

City of Manhattan Beach Integrated City Work Plan and City-wide Strategic Plan In Progress Items City-wide Strategic Plan Pillars  Strong Governance that Values Meaningful Resident Engagement  Excellent Municipal Services Provided by an Aligned and Committed Workforce  Financial Sustainability  Environmental Stewardship  Effective Physical Asset Management - Infrastructure, Facilities and Amenities  Economic Vitality <i>Note: Orange rows indicate items added at May 2017 City Council Retreat</i>								
Departments	Pillar	Project Title	Outputs/Activities	Status	Next Steps	Estimated Completion	Governance Activities	Requested By
1 City Clerk / Community Development / Parks and Recreation		Boards and Commissions Work Plans	City Boards & Commissions will develop Work Plans that will be presented to City Council for approval	Completed	- Work with Boards and Commissions to develop work plans - Commissions will meet and discuss possible work plans and present to City Council	2017	1	
2 City Clerk / Information Technical Services		Automated Agenda Management Solution	- Review needs and priorities for the City's agenda management - Research best practices and options for automated agenda solutions for the City	Completed	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		
3 City Clerk / Information Technical Services		Citywide Document Imaging System (Conversion) Project	- 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	- 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	3	Staff
4 City Manager		Create City Hall intern Program	Design an intern program for the City of Manhattan Beach	In Progress	Staff is reviewing current intern opportunities within the City and working with departments to create a template for the program	Summer 2018		City Council

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5 City Manager		Business Engagement Activities	• 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	• After a reassessment of priorities, additional projects were tabled pending the next Work Plan update by City Council	Jan-18	1 & 2	A
6 Community Development/ Information Technical Services		Automated Permitting Software Solution	• 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	• 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	4	Staff
7 Community Development		Short-term Rental	• Review available information regarding short-term rentals and provide report to City Council	In Progress	• 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
8 Community Development		Accessory Dwelling Unit Ordinance	• Replace IZO regarding Accessory Dwelling Units with City ordinance	In Progress	• Conduct public hearings at Planning Commission and City Council to adopt final regulations	Spring 2018	2	
9 Community Development		Sepulveda Corridor Study	• 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	• Sepulveda working group will have meetings January to March 2018 • Zone text adoption scheduled for August 2018	Aug-18	2	City Council

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10	Community Development		Manhattan Village Mall Expansion Project	- 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 - 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	2	N/A
11	Community Development		Mobility Plan Adoption and Implementation	- 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	Draft Mobility Update will be presented to City Council for review at their meeting on April 3, 2018	Apr-18	2	Both
12	Community Development		Modernize Parking Standards	- Evaluate and propose modern parking standards - Modern parking standards were incorporated in the discussion regarding Sepulveda Corridor on September 19, 2017	In Progress	Sepulveda working group will assist staff in making recommendations to update commercial parking requirements	Aug-18		City Council
13	Community Development		Pedestrian Safety Improvements	Discussed possible Pedestrian Safety Improvements at City Council Retreat on May 3, 2017		- 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

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14 Community Development		Environmental Work Plan	• 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	• City Council approved creating a community Environmental Task Force to review and analyze opportunities in sustainability for the City	2018-2019	1 & 2	City Council
15 Community Development		Sustainable Energy Options Study Session	• 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	• 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	1 & 2	
16 Community Development		Feasibility Study of Community Choice Aggregation	• 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	• 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	1 & 2	
17 Finance		Audits of Ground Leases and Agreements	• Ensure collection of funds due to the City • Complete audits on City properties with ground leases and agreements	Completed	• TOT audit completed. Continue with Country Club and 1334 Parkview office building • Schedule Metlox and MBS Media Campus audits	Sep-17	1	

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18 Fire		Improve Fire Prevention Inspection Documentation/Data Collection	• 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	• 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	3	
19 Fire		Improve Ambulance Transport Services	• 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	• Continue evaluating options that improve services and ensure program sustainability	FY 2017-2018	3	
20 Human Resources		Customer Service and Performance Evaluation Training	• Conducted City wide Performance Management training in January 2017 for supervisory positions	Completed	• Review vendors for specific training and put a training schedule together	Jun-17	1 & 5	Both
21 Human Resources		Update Policy for processing Worker's Compensation Claims	• Conduct a review of current policies and procedures.	In Progress	• 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	5	Staff
22 Human Resources		Update City Injury Illness Prevention Program (IIPP) and Evaluate Safety Program	• 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	• Finalize & implement updated policies	Jul-18	3 & 4	Staff
23 Human Resources		Review and Update Personnel Rules and Personnel Instructions	• Review Personnel Rules and Personnel Instructions • Conduct necessary review and meet and confer meetings	In Progress	• Conduct inventory of current Personnel Rules - Complete • Draft policy updates - Complete • Conduct necessary Meet & Confer meetings	Dec-18	1 & 2	Staff
24 Information Technical Services		Implementation of the Information Systems Master Plan (ISMP)	• Continued review and updating of the ISMP, prioritizing and aligning technology projects across departments City Council priorities	In Progress	• Conduct an evaluation and update on the ISMP based on FY 2016-2018 Budget and City Council priorities	Winter 2019	1	Both

