

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. Creation of a Public Safety Camera System (PSCS) Policy.
7. Management and disbursement of opioid settlement fund expenditures in accordance with State regulations.
8. Review of legislation impacting the City in conformance with the City's Legislative Platform.
9. Transition the management of the North Manhattan Beach Business Improvement District to a nonprofit association.
10. Communication with businesses and residents regarding the implementation of the cross-connection water safety ordinance and program.
11. Serve as a liaison between the city and the business community to enhance accessibility and support local businesses as it relates to the Parking Lot 3 Emergency Project.
12. Implementation of a Teams Governance Committee to implement changes to internal communication platform.
13. 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.
14. Onboarding of City Commissions to the City's existing agenda management software.
15. Enhancements to the City website and email communications.

FINANCE DEPARTMENT

1. Implementation of the approved comprehensive user fee and cost allocation plan.
2. Technological implementations, including online processing for Transient Occupancy Taxes and Animal Licenses.
3. Review and update Finance-related Municipal Code sections.

DEPARTMENT WORK PLANS



4. Development of a citywide program for grant and project tracking and communication.
5. Development of a training program for financial processes and procedures for new employees and continuing training for existing users.
6. Provide Finance support for Parking Lot 3 Emergency Project by tracking project costs and identifying potential funding options.

HUMAN RESOURCES DEPARTMENT

1. Labor Negotiations with four full-time bargaining units.
2. Support Police Department in goal of achieving full staffing, including continuous evaluation of recruitment methods and incentives.
3. Implementation of NEOGOV Performance Evaluation and Onboarding modules.
4. Audit of citywide safety training and development of Safety Training Schedule.
5. Update of citywide policies and creation of Employee Handbook.
6. 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 2025 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. Development 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 Project.

DEPARTMENT WORK PLANS



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.

DEPARTMENT WORK PLANS



16. Updates and maintenance of the Zoning Code.
17. Implementation of traffic calming measures through Neighborhood Traffic Management Plans.

PUBLIC WORKS DEPARTMENT

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

INFORMATION TECHNOLOGY DEPARTMENT

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. Upgrade audio-video and broadcast technology in the Police/Fire Conference Room and Joslyn Center Auditorium.
5. Implement Phase 3 of Microsoft 365/SharePoint and other collaboration tools.
6. Enhance digital presence and promote business process automation and technology innovation to City Departments.
7. Update IT Strategic Plan.