



MANHATTAN BEACH CITY COUNCIL

WORK PLAN

FISCAL YEAR
2024-2025

MANHATTAN BEACH CITY HALL
1400 HIGHLAND AVENUE
MANHATTAN BEACH, CA 90266

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



CITY COUNCIL GOVERNANCE POLICY & MANUAL

On August 6, 2019, City Council directed staff to develop a policy to guide City Council communications with City staff and the public in order to maintain efficient and effective work flow. The policy will address communication between Councilmembers and staff with the intent to: 1) affirm that governing shall be by will of the collective Council, 2) establish guidelines to ensure orderly, consistent and open City government, and 3) provide a framework for processing requests from the City Council through the City Manager.



TARGET DUE DATE	QUARTER 3 2024
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Gathered and researched a variety of City Council Communication Policies from a variety of cities.

ACTIONS PENDING:

- Developdraft policy.
- Present to City Council for initial discussion.
- Implement approved policies throughout the organization.

NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction on draft policy document.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

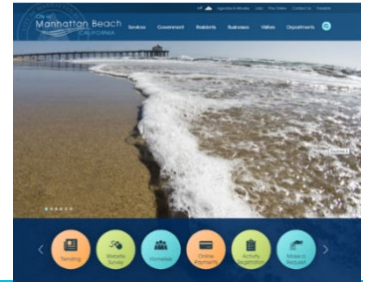
WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



ENHANCE CITY WEBSITE & EMAIL COMMUNICATIONS

As part of the City's commitment to transparency and providing exemplary communication to the community it serves, the City's website will undergo a redesign, incorporating the City's branding, enhancing email communications, and creating a more user-friendly experience for site visitors.



TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- Completed branding in email signatures, Microsoft templates, and City Council Meeting graphics.
- Registered "manhattanbeach.gov" domain name with U.S. General Services Administration.
- Implemented various tools to assist City staff in the website improvement process (Canva, Granicus Developer Toolkit).
- Completed initial technical planning for steps and expertise required to migrate from .info to .gov.
- Established a website improvement team working with each department to review the department website organization and content to make citizen-centric improvements (ease of use, intuitiveness, reduced clicks, update the branding to align with new guidelines, etc.)
- Conducted a strategic review with the City's website provider, Granicus, to benefit from their expertise to improve the website presentment and overall user experience.
- Migrated from "citymb.info" URL to "manhattanbeach.gov" URL and updated the email system, website, branding, and templates accordingly.
- Completed incorporation of City logo on City website.
- Established the Website Refresh Ad Hoc Subcommittee and appointed Councilmembers to solicit feedback and understand City Council priorities with a website redesign.
- Migrated eNotification subscribers to GovDelivery email delivery solutions and trained staff.
- Signed off on wireframe proposal with Granicus.

ACTIONS PENDING:

- Work with the Website Refresh Ad Hoc Subcommittee and Granicus to redesign and modernize the website to enhance the design and functionality, while incorporating in the City brand guidelines.

NEXT CITY COUNCIL ACTION:

None.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov



HOMELESS COURT DIVERSION PROGRAM

In 2019, the Los Angeles County Board of Supervisors provided funding to the South Bay Cities Council of Governments to administer "Innovation Funds" for homeless services in the South Bay. The City of Redondo Beach was awarded an innovation grant to provide a Homeless Court as a pilot program titled, "Enhanced Homelessness Response Pilot Program." The Homeless Court Program provided by Redondo Beach and Hermosa Beach offers an informal diversion program and services such as mental health counseling,



substance abuse treatment and housing placement. This effort is coordinated in cooperation with the Public Defender, Alternate Public Defender, Sheriff's Department, Community Partners, City of Redondo Beach, South West District Administrator, Torrance Criminal Operations Manager, and Superior Court Judge Gilbertson. Since 2021, the City of Manhattan Beach has attempted to establish a homeless court program and explored models that included utilizing procuratorial authority provided by the City of Redondo Beach and the Los Angeles County District Attorney. In March 2023, City Council directed staff to add a Work Plan item to continue looking into the City establishing their own homeless court diversion program.

TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	B
DEPTS. INVOLVED	ALL

STATUS:



COMPLETED ACTION ITEMS:

- In 2021, provided a report to the City Council regarding homeless court services and future funding options for homeless services.
- Applied for two Measure H grant funds with the South Bay Cities Council of Governments for outreach services and a regional homeless court model. Funding was not granted for the effort as prosecutorial authority was not granted by the LA County District Attorney at the time.
- Explored the use of homeless court services with the City of Redondo Beach and the Los Angeles County District Attorney.
- Presented a draft agreement with the City of Redondo Beach for prosecution and homeless court services.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



- Requested permission from the Los Angeles County District Attorney to prosecute state misdemeanor cases and potentially contract with the City of Redondo Beach for prosecution and homeless court services.
- Provided a report in June 2023 summarizing the City's efforts on State Misdemeanor Prosecution and Homeless Court Services. Following discussion, City Council requested that staff explore reinforcing the City's prosecution services.
- Provided prosecutorial service proposals and directed staff to engage with the City's existing legal consultant, Richards, Watson and Gershon and add more robust prosecution services and explore amending the City's public nuisance regulations.
- Approved Amendment No. 5 to the certain agreement with Richards, Watson & Gershon (RWG) adding prosecution services to the current scope of services.report at the November 7, 2023.

