

City of Manhattan Beach

*1400 Highland Avenue
Manhattan Beach, CA 90266*



Meeting Minutes - Draft

Wednesday, May 16, 2018

6:00 PM

Work Plan Meeting

City Council Chambers

City Council Adjourned Regular Meeting

*Mayor Amy Howorth
Mayor Pro Tem Steve Napolitano
Councilmember Nancy Hersman
Councilmember Richard Montgomery
Councilmember David Lesser*

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A. CALL MEETING TO ORDER

At 6:02 PM, Mayor Howorth called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Howorth led the Pledge of Allegiance.

C. ROLL CALL

City Council

Present - Mayor Howorth, Mayor Pro Tem Napolitano, Councilmember Hersman, Councilmember Montgomery and Councilmember Lesser

Staff

Present - City Manager Bruce Moe, City Attorney Quinn Barrow, City Clerk Liza Tamura, Interim Finance Director Steve Charelian, Parks and Recreation Director Mark Leyman, Community Development Director Anne McIntosh, Public Works Director Stephanie Katsouleas, Information Technology Director Sanford Taylor, Human Resources Manager Christine Tomikawa, Acting Police Captain Andrew Harrod and Battalion Chief Michael Boyd.

D. PUBLIC COMMENTS (3 MINUTES PER PERSON)

None.

E. GENERAL BUSINESS/WORK PLAN MEETING

1. City Work Plan.

[18-0219](#)

DISCUSS AND PROVIDE DIRECTION

City Manager Bruce Moe provided an overview of the Work Plan discussion.

MANAGEMENT SERVICES

City Clerk Liza Tamura provided the Staff presentation regarding the following Work Plan Items for the Management Service Department:

- 1. Citywide Document Imaging System (Conversion) Project - Ongoing*
- 2. Centralized Citywide Contract Management Systems - Ongoing*

City Manager Bruce Moe continued to provide the Staff presentation regarding additional Management Services Work Plan Items.

- 3. Create City Hall Intern Program - Removed via City Council Vote 4-1, Councilmember Richard Montgomery dissenting.*
- 4. City Council Sponsorship Policy - Ongoing and Direction Provided*
- 5. Establish Policy Re: City Council Communications - Ongoing and Direction Provided*
- 6. City Hall Security - Ongoing*
- 7. Develop and Execute Plan to Address Homelessness in Manhattan Beach - Ongoing*

FINANCE

Interim Finance Director Steve Charelian provided the Staff presentation regarding the following Finance Department Work Plan Items:

- 1. Update on Revenue Enhancements - Ongoing*
- 2. Update on City's Pension Liabilities - Ongoing and Direction Provided*
- 3. Update on City's Streetlighting Fund - Ongoing*
- 4. Explore Increasing Stormwater Fees - Ongoing and Direction Provided*
- 5. Conduct a Comprehensive User Fee Study and Cost Allocation Plan - Ongoing*

HUMAN RESOURCES

Human Resources Manager Christine Tomikawa provided the Staff presentation regarding the following Human Resources Department Work Plan Items:

- 1. Update Policy for Processing Worker's Compensation Claims - Ongoing*
- 2. Review and Update Personnel Rules and Personnel Instructions - Ongoing and Direction Provided*
- 3. Update City Injury Illness Prevention Program (IIPP) and Evaluate Safety Program*
- 4. Update on Recruitment of Fire Management Open Executive Positions - Ongoing*
- 5. Collective Bargaining Negotiations with six (6) Labor Groups - Ongoing*
- 6. Employee Handbook - Ongoing*

PARKS AND RECREATION

Parks and Recreation Director Mark Leyman provided the Staff presentation regarding the following Parks and Recreation Department Work Plan Items:

- 1. Update Field Allocation & Use Policy, Field Fees, and Facility Reservation Policy - Ongoing*
- 2. Update Citywide Donation Policy (including Strand Bench & Tree Program, Bench Donation Program and Sponsorship Opportunities) - Ongoing*
- 3. Sand Dune and Tennis Court Reservations - Ongoing*
- 4. Parks Master Plan - Ongoing*
- 5. Community Grant Program Policy Development - Ongoing*
- 6. Public Art Conservation Assessment - Ongoing*
- 7. AC Conner Art Exhibition - Removed via City Council Consensus*
- 8. Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage - Added via City Council consensus*
- 9. Utility Box Beautification - Ongoing*
- 10. Sculpture Garden Program - Ongoing*
- 11. Decommissioning Public Mural in City Hall - Removed via City Council Consensus*
- 12. Process to Place Public Art in City Hall - Ongoing*
- 13. Special Event Policy - Ongoing*
- 14. Joint Use Agreement with the Manhattan Beach Unified School District - Ongoing*
- 15. Senior & Scout House Fundraising/Pinewood Derby Event - Ongoing and Direction Provided*
- 16. Re-Organize Department to Improve Efficiencies - Ongoing*
- 17. Walkabout Events - Ongoing*
- 18. Merchandising, Licensing and Branding for the City - Ongoing*
- 19. Library Surplus Funds -Ongoing*

