



MANHATTAN BEACH CITY COUNCIL

# WORK PLAN

FISCAL YEAR  
**2023-24**

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



## DEVELOP AND EXECUTE PLAN TO ADDRESS HOMELESSNESS

As a result of concerns regarding an increased presence of homeless individuals within the City and region. The City has taken a strategic and regional approach to address homelessness. By working with the City's regional partners at the County of Los Angeles, South Bay Cities Council of Governments (SBCCOG) and Harbor Interfaith Services (HIS) the City has begun to direct individuals experiencing homelessness to outreach and housing resources in the South Bay region. In October 2017, Manhattan Beach applied for and received a grant from Los Angeles County to create a plan to prevent and address homelessness. A plan was developed and presented to City Council on April 17, 2018 and approved on August 21, 2018.



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	GRANTS
<b>PRIORITY LEVEL</b>	A
<b>DEPTS. INVOLVED</b>	PD, PR

### STATUS:



### COMPLETED ACTION ITEMS:

- Appointed, formed and dissolved homelessness task force once grant funding goal was achieved.
- Received a Measure H grant award from Los Angeles County in the amount of \$330,665 with the cities of Hermosa and Redondo Beach to provide homeless outreach and case management.
- Approved a Measure H grant funding contract award with the County of Los Angeles.
- Issued a Request for Proposals for a homeless services provider to serve the Beach Cities.
- Requested and received an additional Mental Health Clinician from the County Department of Mental Health to serve the beach cities.
- Approved a subcontract with Harbor Interfaith Services to provide homeless coordination, training, and case management services.
- Approved a Memorandum of Understanding with Cities of Hermosa Beach and Redondo Beach.
- Held a virtual community meeting on homelessness on December 8, 2020, to educate the community on the beach cities homelessness efforts. showcase the partnership between the beach cities.
- Provided training to staff and community members on homelessness response.
- Provided report to the City Council regarding homeless court services and future funding options for homeless services.
- Approved Amendment No. 2 and appropriated funds to an agreement with Los Angeles County for an additional \$14,519 of grant funds for homeless services provided by Measure H.

### STAFF CONTACT:

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)



- Applied for two Measure H grant funds with the South Bay Cities Council of Governments for outreach services and a regional homeless court model.
- Explored the use of homeless court services with the City of Redondo Beach and the Los Angeles County District Attorney.
- Approved an agreement with Harbor Interfaith Services for dedicated homeless case management and housing navigation services to Manhattan Beach in the amount of \$66,390.
- Approved an agreement with Emotional Health Association (doing business as SHARE! Self Help and Recovery Exchange) for housing placement services (reserving two beds for interim housing) in the amount of \$19,320.
- Received a \$216,000 grant from South Bay Cities Council of Governments (SBCCOG) to continue offering case management and coordination services to homeless individuals in the cities of Redondo Beach, Hermosa Beach, El Segundo and Manhattan Beach.
- 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.
- Approved an amendment to the agreement with Harbor Interfaith Services to provide an additional year of dedicated homeless case management and housing navigation services to Manhattan Beach.
- Approved an amendment to the agreement with Emotional Health Association (doing business as SHARE! Self Help and Recovery Exchange) for additional housing placement services (reserving three additional beds for a maximum of five beds for interim housing) in the amount of \$38,200.

## **ACTIONS PENDING:**

- Ongoing - Work with community and staff to implement goals of the homelessness plan.
- Homeless Outreach - Continue to conduct street outreach to the beach cities homeless populations and place homeless individuals into temporary and stable housing arrangements.
- Renew agreements with Harbor Interfaith Services and SHARE! Collaborative housing to extend the regional case management contract and housing placement contract beyond June 2023.

## **NEXT CITY COUNCIL ACTION:**

Provide a quarterly update on the City's homeless initiatives at the June 7, 2023, City Council meeting.

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### **STAFF CONTACT:**

**BRUCE MOE**, City Manager, [bmoe@manhattanbeach.gov](mailto:bmoe@manhattanbeach.gov)



## 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, and 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 4 2023
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.
- Formed a working group consisting of Department Directors to develop policy for City Council consideration.
- Developed draft policy.