ACTIONS PENDING:

- Meet with the City Attorney's Office and specifically the new City Prosecutor provided by Richards, Watson and Gershon to assess program options and fiscal impacts associated with establishment of the program.
- Explore amending the City's public nuisance regulations.
- Provide a report to the City Council on staff's efforts to establish the program.

NEXT CITY COUNCIL ACTION:

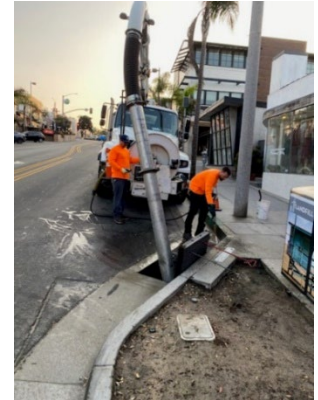
To be determined by City Attorney's Office.

STAFF CONTACT:

BRUCE MOE, City Manager, bmoe@manhattanbeach.gov

REVENUE ENHANCEMENTS

The City adopts a structurally balanced (operating revenue exceeds operating expenditures) budget annually. However, increased costs for operations, ongoing transfers to the Storm Drain Fund, and support for infrastructure projects have put a strain on the General Fund budget. If there are no actions taken to enhance revenues, service levels may be impacted or the City may have to defer capital projects to balance future budgets.



TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	MS

STATUS:



COMPLETED ACTION ITEMS:

- Received unanimous Finance Subcommittee approval to recommend and consider revenue enhancement measures to the City Council at the April 20, 2023, meeting.
- Received City Council authorization at the May 16, 2023, meeting to proceed with obtaining an updated Stormwater Fee engineer's report and survey for a proposed storm drain fee increase.
- Reviewed results of the engineer's report and survey at the September 5, 2023, City Council meeting and adopted Resolution 23-0118 to: 1) Approve the engineer's report, 2) Initiate a Proposition 218 process, 3) Set the Public Hearing date to November 7, 2023, and 4) Authorize the mailing of the protest notices.
- Concluded the November 7, 2024, public hearing with 1,628 protests received, short of the 6,506 protests needed to stop the Proposition 218 process. City Council adopted Resolution No. 23-0149 to 1) call for a special ballot election, 2) set the ballot deadline to January 17, 2024, and 3) adopted Procedures for Conduct of Election.
- On November 21, 2023, City Council adopted Resolution 23-0158 finalizing the special election ballot question.
- On November 29, 2023, ballots were mailed to all eligible property owners.
- On December 19, 2023, City Council adopted Resolution 23-0555 in support of the storm drain measure.
- On January 16, 2024, City Council delegated authority to the City Manager to execute ballots for City owned parcels.
- The ballot tabulation commenced January 22, 2024, and ended January 23, 2024. The ballots

STAFF CONTACT:

STEVE CHARELIAN, Finance Director, scharelian@manhattanbeach.gov



were tabulated by a third-party consultant. Ballot tabulation was conducted with 52.65% (2,795) in support of the measure and 47.35% (2,514) opposed.

- On February 6, 2024, City Council adopted Resolution No. 24-0010 to certify the results of the election and introduce Ordinance 24-0003 to adjust the storm drain fees.
- On February 20, 2024, City Council adopted Ordinance 24-0003 to adjust the storm drain fees.

ACTIONS PENDING:

Discuss potential revenue enhancements at a future date.

NEXT CITY COUNCIL ACTION:

Conduct a Public Hearing on June 18, 2024, for City Council to consider adopting a resolution to place the new fees on the next property tax assessments.

STAFF CONTACT:

STEVE CHARELIAN, Finance Director, scharelian@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



UPDATE CITY DONATION POLICY

City Council discussed the donation programs at the January 11, 2022 Joint Council/Commission meeting. Based upon City Council direction, staff placed the donation policy, park amenity catalog and bench program on hold, and will return to Council with options for the LoveMB Foundation, and a Memorial for the Fallen, a public art installation to honor fallen military service members by permanently recording and commemorating their service and sacrifice.



TARGET DUE DATE	QUARTER 3 2024
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW
COMMISSION	PARKS AND RECREATION

STATUS:



COMPLETED ACTION ITEMS:

- Engaged stakeholders in discussion of current donation policies.
- Developed donation program options.
- Presented donation program options at City Council Joint meeting on January 11, 2022.
- Park amenity catalog and Tree and Bench Donation Program placed on hold.
- Explored Legacy and non-profit donation program options.
- Returned to the City Council on February 6, 2024, with outline of LoveMB Foundation including cost estimates to establish the foundation and ongoing costs.

ACTIONS PENDING:

- Develop design options, eligibility criteria and process for inclusion on the Memorial for the Fallen.

