

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Wednesday, May 3, 2017

8:30 AM

City Council Retreat and Closed Session

Police/Fire Conference Room

400 15th Street

Manhattan Beach, CA 90266

City Council Adjourned Regular Meeting

Mayor David J. Lesser

Mayor Pro Tem Amy Howorth

Councilmember Steve Napolitano

Councilmember Nancy Hersman

Councilmember Richard Montgomery

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A. CALL MEETING TO ORDER

At 8:40 AM, Mayor Lesser called the meeting to order.

B. PLEDGE TO THE FLAG

Mayor Lesser led the Pledge of Allegiance.

C. ROLL CALL

Present 5 - Mayor David Lesser, Mayor Pro Tem Amy Howorth, City Councilmember Steve Napolitano, City Councilmember Nancy Hersman, and City Councilmember Richard Montgomery

STAFF PRESENT AT THE RETREAT:

*City Manager Mark Danaj
City Attorney Quinn Barrow
Assistant City Manager Nadine Nader
City Clerk Liza Tamura
Finance Director Bruce Moe
Human Resources Director Teresia Zadroga - Haase
Parks and Recreation Director Mark Leyman
Police Chief Eve Irvine
Fire Chief Robert Espinosa
Community Development Director Anne McIntosh
Public Works Director Stephanie Katsouleas
Information Technology Director Sanford Taylor*

Moderator: President of The Novak Consulting Group Julia Novak

D. PUBLIC COMMENTS (3 MINUTES PER PERSON PER ITEM)

Phil Reimert spoke about the budget, recession and property tax.

Craig Cadwallader spoke about the Strategic Plan, City Council moving forward and being a leader in protecting the environment, process of the current comments system for the public, and looks forward to the City continuing to be a leader.

1. City Council Retreat: May 3, 2017 (Assistant City Manager Nader).

[17-0196](#)

Mayor Lesser introduced the item.

City Manager Mark Danaj announced that he would like for City Council to start with, "I. BUDGET PRESENTATION" and move forward with the rest of the agenda from there.

E. CITY COUNCIL RETREAT WELCOME

G. EXPECTATIONS AND OBLIGATIONS

This item was presented out of order.

See attached document for details of the City Council Retreat.

F. GOVERNING TOGETHER

This item was presented out of order.

See attached document for details of the City Council Retreat.

I. BUDGET PRESENTATION

This item was presented out of order.

2. FY 2016-2017 Budget Status Report; Presentation of FY 2017-2018 Operating Budget Modifications for the Second Year of the Biennial Budget (Finance Director Moe).

[17-0118](#)

RECEIVE REPORT

This item was presented out of order.

Finance Director Bruce Moe provided the PowerPoint presentation.

Finance Director Moe and City Manager Mark Danaj responded to City Council questions.

See attached document for details of the City Council Retreat.

J. CURRENT ORGANIZATIONAL WORKLOAD / WORK PLAN

- 1. Strategic Plan Overview**
- 2. Work Plan Review**
- 3. Workload Assessment**

This item was presented out of order.

Assistant City Manager Nadine Nader introduced President of The Novak Consulting Group Julia Novak.

See attached document for details of the City Council Retreat.

K. CITY COUNCIL PRIORITIES

This item was presented out of order.

See attached document for details of the City Council Retreat.

L. PROCEDURES AND PROTOCOLS

- 1. Meeting Management and Agenda Structure**
- 2. Future Agenda Items**
- 3. City Council Review of Planning Commission Items**

This item was presented out of order.

See attached document for details of the City Council Retreat.

H. GOVERNANCE ROLES

This item was presented out of order.

See attached document for details of the City Council Retreat.

M. RESOURCE APPENDIX

- 1. Major Projects Underway**
- 2. Efficiencies by Department**
- 3. Article by John Nalbandian**
- 4. City of Manhattan Beach Sunshine Policy**

Please note the following breaks were taken during the City Council Retreat.

Break: 10:08 AM - 10:20 AM

Lunch Break: 11:39-12:15 PM

Break: 1:40 PM-1:50 PM

Break: 3:25 PM - 4:00 PM

N. CLOSED SESSION

I. ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

At 4:00 PM, City Attorney Quinn Barrow announced the following Closed Session:

a) CONFERENCE WITH LABOR NEGOTIATORS

(Government Code Section 54957.6)

City Designated Representatives:

City Manager Mark Danaj and Special Counsel Peter Brown

Employee Organization:

Manhattan Beach Firefighters' Association

PUBLIC EMPLOYEE: DISCIPLINE/DISMISSAL/RELEASE

(Government Code Section 54957)

II. RECESS INTO CLOSED SESSION

At 4:01 PM, Mayor Lesser announced that City Council would recess into Closed Session.

III. RECONVENE INTO OPEN SESSION

At 5:03 PM, the City Council reconvened into Open Session with all Councilmembers present.

IV. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

City Attorney Quinn Barrow announced that direction was given to the City Manager and agency negotiator but no reportable action was taken.

O. ADJOURNMENT

At 5:04 PM Mayor Lesser adjourned the meeting.

Martha Alvarez
Recording Secretary

David Lesser
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

City Council Retreat

May 3, 2017



The Manhattan Beach City Council and the City's Department Heads met in a facilitated retreat on May 3, 2017 to discuss the City's strategic plan and organizational workplan, to establish Council priorities, and to lay a foundation for effective governance. The retreat was facilitated by Julia Novak of The Novak Consulting Group.

The meeting was opened by the Mayor and then City Manager Mark Danaj discussed the agenda. He proposed that they begin with the budget presentation and a discussion of Council priorities and workplans and reserve the governance and expectations discussion for later in the day. Council concurred and the meeting started with brief introductions.

Budget Presentation

Bruce Moe, the City's Finance Director presented an overview of the City's budget including a status report on the Fiscal Year (FY) 2016-2017 budget and the FY2017-2018 Operating Budget Modifications for the Second Year of the Biennial Budget.

The City will hold a budget study session on May 4 and move towards adoption of the budget on June 20 to be in place for the next FY which begins on July 1.

Current Organizational Workload/Workplan

Assistant City Manager Nadine Nader provided an overview of the current organizational workplan. Each "in progress" item was then reviewed by the department head assigned with responsibility for implementation of the various workplan items. The workplan includes:

- 54 items that are "In Progress"
- 15 items that are "Pending" – where staff is seeking direction on whether or not they are priorities of this City Council
- 11 items that are "Ongoing"
- 50 completed items

Direction on Pending Items:

- Item 1 – Independent Cities Association Board Seat and Membership
 - The Council wishes to retain its Board Seat and Membership in this organization
- Item 2 – Review future and scope of specified Boards and Commissions
 - Study is in progress and remains on the workplan
- Item 3 – Sepulveda Corridor Study
 - