

# 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. Enhance the Municipal Code to increase transparency and user experience, including the addition of the Local Coastal Program and General Plan.
2. Evaluation of the Public Records Request portal and streamlining public access to online records.
3. Preparations to conduct the 2026 General Municipal Election.
4. Acquisition and implementation of a centralized citywide contract management system.
5. Maintenance of ongoing homelessness initiatives.
6. Maintenance of the City Council Work Plan and related documents.
7. Review of legislation impacting the City in conformance with the City's Legislative Platform.
8. Collaborate with legislators on potential bills to protect the City's interests.
9. Creation and maintenance of ongoing employee engagement initiatives.
10. Implement the Teams Governance Committee to implement changes to internal communication platform.
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 Public Works Department on an informational campaign regarding the Pacific Gravity Line Project.
14. Collaborate with the Fire and Police Departments to initiate an educational campaign encouraging residents to sign-up for Alert South Bay emergency messages.
15. Planning and development of the State of the City with the Chamber of Commerce.
16. Providing support to the City Council in the development of initiatives and policies as needed.
17. Ensuring compliance with SB 707 regarding meeting and teleconference requirements.

## **FINANCE DEPARTMENT**

1. Review and update Finance-related Municipal Code sections, including § 6.01 Business Licensing Regulations and § 8.20 Uniform Hotel/Motel Occupancy Tax.
2. Simplify, clarify and modernize the Business License Tax Structure to be more fair and equitable while maintaining long-term fiscal sustainability.

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3. Implementation of online processing platform for Hotel and Short-Term Rental Transient Occupancy Taxes.
4. Conduct audits on City Land Lease agreements and significant taxpayers of Hotel and Short-term Rental Transient Occupancy Taxes.
5. Analyze and update City Ground Leases and potential amendments.
6. Development of a Citywide program for grant and project tracking and communication.
7. Provide financial analysis for capital projects, including the Scout House and downtown opportunity sites (400 MBB and Lot 3), and identify potential funding options.
8. Implement Development Impact Fee Program as approved by the City Council in February 2026.
9. Address new accounting standards (i.e. GASB 102, 103 and 104) and upgrade payroll processes to address recent changes in tax laws (e.g. Federal “No Tax on Overtime”).
10. Continue development of training materials for financial processes and procedures for new employees and existing users.

## **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. Implementation of a Public Art Maintenance Program based on the Public Art Collection Survey.
4. Development of 2026 Juneteenth events.
5. Oversee completion of the Bruce’s Beach Art Project.
6. Explore activities to enhance FIFA experience for residents.
7. Explore enhancements for the City’s future Veteran’s Day ceremonies.
8. Explore activities to enhance Olympic experience for residents.
9. Collaborate with LoveMB to identify potential alternative funding sources to support ongoing operations.
10. Replacement of the current activity registration software.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

1. Continue to process Plan Check reviews in a timely manner and continue to find and implement additional efficiencies to further reduce plan check turnaround times.
2. Lead interdepartmental implementation of Climate Action and Adaptation Plan strategies.
3. Oversee major development projects.
4. Process planning applications (including project review, environmental review, staff

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reports, resolutions, public hearings including continuations, appeals, conditions of approval, subdivision approvals, and condition compliance).

5. Review building plans for Building Code compliance and Zoning Regulations, issue building permits, and inspect construction projects.
6. Conduct preliminary planning and zoning conformance reviews for major development applications, particularly high-density residential projects utilizing State Density Bonus Law.
7. Conduct public outreach and engagement, and communicate with the development community, related to projects proposed in the new Residential Overlay District.
8. Maintenance and continued optimization of the City's permitting system (EnerGov).
9. Code enforcement (including construction and quality of life impacts).
10. Facilitate the review and administration of Outdoor Facilities Permits and Sidewalk Dining Permits.
11. Oversee the implementation of the Citywide Parking Management Study parking strategies.
12. Oversee Green Business Program.
13. Oversee Energy Efficiency and Conservation Block Grant to fund installation of six public electric vehicle chargers at Marine Avenue Park.
14. Provide traffic engineering analysis and support for capital improvement projects.
15. Manage and prepare files (purge, separate by type, organize and box up) to send off-site for vendor to digitize prior to uploading into the City's document management system, OnBase and upcoming transition to Laserfiche.
16. Implement 6<sup>th</sup> Cycle Housing Element programs and policies.
17. Updates and maintenance of the Zoning Code and Local Coastal Program.
18. Implement traffic calming measures through Neighborhood Traffic Management Plans.
19. Complete a pedestrian safety evaluation study of Sepulveda Boulevard and implement recommended measures.
20. Explore LEED for Cities and Communities certification.
21. Provide environmental review assistance to other departments.
22. Complete transition of department files from local servers to SharePoint Online.