NEXT CITY COUNCIL ACTION:

Return to City Council in August 2024 with LoveMB progress report.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

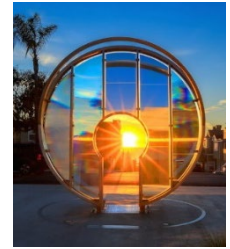
WORK PLAN

PARKS & REC DEPARTMENT



PUBLIC ART PROGRAM & NEW ART INITIATIVES

At the City Council/ work plan meeting on February 13, 2024, City Council directed staff and the Cultural Arts Commission (CAC) to develop new art initiatives including: Art Walks, Performing Arts at Manhattan Beach Art Center (MBAC), art vending machines and temporary murals.



TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW, CD, MS
COMMISSION(S)	CULTURAL ARTS

STATUS:



COMPLETED ACTION ITEMS:

- Created a new work plan based on City Council feedback.
- Developed basic parameters, locations, funding recommendations, and timelines for artwork RFPs for utility boxes, murals, sculpture garden, Velzy plaque, and new artwork in the City.
- Reviewed a preliminary list of ideas of public art projects to pursue.
- Solicited applications for Utility Boxes, awarded artwork, and routed contracts.
- Installed awarded utility boxes.
- Launched Phase III of Utility Box Beautification program.
- Solicited applications for murals, awarded artwork, and routed contracts.
- Began installation of murals at MBAC and Heights Complex.
- Presented City Council with 4 options for Sculpture Garden program.
- Presented 15 artworks to City Council to purchase or commission in lieu of Sculpture Garden.
- Assigned artists to all 7 mural locations.
- Presented LA vs. Hate mural and locations proposal to City Council for review.
- Researched and presented locations for Shark mural by artist Eric Snyder.

ACTIONS PENDING:

- Provide options for Council direction on new art initiatives such as: Downtown Art Walk, Chalk Art Festival, Surfboards on Parade, Art Vending Machine, Young at Art, and Art Therapy for older adults.
- Installation of Shark mural by Eric Snyder.

NEXT CITY COUNCIL ACTION:

City Council to review and finalize selections and locations for sculptures available for purchase or commission.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



ASSESSMENT OF HISTORICAL ARTIFACTS AND STRUCTURAL REVIEW OF HISTORICAL BEACH COTTAGE

City Council directed staff to conduct an assessment of the City's historical artifacts and prepare a report regarding options for preservation, including new or updated facilities, on May 14, 2018. After completion of the City of Manhattan Beach Collections Assessment in 2022, the beginning phases of an Action Plan to improve the care and management of the collection were implemented using funding from LA County Library. On February 13, 2024, Council directed staff to focus on improving the display and storage of the historical collection.



TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	PUBLIC ARTS TF, SURPLUS LIBRARY FUNDS
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW, CD
COMMISSION(S)	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Removed documents from Red House and relevant artifacts from Park facilities and placed them in trailer and other appropriate facilities.
- Completed a Collections Assessment (conducted by History Associates, Inc. – HAI) with detailed recommendations for improving the care and management of the City's historical collection.
- Completed Phases 1, 2, and 3 of the Action Plan (Policy Development, Inventory/Survey of Collections, and Process, Catalog, and Rehouse Collections).

ACTIONS PENDING:

- Implementation of Phase 4 of the Action Plan (Digitization) and ongoing support from contract archivist.
- Coordination with Public Works, the Manhattan Beach Historical Society, and Cultural Arts to upgrade the Red House, related storage strategies, and exhibits.
- Explore cultural library concept with LA County Library and community for City Council consideration.

NEXT CITY COUNCIL ACTION:

Return to City Council for future appropriations to support the City's historical collection.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



SAND DUNE PARK MASTER PLAN

City Council directed staff and the Commission to explore how to improve Sand Dune Park and evaluate uses for the future, including nature areas and trails, park improvements, and a new building. City Council also appropriated \$1.2 million for a new building at Sand Dune Park. The Public Works Department was the lead for the recent well-received landscaping revitalization project at Sand Dune Park. The Commission joined community members in providing input and recommendations regarding the plan. City staff and commissioners gathered additional community input about desires for a new or upgraded building and enhanced park programming.



TARGET DUE DATE	QUARTER 3 2024
FUNDING SOURCE	CIP
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW
COMMISSION(S)	PARKS AND RECREATION

STATUS:



COMPLETED ACTION ITEMS:

- Public Works completed a major revitalization project that included cleaning, stabilizing, and beautifying the landscape, irrigation system repair, upgrade of retaining wall and fencing, and adding decomposed granite at the bottom of the Sand Dune.
- The Commission held two public outreach events: Sand Dune revitalization open house on November 12, 2022, and Sand Dune community meeting on April 30, 2023. An online survey was initiated to gather input on interest in a new facility, park amenities, and programming.
- Executed a design services agreement on September 5, 2023.
- Developed conceptual designs based on community feedback and synthesized survey results.
- Community meeting held on March 9, 2024, to review and gather feedback on conceptual designs.

ACTIONS PENDING:

Refine conceptual designs with DVD to present to the Parks and Recreation Commission in May 2024.

