

CITY COUNCIL WORK PLAN
FISCAL YEAR 2025-2026

FEBRUARY 25, 2025



Work Plan Meeting Overview

- City Council Work Plan showcases Council's priorities for the coming 12-18 months.
- This meeting is an opportunity to:
 - Carryforward existing items
 - Modify existing items
 - Remove items
 - Add new items



PLAN FOR THE EVENING

1. Presentations by each Department:

1. Notable accomplishments
2. Department Work Plan items
3. Department priorities for the year
4. Review of City Council Work Plan items
5. Staff recommendations

2. Development of Fiscal Year 25-26 Work Plan

MAY 20, 2025
Adopt FY 25-26
City Council Work Plan



CITY COUNCIL WORK PLAN LAYOUT

Title and Summary

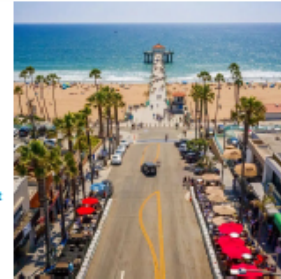


WORK PLAN COMMUNITY DEVELOPMENT DEPARTMENT



LONG-TERM OUTDOOR DINING AND BUSINESS USES ON PUBLIC AND PRIVATE PROPERTY

On August 24, 2021, the City Council directed staff to initiate a Work Plan item to study long-term outdoor dining and business uses in the public right-of-way and on private property. During the COVID-19 pandemic recovery, the City permitted businesses to use parking spaces and street areas in the public right-of-way during COVID-19 operating restrictions through Emergency Orders. The long-term effort to evaluate long-term businesses uses is intended to be comprehensive, including broad community engagement, evaluation of fiscal implications, study of alternatives, environmental review, and required permitting.



TARGET DUE DATE	QUARTER 1 2025
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, FN, MS, PD, FD
COMMISSION(S)	PLANNING, PPIC

STATUS:



COMPLETED ACTION ITEMS:

- Discussed Work Plan framework at October 5, 2021 City Council meeting.
- Conducted City Council discussion on formation of a broad-based Task Force for effort (June 2022).
- Initiated selection of Outdoor Dining Task Force Members (August 2022).
- Initiated discussions with California Coastal Commission (February 2023).
- Secured staff to serve as project manager (January 2023).
- Initiated Outdoor Dining Task Force meetings (May 2023).
- Defined project schedule and milestones (June 2023).
- Conducted two community outreach workshops and stakeholder interviews with residents and business owners (Fall/Winter 2023/2024, and Winter 2025).
- Developed conceptual plan for preferred program vision (December 2023).
- Developed preliminary plans for preferred program vision (Fall 2024).

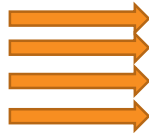
ACTIONS PENDING:

- Conduct environmental review and permitting.

STAFF CONTACT:

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Quick Facts on Work Plan Item



Actions



City Council Work Plan

- Outlines key priorities and projects that City Council directs staff to focus on over a specific period of time
- May require:
 - Many hours of staff time or substantial financial resources
 - High community involvement or community interest
 - Has a significant impact on City operations

23

Current number of items on the City Council Work Plan across 9 City Departments



Department Work Plan

- New, ongoing, or State mandated efforts that staff is dedicating significant time and resources to that are not on the City Council Work Plan but are required for regular operations.
- Not intended to showcase each department's full day-to-day operations.

82

Current number of items on the
Department Work Plan



Notable Accomplishments

1. Completed the November 2024 General Municipal Election.
2. Completed a comprehensive update to the Boards and Commission Handbook and related Municipal Code sections.
3. The Communications Team developed the Ocean Protection campaign aimed at raising public awareness and engagement around the City's stormwater projects.
4. Success of the Measure MMB sales tax initiative.



Department Work Plan Items

1. Enhancements to the Municipal Code to increase transparency and user experience, including the addition of the Local Coastal Program.
2. Maintenance of ongoing homelessness initiatives.
3. Review of legislation impacting the City in conformance with the City's Legislative Platform.
4. Communication with businesses and residents regarding the implementation of the cross-connection water safety ordinance and program.
5. Planning and development of the State of the City with the Chamber of Commerce.



