting resources to look for opportunities to share services.	
Fire	Developing a succession Plan for All Fire Department Ranks.	In the next two years there will be promotions in the ranks of Battalion Chief, Fire Captain, and Fire Engineer.	
Fire	Improving Fire Prevention Inspection Documentation/Data Collection and Developing a Fire Permit Program	Improving data collection of fire inspections and creating a fire permit program to offset expenditures.	

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Department	Project Title	Description	Status
Fire	Create a Study with Recommendations for Improving Ambulance Transport Services	Look at best practices and industry standards for ambulance transport models that provide higher level of service to the community	
Human Resources	Risk Management: Update and Implement City's Safety Policy and Program as well as communicate and provide training on updated IIPP.	The Occupation Safety and Health Administration (OSHA) requirements are continuously changing which require the City to update its related Safety Policies and Programs. OSHA also requires that the City maintain a current Injury Illness Prevention Program (IIPP) and requires training on provisions of the Plan.	March/April 2015 for Safety Program and May/June for IIPP
Human Resources	Risk Management: Software identification and implementation	As part of City's IS Master Plan HR will identify a system to track critical liability insurance documents, subrogation claims (3rd parties who damage City property), assist with tracking right-of-way permit insurance, block party permit insurance and other multi-departmental permit tracking. Currently these are tracked manually or by each department.	Ongoing
Human Resources	Risk Management: Affordable Healthcare Act (ACA) Implementation	The ACA provisions continue to evolve and change as requirements continue to be defined and approved by the Federal Govt. The next step is IRS reporting requirements and evaluation/development of an affordable medical insurance plan available to employees work meet identified criteria.	January 1, 2015
Human Resources	Risk Management: Paid Sick Leave Program	In Aug. 2014, the Governor approved legislation that requires all employers to provide paid sick leave to employees meeting the provisions in the legislation. HR will evaluate and implement required program.	June 1, 2015

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Department	Project Title	Description	Status
Human Resources	Administration: Review and Update Personnel Rules and Personnel Instructions	The Personnel Rules have not been updated since November 2010. Since that time HR has had Council approve several changes that need to be incorporated into the Rules. The Personnel Instructions (PIs) have not been reviewed in some cases since 2002. The PIs explain in more detail how Rules are to be implemented and need to be updated to reflect Rules.	January 2015 for Rules and March 2015 for PIs.
Human Resources	Administration: HRIS Systems Review and Implementation Plan Including FMLA/CFRA Tracking	Included in the IS Master Plan is the evaluation of the current HRIS system as well as other HRIS systems utilized by agencies to enhance customer service as well as improve efficiency and effectiveness of the HR function. Many current processes are manual. One particularly time consuming process is tracking employees out on Family Medical Leave and ensuring the City meets it's legal obligation under the Act. HR is currently working with Finance to understand if the current system can track FMLA/CFRA leave.	Ongoing
Human Resources	Administration: Part-time employee Policies	In 2012, the City changed its philosophy on how to utilize and manage part time employees. In addition to evaluating how this change is impacting the departments, the laws have changed and need to be evaluated as to their impact (Healthcare Reform, Sick Leave).	Ongoing
Human Resources	Administration: Alternative Work Schedule	The Alternative Work Schedule at City Hall and in the Public Works Yard is currently under a trial period that will expire in April 2015. Prior to the expiration of the trial period, staff must evaluate how the schedule is working and meet and confer over any changes prior to this date.	April 1, 2015
Human Resources	Administration: Harassment Training for non-supervisory personnel	California Law requires that supervisory employees receive harassment training every two years. Best practice is also to train non-supervisory personnel.	December 1, 2014

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Department	Project Title	Description	Status
Human Resources	Administration: Classification and Compensation	<ul style="list-style-type: none"> <li>* Revise and Update Classification/Compensation Plan</li> <li>* Complete total compensation survey for benchmark Teamster positions</li> <li>* Meet and Confer with Teamsters on classification changes and survey results</li> <li>* Post updated classifications for Management Confidential positions as well as updated classifications for Police and Fire.</li> </ul>	Ongoing
Parks and Recreation	Marketing Plan	To develop a comprehensive marketing plan with a focus on program/class registration enhancement, developing partnership with schools, communicating the vision and building awareness for the Department brand with consumers through targeted messages.	End of Fiscal Year 2015
Parks and Recreation	Social Media Pilot Program	To implement a pilot social media program to engage with customers through Twitter and Instagram, providing information on classes, programs, and events.	End of Fiscal Year 2015
Parks and Recreation	New Department Field and Facility Reservation Policy	Update a comprehensive field and facility reservation policy to provide detailed information and protocols for internal staff and external customers.	End of Fiscal Year 2015
Parks and Recreation	Update Special Event Policy/Fee Waivers	Update the special event policy to reflect the current programming, total number of events, and approval process.	End of Fiscal Year 2015
Parks and Recreation	Programming Partnership with MBUSD – Pilot Program at Grand View	Increase programming with MBUSD, providing a pilot program at Grandview in partnership with the PTA, providing health and wellness programming.	End of Fiscal Year 2015
Parks and Recreation	Sponsorship Policy RFP	Evaluate sponsorship policies and develop an RFP to package and sell sponsorship	End of Fiscal Year 2015
Parks and Recreation	MB Fit - Wellness Program AHA Gold Designation	Update on the three month MB Fit trial, programming, budget and AHA Gold Designation	End of Fiscal Year 2015
Parks and Recreation	Alcohol Policy	Develop an alcohol policy to discuss regulations at public and private events at public parks, programs and facilities.	End of Fiscal Year 2015



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Department	Project Title	Description	Status
Parks and Recreation	Skateboard Park	Skateboard Park Consultant RFP, present results of consultant public engagement and determination of possible locations, designs and funding options to City Council.	Fall 2015
Parks and Recreation	Special Olympic World Games Local Host City	Assist with the planning and coordination for the Special Olympics World Games as a Local Host City. Approximately 100 athletes will stay in local hotels for three days and engage in a variety of local Manhattan Beach activities. The City will assist in marketing the partnership and coordination with the Manhattan Beach Unified School District to provide track, sports and aquatic facilities.	Fall 2015
Police	Implementing Software - Scheduling Software	Implementation of grant-funded electronic scheduling and timecard software to enhance efficiency.	December 31, 2014
Police	Implementing Software - Administrative Management Software	Implementation of grant-funded administrative management software to enhance efficiency.	December 31, 2014
Police	Revisiting MBPD Policy Manual: Lexipol Systems	Implementation of an electronic policy manual system (Lexipol) to manage department policies and to disseminate policies to all Department employees. The system provides a means for tracking policy history and employee acknowledgement of new and amended policies. Additionally, Department staff adopted an electronic workflow system for policy development and review that facilitates input from all stakeholders. This system is proving more efficient than past processes and is facilitating more timely distribution of new policies. Over the last few months, hundreds of policies have been reviewed and many have been amended to conform more accurately with federal, state, local, and legislative mandates.	Ongoing
Police	Public Notification System	Evaluation of emergency public notification solutions, with a goal to implement a new solution by the end of November.	November 30, 2014

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Department	Project Title	Description	Status
Police	2013-2015 Strategic Plan Implementation	Implementation of the Police Department's 2013-2015 Strategic Plan, which includes 39 action items ranging from enhancing technology to developing short and long term succession plans.	Ongoing / December 30, 2015
Police	2016-2018 Strategic Plan Development	Development of the new Police Department Strategic Plan for 2016-2018 will begin on July 1, 2015. The new plan will be in place by January 1, 2016. As a precursor to the 2016-2018 Strategic Plan Development, plans are underway for an offsite, multi-day team building workshop for all Police Department supervisors in January 2015.	Development will begin July 1, 2015; Plan will begin January 2016
Public Works	As Needed Engineering Consultant Agreements	Present for City Council action As-Needed Engineering consultant agreements to execute the City's Capital Improvement Program.  To streamline procurement process and facilitate the execution of task orders.	December 2, 2014
Public Works	Approve Consultant Agreement to design Pier, Roundhouse, and Comfort Station Improvements.	RFP pending approval, consultant selection by November 1, 2014, project to advertise by January 1, 2015.	November 18, 2014
Public Works	Undergrounding District Policy and Community Survey Results	Present for City Council action on Undergrounding District Policy and Community Survey Results on Underground Districts 12 and 14.	February 17, 2015
Public Works	Present City Council with options of stormwater projects and estimated costs, including construction timelines, derived from the Draft Enhance Watershed Management Program Work Plan related to meeting NPDES Permit Compliance.	Currently working on Phase I of the EWM. Phase II to begin in November 2014. Will require execution of amendment to MOU with Redondo Beach.	April 21, 2015
Public Works	Approve Consultant Agreement for preparation of a Uniform Citywide Sign Program of non-regulatory City signs.	Anticipate sign program completion by July 31, 2015.	January 20, 2015
Public Works	Present to City Council a Sepulveda Bridge Widening project update and approve amendment to consultant agreement.	Presentation will include report on Caltrans' review of bridge widening type submittal and aesthetic rendering.	November 18, 2014
Public Works	Sepulveda Bridge Widening	Award construction contract for Sepulveda Bridge widening.	July 1, 2015

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Department	Project Title	Description	Status
Public Works	Present for City Council action a Resolution to Participate in a Feasibility Study of Community Choice Aggregation for the City of Manhattan Beach	Support for a feasibility study to explore the option of developing a Community Choice Aggregation (CCA) program to purchase renewable energy in the City of Manhattan Beach is requested through adoption of a resolution. The costs for the feasibility study can be shared between other participating cities.  Several communities in the South Bay, as well as the City of Santa Monica, have expressed interest in a CCA program. On September 9, 2014 the City of Hermosa Beach became the first city in the South Bay to approve a resolution to study the feasibility of a CCA in their community.	October 21, 2014
Public Works	Present for City Council action the creation of an Environmental Enforcement Officer position	The City has enacted several environmental protection policies, and enforcement of these policies has become an issue. An Environmental Enforcement Officer is requested to educate the community on the policies, ensure compliance, and issue citations, if warranted.	December 16, 2014
Public Works	Present for City Council action the proposal for a Citywide Food Waste Recycling Program.	Waste Management has communicated that they will be able to provide a formal proposal to the City by the end of 2014 to implement a citywide food waste recycling program for commercial and residential sectors. The proposal will include operational details as well as program costs.	January or February 2015
Public Works	Present for City Council action a Street Tree Master Plan	The Tree Inventory and direction on a Tree Plan item was considered on February 4, 2014.	February 17, 2015

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Department	Project Title	Description	Status
Public Works	Present for City Council action a presentation of the MB2025 Vision and Approval of a Citizen-based Task Force	<p>On March 29, 2014 the Mayor hosted a community presentation on potential measures for the City of Manhattan Beach to reduce its greenhouse gas emissions and become a community powered through renewable energy by the year 2025. (Community Choice Aggregation was one of these options.)</p> <p>City Council approval of the MB2025 Vision would authorize staff to pursue other measures to meet this environmental goal, and work with a citizen task force to develop recommendations to present to City Council</p>	February 17, 2015
Public Works	Present for City Council action a proposal to Study the Feasibility of Purchasing SCE Streetlights and Converting to LED Technology to Promote Energy Efficiency and Long-term Cost Savings	<p>The City has long-standing goals to reduce energy consumption, and retrofitting streetlights is one way to meet these goals. The City has already converted streetlights it owns to more energy efficiency technology, however the City cannot retrofit Edison owned streetlights.</p> <p>City Council approval is requested to partner with Edison to explore the feasibility and cost of purchasing the streetlights and then converting to energy efficient technology.</p>	March 17, 2015