

DEPARTMENT WORK PLANS



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

MANAGEMENT SERVICES DEPARTMENT

1. Enhancements to the Municipal Code to increase transparency and user experience, including the addition of the Local Coastal Program.
2. Evaluation of the Public Records Request portal and streamlining public access to online records.
3. Maintenance of ongoing homelessness initiatives.
4. Acquisition and implementation of a centralized citywide contract management system.
5. Creation and maintenance of ongoing employee engagement initiatives.
6. Review of legislation impacting the City in conformance with the City's Legislative Platform.
7. Collaborating with legislators on potential bills to protect the City's interests.
8. Implementation of a Teams Governance Committee to implement changes to internal communication platform.
9. Conduct a Community Satisfaction Survey to profile residents' opinions, priorities, and concerns as they relate to key issues facing the City, strategic opportunities, policy matters, as well as the City's provision of services and facilities.
10. Onboarding of City Commissions to the City's existing agenda management software.
11. Enhancements to the City website and email communications.
12. Collaborate with the Community Development Department to notify and engage the community regarding Project Pulse.
13. Collaborate with the Community Development Department on an educational campaign regarding the leaf blower ban.

FINANCE DEPARTMENT

1. Technological implementations, including online processing for Transient Occupancy Taxes.
2. Review and update Finance-related Municipal Code sections.
3. Development of a citywide program for grant and project tracking and communication.
4. Development of a training program for financial processes and procedures for new employees and continuing training for existing users.
5. Provide financial analysis for Parking Strategies and identifying potential funding options.

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6. Analyze and update City Ground Leases and potential amendments.

HUMAN RESOURCES DEPARTMENT

1. Upcoming Labor Negotiations with the Manhattan Beach Fire Association (MBFA).
2. Implementation of NEOGOV Performance Evaluation and Onboarding modules.
3. Audit of citywide safety training and development of Safety Training Schedule.
4. Update of citywide policies and creation of Employee Handbook.
5. Update of Injury and Illness Prevention Plan.

PARKS AND RECREATION DEPARTMENT

1. Development of the Senior and Scout House Community Center.
2. Implementation of the Parks and Recreation Department 2024-2027 Strategic Plan.
3. Update of the Parks Master Plan.
4. Implementation of a Public Art Maintenance Program based on the Public Art Collection Survey.
5. Development of 2026 Juneteenth events.
6. Oversee completion of the Bruce's Beach Art Project.

POLICE DEPARTMENT

1. Continue to recruit and hire to achieve full staffing levels.
2. Implementation of a Calls for Service Dashboard for the City's website.
3. Implementation of the Computer-Aided Dispatch and Records Management System Replacement Project.
4. Addressing e-bike regulations by advocating the State legislature and conducting community outreach and education.
5. Upgrading the Police Station's Video Security System.
6. Upgrading the Police Station Access Control System.
7. Development of the 2025-2028 Police Department Strategic Plan.
8. Implementation of the Radio Replacement Project.
9. Implementation of the Fusus Community Camera Registration Program & Business Camera Connect Program.
10. Implementation of a Drone as First Responder Program.
11. Implementation of a Traffic Collision and Crime Scene Reconstruction Drone program.
12. Explore the feasibility of a Real Time Crime Center.
13. Explore additional locations for cameras & ALPRs.

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FIRE DEPARTMENT

1. Development of staff training programs and succession planning.
2. Continue seeking opportunities for specialized fire ground safety training.
3. Ensure compliance with Los Angeles County Department of Health Services mandated emergency medical services training.
4. Seek more opportunities for Public Education and social media presence.
5. Continue to refine newly developed wellness program.
6. Monitor the effectiveness of the newly implemented Paramedic Rescue.
7. Replacement of dispatch software, database management, and CAD Integration.

COMMUNITY DEVELOPMENT DEPARTMENT

1. Processing of planning applications (including project review, environmental review, staff reports, resolutions, public hearings including continuations, appeals, conditions of approval, subdivision approvals, and condition compliance).
2. Review of building plans for Building Code compliance and Zoning Regulations, issue building permits, and inspect construction projects.
3. Oversee major development projects.
4. Maintenance and customizations for the City's permitting system (EnerGov).
5. Code enforcement (including construction and quality of life impacts).
6. Facilitate the review and administration of Outdoor Facilities Permits and Sidewalk Dining Permits.
7. Oversee completion and implementation of the Citywide Parking Management Study.
8. Implementation of Climate Action and Adaptation Plan and all Sustainable MB efforts.
9. Oversee Green Business Program.
10. Oversee Energy Efficiency and Conservation Block Grant to fund installation of six public electric vehicle chargers at Marine Avenue Park.
11. Provide planning, building and traffic engineering support for the Parking Lot 3 Emergency Project, alternative public parking strategies and future replacement structure.
12. Provide traffic engineering analysis and support for capital improvement projects.
13. Conduct public outreach and engagement, and communicate with the development community, related to projects proposed in the new Residential Overlay District.
14. Manage the preparation of files (purge, separate by type, organize and box up) to send to off-site vendor for digitization prior to uploading into the City's document management system, OnBase.
15. Complete Housing Policy and regulation updates.

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16. Updates and maintenance of the Zoning Code.
17. Implementation of traffic calming measures through Neighborhood Traffic Management Plans.
18. Development of a citywide greenhouse gas emissions inventory.
19. Explore LEED for Cities and Communities certification.
20. Manage Project Pulse work effort which provides a coordinated approach to the redevelopment of City-owned properties at 400 Manhattan Beach Boulevard and Parking Lot 3.
21. Provide environmental review assistance to other departments.
22. Triannual State Building Code adoption.

PUBLIC WORKS DEPARTMENT

1. Parking Lot 3 Emergency Project closeout.
2. Implementation of the Capital Improvement Program.
3. Manage operations of the new water treatment plant and continue to increase the use of local groundwater supplies.
4. Enhance the Supervisory Control and Data Acquisition (SCADA) system by including updated cybersecurity measures.
5. Advance the Water Conservation Program to reflect upcoming regulatory requirements.
6. Continue to evaluate and refine the Urban Forestry Program.
7. Continuance of the Wastewater CCTV Inspection Program on a 5-year completion cycle per the updated Sewer System Management Plan.
8. Enhancement of the Water System Flushing Program to incorporate a modeled and engineered approach.
9. Awarded contracts and initiated services for major maintenance of City facilities.
10. Redesign or repurpose the large fountain at the center of Metlox.
11. Oversight of janitorial services contractor implementation and delivery.

INFORMATION TECHNOLOGY DEPARTMENT

1. Continue implementing modernized technology infrastructure (servers, storage, network).
2. Continue implementing cybersecurity hardening initiatives.
3. Replace the City Enterprise Content Management System (aka Document Management System).

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4. Migrate the Enterprise Resource Planning (ERP), Enterprise Permitting & Licensing (EPL), and Cashiering to the cloud platform.
5. Continue to enhance other enterprise applications such as Geographic Information Systems (GIS), Public Records Requests, etc.
6. Provide technology support for departmental software upgrades/replacements and service additions.
7. Continue to upgrade audio-video technology in the Police/Fire Conference Room and Joslyn Center Auditorium.
8. Continue to implement Phase 3 of Microsoft 365/SharePoint and other collaboration tools.
9. Enhance digital presence and promote business process automation and technology innovation to City Departments, such as improvements to the City website and online services.
10. Develop a five-year Information Technology Strategic Plan.