### ACTIONS PENDING:

- 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](mailto:bmoe@manhattanbeach.gov)



## 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 Military Wall, alternative locations for the paver donation program and non-profit park donation programs.



TARGET DUE DATE	QUARTER 2 2023
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.

### ACTIONS PENDING:

- Develop options for a Military Wall at the Veterans Memorial site.
- Explore legacy and non-profit donation program options.
- Explore alternative locations for community paver donation program.

### NEXT CITY COUNCIL ACTION:

Return to the City Council with outline of non-profit donation program options and consideration of a military recognition wall donation program, including cost estimates and selection criteria.

### STAFF CONTACT:

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

## PUBLIC ART PROGRAM & FUTURE OPPORTUNITIES (FORMERLY COMMUNITY ARTS GRANT PROGRAM)

At the Joint Council/Commission meeting on January 9, 2023, City Council directed staff to update the Arts Grant program to better reflect community needs by replacing the grant component with direct Requests for Proposals (RFPs). Staff worked with the Cultural Arts Commission (CAC) to develop procedures for soliciting utility box artwork, murals, and sculpture garden pieces, developing new art initiatives, and assisting with the Velzy plaque project.



TARGET DUE DATE	QUARTER 4 2023
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 box beautification, murals on public property, sculpture garden, Velzy plaque, and additional opportunities for artwork in the City.
- Reviewed and approved verbiage for Velzy plaque.
- Reviewed a preliminary list of ideas of public art projects to pursue.

### ACTIONS PENDING:

- Develop RFPs for new public art
- Post RFPs and solicit artists for approved artwork
- Assess proposals and recommend artists to City Council for approval

### NEXT CITY COUNCIL ACTION:

City Council to review and finalize Velzy plaque verbiage. Consideration of recommended artists responding to approved RFPs for public art.

### STAFF CONTACT:

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

## 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.



At the Joint Council/Commission meeting on January 4, 2021, City Council directed staff to evaluate the use of surplus library funds to digitize historical documents. 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.

TARGET DUE DATE	QUARTER 4 2023
FUNDING SOURCE	PUBLIC ARTS TF, SURPLUS LIBRARY FUNDS
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW, CD,
COMMISSION(S)	

STATUS:



### COMPLETED ACTION ITEMS:

- Removed documents from Red House and relevant artifacts from Park facilities and placed them in trailer and other appropriate facilities.
- History Associates, Inc. (HAI) completed a Collections Assessment with detailed recommendations for improving the care, management, and access to the City’s historical collection.
- Completed Phases I and 2 of the Action Plan (Policy Development and Inventory/Survey) and presented new Collection Policy to City Council.

### ACTIONS PENDING:

- Implement Phase 3 of the Action Plan (Process, Catalog, and Rehouse Collections)
- Develop conceptual design for multi-functional facility for community and City Council consideration.

### NEXT CITY COUNCIL ACTION:

Provide updates regarding Historical Collection progress and present expanded Polliwog Pavilion plans to improve access to the Historical Collection and expand Eastside library services.

STAFF CONTACT:

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

## 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 2 2023
FUNDING SOURCE	PUBLIC ARTS TF, SURPLUS LIBRARY FUNDS
PRIORITY LEVEL	A
DEPTS. INVOLVED	IT, PW, CD,
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.

### ACTIONS PENDING:

- Synthesize community feedback from outreach events and survey
- Secure contract for design services

### NEXT CITY COUNCIL ACTION:

Review results of community outreach and proposed next steps and provide direction.

