



MANHATTAN BEACH CITY COUNCIL

# WORK PLAN

**FISCAL YEAR**  
**2025-2026**

**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 2 2025 |
| FUNDING SOURCE  | N/A            |
| PRIORITY LEVEL  | B              |
| DEPTS. INVOLVED | ALL            |

### STATUS:



### COMPLETED ACTION ITEMS:

- Gathered and researched City Council Communication and Governance Policies from a variety of cities.
- Developed a first draft of the Governance Policy.

### ACTIONS PENDING:

- Review of draft policy by staff for further refinement.
- Provide the proposed Governance policy to City Council.
- Implement the approved policy throughout the organization.

### NEXT CITY COUNCIL ACTION:

- Provide the proposed final draft of the Governance Policy to City Council.

### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, City Manager, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@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. Since 2021, the City of Manhattan Beach has attempted to establish a homeless court program and explored models that included utilizing prosecutorial 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 3 2025 |
| FUNDING SOURCE  | GENERAL FUND   |
| PRIORITY LEVEL  | B              |
| DEPTS. INVOLVED | PW, PD         |

### 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.
- 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.

### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, City Manager, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@manhattanbeach.gov)

# WORK PLAN

## MANAGEMENT SERVICES DEPARTMENT



- 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 to City Council and received direction in September 2023 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 at the November 7, 2023, City Council meeting.
- Provided the criteria for an individual to participate in CARE Court to City Council on March 5, 2024.
- Adopted a resolution on March 5, 2024, sponsoring and supporting Assembly Bill 2309, which would authorize the City Attorney of any general law or chartered city to prosecute State misdemeanors that could be utilized within the City's diversion program. Ultimately, the bill was not passed by the State Legislature.
- Met with the City Attorney's Office, specifically the new City Prosecutor provided by Richards, Watson and Gershon, to assess program options.

### ACTIONS PENDING:

- Continue to assess program options with RWG and explore other opportunities as they arise.
- Reach out to the new District Attorney to better understand the future of homeless court and potential options for the City.

### NEXT CITY COUNCIL ACTION:

- None.

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#### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, City Manager, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@manhattanbeach.gov)

# WORK PLAN

MANAGEMENT SERVICES DEPARTMENT



## EVALUATION OF OPPORTUNITIES FOR THE CITY'S INVOLVEMENT IN THE 2026 FIFA WORLD CUP AND 2028 SUMMER OLYMPIC GAMES

At the February 25, 2025, City Council Work Plan Meeting, City Council directed staff to explore potential opportunities for the City to participate in the 2026 FIFA World Cup and the 2028 Olympics. Considering that these events will have significant regional impacts, staff will evaluate a range of considerations that may include public safety concerns, traffic and transportation management, the use of City facilities for team training, accommodations for official teams or event personnel, and community engagement through partnerships with local organizations and businesses.



|                 |                                   |
|-----------------|-----------------------------------|
| TARGET DUE DATE | QUARTER 2, 2026 - QUARTER 2, 2028 |
| FUNDING SOURCE  | N/A                               |
| PRIORITY LEVEL  | A                                 |
| DEPTS. INVOLVED | ALL                               |

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted an initial meeting of City staff to determine next steps and identified external collaborators that may want to participate on a subcommittee.
- Staff members attended the LA County's first regional meeting to gain more insight for the coordination and planning of the 2028 Olympic and Paralympic Games.
- Mayor Howorth attended a meeting for elected officials held by the County to discuss the 2028 Olympic & Paralympic Games.

### ACTIONS PENDING:

- Staff will continue to attend regional meetings to stay informed about local opportunities and planning for the 2028 Olympic and Paralympic Games.
- Send letters to external groups to gauge their interest in participating on the City's subcommittee.
- Once established, organize subcommittee meetings to discuss opportunities, planning and safety considerations, economic impacts, and potential community partnerships for these events.

### NEXT CITY COUNCIL ACTION:

- Appoint two City Council representatives to the subcommittee at a future meeting.

### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, City Manager, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@manhattanbeach.gov)

# WORK PLAN

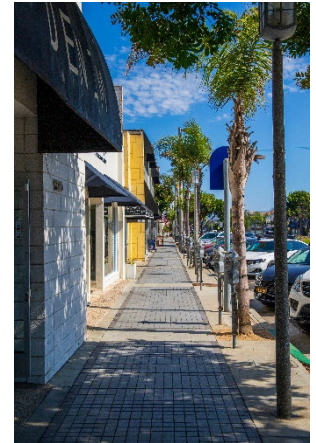
## FINANCE DEPARTMENT



### REVENUE ENHANCEMENTS

Each year, the City adopts a General Fund budget that is structurally balanced, meaning operating revenues exceeds operating expenditures. However, rising costs for operations and support for infrastructure projects have strained the City's overall financial outlook. Without actions to increase revenues in the General Fund and Enterprise Funds, service levels may be affected or the City may have to defer capital projects to balance future budgets.

Revenue enhancement measures being considered include updates to the business license ordinance, development impact fees, and changes to water and sewer service charges.



|                 |                                |
|-----------------|--------------------------------|
| TARGET DUE DATE | ONGOING                        |
| FUNDING SOURCE  | GENERAL FUND, ENTERPRISE FUNDS |
| PRIORITY LEVEL  | A                              |
| DEPTS. INVOLVED | MS, PW                         |

### STATUS:



### COMPLETED ACTION ITEMS:

#### Parking-Related Fees

- City Council approved increases to parking meter rates, parking permit rates, and parking citation penalties on April 15, 2025. New rates went into effect on May 2, 2025.

#### Cost Recovery User Fees

- Results of the Cost Allocation Plan and User Fee Study were presented to the City Council on April 15, 2025. Updated fees will go into effect on July 1, 2025.

#### Sales Tax Measure

- On July 16, 2024, City Council received a report on the results of a Sales Tax Feasibility Survey and directed staff to initiate the process of placing a ballot measure establishing a one-half cent sales tax for the November 5, 2024, General Municipal Election.
- On August 6, 2024, City Council adopted Resolution No. 24-0089 approving an Ordinance and ordering that a Measure be submitted to voters at the General Municipal election on November 5, 2024; adopted Resolution No. 24-0090 providing for the filing of rebuttal arguments; and selected the ballot letter designation of MMB (Move MB Forward).
- Voters approved Measure MMB on the November 5, 2024, General Municipal Election ballot.
- City entered into agreement with the California Department of Tax and Fee Administration (CDTFA) to administer the tax and remit funds to the City.

### STAFF CONTACT:

**LIBBY BRETTHAUER**, Acting Finance Director, lbretthauer@manhattanbeach.gov



### Storm Drain Measure

- The Finance Subcommittee unanimously approved and recommended that the City explore various revenue enhancement measures to City Council at the April 20, 2023, meeting.
- On May 16, 2023, City Council authorized proceeding with obtaining an updated Stormwater Fee engineer's report and survey for a proposed storm drain fee increase.
- Reviewed the results of the engineer's report and survey at the September 5, 2023, City Council meeting and Resolution 23-0118 was adopted 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.
- Mailed ballots to all eligible property owners on November 29, 2023.
- 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.
- Commenced ballot tabulation from January 22, 2024 through January 23, 2024. A third-party consultant tabulated the ballots, with results showing 52.65% (2,795 ballots) in favor of the measure and 47.35% (2,514 ballots) against.
- 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:**

- To be determined pending future City Council direction.

### **NEXT CITY COUNCIL ACTION:**

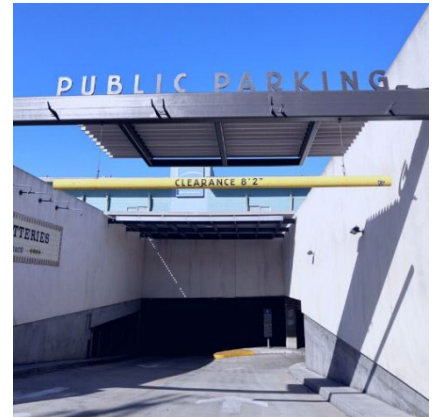
- Staff is initiating research into updating the Business License Ordinance, with an anticipated completion date of Fall 2026. Potential revenue enhancements will be fully vetted by the Finance Subcommittee and City Council.