Council Work Plan Items

- City Council Governance Policy and Manual
- Enhance City Website & Email Communications
- Homeless Court Diversion Program



Staff Recommendations

- Enhance City Website & Email Communications:
 - Move to Department Work Plan
- Homeless Court Diversion:
 - If no further direction from Council:
 - Mark the item as complete and remove from City Council Work Plan OR
 - Move to Department Work Plan



Notable Accomplishments

1. Completed ERP (Financials, Payroll, Utility Billing, etc.) and Cashiering system upgrades.
2. Implemented new business licensing software with online portal and payment processing.
3. Implemented phase one of Financial Statement Builder.
4. Implemented Customer Self Service Portal for accounts receivable billing.



Department Work Plan Items

1. Completion of comprehensive user fee and cost allocation plan update (City Council presentation on March 18, 2025).
2. Technological implementations, which include a Citizen Transparency Portal (Open Finance) and online processing for Transient Occupancy Taxes and Animal Licenses.
3. Review and update Finance-related Municipal Code sections.



Department Work Plan Items

4. Development of a citywide program for grant and project tracking and communication.
5. Completion of Popular Annual Financial Report (PAFR) to increase financial transparency.



Council Work Plan Items

- Revenue Enhancements



Notable Accomplishments

1. Adoption of Parks and Recreation Strategic Plan for 2024-2027
2. Completed Phase 4 of the Historical Collection Action Plan (digitization of historical newspapers and photographs)
3. Provided and supported new Public Art, including 24 new utility boxes, 4 exhibitions and relocated “Egrets in Flight”
4. Partnered with Public Works to complete the installation of new Strand Parcourse and Polliwog Fitness Court equipment



Department Work Plan Items

1. Implementation of the Parks and Recreation Department 2024-2027 Strategic Plan.
2. Update of the Parks Master Plan.
3. Implementation of new reservation software for racquet sports.
4. Implementation of a Public Art Maintenance Program based on the Public Art Collection Survey.
5. Development of 2025 Juneteenth events.



Council Work Plan Items

- Update City Donation Policy
 - Parks and Recreation Commission Item
- Public Art Program & New Art Initiatives
 - Cultural Arts Commission Item
- Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage
- Sand Dune Park Master Plan
 - Parks and Recreation Commission Item
- Polliwog Dog Run Expansion
 - Parks and Recreation Commission Item



Council Work Plan Items

- Explore Repurposing Pay N' Play
 - Parks and Recreation Commission Item
- Explore Aquatics Facility
 - Parks and Recreation Commission Item
- Library Commission Programs
 - Library Commission Item
- Bruce's Beach Art Project
 - Parks and Recreation Commission and Cultural Arts Commission Item



Notable Accomplishments

1. Digitized 147,570 pages of records resulting in the destruction of 226 boxes of records.
2. Achieved Gold Level Recognition in the South Bay Energy and Climate Recognition Program for the City's energy efficiency and climate-related efforts.
3. Opened 631 new code enforcement cases and closed 745 cases.
4. Oversaw construction activity including: 1,654 issued building permits and 16,579 inspections.



Department Work Plan Items

1. Provide planning, building and traffic engineering support for the Parking Lot 3 Emergency Project, alternative public parking strategies and future replacement structure.
2. Conduct public outreach and engagement, and communicate with the development community, related to projects proposed in the new Residential Overlay District.
3. Facilitate the review and administration of Outdoor Facilities Permits and Sidewalk Dining Permits.



Department Work Plan Items

4. 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).
5. Review of building plans for Building Code compliance and Zoning Regulations, issue building permits, and inspect construction projects.



Council Work Plan Items

- Modernize Parking Standards
 - Planning and PPIC Commission Item
- Housing Policy and Regulation Updates
 - Planning and PPIC Commission Item
- Long-Term Outdoor Dining and Business Uses on Public and Private Property
 - Planning and PPIC Commission Item
- Zoning Code Cleanup
 - Planning Commission Item



Council Work Plan Items

- Neighborhood Traffic Management Plans
 - PPIC Item
- Exploration of Options for the Redevelopment of Parking Lot 3
 - Planning and PPIC Commission Item
- Exploration of Parking and Complete Street Opportunities Adjacent to the Joslyn Community Center and Live Oak Park
 - PPIC and Parks and Recreation Commission Item



Staff Recommendations

Move the following to the Department Work Plan:

- Housing Policy and Regulation Updates
- Zoning Code Cleanup
- Neighborhood Traffic Management Plans



Notable Accomplishments

1. Coordinated the City's response to the Parking Lot 3 emergency and successfully demolished the facility in 17 working days.
2. Completed the Joslyn Center Crosswalk Improvement Project.
3. Completed the Ceramic Studios Kiln Installation Project.