### STAFF CONTACT:

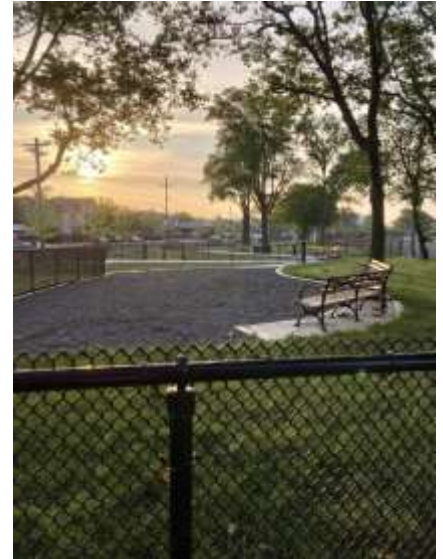
MARK LEYMAN, Parks and Recreation Director, [mleyman@manhattanbeach.gov](mailto:mleyman@manhattanbeach.gov)



## DOG PARKS AND COMMUNITY PARKETTES

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 4 2023
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.
- Additional upgrades have been identified 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.
- Polliwog Park dog run expansion plan discussed with and supported by MBUSD

### ACTIONS PENDING:

- Secure design services for dog run expansion
- 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.

### NEXT CITY COUNCIL ACTION:

Approval of Dog Run expansion

### 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 Commission to actively explore options to repurpose the land and/or 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.



TARGET DUE DATE	QUARTER 2 2023
FUNDING SOURCE	DEFERRED PARK MAINTENANCE FUNDS
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, CD
COMMISSION(S)	PARKS AND RECREATION

### STATUS:



### COMPLETED ACTION ITEMS:

- Repairs and improvements identified, including window replacements, roof repairs, new locking system, railings and lighting.
- Cost estimate gathered for identified improvements as well as demolition. The four court spaces may be converted for other activity uses.

### ACTIONS PENDING:

- Create three to six-month pilot program to determine options for community use
- Evaluate pros and cons of continued programming vs. demolition

### NEXT CITY COUNCIL ACTION:

Review options for moving forward and provide direction.

### STAFF CONTACT:

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

## 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.



TARGET DUE DATE	QUARTER 4 2023
FUNDING SOURCE	TBD
PRIORITY LEVEL	A
DEPTS. INVOLVED	PW, CD,
COMMISSION(S)	PARKS AND RECREATION

### STATUS:



### COMPLETED ACTION ITEMS:

- The Commission conducted extensive due-diligence over the past two years, including numerous on-site visits to neighboring community aquatics centers, meetings with operating management of the pools, discussions with financial and fundraising experts, concept meetings with architects, and identification of appropriate aquatics center parameters. Partnerships with the City of Redondo Beach and Beach Cities Health District have also been discussed as possible options in the future.
- A statistically valid survey was conducted 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.

### ACTIONS PENDING:

- A Request for Proposals (RFP) for professional architectural and aquatic preliminary design services for the Begg Pool Facility was issued March 3, 2023. Proposals are currently being evaluated.

### NEXT CITY COUNCIL ACTION:

City Council will consider funding the feasibility study for FY 23-24.

### STAFF CONTACT:

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



## 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 2023/2024 include:



- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. Learning at the Library          | 6. Spring/Summer Discover Program |
| 2. Manhattan Beach Poetry Event     | 7. Photo Op Day                   |
| 3. Library Appreciation Events      | 8. Entertainment Series           |
| 4. Library Commission Book Giveaway | 9. Library Awareness Program      |
| 5. StoryWalk                        |                                   |

TARGET DUE DATE	QUARTER 1 2024
FUNDING SOURCE	GENERAL FUND, SPONSORSHIPS, SURPLUS LIBRARY FUNDS
PRIORITY LEVEL	B
DEPTS. INVOLVED	
COMMISSION(S)	LIBRARY

STATUS:



- Learning at the Library** - Learning at the Library is intended to be a tri-annual event featuring authors and speakers.  
*Project Status - ongoing* - In 2023, Belinda Tang was the first author scheduled on January 21 with plans to host a cooking/nutrition expert in May and a local author in October.
- Manhattan Beach Poetry Event** - This intergenerational event brings together Mira Costa students and the Older Adult Poetry Circle. It features poetry recitations and readings.  
*Project Status - ongoing* - The first event of the year was held at Mira Costa High School on February 8, 2023. Due to the success of the event, the students requested a follow up event that was held on April 12, 2023.