### **STAFF CONTACT:**

**LIBBY BRETTHAUER**, Acting Finance Director, lbretthauer@manhattanbeach.gov

## PARKING AUTHORITY STUDY

At the February 25, 2025, City Council Work Plan Meeting, City Council directed staff to research the creation of a Parking Authority to assist with managing all parking-related projects and programs. Currently, parking programs are decentralized in the City with many departments involved in various activities. The Study will include researching potential benefits and challenges that would result from a centralized Parking Authority.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2025 |
| FUNDING SOURCE  | TBD            |
| PRIORITY LEVEL  | A              |
| DEPTS. INVOLVED | MS, CD, PW, PD |

### STATUS:



### COMPLETED ACTION ITEMS:

- Staff held an initial internal meeting to discuss research areas, process, and next steps.

### ACTIONS PENDING:

- Hold a community meeting on May 21, 2025, to hear feedback and ideas on two Downtown opportunity sites (400 Manhattan Beach Boulevard and 12<sup>th</sup> & Morningside Drive) that may include parking components.
- Organize internal meetings with staff and consultants to understand the pros and cons of creating a Parking Authority.

### NEXT CITY COUNCIL ACTION:

- Staff will return to City Council at later date after research study is completed.

### STAFF CONTACT:

**LIBBY BRETTHAUER**, Acting Finance Director, lbretthauer@manhattanbeach.gov



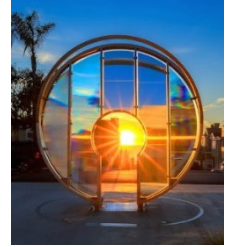
# WORK PLAN

## 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 2025  |
| FUNDING SOURCE  | PUBLIC ART FUND |
| 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..
- Reviewed a preliminary list of ideas of public art projects to pursue.
- Solicited applications for utility boxes, awarded artwork, and routed contracts.
- Installed 24 utility boxes from Phase II.
- Launched Phase III of Utility Box Beautification program.
- Installed 6 murals from last round of submissions.
- 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.
- The Cultural Arts Commission evaluated the feasibility of a public art walk and developed a draft prospectus for a Poet Laureate Program.
- Connected Young at Art with the Older Adults Program to provide art classes.
- Completed RLA survey that includes recommendations for repair, maintenance, preservation and deaccessioning of the City's public art collection.
- Presented the Cultural Arts Commission's recommendations for repair and maintenance based on RLA's assessment of the city's art collection at the December 3, 2024 City Council meeting.
- Revised shark mural design presented to City Council on February 4, 2025, with request for additional funds.

#### ACTIONS PENDING:

- Provide options for new art initiatives for City Council consideration such as: Downtown Art Walk, Chalk Art Festival, Surfboards on Parade, Art Vending Machine, Young at Art, and Art Therapy for older adults.

#### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

# WORK PLAN

## PARKS & REC DEPARTMENT



- Install shark mural by Eric Snyder.
- Receive feedback from City Council on Poet Laureate Program.
- Update Public Art Master Plan.

### **NEXT CITY COUNCIL ACTION:**

- Review Public Art Master Plan recommendations from the Cultural Arts Commission.
- Review and finalize selections and locations for sculptures available for purchase or commission.

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### **STAFF CONTACT:**

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto: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 3 2025                         |
| FUNDING SOURCE  | PUBLIC ART FUND, SURPLUS LIBRARY FUNDS |
| PRIORITY LEVEL  | A                                      |
| DEPTS. INVOLVED | IT, PW, CD                             |
| COMMISSION(S)   | N/A                                    |

#### STATUS:



#### COMPLETED ACTION ITEMS:

- 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 I, 2, 3, and 4 of the Action Plan (Policy Development, Inventory/Survey of Collections, Process, Catalog, and Rehouse Collections, and Digitization of Historical Newspapers and Photos).
- Boxed the Metlox Collection in archival containers for preservation.
- Formed a collections committee, including the Manhattan Beach Historical Society (MBHS), staff, HAI, and a Cultural Arts Commission representative, to provide recommendations for Historical Collection processes and collections acquisitions and deaccessions.
- Met with MBHS volunteers to plan exhibitions for reopening.
- Presented the Bruce's Beach historical timeline in collaboration with Red House volunteers and City staff at the Manhattan Beach Arts Center.
- Assessed Red House with Public Works and MBHS to identify priority roof and interior repairs.
- Removed Polliwog Park, as directed by City Council, as a site option for a possible cultural library.