NEXT CITY COUNCIL ACTION:

Review results of community outreach and proposed conceptual design in July 2024.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

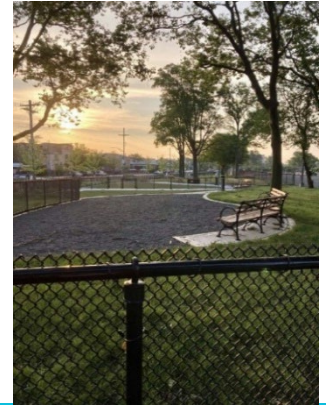
WORK PLAN

PARKS & REC DEPARTMENT



POLLIWOG DOG RUN EXPANSION

City Council directed the Commission to (1) develop a list of parkette and dog run enhancements for consideration during the budget process; and (2) continue to explore and identify future sites. As no new site opportunities for dog runs or parks were identified after a review, the Commission recommends expanding the existing Polliwog Park Dog Run approximately 1800 square feet.



TARGET DUE DATE	QUARTER 3 2024
FUNDING SOURCE	GENERAL FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW
COMMISSION(S)	PARKS AND RECREATION

STATUS:



COMPLETED ACTION ITEMS:

- In partnership with Public Works, Parks and Recreation staff developed a list of specific upgrades to improve the safety and functionality of the dog runs at Live Oak Park and Polliwog Park.
- Identified additional upgrades for the City's two parkettes. Recommended improvements include new fencing, enhanced tree trimming, updated signage, and repair or replacement of worn play equipment and drinking fountains.
- Discussed Polliwog Park dog run expansion plan with Manhattan Beach Unified School District and received support for the plan.
- Secured design services for dog run expansion on September 5, 2023.
- Held a community input meeting on March 27, 2024, at Polliwog Park dog run.

ACTIONS PENDING:

- Relocate School District and Parks and Recreation storage areas in order to move the west fence approximately ten feet into the Begg Pool parking lot.
- Present results of community input meeting at the Parks and Recreation Commission in June 2024.

NEXT CITY COUNCIL ACTION:

Present staff and commission recommendations in August 2024.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



EXPLORE REPURPOSING PAY N PLAY

City Council directed the Parks and Recreation Commission to actively explore options to repurpose the land and building for higher-value recreation activities and broader community appeal. The 35-year agreement with the operator expired on December 31, 2021, and the City took over the property in October 2022, closing the facility until upgrades can be completed. This item is currently on hold, pending further Council direction.



TARGET DUE DATE	QUARTER 2 2024
FUNDING SOURCE	CIP, MEASURE A SUPPLEMENT
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, CD
COMMISSION(S)	PARKS AND RECREATION

STATUS:



COMPLETED ACTION ITEMS:

- Identified repairs and improvements, including window replacements, roof repairs, new locking system, railings, and lighting.
- Gathered cost estimates for identified improvements as well as demolition.
- Received a Parks and Recreation Commission recommendation to demo the existing building and install a futsal court (small soccer field).
- Identified CIP funds for demo of Pay n Play and construction of futsal court.

ACTIONS PENDING:

- Present Pay n Play CIP project to City Council.

NEXT CITY COUNCIL ACTION:

City Council will consider a presentation of the Pay n Play CIP project.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



EXPLORE AQUATICS FACILITY

The City Council directed staff and the commission to conduct a statistically valid survey to determine if there is a significant demand for pool recreation programming and to what extent residents are willing to bear costs relating to it. Results were shared with City Council in February 2023. An Aquatics Facility modernization study was approved and funded by City Council on August 1, 2023. After presentation of modernization study findings on May 7, 2024, City Council directed the following:



- (1) Hire a consultant to conduct a poll regarding community priorities for funding Begg Pool upgrades,
- (2) Continue discussions with the Bay Club regarding their proposal for a new community pool; and
- (3) Research the costs associated with ensuring the pool remains safe for the next two to three years.

TARGET DUE DATE	QUARTER 3 2024
FUNDING SOURCE	TBD
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, CD
COMMISSION(S)	PARKS AND RECREATION

STATUS:



COMPLETED ACTION ITEMS:

- Conducted a statistically valid survey by TrueNorth Research in October 2022, surveying a total of 574 adult residents with a margin error of 4.1% at a 95% confidence interval. The majority of survey respondents indicated they were either very interested or somewhat interested in a new Aquatics Center in Manhattan Beach, including 74% of households with youth. 81% of households favored prioritizing a new 35-meter pool and 73% favored a shallow teaching/therapy pool. Although interest in a new Aquatics Center was found to be widespread, the interest did not translate into widespread support for various strategies for funding a new facility.
- City Council awarded a contract for architectural and aquatics preliminary design services for the Begg Pool Facility on August 1, 2023. Two options were considered – (1) Renovate the existing 25-yard shallow pool and support buildings at the current Begg site and (2) Design a new Aquatics Center to include one 25-yard shallow pool, one 35-meter competition pool, and support buildings at the current Begg site.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



- Begg Pool Modernization Study findings, conceptual designs, and cost estimates were presented to City Council on May 7, 2024.

ACTIONS PENDING:

- Staff will act on new direction from City Council received on May 7, 2024.

