

# DEPARTMENT WORK PLANS



The list below summarizes projects and initiatives City of Manhattan Beach staff is concurrently dedicating significant time and resources to that are not currently on the City Council Work Plan.

## **MANAGEMENT SERVICES DEPARTMENT**

1. Municipal Code Transparency Enhancements
2. Bruce's Beach Plaques and Artwork
3. Development of Citywide Communications Strategy
4. Ballot Initiative Impacts for 2022 Elections (Parcel Tax and Cannabis)

## **FINANCE DEPARTMENT**

1. MUNIS Implementation Modules Development (includes Annual Comprehensive Financial Report (ACFR) Module, Citizen Transparency Portal, Inventory Management System and Utility Billing)
2. Stormwater Fees/Assessments
3. Update of Financial Policies
4. Digital Water Meter Reader Administration

## **HUMAN RESOURCES DEPARTMENT**

1. COVID-19 Prevention Plan Development and Implementation
2. Collecting COVID-19 Vaccination Status, Policy and Testing Program
3. Collective Bargaining Negotiations
4. Employee Reorganizations, Classification Changes, and Recruitments Following Significant Staffing Changes

## **PARKS AND RECREATION DEPARTMENT**

1. North End Surfboard Sculpture
2. Catalina Classic Sculpture
3. Manhattan Beach Education Foundation (MBEF) Donor Wall
4. Partnership with MBUSD (including joint use agreement, field use, and district events – Senior Strand Walk, Bands at Polliwog).

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## **POLICE DEPARTMENT**

1. COVID-19 Testing and Safety amongst Staff
2. Upgrading the Police Station's Video Security System
3. Upgrading Patrol In-Car Video Systems
4. Upgrading of Police Station Access Control System
5. Recruiting and Hiring to Achieve Full Staffing Levels

## **FIRE DEPARTMENT**

1. Staff Training and Succession Development
2. Specialized Fire Ground Safety Training
3. Emergency Medical Services Training Compliance with Los Angeles County Department of Health Services mandates.
4. Fire Safety Public Education Initiative
5. Wellness Program Development
6. COVID-19 Paramedic Response

## **COMMUNITY DEVELOPMENT DEPARTMENT**

1. Process Planning Applications (including project review, staff reports, resolutions, public hearings, appeals, conditions of approval, and subdivision approvals)
2. Review Building Plans for Building Code Compliance and Zoning Regulations, Issue Building Permits, and Inspect Construction Projects
3. Major Development Projects (including Highrose Residential, Sunrise Assisted Living, Scout House, and 1701 Artesia Boulevard Projects)
4. Permitting System (EnerGov) Implementation and Customization
5. Building Code Update (2022 California Building, Residential, Mechanical, Electrical, Plumbing, Energy, Existing and Green Building Standards adoption with local amendments)
6. Code Enforcement (including construction and quality of life impacts)
7. COVID-19 Code Enforcement (i.e. business protocols)
8. COVID-19 Outdoor Dining Program Administration and Management

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## **PUBLIC WORKS DEPARTMENT**

1. Capital Improvement Program Implementation
2. Advanced Metering Infrastructure (AMI) Project Implementation
3. Correct Deferred Maintenance Issues Related to Park Maintenance and Citywide Landscaping
4. Water Rate Study Implementation
5. Water Infrastructure Risk Assessment and Emergency Response
6. Water Master Plan Update
7. Storm Drain Master Plan Update
8. Sewer System Master Plan Update and Rate Study
9. Senate Bill 1383 State Mandate Regarding Organic Waste
10. Supervisory Control and Data Acquisition (SCADA) System Upgrade

## **INFORMATION TECHNOLOGY DEPARTMENT**

1. Cybersecurity Activities (including training, monitoring, remediation, patching, and disaster recovery)
2. IT Service Delivery Model Migration (including Infrastructure Updates such as fiber and network redundancy, server and network equipment updates and configuration changes)
3. Technology Consulting for Various Departments Initiatives
4. Hybrid broadcasting improvements and support for Council meetings and Boards/Commissions
5. Technology refreshment of desktops, laptops, iPads, and iPhones