

City Council Adjourned Regular Meeting

Work Plan Meeting
Friday, March 9, 2018

8:30 AM

Public Works Yard
Conference Room
3621 Bell Avenue



Mayor Amy Howorth
Mayor Pro Tem Steve Napolitano
Councilmember Nancy Hersman
Councilmember Richard Montgomery
Councilmember David Lesser

Executive Team

Bruce Moe, City Manager
Quinn Barrow, City Attorney

Derrick Abell, Police Chief
Steve Charelian, Interim Finance Director
Robert Espinosa, Fire Chief
Stephanie Katsouleas, Public Works Director
Mark Leyman, Parks & Recreation Director

Anne McIntosh, Community Development Director
Liza Tamura, City Clerk
Sanford Taylor, Information Technology Director
Teresia Zadroga-Haase, Human Resources Director

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.**

MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

Your presence and participation contribute to good city government.

By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, this agenda provides an early opportunity for public comments under "Public Comments," at which time speakers may comment on any matter within the subject matter jurisdiction of the City Council, including items on the agenda.

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, 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.

Meetings are broadcast live through Manhattan Beach Local Community Cable, Channel 8 (Chapter Spectrum), Channel 35 (Frontier Communications), and live streaming via the City's website.

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). 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 Tuesday, March 6, 2018, 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. Each speaker may speak for up to 3 minutes.

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.

E. WORK PLAN MEETING

Attachments:

[Work Plan - March 2018](#)

[Work Plan - 2015-2016](#)

[Work Plan - 2016-2017](#)

[Work Plan - 2017-2018](#)

F. ADJOURNMENT

City of Manhattan Beach City Work Plan In Progress Items		<i>Note: Orange rows indicate items added at May 2017 City Council Retreat</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Estimated Completion	Requested By
1 City Clerk / Information Technical Services	Citywide Document Imaging System (Conversion) Project	<ul style="list-style-type: none"> An RFI was issued in October 2014 where the lowest bidder was Konica Minolta Business Solutions/KMBS-ECM (Hyland OnBase) City Council approved use of OnBase on 6/15/2015 City Clerk began integrating the systems in early 2016 and will work with departments to upload documents in phases Demos were provided to departments on January 26, 2018 and February 9, 2018 	In Progress	<ul style="list-style-type: none"> Phase 2 (Community Development and Purchasing) is in progress Document Imaging Sub-Committee meets to determine needs and goals for departments IT will determine scheduling of departments for FY 2018-2019 or FY 2019-2020 	FY 2019-2020	Staff
2 City Manager	Create City Hall intern Program	<ul style="list-style-type: none"> Design an intern program for the City of Manhattan Beach 	In Progress	<ul style="list-style-type: none"> Staff is reviewing current intern opportunities within the City and working with departments to create a template for the program 	Summer 2018	City Council
3 Community Development/ Information Technical Services	Automated Permitting Software Solution	<ul style="list-style-type: none"> Staff completed analysis of proposed project and determined the need for an RFP Project Status Update was presented to City Council on November 1, 2016, and an RFP was approved RFP responses were received and reviewed Staff conducted site visits Final review of proposed software modules, project cost and scope of work 	In Progress	<ul style="list-style-type: none"> The vendor solution that best meets the needs of the City will be selected after appropriate evaluation Staff will present this option to City Council for approval and implement solution 	Fall 2019	Staff
4 Community Development	Short-term Rental	<ul style="list-style-type: none"> Review available information regarding short-term rentals and provide report to City Council 	In Progress	<ul style="list-style-type: none"> Conduct research relevant to short-term rentals in Manhattan Beach Present findings to City Council for their discussion and direction at meeting on March 6, 2018 	Spring 2018	City Council

	Departments	Project Title	Outputs/Activities	Status	Next Steps	Estimated Completion	Requested By
5	Community Development	Accessory Dwelling Unit Ordinance	<ul style="list-style-type: none"> Replace IZO regarding Accessory Dwelling Units with City ordinance 	In Progress	<ul style="list-style-type: none"> Conduct public hearings at Planning Commission and City Council to adopt final regulations 	Spring 2018	
6	Community Development	Sepulveda Corridor Study	<ul style="list-style-type: none"> Reviewing existing regulations, guidelines, studies and documents related to Sepulveda Corridor to guide future action City Council approved the working group and provided direction on September 19, 2017 	In Progress	<ul style="list-style-type: none"> Sepulveda working group will have meetings January to March 2018 Zone text adoption scheduled for August 2018 	Aug-18	City Council
7	Community Development	Manhattan Village Mall Expansion Project	<ul style="list-style-type: none"> City Council approved Mall Expansion and EIR in December 2014 Litigation filed and settlement agreement approved November 2016; new litigation filed in December 2016 on Director's approval of Site Plan, as endorsed by City Council on December 20, 2016. City Council approved a height variance for the enclosed Mall on December 6, 2016 Project Manager (COA's and MM) agreement with Willdan completed September 2016, applicant approved Reimbursement Agreement and submitted funding February 2017, after which the Project Manager started <ul style="list-style-type: none"> Plan Check/Inspection Agreement completed March 2017 Finance invoicing all of tracked staff time monthly and ensuring Trust Fund account has adequate funding 	In Progress	Ongoing through 2021; Phase I under construction; Phase II to be submitted in March 2018	2021	N/A

	Departments	Project Title	Outputs/Activities	Status	Next Steps	Estimated Completion	Requested By
8	Community Development	Mobility Plan Adoption and Implementation	<ul style="list-style-type: none"> On November 19, 2015, a Joint City Council/Planning Commission meeting was held to review the draft plan, receive feedback from City Council and Planning Commission and the Community On August 1, 2017 the City Council approved an agreement to complete the Mobility Plan Update Held a public workshop on October 5, 2017 to help the community understand the current document 	In Progress	<ul style="list-style-type: none"> Draft Mobility Update will be presented to City Council for review at their meeting on April 3, 2018 	Apr-18	Both
9	Community Development	Modernize Parking Standards	<ul style="list-style-type: none"> Evaluate and propose modern parking standards Modern parking standards were incorporated in the discussion regarding Sepulveda Corridor on September 19, 2017 	In Progress	<ul style="list-style-type: none"> Sepulveda working group will assist staff in making recommendations to update commercial parking requirements 	Aug-18	City Council
10	Community Development	Pedestrian Safety Improvements	<ul style="list-style-type: none"> Discussed possible Pedestrian Safety Improvements at City Council Retreat on May 3, 2017 		<ul style="list-style-type: none"> Review current planning documents for policies, including Downtown Specific Plan and Mobility Plan Research possibility of citywide survey about pedestrian safety 	Not scheduled	City Council
11	Community Development	Environmental Work Plan	<ul style="list-style-type: none"> Explore environmental program trends from other leading communities and identify best practices Lay out upcoming potential environmental initiatives for City Council discussion and approval Provide updates on ongoing environmental programs Environmental Programs Manager was hired in August 2017 This was presented to City Council on 11/7/2017 and 1/31/2018 	In Progress	<ul style="list-style-type: none"> City Council approved creating a community Environmental Task Force to review and analyze opportunities in sustainability for the City 	2018-2019	City Council