At 7:42 PM City Council recessed and reconvened at 7:50 PM with all Councilmembers present.

POLICE

Acting Police Captain Andrew Harrod provided the Staff presentation regarding the following Police Department Work Plan Items:

- 1. MBUSD School Safety and Security Upgrades/Improvements - Ongoing*
- 2. 2016-2018 Strategic Plan Implementation - Ongoing*

FIRE

Battalion Chief Andrew Boyd provided the Staff presentation regarding the following Fire Department Work Plan Items:

- 1. Improve Fire Prevention Inspection Documentation/Data Collection - Ongoing*
- 2. Improve Ambulance Transport Services - Ongoing*
- 3. Emergency Preparedness - Ongoing*
- 4. Replace Dispatch Software, database management, CAD integration - Ongoing*
- 5. Emergency Notification System - Ongoing*
- 6. Interoperability Network of the South Bay (INSB) - Ongoing*

COMMUNITY DEVELOPMENT

Community Development Director Anne McIntosh provided the Staff presentation regarding the following Community Development Department Work Plan Items:

1. Short-Term Rentals - Ongoing
2. Accessory Dwelling Unit - Ongoing
3. Sepulveda Corridor Study - Ongoing
4. Manhattan Village Mall Expansion Project - Ongoing
5. Mobility Plan Adoption and Implementation - Removed due to Completion
6. Modernize Parking Standards - Ongoing
7. Pedestrian Safety Improvements - Ongoing
8. Environmental Sustainability Work Plan for 2018-2020 - Ongoing
9. Update on State Housing Laws - Ongoing
10. Downtown Business Employees Overflow Parking - Ongoing and Direction Provided
11. Telecom Facilities with an Updated Ordinance - Ongoing
12. Assessment of Pending Projects for City Traffic Engineer - Removed via City Council Consensus

PUBLIC WORKS

Public Works Director Stephanie Katsouleas provided the Staff presentation regarding the following Public Works Department Work Plan Items:

1. Urban Forest Master Plan - Ongoing
2. Solid Waste Franchise Agreement Contract Process, including Citywide Food Waste Recycling Program - Ongoing
3. Uniform Citywide Sign Program of non-regulatory City signs - Ongoing
4. Pier, Roundhouse and Comfort Station Improvements - Ongoing
5. Report on SCE's Inventory Analysis of Street Lights - Ongoing
6. Fire Station #2 - Ongoing
7. Sepulveda Bridge Widening Project - Ongoing and Direction Provided
8. Undergrounding Districts - Ongoing
9. Streetscape Enhancements - Ongoing
10. Parking Management (Parking Meter Solution) - Ongoing
11. Infrastructural Aesthetics/Design Initiative for Public Projects - Ongoing
12. Pedestrian Security Improvements - Ongoing

INFORMATION TECHNOLOGY

Information Technology Director Sanford Taylor provided the Staff presentation regarding the following Information Technology Department Work Plan Items:

1. Update the Information Systems Master Plan (ISMP) - Ongoing
2. Enterprise Resource Planning (ERP) System - Ongoing
3. Work Order Management - Ongoing
4. Fiber Master Plan - Ongoing
5. Update on Portable Recording Equipment - Ongoing
6. Update on City Website and New City URL (.gov) - Ongoing and Direction Provided
7. Automated Permitting Software Solution (Information Technology) - Ongoing

Mayor Pro Tem Napolitano, on behalf of the City Council, thanked and acknowledged Staff for their hard work in generating the Work Plan document, advancing the City Council's goals and making their visions a priority.

F. ADJOURNMENT

At 9:34 PM City Council adjourned the meeting to the Tuesday, May 22, 2018, Budget Study Session #2 City Council meeting at 6:00 PM in the City Council Chambers in said City.

George Gabriel
Recording Secretary

Amy Howorth
Mayor

ATTEST:

Liza Tamura
City Clerk