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25 Information Technical Services / Human Resources / Finance		Enterprise Resource Planning (ERP) System	- 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	- The vendor solution that best meets the needs of the City will be selected - After selection, the City will launch the system	Fall 2018	5	Staff
26 Information Technical Services		Work Order Management	- Upgrade or replace the City's Work Order Management solution - Maintain alignment with proposed ERP solution	In Progress	- 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	1	Staff
27 Information Technical Services		Fiber Master Plan	Create a Fiber Master Plan that guides the future and possibility of municipal fiber in the City	In Progress	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			
28 Information Technical Services		Cable Television - Government Channel Enhancements	- Upgrade Granicus webstream to high definition - Increase broadcast programs on City Government channel	In Progress	- Procure and implement high definition hardware - Record and broadcast public service announcements for City services and programs - Stream City meetings	Winter 2017	3 & 4	City Council
29 Parks and Recreation		Update Department Field Allocation & Use Policy & Field Fees and Facility Reservation Policy	- Conduct a review of the current policies and fee structures and analyze data. - Communicate and discuss options with field users	In Progress	Drafts of the policy are currently under review and will be considered and presented to City Council March 2018.	Spring 2018		City Council/Staff

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30 Parks and Recreation		Update the Strand Bench and Tree and Bench Donation programs	- Evaluate current policies and options for greater efficiencies - Transition Tree and Bench Donation program from Parks and Recreation to Public Works	In Progress	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	1	Staff
31 Parks and Recreation		Sand Dune and Tennis Court Reservations	Evaluate current reservation administration and evaluate options for greater efficiencies	In Progress	The vendor that best meets the needs of the City reservation system will be selected in Summer 2018	Fall 2018	2	Staff
32 Parks and Recreation		Parks Master Plan	- 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	- 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	1	Staff
33 Parks and Recreation		Public Art Trust Fund Projects	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	Staff will provide project updates to the City Council	Winter 2020		City Council
34 Parks and Recreation		Special Event Policy	Update outside special event policy	In Progress	- 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
35 Parks and Recreation		Turf Installation at Village Field	Returf Village Field	In Progress	- Finalize funding agreements for dedicated field use - Return to City Council on March 20, 2018 with proposed agreements and status update	Summer 2018	2	

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36 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			
37 Parks and Recreation		Evaluate Sponsorship Opportunities	Evaluate sponsorship programs and reach	In Progress	- 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
38 Parks and Recreation		Senior/Scout House Fundraising/Pinewood Derby Event	Weekly meetings to plan event	In Progress	Event logistics to include publicity and marketing, seeking sponsorships, event planning and coordination	May-18	2,3	Staff
39 Parks and Recreation		Department Re-Organization	Analyze staffing levels, vacancies, redundancies, opportunities for advancement through succession planning and community needs	In Progress	- Consult with Finance, Human Resources and the City Manager on proposed department structure - Restructure the Recreation Services Program Area	Spring 2018		Staff
40 Police		2016-2018 Strategic Plan Implementation	Implement the 57 action items of the Police Department's Strategic Plan	In Progress	- Continue to implement the 57 Action items outlined in the Strategic Plan - Report progress to the community semi-annually	Dec-18	2	
41 Police		Radio Replacement Project	Replacement of Police Department radios to achieve enhanced interoperability and officer safety	In Progress	Work with RCC to seek grant funding and reduced pricing for radio replacement project	Dec-18	3	
42 Public Works		Urban Forest Master Plan (formerly Street Tree Master Plan)	- 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	- 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	2	City Council
43 Public Works		Citywide Food Waste Recycling Program	- 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	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	1 & 2	

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44 Public Works		Solid Waste Franchise Agreement Contract Preparation Process	- 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	- 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	4	
45 Public Works		Uniform Citywide Sign Program of non-regulatory City signs	- 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	- 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	1	
46 Public Works		Pier, Roundhouse and Comfort Station Improvements	- 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	- 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	1	
47 Public Works		Report on SCE's Inventory Analysis of Street Lights	Provide an update regarding SCE's Inventory Analysis of Street Lights	In Progress	- 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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48	Public Works		Public Improvement Projects and Financing Options	- 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	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	1	City Council
49	Public Works		Sepulveda Bridge Widening Project	Provided project update to City Council on February 16, 2016	In Progress	Continue with the project	End of 2020	2	
50	Public Works		Undergrounding District Policy and Community Survey Results	- 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	- 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	1	