NEXT CITY COUNCIL ACTION:

Staff will return to City Council with updates in summer 2024.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



LIBRARY COMMISSION PROGRAMS

The Library Commission serves in an advisory capacity to the City Council regarding library services provided by the Los Angeles County Library System. The Commission acts as a liaison between the City and public/private community groups supportive of library services. The programs approved by the City Council for 2024 include:



1. Library Appreciation Events
2. StoryWalk
3. One Book, One County
4. Quarterly Music/Speaker Series

On March 19, 2024, City Council directed staff and the Library Commission to return to Council with additional recommendations for use of the LA County Library Set Aside Funds (library surplus).

TARGET DUE DATE	QUARTER 2 2024
FUNDING SOURCE	GENERAL FUND, SPONSORSHIPS, SURPLUS LIBRARY FUNDS
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A
COMMISSION(S)	LIBRARY

STATUS:



COMPLETED ACTION ITEMS:

Completed 2023 Library Commission programs included Learning at the Library, Manhattan Beach Poetry Event, Library Appreciation Events, Book Giveaway, StoryWalk, Photo Op Event, and Entertainment Series.

ACTIONS PENDING:

- Implementation of 2024 Library Appreciation Events, StoryWalk, One Book, One County, and Quarterly Speaker/Music Series in partnership with LA County Library.
- Consideration of other possible uses of the library surplus.
- Explore the possibility of a community makerspace as part of a cultural library feasibility study.

NEXT CITY COUNCIL ACTION:

City Council will consider additional recommendations for use of the library surplus during FY 2025.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



BRUCE'S BEACH ART PROJECT

Following the City's creations of the Bruce's Beach Task Force and History Advisory Board the City has sought to commission an original, site-specific sculptural artwork to honor the history and legacy of the Bruce's Beach neighborhood. The City Council has indicated the artwork should evoke a sense of peace, healing, and community, and offer an educational opportunity for visitors to learn about the history of this area. The racial reckoning of 2020 provided the City of Manhattan Beach with specific opportunities to remember and confront the past and tackle the difficult but necessary steps forward. The history of Bruce's Beach provides a focus and space for this renewed work to take place surrounding the newly placed plaque.



TARGET DUE DATE	QUARTER 4 2025
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	A
DEPTS. INVOLVED	MS, PW, CD
COMMISSION(S)	PARKS AND RECREATION, CULTURAL ARTS

STATUS:



COMPLETED ACTION ITEMS:

- Drafted a Request for Proposals (RFP) utilizing the Art in Public Places Committee (APPC), comprised of four members of the former Bruce's Beach Task Force, two Cultural Arts Commissioners, and two City Councilmembers, for the Bruce's Beach Public Art project.
- Authorized expenditures, by City Council action on March 16, 2021, at a not-to-exceed \$350,000 amount from the Public Arts Trust Fund for artwork commemorating the history of Bruce's Beach.
- Received approval of the RFP by the Cultural Arts Commission (CAC) on January 30, 2023, and City Council on February 21, 2023.
- Received and reviewed submissions in response to the RFP; APPC and CAC reviewed all submissions and narrowed them to 5 most viable candidates.
- Authorized additional budget of \$15,000 for artist stipend for the development and creation of maquettes.
- Reviewed status of project as well as industry best practices and standards to determine a new path forward.

ACTIONS PENDING:

- Revise and re-issue RFP with new budget and parameters.
- Compile and review applications and present to the APPC, CAC, and City Council for review and selection of five semi-finalists.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

PARKS & REC DEPARTMENT



- Semi-finalists to create maquettes to present to APPC, CAC, and City Council for review and selection of finalist.
- Staff to work with finalist to refine the design, obtain necessary permits, create, and install artwork.

NEXT CITY COUNCIL ACTION:

Present the five semi-finalists to City Council for artwork selection.

STAFF CONTACT:

MARK LEYMAN, Parks and Recreation Director, mleyman@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



MODERNIZE PARKING STANDARDS

During the September 19, 2017 Sepulveda Corridor discussion, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project. The Sepulveda Planning Initiatives Project final report was delivered to City Council in February 2019. The review of parking standards was bifurcated from the Sepulveda Initiatives Project for additional review and research by the Traffic Engineer and Planning staff.



TARGET DUE DATE	QUARTER 2 2024
FUNDING SOURCE	N/A
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A
COMMISSION(S)	PLANNING, PPIC

STATUS:



COMPLETED ACTION ITEMS:

- Conducted staff meetings to evaluate existing and proposed parking code changes.
- Held public workshop at Parking and Public Improvement Commission meeting on December 5, 2019, and solicited community input.
- Developed initial draft of parking code revisions and amendments based on local, regional and nationwide data.

ACTIONS PENDING:

- Present findings and recommendations at noticed public study sessions at Planning Commission and Parking and Public Improvements Commission meetings in Quarter 2, 2024.
- Conduct public hearings to consider revised parking codes and standards in Quarter 3, 2024.

NEXT CITY COUNCIL ACTION:

Conduct a public hearing and consider amending the Municipal Code to update the parking standards in Quarter 3, 2024.

STAFF CONTACT:

TALYN MIRZAKHANIAN, Community Development Director, tmirzakhania@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



HOUSING POLICY AND REGULATION UPDATES

In accordance with State law, the City will need to implement the new programs outlined in the 6th Cycle Housing Element (HE) and make adjustments to housing-related processes and ordinances to remain in compliance with State legislation (i.e. SB 9).