Department Work Plan Items

1. Parking Lot 3 Emergency Project.
2. Place new water treatment plant into operation and increase the use of local groundwater supplies.
3. High Flow Capacity Trash Treatment Control Devices Project.
4. 28th Street Stormwater Infiltration Project.
5. Rebid and award contracts for major maintenance services.



Council Work Plan Items

- Downtown and North Manhattan Beach Beautification
- Parking Meter & Kiosk Exploration
- Community Education Regarding Recycling and its Relation to Organic Waste



The following departments do not have any items on the City Council Work Plan



Notable Accomplishments

1. Promoted four employees and hired eight Firefighter/Paramedics to support the staffing plan associated with the addition of a new Fire Department Rescue (Ambulance) with dedicated personnel.
2. Recruited and filled 70 full-time positions in Calendar Year 2024, including 38 new hires and 30 internal promotions or appointments.
3. Implementation of Workplace Violence Prevention Plan and related training.
4. Completed Customer Service and De-escalation Training and Annual Harassment Prevention Training.



Department Work Plan Items

1. Labor Negotiations with four full-time bargaining units.
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.



Notable Accomplishments

1. Hosted events to promote community engagement, including Coffee with a Cop, Ice Cream Cones with a Cop, Trunk or Treat, Community Police Academy, Senior Community Police Academy, and Town Hall Meetings.
2. Increased Bicycle Patrol Team deployments and expanded fleet of police bicycles.
3. Conducted numerous organized retail theft operations.



Department Work Plan Items

1. Development of a Calls for Service Dashboard for the City's website.
2. Addressing e-bike regulations by advocating the State legislature and conducting community outreach and education.
3. Development of the 2025 - 2028 Police Department Strategic Plan.
4. Implementation of the Fusus Community Camera Registration Project.
5. Implementation of the Computer Aided Dispatch and Records Management System Replacement Project.



Notable Accomplishments

1. Hired eight new Firefighters/Paramedics.
2. Adoption of the Local Hazard Mitigation Plan (LHMP).
3. Completed 100% of State mandated fire inspections.
4. Deployment of Paramedic Rescue 22.



Department Work Plan Items

1. Development of staff training programs and succession planning.
2. Ensure compliance with Los Angeles County Department of Health Services mandated emergency medical services training.
3. Seek more opportunities for Public Education and social media presence.
4. Monitor the effectiveness of the newly implemented Paramedic Rescue.
5. Replacement of dispatch software, database management, and CAD Integration.



Notable Accomplishments

1. Upgraded primary Internet circuit speed.
2. Upgraded the audio-video and broadcast technology in the City Council Chambers.
3. Upgraded Geographic Information Systems (GIS) online applications and redesigned backend support infrastructure.
4. Implemented Phases 1 and 2 of Microsoft 365 Office Suite and Teams collaboration tools.



Department Work Plan Items

1. Continue implementing modernized technology infrastructure (servers, storage, network).
2. Continue implementing cyber security hardening initiatives.
3. Enhance/replace City enterprise applications (Document Management System, Enterprise Resource Planning (ERP), Geographic Information Systems (GIS), Enterprise Permitting & Licensing (EPL), etc.).
4. Enhance digital presence and promote business process automation and technology innovation to City Departments.
5. Update IT Strategic Plan.



CARRYFORWARD ITEMS

- Unless otherwise directed, all active City Council Work Plan items will be continued to the Fiscal Year 25-26 Plan.



NEW WORK PLAN ITEMS

- City Council consensus obtained for inclusion.
- Staff will develop each new City Council Work Plan item.
- Return in May for the adoption of Fiscal Year 25-26 City Council Work Plan.