STAFF CONTACT:

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



3. **Library Appreciation Events** - Library appreciation events are a grab-and-go lunch event, and a brunch event provided annually to honor the 20 library staff members and thank them for their work. MBUSD librarians are recognized separately at their schools.  
*Project Status - ongoing* - The 2023 lunch event was held May 9 and the brunch event is planned to occur on November 14. Certificates of Appreciation will be given to school librarians during school visits by the commission on May 15 and 22.
4. **Library Commission Book Giveaway** - The Library Commission Book Giveaway is an ongoing program held in conjunction with Light Gate and other local events. Book donations are gathered in cooperation with the Friends of the Library and the community. Books are then organized and offered to guests free of charge.  
*Project Status - ongoing* - The book giveaway program has been a popular feature at many recent local events. The Library Commission is considering expanding the program to donate books to organizations including Head Start, KIP Charter Schools and Richstone Family Center.
5. **StoryWalk** - StoryWalk places pages of a book in weather-proof cases along a path that encourages children to read. Children read the book by going to each case along the path. The books will be changed once a quarter and selected in consultation with the Manhattan Beach Library. The first book, *The Ocean in Your Bathtub*, is by a local author.  
*Project Status - ongoing* - The funding for the StoryWalk stands was raised as an Eagle Scout project. Public Works is working with the Library Commission and the Eagle Scout to schedule the installation of the stands on a trail beginning near Manhattan Beach Boulevard and ending at the Manhattan Beach Botanical Garden. Installation is expected to be completed in 2023.
6. **Photo Op Event** - Started in 2022, the Library Photo Op Day provides free professional photos of residents taken at the Light Gate Sculpture with the library as the backdrop. The purpose is to focus attention on the library and serve as a reminder of all the library offers. The portraits are made available on a website.  
*Project Status - ongoing* - The second Annual Library Photo Op Day is scheduled for Saturday, June 3, 2023 from 11am - 2pm. Michael Zislis of the Zislis Group will again sponsor the event.
7. **Entertainment Series** - The purpose of the Library Entertainment Series is to highlight the library as a cultural center and fortify its presence within the community. Started in 2022, the series features live performances on the outdoor stage.

STAFF CONTACT:

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



Project Status - ongoing - On September 24, 2022, an Elvis tribute act was the first performer. A second concert was held on April 29, 2023 with 80s tribute band Identity Theft. A third concert is planned for Fall 2023 featuring music for children and families.

8. **2023 Library Awareness Program** - Development of a plan to raise awareness of the Manhattan Beach Library and the services offered. Working with the Library marketing team, the City's PIO and other libraries, the Library Commission will develop a social media outreach campaign, an ambassador program to welcome guests during events, and a "Speakers Bureau" to promote the library's services.

Project Status - The sub-committee is working closely with the library to determine how they can best facilitate awareness. Updates will be provided to City Council periodically.

## 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 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 2023
FUNDING SOURCE	PUBLIC ART TF
PRIORITY LEVEL	A
DEPTS. INVOLVED	MS
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 on January 30, 2023 and City Council on February 21, 2023.
- Published and promoted the RFP to receive proposals from artists interested in the project.

### ACTIONS PENDING:

- Utilizing the Art in Public Places Committee (APPC), select 12 applicants from the eligible pool of applicants and make recommendations to the Cultural Arts Commission (CAC). Thereafter, the CAC will narrow those 12 applicants to eight and recommend to City Council (CC), who will then select five semi-finalists.
- Organize a virtual Town Hall meeting with the five semi-finalists, led by a selected member of the

### STAFF CONTACT:

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

# WORK PLAN

PARKS & REC DEPARTMENT



APPC.

- Finalize design of the selected artwork and enter into an agreement with artist.

## 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](mailto:mleyman@manhattanbeach.gov)



## JUNETEENTH EVENT(S)

Juneteenth commemorates June 19, 1865, the date on which enslaved people in Galveston, Texas, finally received news that they had been set free by the Emancipation Proclamation two years earlier, and that the Civil War had ended two months earlier. It is an official federal holiday and the oldest known commemoration of the abolition of slavery in the United States. In past years, residents and visitors informally gathered at Bruce’s Beach Park to observe and celebrate Juneteenth. Recently, there have been a number of requests from community members to host a Juneteenth celebration at Bruce’s Beach Park.



