

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. Municipal Code Transparency Enhancements
2. Bruce's Beach Artwork Project
3. Coyote Management and Response
4. Centralized Citywide Contract Management Systems

FINANCE DEPARTMENT

1. MUNIS Implementation Modules Development (includes Annual Comprehensive Financial Report (ACFR) Module, Citizen Transparency Portal, Inventory Management System, Business Licensing and Customer Self Service (CSS).
2. Digital Water Meter Reader Administration with My Water Advisor software.
3. Comprehensive User Fee Study and Cost Allocation Plan
4. Software version upgrades for Cashiering and Financials

HUMAN RESOURCES DEPARTMENT

1. Create new classifications for and fill the new professional positions within the Community and Risk Reduction Bureau (Fire Prevention), conduct open and promotional sworn and non-sworn recruitments to fill the three newly approved positions.
2. Work with the Police Department to create and fill the 10 newly approved full time positions, including 7 Police Officers.
3. Reclassification studies, create new classifications, and conduct recruitments associated with the 13 reclassifications or position upgrades, 2 new positions, and various part-time positions, approved in the 2023-24 budget.
4. Implementation of NEOGOV Performance Evaluation and Onboarding modules.

PARKS AND RECREATION DEPARTMENT

1. Senior and Scout House Community Center Development
2. Field Upgrades —MBMS Field Renovation, and Marine Field Turf Replacement
3. Sponsored Public Art —North End Surfboard Sculpture
4. City Public Art —Utility Boxes, Murals, Sculpture Garden, and Digital Wall Artwork
5. Polliwog Pavilion Development with LA County Library

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6. Transportation Grant for new Dial-A-Ride vehicles
7. Online Reservation System for Sand Dune, Tennis & Pickleball Courts and Begg Pool
8. Implementation of the City of Manhattan Beach Historical Collection Action Plan
9. Special Event Protocols and Enhancements
10. Public Art Assessment

POLICE DEPARTMENT

1. Recruiting and Hiring to Achieve Full Staffing Levels
2. Upgrading the Police Station's Video Security System
3. Upgrading of Police Station Access Control System
4. Implementing the 2023-2024 Police Department Strategic Plan
5. Augmenting the Department's Bike Patrol Team
6. Computer-Aided Dispatch and Records Management System Replacement Project
7. Radio Replacement Project
8. Fusus Community Camera Registration Project

FIRE DEPARTMENT

1. Staff Training and Succession Development
2. Specialized Fire Ground Safety Training
3. Emergency Medical Services Training Compliance with Los Angeles County Department of Health Services mandates.
4. Fire Safety Public Education Initiative
5. Wellness Program Development
6. Explore Fire Department Emergency Medical Services (EMS) Delivery Model options
7. Replace Dispatch Software, Database Management, CAD Integration

COMMUNITY DEVELOPMENT DEPARTMENT

1. Process 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 Building Plans for Building Code Compliance and Zoning Regulations, Issue Building Permits, and Inspect Construction Projects
3. Oversee major development projects
4. Permitting System (EnerGov) Maintenance and Customization

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5. Code Enforcement (including construction and quality of life impacts)
6. Review and Administration of Outdoor Facilities Permits and Sidewalk Dining Permits
7. Oversee Citywide Parking Management Study
8. Completion and implementation of Climate Action and Adaptation Plan and all Climate MB efforts.
9. Oversee Green Business Program

PUBLIC WORKS DEPARTMENT

1. Capital Improvement Program Implementation
2. Implement newly adopted wastewater rates and support City efforts to revise stormwater rates.
3. Senate Bill 1383 State Mandate Implementation Regarding Organic Waste
4. Upgrade the Supervisory Control and Data Acquisition (SCADA) System
5. Evaluate and Refine the Maintenance Inspection Program
6. Evaluate and Refine the Neighborhood Maintenance Worker Program
7. Water Conservation Program Implementation
8. Increase the Use of Local Groundwater Supplies
9. Implementation of Wastewater CCTV Inspection Program
10. Redesign/Repurpose the Large Fountain at the Center of Metlox
11. Award new contracts for street sweeping and pressure washing services

INFORMATION TECHNOLOGY DEPARTMENT

1. Technology Infrastructure Modernization Initiatives (servers, storage, network)
2. Cyber Security Hardening Initiatives
3. Enterprise Application Upgrades and Enhancements (Document Management System, Enterprise Resource Planning (ERP), Geographic Information Systems (GIS), Enterprise Permitting & Licensing (EPL), etc.)
4. Broadcast/AV Technology Replacement RFP Development
5. Microsoft 365 Deployment and Implementation