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12	Community Development	Sustainable Energy Options Study Session	<ul style="list-style-type: none"> On March 29, 2014 , a community forum met to discuss options to bring Manhattan Beach to 100% renewable energy by 2025 ("MB2025") as part of Earth Hour initiative; Sonoma County Community Choice Aggregation (CCA) program was presented Presented Energy Audit recommendations to City Council for consideration at January 17, 2017 meeting City Council approved moving forward with the purchase of streetlights from SCE on February 21, 2017 City Council approved joining the LA County CCA, now called Clean Power Alliance of Southern California in December 2017 	In Progress	<ul style="list-style-type: none"> Review commitment to 100% renewable energy as part of Environmental Work Plan, which will be presented to City Council after an Environmental Programs Manager has been hired 	TBD	
13	Community Development	Feasibility Study of Community Choice Aggregation	<ul style="list-style-type: none"> City Council adopted Resolution No. 14-0067 in Oct 2014 to explore the feasibility of Community Choice Aggregation (CCA) and participate in a CCA steering committee LA County completed an initial "Business Plan" to assess feasibility for County operation of a CCA (Sept 2016); County finalized its CCA JPA framework in April 2017 and seek membership in May/June 2017 South Bay Clean Power is preparing documentation to form a CCA for interested cities in the South Bay as an alternative to a County CCA 	Completed	<ul style="list-style-type: none"> City Council approved joining the LA County CCA, now called Clean Power Alliance of Southern California in December 2017 and will continue to review the benefits of membership in this group 	Dec-17	
14	Fire	Improve Fire Prevention Inspection Documentation/Data Collection	<ul style="list-style-type: none"> Include Fire Prevention in department Performance Measures to better track progress Research technology-based solutions that can be accessed in the field and manage data Fire Prevention Division developed an internal plan in January 2016 to capture inspection data. This data includes building information and permit requirements 	In Progress	<ul style="list-style-type: none"> Fire Prevention staff have updated the permit and inspection software in the Fire records management system to accommodate the new permit process Staff has researched mobile data collection options and is currently testing solutions 	2018	

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15	Fire	Improve Ambulance Transport Services	<ul style="list-style-type: none"> • Research best practices and industry standards that could result in better service provision • An Ambulance Operator program has been implemented using part-time employees 	In Progress	<ul style="list-style-type: none"> • Continue evaluating options that improve services and ensure program sustainability 	FY 2017-2018	
16	Human Resources	Update Policy for processing Worker's Compensation Claims	<ul style="list-style-type: none"> • Conduct a review of current policies and procedures. 	In Progress	<ul style="list-style-type: none"> • Drafts of the policy are currently under review and will be considered along with review and update of all personnel rules and instructions • Moving forward concurrently with Item 21 	Dec-18	Staff
17	Human Resources	Update City Injury Illness Prevention Program (IIPP) and Evaluate Safety Program	<ul style="list-style-type: none"> • Review current Safety Policy and Program to ensure alignment with current Occupation Safety and Health Administration (OSHA) requirements • Communicate and provide training to staff regarding IIPP changes • Provided appropriate trainings in FY 2016-2017 	In Progress	<ul style="list-style-type: none"> • Finalize & implement updated policies 	Jul-18	Staff
18	Human Resources	Review and Update Personnel Rules and Personnel Instructions	<ul style="list-style-type: none"> • Review Personnel Rules and Personnel Instructions • Conduct necessary review and meet and confer meetings 	In Progress	<ul style="list-style-type: none"> • Conduct inventory of current Personnel Rules - Complete • Draft policy updates - Complete • Conduct necessary Meet & Confer meetings 	Dec-18	Staff
19	Information Technical Services	Implementation of the Information Systems Master Plan (ISMP)	<ul style="list-style-type: none"> • Continued review and updating of the ISMP, prioritizing and aligning technology projects across departments City Council priorities 	In Progress	<ul style="list-style-type: none"> • Conduct an evaluation and update on the ISMP based on FY 2016-2018 Budget and City Council priorities 	Winter 2019	Both

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20 Information Technical Services / Human Resources / Finance	Enterprise Resource Planning (ERP) System	<ul style="list-style-type: none"> An RFP was issued in early 2016 for an ERP system consultant that would guide the City staff through the evaluation of our current HR and Finance environment for ERP readiness and assist with the selection of a replacement solution Proposals were collected and are currently under review by City staff Council awarded a contract to NexLevel IT Consulting. In Fall 2016, the consultant and IT met with all involved departments to assess needs and expectations, which were used to develop an RFP for ERP services The City issued the RFP and is currently evaluating the top two applicants 	In Progress	<ul style="list-style-type: none"> The vendor solution that best meets the needs of the City will be selected After selection, the City will launch the system 	Fall 2018	Staff
21 Information Technical Services	Work Order Management	<ul style="list-style-type: none"> Upgrade or replace the City's Work Order Management solution Maintain alignment with proposed ERP solution 	In Progress	<ul style="list-style-type: none"> Identify specifications for Work Order Management Request for Proposal in conjunction with ERP Solution Select vendor and implement solution (data migration and/or conversion) Work with City staff to ensure positive user interaction and functionality 	TBD after selection of ERP solution	Staff
22 Information Technical Services	Fiber Master Plan	<ul style="list-style-type: none"> Create a Fiber Master Plan that guides the future and possibility of municipal fiber in the City 	In Progress	<ul style="list-style-type: none"> Work with vendor to gather data, conduct community outreach and create Fiber Master Plan that best fits the current and future needs of Manhattan Beach community 		
23 Information Technical Services	Cable Television - Government Channel Enhancements	<ul style="list-style-type: none"> Upgrade Granicus webstream to high definition Increase broadcast programs on City Government channel 	In Progress	<ul style="list-style-type: none"> Procure and implement high definition hardware Record and broadcast public service announcements for City services and programs Stream City meetings 	Winter 2017	City Council