#### ACTIONS PENDING:

- Award contract for roof repairs at the Red House (PW).
- Coordinate additional Red House upgrades, improve storage, and plan new exhibits.

#### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

# WORK PLAN

## PARKS & REC DEPARTMENT



- Partner with LA County Library to provide digital access to historical newspapers and photographs.
- Consider alternate sites other than Polliwog Park for a possible cultural library in partnership with LA County Library.

### **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](mailto: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 the site can be evaluated and public input is received.



|                 |                           |
|-----------------|---------------------------|
| TARGET DUE DATE | QUARTER 4 2025            |
| 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 and grant funds for demolition of Pay n Play and the construction of a future amenity.
- Held a community input meeting on December 7, 2024.
- Conducted a survey , ending December 31, 2024 ,with 909 respondents providing strong support for a futsal court

### ACTIONS PENDING:

- Parks and Recreation Commission to develop recommendations for City Council.

### NEXT CITY COUNCIL ACTION:

- City Council will consider recommendations for replacement of the Pay N Play building in FY 2026.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)

# WORK PLAN

## PARKS & REC DEPARTMENT



### EXPLORE AQUATICS FACILITY

A Begg Pool 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 2025       |
| 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 True North Research in June 2024 as part of research related to a possible ballot measure establishing a one-half cent sales tax to fund general city services, such as repairing/upgrading community facilities. Begg Pool did not rank as highly as other possible upgrades/funding priorities in the community survey.
- Approved a Memorandum of Understanding with the Bay Club Company to explore the construction and operation of an aquatic facility and related project in cooperation with the City, on August 20, 2024.

### ACTIONS PENDING:

- Develop options for priority Begg Pool repairs, including plumbing, pool deck, and fencing, in partnership with the Manhattan Beach Unified School District, who owns the property.
- Continue discussions with Bay Club.

### NEXT CITY COUNCIL ACTION:

- Return to City Council with project updates in 2025.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto: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 2024-2025 include:

- Library Appreciation Events
- StoryWalk Updates
- Speaker/Music Series in partnership with LA County Library



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

|                 |                                                   |
|-----------------|---------------------------------------------------|
| TARGET DUE DATE | QUARTER 4 2025                                    |
| FUNDING SOURCE  | GENERAL FUND, SPONSORSHIPS, SURPLUS LIBRARY FUNDS |
| PRIORITY LEVEL  | B                                                 |
| DEPTS. INVOLVED | N/A                                               |
| COMMISSION(S)   | LIBRARY                                           |

### STATUS:



### COMPLETED ACTION ITEMS:

- Completed 2024-2025 programs include: One Book, One County community reading program and three StoryWalk updates. The first Speaker Series event was completed on November 16, 2024, with author Cory Richards. A library appreciation lunch event was provided for library staff.

### ACTIONS PENDING:

- Implement the 2024-2025 additional StoryWalk updates, and increase funding to \$75,000 for speaker series in partnership with LA County Library.
- Host next Speaker Series event on May 17, 2025 with chef, author, and food truck pioneer Roy Choi.
- Consider other possible uses of the library surplus, including building upgrades for the Manhattan Beach Library.
- 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 in 2025.

### STAFF CONTACT:

**MARK LEYMAN**, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto: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 4 2025 |
| 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 an initial draft of parking code revisions and amendments based on local, regional and nationwide data.
- Held Planning Commission and Parking and Public Improvements Commission study sessions August 14, 2024, and August 22, 2024, respectively.

### ACTIONS PENDING:

- Return to Planning Commission and Parking and Public Improvements Commission for additional study session(s) and recommendations in Quarter 3, 2025.
- Conduct public hearings to consider revised parking codes and standards in Quarter 4, 2025.

### NEXT CITY COUNCIL ACTION:

- Conduct a public hearing and consider amending the Municipal Code and Local Coastal Program to update the parking standards in Quarter 4, 2025.

