

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.
2. Implementation of the Coyote Management and Response Plan.
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. Development of an oversized vehicle and trailer parking permit program.
7. Creation of a closed circuit television (CCTV) policy.

FINANCE DEPARTMENT

1. Technological implementations, which includes a Financial Statement Builder, Citizen Transparency Portal, Business Licensing, and Customer Self Service Portal.
2. Software version upgrades for Financials and Cashiering.
3. Completion of comprehensive user fee and cost allocation plan update.
4. Development of a citywide program for grant and project tracking and communication.
5. Development of a training program for onboarding new employees and continuing training for existing users.
6. Implementation of new business licensing module.

HUMAN RESOURCES DEPARTMENT

1. Work collaboratively with the Police Department and City Council to offer creative recruitment and retention incentives and implement strategies to recruit lateral and Trainee Police Officers, including the 7 new Police Officer positions approved in 2023.
2. 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 and the 12 new full-time positions and various position reclassifications and upgrades approved in the February 2024 mid-year budget.
3. Implementation of NEOGOV Performance Evaluation and Onboarding modules.

PARKS AND RECREATION DEPARTMENT

1. Development of the Senior and Scout House Community Center.

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2. Development of the Cultural Library in collaboration with the LA County Library.
3. Implementation of City event enhancements (Memorial Day, Flags).
4. Completion of the Public Art Assessment.
5. Development of new art initiatives.
6. Installation of sponsored public art (North End Surfboard Sculpture).
7. Development of the Parks and Recreation Department 2024-2026 Strategic Plan.
8. Continuation of the development and implementation of Juneteenth events.

POLICE DEPARTMENT

1. Continuation of recruitment and hiring procedures to achieve full staffing levels.
2. Upgrades to the police station's video security system.
3. Upgrades to the police station access control system.
4. Implementation of the 2023-2024 Police Department Strategic Plan.
5. Augmentation of the department's Bike Patrol Team.
6. Implementation of the Computer-Aided Dispatch and Records Management System Replacement Project.
7. Implementation of the Radio Replacement Project.
8. Implementation of the Fusus Community Camera Registration Project.

FIRE DEPARTMENT

1. Development of staff training programs and succession planning.
2. Implementation of specialized fire ground safety training.
3. Ensure compliance with Los Angeles County Department of Health Services mandated emergency medical services training.
4. Implementation of a Fire Safety Public Education Initiative.
5. Development of a wellness program.
6. Exploration of Fire Department Emergency Medical Services (EMS) Delivery Model options.
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

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- 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 Citywide Parking Management Study.
8. Completion of a major update to Department webpages in order to provide better public service to our community.
9. Completion and implementation of Climate Action and Adaptation Plan and all Climate MB efforts.
10. Oversee Green Business Program.
11. Coordination of new Administrative Assistant at the reception counter and implementation of concierge services for an improved customer service experience at City Hall.

PUBLIC WORKS DEPARTMENT

1. Implementation of the Capital Improvement Program.
2. Upgrades to the Supervisory Control and Data Acquisition (SCADA) System.
3. Evaluation and refinement of the Neighborhood Maintenance Worker Program.
4. Implementation of the Water Conservation Program.
5. Place new water treatment plant into operation and increase the use of local groundwater supplies.
6. Evaluation and refinement of the Urban Forestry Program.
7. Implementation of Wastewater CCTV Inspection Program.
8. Implementation of Water System Flushing Program.
9. Redesign or repurpose the large fountain at the center of Metlox.
10. Rebid and award contracts for major maintenance services.

INFORMATION TECHNOLOGY DEPARTMENT

1. Implementation of technology infrastructure modernization initiatives (servers, storage, network).
2. Implementation of cyber security hardening initiatives.
3. Upgrades and enhancements of City enterprise applications (Document Management System, Enterprise Resource Planning (ERP), Geographic Information Systems (GIS), Enterprise Permitting & Licensing (EPL), etc.).

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4. Development and completion of a Request for Proposals to replace Broadcast/AV Technology.
5. Deployment and implementation of Microsoft 365 (Office) and collaboration tools.