TARGET DUE DATE	ONGOING
FUNDING SOURCE	N/A
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, FN, MS
COMMISSION(S)	PLANNING

STATUS:



COMPLETED ACTION ITEMS:

- Adopted long-term ordinances to comply with new legislation regarding accessory dwelling units (ADU) housing standards (January 2021).
- Presented Annual Progress Reports to City Council; submitted to the Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) by April 1 deadline.
- Obtained a \$150,000 Local Early Action Planning (LEAP) grant to fund Housing Element Update.
- Adopted the 6th cycle HE Update and submitted to HCD for certification (March/April 2022).
- Adopted revisions to the HE update and resubmitted to HCD for certification (September 2022).
- Obtained HCD certification (July 2023).
- Adopted local SB 9 implementing ordinance (December 2023).

ACTIONS PENDING:

- Continue to monitor and act on new housing laws, case law, and updates from SCAG or HCD.
- Conduct workshops and public hearings to implement Housing Element programs within the timelines outlined in the adopted Element.
- Update Zoning Code, Subdivision Code and Local Coastal Program, to comply with State laws. Planning Commission, City Council, and California Coastal Commission review and action required.
- Provide periodic status updates to City Council on the progress of implementation of Housing Element programs.

NEXT CITY COUNCIL ACTION(S):

Consider adoption of Zoning Code amendments and LCP amendments in accordance with programs outlined in the Housing Element Quarter 1 2023 – Quarter 4 2025.

STAFF CONTACT:

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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 3 2024
FUNDING SOURCE	GENERAL
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 Task Force Members (August 2022).
- Initiated discussions with California Coastal Commission (February 2023).
- Secured staff to serve as project manager (January 2023).
- Initiated Task Force meetings (May 2023).
- Defined project schedule and milestones (June 2023).
- Conducted community outreach and stakeholder interviews with residents and business owners (Fall/Winter 2023/2024).
- Developed conceptual plan (December 2023)

ACTIONS PENDING:

- Prepare preliminary plans. Conduct environmental review and permitting.

STAFF CONTACT:

TALYN MIRZAKHANIAN, Community Development Director, tmirzakhania@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



NEXT CITY COUNCIL ACTION(S):

Continue to provide direction to staff regarding program development and conduct public hearings for adoption of associated code amendments.

STAFF CONTACT:

TALYN MIRZAKHANIAN, Community Development Director, tmirzakhania@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



ZONING CODE CLEANUP

Title 10 of the Manhattan Beach Municipal Code (MBMC) requires regular maintenance to ensure consistency with Building Code requirements and other Titles of the Municipal Code. Additionally, many sections in Title 10 are either outdated and require updating (i.e. use classifications are out of date and do not align with modern uses), and other sections are poorly written and/or unclear, which lead to confusion and miscomprehension among the public and the implementors. Planning staff will work with the Planning Commission to obtain their recommendations for necessary code amendments, which will then be presented to City Council for consideration.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	GENERAL
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A
COMMISSION(S)	PLANNING

STATUS:



COMPLETED ACTION ITEMS:

- Compiled a list of sections in Title 10 of the MBMC that are in need of amendments and/or updates.

ACTIONS PENDING:

- Prioritize which MBMC sections are most in need of amending and/or updating.
- Develop draft amended code language.
- Conduct study sessions to consider draft code language.
- Conduct public hearing(s) with the Planning Commission and obtain recommendation(s) for City Council.
- Conduct City Council public hearing(s) for adoption of code amendments.

NEXT CITY COUNCIL ACTION:

- Conduct City Council public hearing(s) for adoption of code amendments.

STAFF CONTACT:

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WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



NEIGHBORHOOD TRAFFIC MANAGEMENT PLANS

The Neighborhood Traffic Management Program (NTMP) was created in 2001, updated in 2005 and is part of the General Plan Mobility Element as Policy I 2.1. The NTMP provides a comprehensive process for evaluating potential traffic calming measures in a particular section of town. Its purpose is to mitigate non-local traffic intrusion and excessive speeding, and to improve alternate transportation modes. It supports both Complete Streets and Living Streets practices, and helps realize the goals and policies of the General Plan. The City has completed NTMP's for four areas of the City, as well as conducted school area safety studies for four elementary schools, one private elementary school, and the middle school. The City has three current NTMP's in progress which were initiated as part of major planning developments, as follows:



- Oak Avenue Neighborhood Traffic Management Study (Manhattan Village Shopping Center)
- Gelson's Neighborhood Traffic Management Study (Gelson's Market)
- Skechers Neighborhood Traffic Management Study (Skechers)

All three NTMP's have been funded by the developments through the Conditions of Approval.

TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	PRIVATE DEVELOPMENT
PRIORITY LEVEL	B
DEPTS. INVOLVED	PD, MS
COMMISSION(S)	PPIC

STATUS:



COMPLETED ACTION ITEMS:

- Conducted before and after traffic counts toward the:
 - Oak Avenue NTMP;
 - Gelsons NTMP; and
 - Skechers NTMP.