### STAFF CONTACT:

**MICHAEL CODRON**, Interim Community Development Director, [mcodron@manhattanbeach.gov](mailto:mcodron@manhattanbeach.gov)

# 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 business 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 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).
- Presented preferred program vision to City Council (Winter 2025).
- Obtained final recommendations from Outdoor Dining Task Force and recognized Task Force members for their efforts (Fall 2024 and Spring 2025).

#### STAFF CONTACT:

**MICHAEL CODRON**, Interim Community Development Director, [mcodron@manhattanbeach.gov](mailto:mcodron@manhattanbeach.gov)

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



- Prepared draft development and operational standards based on direction received from City Council (Spring 2025).

### **ACTIONS PENDING:**

- Conduct environmental review.
- Obtain recommendations from Planning Commission and Parking and Public Improvements Commission on zoning code and LCP amendments.

### **NEXT CITY COUNCIL ACTION(S):**

- Conduct public hearings for adoption of associated zoning code and LCP amendments.

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### **STAFF CONTACT:**

**MICHAEL CODRON**, Interim Community Development Director, [mcodron@manhattanbeach.gov](mailto:mcodron@manhattanbeach.gov)

# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### EXPLORATION OF OPTIONS FOR THE REDEVELOPMENT OF PARKING LOT 3

The existing parking structure at 12<sup>th</sup> Street and Morningside Drive has reached the end of its useful life. Built in 1971, the structure is now in need of full replacement. The City has hired a consultant to evaluate potential options for redevelopment of Lot 3. The study will develop and evaluate a series of potential alternatives/scenarios, including (i) demolition and



reconstruction, (ii) demolition and reconstruction with an automated parking structure, (iii) demolition and reconstruction with a subterranean connection to the existing Lot M, (iv) demolition and reconstruction with the addition of a commercial use component, (v) demolition and construction of a hotel with replacement parking constructed on proximate public and/or private property(ies), (vi) demolition and reconstruction with additional public use (e.g., government offices or a rooftop garden), and/or (vii) 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. In addition, City staff will be engaging with the public to get input on preferences for site redevelopment options.

|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2025 |
| FUNDING SOURCE  | PARKING FUND   |
| PRIORITY LEVEL  | A              |
| DEPTS. INVOLVED | PW, FIN        |
| COMMISSION(S)   | PLANNING, PPIC |

#### STATUS:



#### COMPLETED ACTION ITEMS:

- Solicited proposal for associated economic development study.
- Approved a professional services agreement with Kosmont Companies for an economic development study.
- Presented findings and alternatives to City Council for direction on December 9, 2024.
- Presented a mid-year adjustment request in February 2025 and was approved for additional funding for on-going services with Kosmont Companies as part of Finance's Mid-Year Budget update.

#### STAFF CONTACT:

**MICHAEL CODRON**, Interim Community Development Director, [mcodron@manhattanbeach.gov](mailto:mcodron@manhattanbeach.gov)



# WORK PLAN

## COMMUNITY DEVELOPMENT DEPARTMENT



### ACTIONS PENDING:

- Based on City Council direction at the December 9, 2024 meeting, staff to return with additional information related to:
  - Various parking/parking and commercial options such as above and underground parking, automated parking, and mixed-use
  - California Coastal Commission inquiry regarding height variance
  - The Surplus Land Act
  - Reliability of automated parking options
  - Financing options
  - Public input
- Conduct community workshop in Spring 2025 to receive public input on downtown parking and revitalization opportunities.

### NEXT CITY COUNCIL ACTION:

- In Summer 2025, staff will return to City Council with additional information for City Council consideration for next steps.

### STAFF CONTACT:

**MICHAEL CODRON**, Interim Community Development Director, [mcodron@manhattanbeach.gov](mailto:mcodron@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 FUND             |
| PRIORITY LEVEL  | C                        |
| DEPTS. INVOLVED | PW                       |
| COMMISSION(S)   | PPIC, PARKS & RECREATION |

#### STATUS:



#### COMPLETED ACTION ITEMS:

- The PPIC recommended possible parking strategies to balance the various parking needs of Live Oak Park and Joslyn Center users in May 2023.
- 33 temporary parking spaces were added to the east side of Valley Drive to replace public parking lost due to the removal of the Lot 3 parking structure.