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24	Parks and Recreation	Update Department Field Allocation & Use Policy & Field Fees and Facility Reservation Policy	<ul style="list-style-type: none"> Conduct a review of the current policies and fee structures and analyze data. Communicate and discuss options with field users 	In Progress	<ul style="list-style-type: none"> Drafts of the policy are currently under review and will be considered and presented to City Council March 2018. 	Spring 2018	City Council/Staff
25	Parks and Recreation	Update the Strand Bench and Tree and Bench Donation programs	<ul style="list-style-type: none"> Evaluate current policies and options for greater efficiencies Transition Tree and Bench Donation program from Parks and Recreation to Public Works 	In Progress	<ul style="list-style-type: none"> Present proposed updates to City Council at their 2/6/18 meeting Scheduled to go back to the City Council in April 3, 2018 	Spring 2018	Staff
26	Parks and Recreation	Sand Dune and Tennis Court Reservations	<ul style="list-style-type: none"> Evaluate current reservation administration and evaluate options for greater efficiencies 	In Progress	<ul style="list-style-type: none"> The vendor that best meets the needs of the City reservation system will be selected in Summer 2018 	Fall 2018	Staff
27	Parks and Recreation	Parks Master Plan	<ul style="list-style-type: none"> Approved by City Council as part of the FY 2015-2016 Capital Improvement Program and carried over with approval into the FY 2017-2021 Develop a comprehensive Parks Master Plan in collaboration with Public Works that will serve as a roadmap for both departments as they continue to provide future amenities to the community Approved by City Council as part of the Parks and Recreation Commission Work Plan 	In Progress	<ul style="list-style-type: none"> Will work with Parks and Recreation Commission and Public Works to create scope of services and future needs Schedule joint meeting between City Council and Parks and Recreation Commission to discussion options P&R Commission will conduct public outreach to determine current community needs 	Fall 2018	Staff
28	Parks and Recreation	Public Art Trust Fund Projects	<ul style="list-style-type: none"> On September 19, 2017, presented to City Council regarding Public Art Trust Fund and acceptable uses, which include: Community Grant Program Policy Development, Public Art Conservation Assessment, Public Art Decommissioning, A.C. Conner Art Exhibition, Utility Box Local Artist Competition Process, Sculpture Garden Program 	In Progress	<ul style="list-style-type: none"> Staff will provide project updates to the City Council 	Winter 2020	City Council

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29 Parks and Recreation	Special Event Policy	<ul style="list-style-type: none"> Update outside special event policy 	In Progress	<ul style="list-style-type: none"> Clarify special event definitions and approval processes Create process for handling beach events that impact the community and City services Reexamine legacy events for growth and future fee waiver potential Present findings and recommendation to City Council on March 20, 2018 	Mar-18	Staff
30 Parks and Recreation	Turf Installation at Village Field	<ul style="list-style-type: none"> Returf Village Field 	In Progress	<ul style="list-style-type: none"> Finalize funding agreements for dedicated field use Return to City Council on March 20, 2018 with proposed agreements and status update 	Summer 2018	
31 Parks and Recreation	Joint Use Agreement with the Manhattan Beach Unified School District	Assist City Council Ad-Hoc Committee with field and facility usage	In Progress	Develop recommendations for field fees and revenue options for maintenance and capital projects		
32 Parks and Recreation	Evaluate Sponsorship Opportunities	<ul style="list-style-type: none"> Evaluate sponsorship programs and reach 	In Progress	<ul style="list-style-type: none"> Create media kit and sponsorship opportunities for the Concerts in the Park, Pumpkin Races and MBO Tennis Tournament Collaborate with local businesses to secure additional event sponsors 	Fall 2018	staff
33 Parks and Recreation	Senior/Scout House Fundraising/Pinewood Derby Event	<ul style="list-style-type: none"> Weekly meetings to plan event 	In Progress	<ul style="list-style-type: none"> Event logistics to include publicity and marketing, seeking sponsorships, event planning and coordination 	May-18	Staff
34 Parks and Recreation	Department Re-Organization	<ul style="list-style-type: none"> Analyze staffing levels, vacancies, redundancies, opportunities for advancement through succession planning and community needs 	In Progress	<ul style="list-style-type: none"> Consult with Finance, Human Resources and the City Manager on proposed department structure Restructure the Recreation Services Program Area 	Spring 2018	Staff

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35 Police	2016-2018 Strategic Plan Implementation	<ul style="list-style-type: none"> Implement the 57 action items of the Police Department's Strategic Plan 	In Progress	<ul style="list-style-type: none"> Continue to implement the 57 Action items outlined in the Strategic Plan Report progress to the community semi-annually 	Dec-18	
36 Police	Radio Replacement Project	<ul style="list-style-type: none"> Replacement of Police Department radios to achieve enhanced interoperability and officer safety 	In Progress	<ul style="list-style-type: none"> Work with RCC to seek grant funding and reduced pricing for radio replacement project 	Dec-18	
37 Public Works	Urban Forest Master Plan (formerly Street Tree Master Plan)	<ul style="list-style-type: none"> City Council approved the Citywide Street Tree Inventory on 2/4/14 City Council directed staff to develop a Street Tree Master Plan, now called Urban Forest Master Plan Conducted community outreach regarding the development of the Plan Utilize knowledge of new Urban Forester in Master Plan development 	In Progress	<ul style="list-style-type: none"> Complete drafts of new tree ordinances to coincide with the Urban Forest Master Plan process Utilize knowledge of new Urban Forester in Master Plan development Create outreach to community regarding new plan and ordinances 	2018	City Council
38 Public Works	Citywide Food Waste Recycling Program	<ul style="list-style-type: none"> Continue pursuit of compliance to state law, AB 1826 Continue system of tiered compliance for commercial businesses Continue promoting food waste recycling program in residential sector Presented program update to City Council at Nov 15, 2016 meeting 	In Progress	<ul style="list-style-type: none"> Staff will be able to gather additional information about options and best practices through the Solid Waste RFP that will be issued in the next year 	FY 2019-2020	
39 Public Works	Solid Waste Franchise Agreement Contract Preparation Process	<ul style="list-style-type: none"> Assess and review current Solid Waste Franchise Agreement (FA) Gather public input for possible changes to next proposed FA Present proposed changes to City Council for their input 	In Progress	<ul style="list-style-type: none"> Finalize RFP development and receive City Council approval Initiate vendor solicitation and selection process; award new franchise agreement Implement conversion of new waste hauling services 	FY 2019 Conversion to new waste hauling services	

Departments	Project Title	Outputs/Activities	Status	Next Steps	Estimated Completion	Requested By
40 Public Works	Uniform Citywide Sign Program of non-regulatory City signs	<ul style="list-style-type: none"> • Approved Consultant Agreement • Evaluated and gave direction on proposed Citywide Sign Program • Presented to City Council on 4/7/15, 10/20/15, 2/2/16, 10/3/2017 	In Progress	<ul style="list-style-type: none"> • City Council gave feedback on sign program but further direction is needed following revisions made • A Wayfinding Draft Master Plan will be presented to City Council on 4/17/2018 	Spring 2018	
41 Public Works	Pier, Roundhouse and Comfort Station Improvements	<ul style="list-style-type: none"> • Comfort Station Improvements were completed in 2016 and remaining work to re-install mosaic tile art will occur in early 2017. Contract was approved by City Council on February 7, 2017 • Roundhouse improvements will be supported by a third party (Skechers) • Pier improvements will be done concurrently with the Roundhouse Aquarium improvements • Consultant selection and contract was approved by City Council on February 21, 2017 • Preliminary design of the Roundhouse Aquarium was presented to City Council on May 16, 2017 and approved on August 1, 2017 	In Progress	<ul style="list-style-type: none"> • Staff will continue to work with the design team during construction of this project in 2018 • Construction is slated to be completed by June, 2018 	FY 2017-2018	
42 Public Works	Report on SCE's Inventory Analysis of Street Lights	<ul style="list-style-type: none"> • Provide an update regarding SCE's Inventory Analysis of Street Lights 	In Progress	<ul style="list-style-type: none"> • City Council approved purchasing SCE streetlights and converting to LED technology on February 21, 2017 • Staff will provide an update after SCE receives approval from the PUC as part of the purchasing process. Although the application was filed with the PUC in October, 2017, as of February 2018, SCE has not yet received PUC approval 	Summer 2018	City Council

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43	Public Works	Public Improvement Projects and Financing Options	<ul style="list-style-type: none"> Evaluate feasibility of large public improvement projects: Municipal Pool, Fire Station #2, Joslyn Center, Scout House Assess financing options and public opinion for public improvement projects 	In Progress	<ul style="list-style-type: none"> Staff presented previous feasibility studies on 9/5/2017; City Council discussed and provided direction to proceed with construction of a new fire station. Financing has not yet been determined. 	2017-2020	City Council
44	Public Works	Sepulveda Bridge Widening Project	<ul style="list-style-type: none"> Provided project update to City Council on February 16, 2016 	In Progress	<ul style="list-style-type: none"> Continue with the project 	End of 2020	
45	Public Works	Undergrounding District Policy and Community Survey Results	<ul style="list-style-type: none"> Undergrounding District Policy and Community Survey Results to be discussed with new Public Works Director for update Discussed current status of Utility Undergrounding with City Council on June 6, 2017 and received direction Discussed future districts and policy on September 4, 2017 and received direction 	In Progress	<ul style="list-style-type: none"> Finalize utility construction plans for Utility Underground Assessment District 12 and 14, which require coordination with relevant utility agencies; bid projects to receive final costs and conduct Prop2018 process Move forward with future districts (e.g., 4, 8 and 13) once updated bids have been received for current districts 	End of 2018	

City of Manhattan Beach Work Plan						
Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
1 City Manager	Present and Promote City Technology Capabilities to the Community	<ul style="list-style-type: none"> Held a number of training sessions for the community to learn online tools, including Open City Hall, GovQA and ReachMB Engage external stakeholders in conversations about how best to use new tools in the community 	Completed	<ul style="list-style-type: none"> Continue promoting City technology capabilities and seeking new ways to evolve 		Both
2 City Manager	Sunshine Ordinance	<ul style="list-style-type: none"> As part of the Open Government Initiatives, an ordinance was developed to ensure that the workings of City government are transparent and provide a means for the public to participate in government. Sunshine Ordinance was adopted by City Council on November 17, 2015. 	Completed			
3 City Manager	Investment in Key Strategic Positions	<ul style="list-style-type: none"> Evaluate and establish key strategic positions in the City, which are: <ul style="list-style-type: none"> IT Director Assistant Director of Finance Economic Vitality Manager PIO/Communications Director 	Complete	<ul style="list-style-type: none"> The Assistant Director of Finance was part of the proposed FY 2016-2018 budget but was not approved at this time Both the IT Director and Economic Vitality Manager positions were hired in Feb 2016 The City Manager's office will continue to reievw the benefits of the positions 		Staff

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>FY 2016-2017</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
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4 City Manager	Employee Engagement	<ul style="list-style-type: none"> • Prioritize employee engagement to improve efficiency and effectiveness in the organization • Facilitate self-directed work groups to engage employees in topics they prioritize 	Completed	<ul style="list-style-type: none"> • Continue building an organizational culture of engagement and innovation through a variety of initiatives • Support and encourage existing work groups, such as MB CARES, MB GROW, MB FIT and others that bring employees together and encourage collaboration 		Staff
5 Community Development	Mills Act Adoption and Implementation	<ul style="list-style-type: none"> • City Council adopted a Mills Act Property Tax reduction program on October 7, 2014. 	Completed	<ul style="list-style-type: none"> • Mills Act Pilot Program expired October 2016 	Feb-16	
6 Community Development	Maximum Property Lot Size and Minor Exception	<ul style="list-style-type: none"> • City Council approved project in Spring 2015 • Submitted to CCC for Certification • CCC approved on 6-9-2016 with no revisions 	Completed		Jun-16	City Council

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Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
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7 Community Development	Urban Land Institute (ULI) Advisory Services Panel	<ul style="list-style-type: none"> The ULI completed their week-long visioning charrette January 12-16, 2015. Their recommendations were presented at a public meeting to the community, then presented and approved by City Council on February 23, 2015. Some easily implemented recommendations (crosswalk/streetscape preparation) were carried out in May 2015. Other elements from the assessment have been incorporated into the City's Proposed Downtown Specific Plan, which will be presented to City Council on December 6, 2016 	Completed			
8 Community Development	Peck House	<ul style="list-style-type: none"> In November 2014, a local realtor and the Manhattan Beach Cultural Heritage Conservancy brought to the City Council a request to preserve the Peck House, which had recently been sold. Staff researched a number of options, including rehabilitation, relocation, etc. and the costs associated. At the April 21, 2015 City Council meeting, staff presented the information, and it was decided to not move forward with the preservation of the Peck House, unless private entities are willing to collaborate on preservation efforts. 	Completed			

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Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
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9 Finance	Implementation of a New Centralized Cashiering System	<ul style="list-style-type: none"> Part of the ISMP was implementing a new centralized cashiering system This will work to integrate multiple systems and offer a stable platform and vendor 	Completed		Jun-15	
10 Finance	Electronic Procurement Outreach	<ul style="list-style-type: none"> Staff reviewed possible e-Procurement tools in an effort to improve vendor outreach and increase the number of potential bidders for the City's needs In addition to the City's website, staff also use BidSync to advertise bids for goods and services 	Completed		Dec-15	
11 Finance	Use Fee/Cost Allocation Plan Studies	<ul style="list-style-type: none"> These studies ensure that the appropriate cost of service is identified and recovered for the services provided by the City (permits, water service activation, etc.) 	Completed	<ul style="list-style-type: none"> Updated July 2016 to reflect MOU changes 	Jul-16	
12 Fire	Develop a Deployment Study for Emergency Responses	<ul style="list-style-type: none"> Contract with Citygate to perform a joint study between Hermosa Beach and Manhattan Beach on response times and arrival of effective firefighting resources to look for potential shared service opportunities 	Completed	<ul style="list-style-type: none"> Present study to City Council and receive direction on recommendations for shared service provision 	Feb-15	

<p>City of Manhattan Beach Work Plan</p> <p><u>Completed Items</u></p> <p><u>FY 2016-2017</u></p>	<p><i>Note: Tan rows indicate items carried over from previous Work Plans</i></p>
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Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
13	Human Resources	Alternative Work Schedule	Completed	<ul style="list-style-type: none"> • City Council approved the new recommended schedule for the City, which went into effect on 3/21/2016 and resulted in extended hours M-Th and alternate closed Fridays at City Offices • The City continues to publicize the change and assist residents who may request services outside of the new schedule 	Apr-16	Staff
14	Human Resources	Part-time Employee Policies	Completed	<ul style="list-style-type: none"> • Transition independent contractors to Part-time employees 	Completed	Staff
15	Human Resources	Affordable Healthcare Act (ACA) Implementation	Completed	<ul style="list-style-type: none"> • Complete updates as required by law 	Completed	Staff
16	Human Resources	Review and Update New Employee Onboarding Process	Completed	<ul style="list-style-type: none"> • Implemented orientation follow-up checklist • Currently working on preparing orientation PowerPoint 	Completed	Staff

City of Manhattan Beach Work Plan						
Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
17	Human Resources	Harassment Training for all personnel	Completed		Jun-16	Staff
18	Human Resources	Paid Sick Leave	Completed			Staff
19	Human Resources	Implement Recommendations from Departmental Reorganization Analysis	Completed	<ul style="list-style-type: none"> The departmental reorganization created two positions: Executive Assistant and Human Resources Assistant Applications were accepted and the positions were filled in July 2016 	Completed	Staff
20	Information Technical Services	Public Safety Proximity Software Upgrade	Completed		Feb-16	Staff
21	Police	Implement Administrative Management Software	Completed			

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>FY 2016-2017</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
22 Police	Lexipol System	<ul style="list-style-type: none"> Implement electronic policy manual system (Lexipol) to manage department policies and disseminate policies to all department employees 	Completed			
23 Public Works	As Needed Engineering Consultant Agreements	<ul style="list-style-type: none"> Present for City Council action As-Needed Engineering consultant agreements to execute the City's Capital Improvement Program (CIP) Streamline procurement process and facilitate the execution of task orders 	Completed			
24 Public Works	Stormwater Projects and Costs	<ul style="list-style-type: none"> Create an Enhance Watershed Management Program (EWMP) Work Plan in order to meet NPDES Permit Compliance Presented the draft EWMP to City Council for approval on June 2, 2015 Submitted EWMP to Los Angeles Regional Water Quality Control Board 	Completed		Fall 2015	

<p>City of Manhattan Beach Work Plan</p> <p><u>Completed Items</u></p> <p><u>FY 2016-2017</u></p>	<p><i>Note: Tan rows indicate items carried over from previous Work Plans</i></p>
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	Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
1	City Clerk	2017 Municipal Election (consolidated with LA County)	<ul style="list-style-type: none"> • State law SB 415 was passed on September 1, 2015. It deals with the timing of elections in local jurisdictions and requires action from the City to coordinate its elections with state or federal election dates • Feedback was gathered through Open City Hall and multiple public meetings • The proposed changes have been publicized through ads in The Beach Reporter and the City's social media • At the July 19, 2016 City Council meeting Option 1 was chosen, which shortens the terms of those elected in the March 2017 election to three years and eight months, as well as the two councilmembers to be elected in the March 2019 election • City Council also approved consolidation with LA County for the 2017 Municipal Election • City Attorney drafted the Resolution as requested by City Council • The City will continue to conduct its own General Municipal Elections through March 2019, after which the City will consolidate with LA County to provide elections 	Completed	<ul style="list-style-type: none"> • The 2017 General Municipal Election on March 7, 2017 will be consolidated with LA County, as per City Council decision 	5/1/2017	N/A

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>FY 2016-2017</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
2 City Clerk	Campaign and Conflict of Interest Filings on City Website	<ul style="list-style-type: none"> At their meeting on 3/21/2017, City Council directed that campaign and conflict of interest filings would be posted on the City's website in an effort to increase transparency to the public Staff chose Netfile as the most appropriate software to achieve this objective 	Completed	<ul style="list-style-type: none"> Filings are accessible on the City's website to any member of the public 	Jul-17	City Council
3 City Clerk / City Manager / Community Development / Parks and Recreation	Review future and scope of specified Boards and Commissions	<ul style="list-style-type: none"> At their meeting on April 18, 2017, the City Council decided to review and further the Historic Preservation Commission, as well as the Library Commission, Board of Building Appeals and naming of the Parking and Public Improvements Commission (PPIC) After discussion of each of these groups, the Boards and Commissions Handbook will be updated accordingly, based on City Council direction City Council provided direction to assign the duties of the Historic Preservation Commission to the Planning Commission, add additional members to the Library Commission and take no action on the Board of Building Appeals and PPIC 	Completed		Jun-17	City Council
4 City Manager	Present and Promote City Technology Capabilities to the Community	<ul style="list-style-type: none"> Held a number of training sessions for the community to learn online tools, including Open City Hall, GovQA and ReachMB Engage external stakeholders in conversations about how best to use new tools in the community 	Completed	<ul style="list-style-type: none"> Continue promoting City technology capabilities and seeking new ways to evolve 		Both

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>FY 2016-2017</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
5	City Manager	Sunshine Ordinance	Completed			
		<ul style="list-style-type: none"> As part of the Open Government Initiatives, an ordinance was developed to ensure that the workings of City government are transparent and provide a means for the public to participate in government. Sunshine Ordinance was adopted by City Council on November 17, 2015. 				
6	City Manager	Investment in Key Strategic Positions	Complete	<ul style="list-style-type: none"> The Assistant Director of Finance was part of the proposed FY 2016-2018 budget but was not approved at this time Both the IT Director and Economic Vitality Manager positions were hired in Feb 2016 The City Manager's office will continue to reivew the benefits of the positions 		Staff
		<ul style="list-style-type: none"> Evaluate and establish key strategic positions in the City, which are: <ul style="list-style-type: none"> IT Director Assistant Director of Finance Economic Vitality Manager PIO/Communications Director 				
7	City Manager	Employee Engagement	Completed	<ul style="list-style-type: none"> Continue building an organizational culture of engagement and innovation through a variety of initiatives Support and encourage existing work groups, such as MB CARES, MB GROW, MB FIT and others that bring employees together and encourage collaboration 		Staff
		<ul style="list-style-type: none"> Prioritize employee engagement to improve efficiency and effectiveness in the organization Facilitate self-directed work groups to engage employees in topics they prioritize 				

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>FY 2016-2017</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
8 City Manager / City Attorney / Parks and Recreation	Update Agreement with MBUSD	<ul style="list-style-type: none"> The City approved a one-year agreement with MBUSD that expired in June 2017 An amendment of the Master Agreement was created and approved by City Council and MBUSD 	Completed	<ul style="list-style-type: none"> Amendment is for a one-year period from July 2017 - July 2018 Both the City and MBUSD are interested in a longer term agreement and will continue meeting to discuss that goal 	Jun-17	Both

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>FY 2016-2017</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
9 Community Development	Downtown Specific Plan	<ul style="list-style-type: none"> • ULI Report was received in January 2015 • Four public workshops were held between October 2015 and March 2016 • Draft Downtown Specific Plan was released in March 2016 • Seven City Council and Planning Commission study sessions were held between April and August 2016 • Draft CEQA document MND was reviewed by staff and was available for public review • An Interim Zoning Ordinance (IZO) had been adopted in July 2015 and expired 7-15-16, so a new IZO was adopted by City Council on 8-2-16 • A 10-day report was presented to the City Council on 8-16-16 regarding the IZO extension • The Final Draft Downtown Specific Plan was available for public review and feedback • A Public Hearing on the draft was held on 10-26-16 at the Planning Commission meeting • The final draft was presented to City Council on 12-6-16 with Planning Commission recommendations. City Council gave direction on specific items and approved the document with changes • The final Downtown Specific Plan was presented to City Council on February 21, 2017 and was delivered to the Coastal Commission for certification process on March 24, 2017 	Completed	<ul style="list-style-type: none"> • Staff will begin actively implementing the adopted plan upon CCC certification (anticipated up to one year following submission, March 2018) 	Mar-17	City Council

<p>City of Manhattan Beach Work Plan</p> <p><u>Completed Items</u></p> <p><u>FY 2016-2017</u></p>	<p><i>Note: Tan rows indicate items carried over from previous Work Plans</i></p>
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	Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
10	Community Development	IZO-Use Permits in Downtown Commercial Zone (16-0013-U & 17-0007-U)	<ul style="list-style-type: none"> City Council adopted IZO extension on 8/16/16 On June 20, 2017, City Council adopted a one-year extension to the IZO that will expire July 5, 2018 	Completed		Summer 2017	City Council
11	Community Development	Maximum Property Lot Size and Minor Exception	<ul style="list-style-type: none"> City Council approved project in Spring 2015 Submitted to CCC for Certification CCC approved on 6-9-2016 with no revisions 	Completed		Jun-16	City Council

<p>City of Manhattan Beach Work Plan</p> <p><u>Completed Items</u></p> <p><u>FY 2016-2017</u></p>	<p><i>Note: Tan rows indicate items carried over from previous Work Plans</i></p>
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	Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
12	Community Development	Gelsons - former AutoNation/MB Mercedes Site	<ul style="list-style-type: none"> Site is located between 8th and 6th Streets on Sepulveda Blvd and owned by Paragon Development Existing vacant auto dealership/repair buildings and site; proposed renovation for Gelson's Market and bank, plus off-site parking Master Use Permit (MUP) and CEQA Initial Study (IS) Mitigated Negative Declaration (MND) submitted; public review and comments July-August 2016 Planning Commission Public Hearing on February 8, 2017; continued to March 22, 2017 On March 22, 2017, the Planning Commission approved proposal with some additional conditions On City Council Agenda 4/4/17-Appeal/Review period ends 4/11/17 City Council conducted a Public Hearing on the Planning Commission's approval of Gelson's Master Use Permit on May 2, 2017, and directed staff to prepare a resolution adopting the MND and approving the application 	Completed	<ul style="list-style-type: none"> City Council approved the resolution adopting the MND and the Master Use Permit on June 6, 2017 	N/A	N/A

City of Manhattan Beach Work Plan						
Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
13 Community Development	Code Enforcement, Construction Rules, Surety Bonds, Substandard and Abandoned Structures, Nuisance Ordinance	<ul style="list-style-type: none"> Researched best practices in other municipalities and present those findings to City Council for review Information was presented to City Council on September 15, 2015 and Mandatory Mediation Language was adopted in the City's Construction Rules City Council adopted an ordinance regarding substandard and abandoned structures on September 6, 2016 City Council adopted an ordinance consolidating and codifying the City's existing construction rules on October 2, 2016 	Completed	<ul style="list-style-type: none"> Approved Construction Rules are being summarized and uploaded to the City's Municipal Code Staff will coordinate a list of properties for pro-active enforcement of substandard and abandoned structures ordinance 	End of 2016	City Council
14 Community Development	Medical Marijuana	<ul style="list-style-type: none"> On 1/19/16, City Council adopted an ordinance that prohibited the cultivation of Medical Marijuana in the City and the City's Coastal Zone. A resolution transmitting amendments of the Local Coastal Program (LCP) Code due to this ordinance was also adopted. All information was submitted to the CCC, and the CCC certified the Amendmnet on 11/3/16 	Completed		Nov-16	Staff
15 Community Development	Beach Cities Transit Update	<ul style="list-style-type: none"> An update on Beach Cities Transit operations that includes Manhattan Beach specific information like ridership An Information Memo was prepared and sent to City Council in April 2017 	Completed		Apr-17	

City of Manhattan Beach Work Plan						
Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
16 Finance	Use Fee/Cost Allocation Plan Studies	<ul style="list-style-type: none"> • These studies ensure that the appropriate cost of service is identified and recovered for the services provided by the City (permits, water service activation, etc.) 	Completed	<ul style="list-style-type: none"> • Updated July 2016 to reflect MOU changes 	Jul-16	
17 Finance	Enhanced Month End Financial Reporting and Accountability	<ul style="list-style-type: none"> • Implement more robust month end reporting to include contract status/expiration; performance measures; and departmental accountability for results 	Completed	<ul style="list-style-type: none"> • Kickoff and training of new reporting roles and responsibilities scheduled for August 30, 2016 	9/30/2016	Staff
18 Fire	Develop a Fire Permit Program	<ul style="list-style-type: none"> • Developed a Fire Permit Program and outlined requirements and processes • Created and released Informational Memo to City Council and the public on 7/20/2016 • Upgraded software used to issue Fire Permits • Began issuing permits in July 2016 	Completed	<ul style="list-style-type: none"> • The City has been billing operational permits since October of 2016 under the new program. 	Oct-16	
19 Fire	Developing a succession plan for all Fire Department ranks	<ul style="list-style-type: none"> • Promotions in Battalion Chief, Fire Captain and Fire Engineer 	Completed	<ul style="list-style-type: none"> • Battalion Chiefs appointed in March and August 2015 • Fire Captain promoted in March 2015 • Fire Engineer test scheduled for Sept 2016 	Fall 2016	
20 Human Resources	Part-time Employee Policies	<ul style="list-style-type: none"> • Review part-time employee policies to ensure alignment with current City vision 	Completed	<ul style="list-style-type: none"> • Transition independent contractors to Part-time employees 	Completed	Staff

<p>City of Manhattan Beach Work Plan</p> <p><u>Completed Items</u></p> <p><u>FY 2016-2017</u></p>	<p><i>Note: Tan rows indicate items carried over from previous Work Plans</i></p>
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	Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
21	Human Resources	Affordable Healthcare Act (ACA) Implementation	<ul style="list-style-type: none"> • Meet IRS reporting requirements and evaluation/deployment of an affordable medical insurance plan available to employees who meet identified criteria • Continue responding to evolutions in the ACA provisions as mandated by the Federal Government 	Completed	<ul style="list-style-type: none"> • Complete updates as required by law 	Completed	Staff
22	Human Resources	Classification and Compensation	<ul style="list-style-type: none"> • An RFP was issued, the submissions were reviewed and a vendor was chosen • Conducted Citywide Total Compensation Survey 	Completed	<ul style="list-style-type: none"> • Results of the survey will be used by Human Resources to inform future labor negotiations 	Summer 2017	Staff
23	Human Resources	Review and Update New Employee Onboarding Process	<ul style="list-style-type: none"> • Continue to review the process for onboarding new employees and update as necessary 	Completed	<ul style="list-style-type: none"> • Implemented orientation follow-up checklist • Currently working on preparing orientation PowerPoint 	Completed	Staff
24	Human Resources	Harassment Training for all personnel	<ul style="list-style-type: none"> • CA Law requires that supervisory employees receive harassment training every two years. Best practice is also to train non-supervisory personnel • Non-supervisory personnel were trained in Dec 2014/Jan 2015 • Supervisory personnel were trained in June 2016 	Completed		Jun-16	Staff
25	Human Resources	Paid Sick Leave	<ul style="list-style-type: none"> • Based on state legislature, the HR department reviewed and adjusted the City's paid sick leave program to align with the state's 	Completed			Staff

<p style="text-align: center;">City of Manhattan Beach Work Plan</p> <p style="text-align: center;"><u>Completed Items</u> <u>FY 2016-2017</u></p>	<p style="text-align: right;"><i>Note: Tan rows indicate items carried over from previous Work Plans</i></p>
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	Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
26	Human Resources	Provide Insurance 101 for Contracts Training to Departments	<ul style="list-style-type: none"> • Improve the internal process for contract approvals, specifically regarding insurance requirements • Offered Insurance 101 for Contracts training to all departments on August 24, 2016 	Completed		Aug-16	Staff
27	Information Technical Services	Enterprise IT Security	<ul style="list-style-type: none"> • Improve network security in accordance with federal and state regulations • Tested solutions with current systems • Conducted outreach to affected users • Launched system 	Completed	<ul style="list-style-type: none"> • Continue to implement next generation security solution(s) 	Winter 2016	Staff
28	Information Technical Services	Public Safety Conference Room Audio Video Enhancements	<ul style="list-style-type: none"> • Upgrade audio video hardware in support of broadcast and public meeting in Public Safety Conference Room • Established hardware specifications • Procured necessary hardware upgrades • Installed and implemented upgrades 	Completed		Fall 2016	Both
29	Information Technical Services	City Website Homepage Redesign	<ul style="list-style-type: none"> • Enhance City website visitors online experience • Present information in an intuitive and visually appealing manner • Use analytical data to inform website redesign 	Completed	<ul style="list-style-type: none"> • Identify requirements for website by gathering stakeholder feedback • Select and implement design • Implement internal training and communication 	Apr-17	City Council
30	Information Technical Services	Wide Area Network and WiFi Expansion	<ul style="list-style-type: none"> • Extend network capabilities to Live Oak Tennis Office, Mira Costa and Begg Pool • Increase network redundancy • Enable WiFi capabilities in select public locations • City Council awarded contracts to vendors at 12/20/2016 meeting 	Completed	<ul style="list-style-type: none"> • IT will work with vendors to implement the infrastructural improvements and greatly improved internet bandwidth • Installations scheduled to begin February 2017 and fully operational in June 2017 	Summer 2017	Both

City of Manhattan Beach Work Plan						
Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
31 Information Technical Services	Broadcast Services Contract	<ul style="list-style-type: none"> Enhance filming and broadcast services for government television channel MBTV City Council awarded contract at January 2017 meeting IT assisted to train/transition to vendor services Provided update to City Council after 6 month mark 	Completed		Jul-17	Both
32 Information Technical Services / Public Works	Supervisory Control and Data Acquisition (SCADA) Infrastructure Upgrades	<ul style="list-style-type: none"> Upgrade infrastructure of SCADA system from analog to digital connectivity Coordinated with service provider and other City staff for ongoing use and infrastructure upgrades 	Completed		Spring 2017	N/A
33 Parks and Recreation	Manhattan Beach Open (MBO) Volleyball Tournament	<ul style="list-style-type: none"> Evaluate renewal of MBO contract with IMG and develop options for City Council Approved by City Council on March 8, 2017 Successful execution of 2017 event 	Completed		Summer 2017	Staff
34 Police	Implement Administrative Management Software	<ul style="list-style-type: none"> Implement grant-funded administrative management software 	Completed			
35 Police	Lexipol System	<ul style="list-style-type: none"> Implement electronic policy manual system (Lexipol) to manage department policies and disseminate policies to all department employees 	Completed			

City of Manhattan Beach Work Plan						
Completed Items FY 2016-2017		Note: Tan rows indicate items carried over from previous Work Plans				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
36 Police	Transition Park Enforcement Responsibilities to the Police Department	<ul style="list-style-type: none"> Transition park ranger position to the Police Department to better align with the position's enforcement responsibilities 	Completed	<ul style="list-style-type: none"> As of July 1, 2016, Park Ranger position has been transitioned to the Police Department Work with the Traffic Lieutenant to define the role of the position in day-to-day and special events operational plans 	12/31/16	
37 Police	Body Worn Camera Implementation	<ul style="list-style-type: none"> Implement Body Worn Cameras to enhance accountability and officer safety 	Completed		1/31/17	
38 Police	Implement Background Management Software	<ul style="list-style-type: none"> Implement background management software 	Completed		1/31/17	
39 Police	Enhance Intelligence/Information Sharing	<ul style="list-style-type: none"> Implement Palatir/Smart Justice to facilitate intelligence/information sharing with other law enforcement agencies Access to Smart Justice completed Worked with Information Systems to obtain access to Palantir 	Completed		3/31/17	
40 Police	Implement Automated Vehicle Location	<ul style="list-style-type: none"> Implement Automated Vehicle Location Services to enhance officer safety and regional interoperability 	Completed	<ul style="list-style-type: none"> Complete user-training Complete installation of AVL devices 	12/31/16	
41 Public Works	As Needed Engineering Consultant Agreements	<ul style="list-style-type: none"> Present for City Council action As-Needed Engineering consultant agreements to execute the City's Capital Improvement Program (CIP) Streamline procurement process and facilitate the execution of task orders 	Completed			