ACTIONS PENDING:

- Conduct community workshops at PPIC meetings.
- Analyze findings and recommend initial traffic calming strategies to PPIC at separate meetings.
- Hold public hearings at PPIC meetings to discuss possible traffic calming strategies.
- Present recommended traffic calming strategies to City Council for consideration and approval.
- City Council will consider initial measures for Oak Avenue NTMP in May 2024.

STAFF CONTACT:

TALYN MIRZAKHANIAN, Community Development Director, tmirzakhania@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



NEXT CITY COUNCIL ACTION:

Consider PPIC initial recommended traffic calming strategies for Oak Avenue, Gelsons and Skechers NTMPs (Quarters 1 -4 2024).

STAFF CONTACT:

TALYN MIRZAKHANIAN, Community Development Director, tmirzakhania@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



EXPLORATION OF OPTIONS FOR THE REDEVELOPMENT OF PARKING LOT 3

The existing parking structure at 12th Street and Morningside Drive has reached the end of its useful life. Built in 1971, the structure is now in need of significant seismic retrofits or full replacement. The City will hire a consultant to evaluate potential options for the continued use, or redevelopment of Lot 3. The study will develop and evaluate a series of potential alternatives /



scenarios, including (i) refurbishment of the existing improvements, (ii) demolition and reconstruction, (iii) demolition and reconstruction with an automated parking structure, (iv) demolition and reconstruction with a subterranean connection to the existing Lot M, (v) demolition and reconstruction with the addition of a commercial use component, (vi) demolition and construction of a hotel with replacement parking constructed on proximate public and/or private property(ies), (vii) demolition and reconstruction with additional public use (e.g., government offices or a rooftop garden), and/or (viii) shared use / public parking on certain proximate public and/or private property(ies). The developed alternatives will be presented to City Council, along with the potential cost, complexity, feasibility, and an evaluation of pros and cons for the various alternatives.

TARGET DUE DATE	QUARTER 4 2024
FUNDING SOURCE	Parking Fund
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW
COMMISSION(S)	PPIC, PC

STATUS:



COMPLETED ACTION ITEMS:

- Solicited proposal for associated economic development study.

ACTIONS PENDING:

- Approve a professional services agreement with consultant for economic development study.
- Present findings and alternatives to City Council for direction.

NEXT CITY COUNCIL ACTION:

- In Fall 2024, the results of the study will be presented to City Council for their consideration.

STAFF CONTACT:

TALYN MIRZAKHANIAN, Community Development Director, tmirzakhania@manhattanbeach.gov

WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



EXPLORATION OF PARKING AND COMPLETE STREET OPPORTUNITIES ADJACENT TO THE JOSLYN COMMUNITY CENTER AND LIVE OAK PARK

On February 13, 2024, the City Council directed staff to consider the addition of a Work Plan item to “explore the feasibility and potential options to increase parking availability adjacent to the Joslyn Community Center.” This exploration will identify stakeholders’ parking needs and impediments to public facilities, analyze potential parking strategies, and develop a comprehensive plan to improve safety and access for all users of the Joslyn Community Center, Live Oak Park, Veterans Parkway, Scout House, Chamber of Commerce and Post Office. The result will be a community supported complete streets plan that will improve parking availability and safety for all transportation modes along this section of Valley Drive/Ardmore Avenue and provide opportunities to obtain complete streets associated grant funding.



TARGET DUE DATE	QUARTER 2 2026
FUNDING SOURCE	General
PRIORITY LEVEL	B
DEPTS. INVOLVED	PW
COMMISSION(S)	PPIC, P&R

STATUS:



COMPLETED ACTION ITEMS:

- PPIC recommended possible parking strategies to balance the various parking needs of park and Joslyn Center users in May 2023.

ACTIONS PENDING:

- Explore parking strategies and traffic flow configurations to improve safety and benefit all users.
- Conduct community survey and workshops at PPIC and Parks & Recreation Commission meetings.
- Analyze short list of alternatives based on community feedback.
- Present community preferences to City Council for direction on preferred option.

NEXT CITY COUNCIL ACTION:

- Review community preferences and provide direction to staff to pursue a preferred parking and complete streets project.

STAFF CONTACT:

TALYN MIRZAKHANIAN, Community Development Director, tmirzakhania@manhattanbeach.gov

WORK PLAN

PUBLIC WORKS DEPARTMENT



DOWNTOWN AND NORTH MANHATTAN BEACH BEAUTIFICATION

On April 23, 2019, City Council directed staff to place “Downtown and North End Beautification” on the City Council Work Plan to evaluate various “refresh” opportunities, including sidewalk and landscaping replacements. Council also suggested including widening sidewalks, which will be evaluated as part of the Long-Term Outdoor Dining and Business Uses on Public and Private Property Work Plan.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	GENERAL FUND, DOWNTOWN MANHATTAN BEACH BID, NORTH MANHATTAN BEACH BID
PRIORITY LEVEL	B
DEPTS. INVOLVED	N/A

STATUS:



COMPLETED ACTION ITEMS:

- Applied new slurry seal and curb paint to North Manhattan Beach streets in June 2023.
- Completed tree lighting enhancements in June 2023.
- Improved cleanliness by insourcing pressure washing and porter service in September 2023.
- Deployed 20 additional Big Belly trash and recycling duos in December 2023.
- Completed designs for additional plantings to enhance planter landscaping in December 2023.
- Installed over 200 new tree grates in Downtown and North Manhattan Beach.