#### 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 project.

#### STAFF CONTACT:

**MICHAEL CODRON**, Interim Community Development Director, [mcodron@manhattanbeach.gov](mailto:mcodron@manhattanbeach.gov)

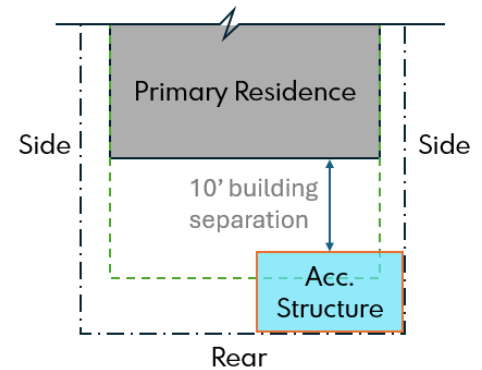
# WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



## EXPLORATION OF REAR YARD SETBACK REGULATIONS FOR ACCESSORY STRUCTURES IN SINGLE-FAMILY RESIDENTIAL ZONES

Since at least the 1950s, the City's zoning code has allowed detached accessory structures in the rear yards of single-family homes with no setback required. Historically, this served as a way to accommodate structures such as detached garages, guesthouses, storage sheds, and other accessory structures on a property while also preserving the ability to maintain adequate and usable open space in the rear yard. At the February 4, 2025, City Council Meeting, City Council directed staff to explore potential amendments to this development standard that could reduce the impact of accessory structures on adjacent properties.



|                 |                |
|-----------------|----------------|
| TARGET DUE DATE | QUARTER 4 2025 |
| FUNDING SOURCE  | N/A            |
| PRIORITY LEVEL  | C              |
| DEPTS. INVOLVED | N/A            |
| COMMISSION(S)   | PLANNING       |

### STATUS:



### COMPLETED ACTION ITEMS:

- Conducted research on impacts of potential amendments to accessory structure setback requirements.

### ACTIONS PENDING:

- Conduct study session with the Planning Commission and receive their input on potential changes to development standards.
- Prepare code amendment language if directed to do so by City Council.

### NEXT CITY COUNCIL ACTION:

- Receive report regarding input received from Planning Commission and provide direction to staff on whether to draft proposed code amendment language.

### STAFF CONTACT:

**MICHAEL CODRON**, Interim Community Development Director, [mcodron@manhattanbeach.gov](mailto:mcodron@manhattanbeach.gov)

## 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:

- Completed the quarterly refresh of planters in early November 2024.
- Completed installation of improved tree lights Citywide in November 2024.
- Refreshed all of the concrete trashcans, including paint, new lids, and liners in November 2024.

### ACTIONS PENDING:

- Installation of irrigation in the North Manhattan Beach tree wells will be handled as a CIP project.
- Next quarterly refresh of planters is scheduled for April 2025.

### NEXT CITY COUNCIL ACTION:

- Consideration of proposed changes to 5 Year CIP during the spring of 2025.

### STAFF CONTACT:

**ERICK LEE**, Public Works Director, [elee@manhattanbeach.gov](mailto: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 | QUARTER 3 2026 |
| FUNDING SOURCE  | PARKING FUND   |
| PRIORITY LEVEL  | C              |
| DEPTS. INVOLVED | FN, CD, PD     |

### STATUS:



### COMPLETED ACTION ITEMS:

- Planning for kiosk implementation as part of the Parking Lot 3 temporary surface lot construction project design.
- Completed identifying preliminary priorities, reviewed staff time allocations for parking programs, and developed recommendations on current contracts and future programmatic enhancements.
- Completed improving 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.
- Completed studies to resolve longstanding issues related to meter functionality, maintenance standards, and collections.
- Received City Council direction on April 15, 2025, to implement a plan to transition parking payment infrastructure to payment kiosks and mobile pay options.

### ACTIONS PENDING:

- Implement kiosks as part of the Parking Lot 3 temporary surface lot construction project.
- Continue to refocus the administration and organizational structure of the parking operations program to establish and define citywide parking responsibilities between departments and positions.
- Begin work to implement the plan to transition parking payment infrastructure to payment kiosks and mobile pay options in accordance with the City Council’s direction from April 15, 2025.