At the April 18, 2023, meeting, Council directed staff to return to City Council for consideration of a Juneteenth celebration in 2024 with input from the Parks and Recreation Commission. Additionally, Council directed that recommendations for the celebrations should include events held at multiple facilities/parks throughout the City, without a grand event at Bruce’s Beach.

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

### STATUS:



### COMPLETED ACTION ITEMS:

- Held a Council discussion at the April 18, 2023, meeting, where Council provided direction that celebrations should include events held at multiple facilities/parks throughout the City, without a grand event at Bruce’s Beach.

### ACTIONS PENDING:

- Solicit input from the Parks and Recreation Commission and Manhattan Beach community regarding opportunities for celebrating Juneteenth in 2024
- Present recommendations to the City Council

### NEXT CITY COUNCIL ACTION:

Consideration of recommendations for a Juneteenth celebration in 2024

### 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 2 2023
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
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 1, 2023.
- Conduct public hearings to consider revised parking codes and standards in Quarter 2, 2023.

#### NEXT CITY COUNCIL ACTION:

Conduct a public hearing and consider amending the Municipal Code to update the parking standards in Quarter 2, 2023.

#### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@manhattanbeach.gov)

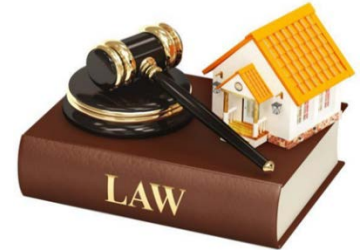
# WORK PLAN

## 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, PPIC

#### 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).

#### ACTIONS PENDING:

- Adopt required revisions to the 6th cycle Housing Element, and implement required rezoning, in response to comments from HCD, and obtain certification.
- 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):

#### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@manhattanbeach.gov)

# WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



Consider adoption of Zoning Code amendments and LCP amendments in accordance with programs outlined in the Housing Element Quarter 1 2023 – Quarter 4 2025. Additionally, consider adoption of long-term ordinance related to impacts from Senate Bill 9.

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**STAFF CONTACT:**

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@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 businesses uses is intended to be comprehensive, including broad community engagement, evaluation of fiscal implications, study of alternatives, environmental review, and required permitting.



<b>TARGET DUE DATE</b>	QUARTER 3 2024
<b>FUNDING SOURCE</b>	GENERAL
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PW, FN, MS, PD, FD
<b>COMMISSION(S)</b>	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
- Advertised and solicited applications for at-large Task Force members.

#### ACTIONS PENDING:

- Prepare and present a Task Force discussion framework to City Council.
- Initiate Task Force meetings
- Define project schedule and milestones.
- Environmental review and permitting.

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

Review Task Force applications and select members and discuss Task Force framework.

#### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@manhattanbeach.gov)



## HISTORIC PRESERVATION ORDINANCE CLEANUP

In 2016, the City adopted the current Historic Preservation Ordinance that requires a review process for historic resources (defined as historic landmarks, contributing resources to historic districts, and a broader set of properties potentially eligible for landmark designation), and retaining the property-owner consent for the historic landmark designation process. The ordinance requires a Certificate of Appropriateness, environmental review, and a sixty-day waiting period for proposed demolitions of all historic resources. On December 7, 2021, the City Council directed staff to take action(s) to amend the ordinance to reflect the intended policy direction was for the ordinance requirements to be voluntary. The Ordinance also required that the City prepare an Inventory of Historic Resources and deemed the Planning Commission as the quasi-judicial body for historic preservation matters.



<b>TARGET DUE DATE</b>	QUARTER 4 2023
<b>FUNDING SOURCE</b>	N/A
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	IT, MS
<b>COMMISSION(S)</b>	

### STATUS:



### COMPLETED ACTION ITEMS:

- Adopted a corresponding urgency ordinance on January 18, 2022 to address the issue for the interim, while staff prepares a long-term ordinance amendment.
- Adopted Urgency Ordinance No. 22-0004-U extending Interim Ordinance No. 22-0002-U clarifying provisions for the preservation of historic resources in the existing Historic Preservation Ordinance.
- Adopted Urgency Ordinance No. 23-0001-U extending Interim Ordinance No. 22-0004-U.