ACTIONS PENDING:

- Installation of enhanced landscaping materials will occur throughout the Spring 2024.
- Refreshing of tree lighting will occur during Summer 2024.
- Installation of irrigation in the North Manhattan Beach tree wells will be handled as a CIP project.

NEXT CITY COUNCIL ACTION:

Consideration of proposed changes to 5 Year CIP during the spring of 2024.

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov



PARKING METER & KIOSK EXPLORATION

On March 14, 2023, City Council directed staff to place “Parking Meter and Kiosk Exploration” on the City Council Work Plan. This project involves developing a plan to update the City’s parking payment infrastructure and consider moving away from single-space meters in appropriate parking areas.



TARGET DUE DATE	TBD
FUNDING SOURCE	PARKING FUND
PRIORITY LEVEL	C
DEPTS. INVOLVED	FI, CD, PD

STATUS:



COMPLETED ACTION ITEMS:

- Completed a Parking Operations Assessment in October 2023.

ACTIONS PENDING:

- Continue to review and refocus the administration and organizational structure of the parking operations program to establish and define citywide parking responsibilities between departments and positions, identify preliminary priorities, review staff time allocations for parking programs, and develop recommendations on current contracts and future programmatic enhancements.
- Continue to improve operational efficiency and program efficacy by analyzing meter collection and mechanical issues, analyzing parking enforcement support, and establishing baselines for contested parking citations and adjudication results.
- Further study and resolve longstanding issues related to meter functionality, maintenance standards, and collections and develop recommendations for the City Council regarding the upgrading of parking operations equipment and technology.

NEXT CITY COUNCIL ACTION:

In February 2025, receive a report and provide direction regarding the potential conversion of Lot M (Metlox) to a Parking Access and Revenue Control System (PARCS) configuration and implementing non-cash alternative payment methods at meters and kiosks, such as mobile apps and text-based payments.

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov



COMMUNITY EDUCATION REGARDING RECYCLING AND ITS RELATION TO ORGANIC WASTE

On February 13, 2024, City Council directed staff to enhance community education on recycling. This initiative is designed to strengthen the community's understanding of what materials should be recycled and diverted from landfills. It also will help the community to comply with SB 1383 and reduce organic waste from being landfilled.



TARGET DUE DATE	ONGOING
FUNDING SOURCE	GENERAL FUND, SB 1383 LOCAL ASSISTANCE GRANT
PRIORITY LEVEL	C
DEPTS. INVOLVED	MS (COMMUNICATIONS TEAM)

STATUS:



COMPLETED ACTION ITEMS:

- Provided a Community Announcement at the April 2, 2024, meeting promoting the paper shredding event on April 13, 2024.
- Provided a Community Announcement at the April 16, 2024, meeting and advertising in The Beach Reporter about the upcoming backyard composting and curbside organic recycling class.
- Published a News Story on the City's website on April 22, 2024, titled "Celebrate Earth Day: Learn to Recycle Organics (Food Scraps, Yard Waste and Soiled Paper)" sent to 3,219 recipients with a 48% open rate. The story was also posted on the City's Facebook and Twitter accounts.
- Published the dates and information for four community paper shredding events and three community backyard composting and curbside organics class on the City Calendar.
- Provided commercial and multi-family customers with SB 1383 organics recycling educational material during site visits.
- Provided in-person recycling and organics recycling outreach weekly at the Farmer's Market.
- Waste Management attended multiple Manhattan Beach Education Foundation events, the MB Sustainability Forum, Manhattan Beach Unified School District (MBUSD) Green Committee meetings to discuss diversion improvement, Coffee with a Cop, and made appearances at Manhattan Beach birthday parties to teach about recycling and organics recycling.
- Waste Management met with staff at every elementary school to assist with the Zero Waste Lunch program and met with the MBUSD Director of Maintenance and Facilities to assist with ongoing changes unique to each campus to adapt recycling and organics recycling as needed.

STAFF CONTACT:

ERICK LEE, Public Works Director, ELee@manhattanbeach.gov

WORK PLAN

PUBLIC WORKS DEPARTMENT



- Performed outreach and site visits for commercial customers already participating in recycling and organics recycling and reassured new participants regarding the ease of the commercial recycling program.
- Ongoing distribution of in-home kitchen pails for organic material by Waste Management for community members who did not receive a pail in the 2015 citywide distribution.

ACTIONS PENDING:

- Perform regular Community Announcements at City Council meetings regarding tips on recycling and organic waste recycling.
- Develop an expanded outreach plan with the City's Communication Team.
- Publish Spring 2024 Waste Management newsletters with a front page focus on organics.
- Print new street banners promoting recycling and organics recycling.
- Waste Management continues to tour elementary schools with school staff and members of the MBUSD Green Committee to find additional recycling and organics diversion opportunities.

NEXT CITY COUNCIL ACTION:

Consider budget enhancement for FY 2024-2025 on the next phase of SB 1383 implementation.

STAFF CONTACT:

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