## **PUBLIC WORKS DEPARTMENT**

1. Implementation of the Capital Improvement Program.
2. Manage operations of the new water treatment plant and continue to increase the use of local groundwater supplies.
3. Enhance the Supervisory Control and Data Acquisition (SCADA) system by including

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- updated cybersecurity measures.
4. Advance the Water Conservation Program to reflect upcoming regulatory requirements.
  5. Continue to evaluate and refine the Urban Forestry Program.
  6. Continue the Wastewater CCTV Inspection Program on a 5-year completion cycle per the updated Sewer System Management Plan.
  7. Enhancement of the Water System Flushing Program to incorporate a modeled and engineered approach.
  8. Initiate the procurement effort for the next Wastewater Master Plan.
  9. Construction of the 28th Street Stormwater Infiltration Project to improve stormwater treatment and protect the Santa Monica Bay ocean water quality.
  10. Manage the design and construction work effort to redevelop two City owned properties at 400 Manhattan Beach Boulevard and Parking Lot 3 based on City Council's decision on conceptual development options.

## **HUMAN RESOURCES DEPARTMENT**

1. Complete the 2<sup>nd</sup> phase of NEOGOV Perform (performance evaluation software) implementation for safety and part-time employee groups.
2. Implementation of NEOGOV Onboard (employee onboarding) module.
3. Labor Negotiations with the Manhattan Beach Fire Association (MBFA).
4. Continue to enhance organization-wide training opportunities, including ongoing workplace compliance and professional development training, and new training programs.
5. Continue update of Personnel Rules, citywide policies, and development of an employee handbook.
6. Implement the updated Injury and Illness Prevention Plan and provide citywide training.

## **POLICE DEPARTMENT**

1. Continue to diligently recruit and hire to achieve full staffing levels.
2. Implement Drone as First Responder Program.
3. Implement Computer-Aided Dispatch and Records Management System Replacement Project.
4. Address e-bike regulations by advocating the State legislature and conducting community outreach, enforcement, and education.
5. Implement the action items of the 2025-2028 Police Department Strategic Plan.
6. Prepare for FIFA World Cup by enhancing regional and federal partnerships and

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developing operational plans.

7. Improve interoperability through the deployment of new all-band radios.
8. Implement Fusus Community Camera Registration Program & Business Camera Connect Program.
9. Enhance DUI enforcement by implementing mobile intoxilyzers/breathalyzers for suspected DUI drivers
10. Explore the feasibility of a Real Time Information Center (RTIC).
11. Upgrade the Police Station's Video Security System.
12. Upgrade the Police Station Access Control System.
13. Explore additional locations for cameras & ALPRs.
14. Augment/expand the Department's Victim Assistance Program.
15. Ensure MBPD's website is user-friendly and effectively presents information.
16. Provide Unified Response to Violent Incidents (URVI) Training to Police employees, in partnership with the Fire Department.

## **FIRE DEPARTMENT**

1. Develop and implement comprehensive staff training programs and a structured succession planning framework.
2. Replace the existing dispatch software system, including upgrades to database management and full CAD integration.
3. Develop and implement a comprehensive Mental Health and Wellness Program for Fire Department personnel.
4. Implement cancer-prevention initiatives, including enhanced screening, testing protocols, and updated policy guidelines.
5. Develop a Continuity of Operations Plan (COOP) applicable to all City departments.
6. Complete a comprehensive Fire Department Policy Manual to ensure operational consistency and compliance.
7. Develop, train, and maintain a five-member Fire Department Color Guard Team.
8. Implement a Unified Response to Violent Incidents (URVI) program, including policy development and command- and operational-level training.
9. Initiate the methodology and foundational work for a Strategic Plan and Standard of Coverage (SOC).
10. Establish risk assessments and operational plans in preparation for the FIFA World Cup.



## **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 (ECM), also known as the Document Management System.
4. Implement a document scanning services program for City departments, digitizing paper records and importing them into the City's ECM System.
5. Replace the current webcast services with full high-definition streaming services, change captioning services, and move Votecast and agenda management to the cloud.
6. Continue to enhance other enterprise applications such as Geographic Information Systems (GIS), Public Records Requests, etc.
7. Migrate the Enterprise Resource Planning (ERP), Enterprise Permitting & Licensing (EPL), and Cashiering to the cloud platform.
8. Provide technology support for departmental software upgrades/replacements and service additions.
9. Continue to upgrade audio-video technology in the Police/Fire Conference Room and Joslyn Center Auditorium.
10. Continue to implement Phase 3 of Microsoft 365/SharePoint and other collaboration tools.
11. Enhance digital presence and promote business process automation and technology innovation to City Departments, such as improvements to the City website and online services.
12. Re-establish the Information Technology governance committee for the organization to drive technology initiatives.
13. Develop the Information Technology Strategic Plan.
14. Update technology-related policies for the organization.