### ACTIONS PENDING:

- Prepare draft of amended Historic Preservation ordinance (MBMC Chapter 10.86).

### NEXT CITY COUNCIL ACTION:

Conduct public hearing(s) to consider amendments to the Historic Preservation Ordinance, in accordance with City Council direction received on December 7, 2021.

### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhania@manhattanbeach.gov](mailto: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.



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

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhanian@manhattanbeach.gov](mailto:tmirzakhanian@manhattanbeach.gov)



## 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 I2.1. 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.

<b>TARGET DUE DATE</b>	QUARTER 2 2024
<b>FUNDING SOURCE</b>	PRIVATE DEVELOPMENT
<b>PRIORITY LEVEL</b>	B
<b>DEPTS. INVOLVED</b>	PD, MS
<b>COMMISSION(S)</b>	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.

### STAFF CONTACT:

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@manhattanbeach.gov)



# WORK PLAN

COMMUNITY DEVELOPMENT DEPARTMENT



- Present recommended traffic calming strategies to City Council for consideration and approval.

## **NEXT CITY COUNCIL ACTION:**

Consider PPIC initial recommended traffic calming strategies to City Council (Quarters 1 & 2 2024).

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## **STAFF CONTACT:**

**TALYN MIRZAKHANIAN**, Community Development Director, [tmirzakhania@manhattanbeach.gov](mailto:tmirzakhania@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.



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

### STATUS:



### COMPLETED ACTION ITEMS:

- Awarded slurry seal project for North Manhattan Beach in January 2023.
- Installed Tree Lighting in Downtown and North Manhattan Beach.
- Installed the Rainbow Crosswalk on Manhattan Beach Blvd. and The Strand in Spring 2022.
- Applied new slurry seal and curb paint to Downtown streets in Spring 2022.
- Implemented a Maintenance Inspector and Weekend Maintenance Worker Program.
- Partnered with the Downtown Business and Professional Association (DBPA) to install new plant materials in Downtown in Spring 2022.

### ACTIONS PENDING:

- North Manhattan Beach Slurry seal project completion by May 2023.
- Continued enhancements to tree lighting.
- Expansion of Big Belly trashcans program.
- Enhancements to landscaping in business district planters.
- Installation of irrigation in North Manhattan Beach tree wells.

### NEXT CITY COUNCIL ACTION:

- By Spring 2023, approval of contract to expand Big Belly trashcan program. Delivery of containers will occur in Fiscal Year 2023-2024.

### 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

### STATUS:



### COMPLETED ACTION ITEMS:

- N/A

### ACTIONS PENDING:

- Parking Operations Study anticipated to be completed in September 2023. Recommendations will be reviewed for necessary City Council action at that time.

### NEXT CITY COUNCIL ACTION:

- To be determined.

### STAFF CONTACT:

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

## PARKING LOT 3 REPLACEMENT

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 significant seismic retrofits or full replacement. By replacing the structure, issues related to pedestrian safety, Americans with Disabilities Act (ADA) compliance, and vehicle maneuverability would also be addressed. This project will investigate alternatives and design a replacement for the Parking Lot 3 structure.



TARGET DUE DATE	QUARTER 2, 2027
FUNDING SOURCE	PARKING FUND
PRIORITY LEVEL	A
DEPTS. INVOLVED	FI, CD

### STATUS:



### COMPLETED ACTION ITEMS:

- Parking Lot 3 Seismic Analysis completed during the Fall of 2022.

### ACTIONS PENDING:

- Establish an interdepartmental project team to identify opportunities and constraints associated with replacement of the parking structure.
- Community outreach will be coordinated with the Outdoor Dining Task Force work during the Summer of 2023.

### NEXT CITY COUNCIL ACTION:

- By Fall 2023, award a professional services agreement focused on feasibility and outreach to be conducted during Fiscal Year 2024.

### STAFF CONTACT:

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