<p style="text-align: center;">City of Manhattan Beach Work Plan</p> <p style="text-align: center;"><u>Completed Items</u> <u>FY 2016-2017</u></p>	<p style="text-align: right;"><i>Note: Tan rows indicate items carried over from previous Work Plans</i></p>
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	Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
42	Public Works	Feasibility Study of Purchasing SCE Streetlights and Converting to LED Technology	<ul style="list-style-type: none"> Evaluation of the feasibility of purchasing the City's streetlights from SCE and converting to LED technology Presented information regarding the Energy Audit recommendations and feasibility of purchasing SCE streetlights At their February 21, 2017 meeting, City Council approved agreements to authorize the purchase of SCE streetlights and conversion to LED technology 	Completed	<ul style="list-style-type: none"> Staff will move forward with the approved agreements for purchasing and conversion 	Feb-17	
43	Public Works	Sewer System Management Plan Update	<ul style="list-style-type: none"> Update Sewer System Management Plan (SSMP) to meet 5 year Compliance Completed agreement and provided necessary information to consultant Submit final SSMP to the State 	Completed	<ul style="list-style-type: none"> Work with consultant to submit final SSMP for state approval 	Spring 2017	
44	Public Works	Urban Water Management Plan Update	<ul style="list-style-type: none"> Update Urban Water Management Plan (UWMP) to meet 5 year compliance Approved by City Council on January 17, 2017 	Completed	<ul style="list-style-type: none"> Submitted final UWMP to State 	Feb-17	

City of Manhattan Beach Work Plan						
Completed Items (FY 2017-2018)		Note: Tan rows indicate items carried over from previous Work Plans				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
1 City Clerk	Update Boards and Commissions Handbook	<ul style="list-style-type: none"> • Work to update content of the handbook that will be distributed to new Commissioners at their orientation • Presented revised Boards and Commissions Handbook to the City Council for review at their meeting on April 18, 2017 • Presented updated Handbook to City Council on August 15, 2017 for final approval 	Completed	<ul style="list-style-type: none"> • Added current date to Handbook and updated lanugage per City Council direction 	Aug-17	Both
2 City Clerk / Community Development / Parks and Recreation	Boards and Commissions Work Plans	<ul style="list-style-type: none"> • City Boards & Commissions will develop Work Plans that will be presented to City Council for approval 	Completed	<ul style="list-style-type: none"> • Work with Boards and Commissions to develop work plans • Commissions will meet and discuss possible work plans and present to City Council 	2017	
3 City Clerk / Information Technical Services	Automated Agenda Management Solution	<ul style="list-style-type: none"> • Review needs and priorities for the City's agenda management • Research best practices and options for automated agenda solutions for the City 	Completed	<ul style="list-style-type: none"> • An RFI was issued to vendors. Vendors were invited to give demonstrations. After Q&A and additional demos were provided, the City Clerk's office determined that the City's current system adequately fulfills its needs. Additionally, in order to obtain similar services, the City would need to contract with multiple vendors. 	Jan-18	

City of Manhattan Beach Work Plan						
<u>Completed Items (FY 2017-2018)</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
4 City Manager	Business Engagement Activities	<ul style="list-style-type: none"> • Site visits to local businesses to increase awareness of City resources available • Organized brainstorming roundtables in the business community to increase communication and collaboration • Enlisted business groups in publicizing successful Small Business Saturday events on November 26, 2016 and November 25, 2017 • Arranged broker roundtable meetings in FY 2016-2017 	Completed	<ul style="list-style-type: none"> • After a reassessment of priorities, additional projects were tabled pending the next Work Plan update by City Council 	Jan-18	A
5 City Manager	Website Enhancements	<ul style="list-style-type: none"> • Update the City's website to improve usability and accessibility of information 	Completed	<ul style="list-style-type: none"> • Staff will continue to meet with the City's website provider to update the current system in a way that improves the way users interact with the website 	Early 2018	City Council

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>(FY 2017-2018)</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
6 Community Development	Historic Preservation	<ul style="list-style-type: none"> The Historic Preservation Ordinance, including a new Historic Preservation Commission, was approved by City Council on February 16, 2016 Application for California Coastal Commission (CCC) certification prepared and submitted January 2017, and the CCC determined Amendment not required 	Completed	<ul style="list-style-type: none"> In May 2017, the City Council directed staff to pursue alternatives to creating a Historic Preservation Commission Staff proposed an alternative solution that used the Planning Commission to evaluate applicants, as well as the extensive knowledge of the Community Development Director who was hired in April 2017 City Council approved this solution and updated the ordinance to reflect that change 	Winter 2017	City Council
7 Finance	Audits of Ground Leases and Agreements	<ul style="list-style-type: none"> Ensure collection of funds due to the City Complete audits on City properties with ground leases and agreements 	Completed	<ul style="list-style-type: none"> TOT audit completed. Continue with Country Club and 1334 Parkview office building Schedule Metlox and MBS Media Campus audits 	Sep-17	

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>(FY 2017-2018)</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
8 Finance	Pension Funding	<ul style="list-style-type: none"> • Address rising pension costs, including growing unfunded liabilities • Funds dedicated to a stabilization trust fund included in FY 16-17 and FY 17-18 budgets • Report was presented to City Council on May 4, 2017 at their budget study session • Worked with Finance Subcommittee to create acceptable policies and processes • On August 15, 2017 City Council adopted investment guidelines for the Pension Rate Stabilization Fund, as well as funding and distribution policies for that fund and the City's OPEB 	Completed		Aug-17	City Council
9 Human Resources	Customer Service and Performance Evaluation Training	<ul style="list-style-type: none"> • Conducted City wide Performance Management training in January 2017 for supervisory positions 	Completed	<ul style="list-style-type: none"> • Review vendors for specific training and put a training schedule together 	Jun-17	Both
10 Information Technical Services	Cable Television Closed Caption Service	<ul style="list-style-type: none"> • Provide reliable subtitles for City Meetings for television and web stream viewers with disabilities • Reviewed current services and determined there was opportunity for improvement in providing this service • Released Closed Caption Service RFP • City Council approved agreement with QuickCaption on August 1, 2017 and service began following that meeting 	Completed		Aug-17	Staff

City of Manhattan Beach Work Plan						
<u>Completed Items</u> <u>(FY 2017-2018)</u>		<i>Note: Tan rows indicate items carried over from previous Work Plans</i>				
Departments	Project Title	Outputs/Activities	Status	Next Steps	Completed	Requested By
11 Parks and Recreation	Turf Installation at Big Marine Park	<ul style="list-style-type: none"> • Install synthetic turf at Big Marine Park 	Completed		Fall 2017	Staff
12 Police	Community Cameras ALPR	<ul style="list-style-type: none"> • Enhance investigation efforts with the installation of community cameras and ALPRs at major points of egress/ingress • City Council approved award of contract to Vigilant Solutions for LPR Cameras and installation at their meeting on 2/21/2017 • Install LPR Cameras 	Completed		Sep-17	