### NEXT CITY COUNCIL ACTION:

- In September 2025, consider recommendations to contract with a vendor to provide payment kiosks and mobile pay options.

### STAFF CONTACT:

**ERICK LEE**, Public Works Director, [elee@manhattanbeach.gov](mailto: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:

- Published the 2025 dates and information for four community paper shredding events and three community backyard composting and curbside organics classes on the City Calendar.
- Waste Management continues to provide commercial and multi-family customers with SB 1383 organics recycling educational material during site visits.
- Waste Management continues to provide in-person recycling and organics recycling outreach weekly at the Farmer's Market.
- Waste Management attended and made announcements at the DMBBPA, Manhattan Beach Chamber of Commerce and the North Manhattan Beach Business Improvement District meetings and mixers, offering assistance and proper recycling and organics recycling tips. Waste Management Recycling Coordinator also sits on the Board of the Chamber of Commerce.
- Waste Management attended Manhattan Beach Unified School District (MBUSD) Green Committee meetings to discuss diversion improvement, and made appearances at Manhattan Beach children's birthday parties to teach about recycling and organics recycling.
- Waste Management continues to meet with staff at every elementary school to assist with the Zero Waste Lunch program and meet 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.
- Waste Management continued the annual MBUSD "Battery Recycling Drive" collecting and diverting batteries from the landfill.
- Waste Management continued to perform outreach and site visits for commercial customers already

### STAFF CONTACT:

**ERICK LEE**, Public Works Director, [elee@manhattanbeach.gov](mailto:elee@manhattanbeach.gov)



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. The City received grant-funded kitchen pails with refreshed labeling that Waste Management is now distributing.
- City staff hosted an educational booth at the City's Hometown Fair teaching the community about organics recycling.
- City staff hosted an educational and giveaway booth at the City's Pumpkin Race, passing out 250 (Cal Recycle grant-funded) in-home kitchen pails for organic material. Staff spent 3-5 minutes with each community member who received a kitchen pail explaining how to use it and what types of materials can be diverted in this program. The kitchen pails had instructional labels on the front and a flyer with more information inside.
- Installed thirteen (Cal Recycle grant-funded) "Mill" food recycler units were installed over eight different city facilities for convenient organics recycling. Over 200 pounds of food was recycled with the Mill units in just the first 60 days of use.
- Published an ad in the Beach Reporter promoting the upcoming free community Composting and Curbside Organics Recycling Class. The classes are held at the MB Botanical Garden three times annually. For those who like to use worm bins for backyard composting, discount bins are provided to residents. The curbside organics program is also taught, which is often helpful to backyard composters as well for organic material that is difficult to compost in a worm bin.
- Published two (Cal Recycle grant-funded) full-page Daily Breeze ads promoting the City's curbside organics recycling program. The ad included graphics and labels of what can be placed in the green organics cart and a list of items not acceptable in the green organics cart.
- Published the Winter 2024 residential and commercial Waste Management newsletters, with a front page focus on recycling organics during the holiday season. Recycling services such as At Your Door HHW collection, holiday tree and light recycling, bulky item pick up, paper shredding events, composting class dates for 2025 and additional material recycling were covered. Page four had a full breakdown of what materials should go in what container. Newsletters are posted on the City's and WM's websites and e-notifications were sent and Facebook and X posts were published.

## **ACTIONS PENDING:**

- Waste Management continues to 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 Communications Team.
- Print new street banners promoting recycling and organics recycling.
- Waste Management to continue touring elementary schools with school staff and members of the MBUSD Green Committee to find additional recycling and organics diversion opportunities.
- The City is currently engaged in the meet and confer process with Waste Management regarding their request to modify diversion requirements specified in the City's contract.

## **STAFF CONTACT:**

**ERICK LEE**, Public Works Director, [elee@manhattanbeach.gov](mailto:elee@manhattanbeach.gov)



# WORK PLAN

PUBLIC WORKS DEPARTMENT



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## NEXT CITY COUNCIL ACTION:

- Consideration of request to modify the diversion requirements specified in the City's contract with Waste Management in early 2025.

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## STAFF CONTACT:

**ERICK LEE**, Public Works Director, [elee@manhattanbeach.gov](mailto:elee@manhattanbeach.gov)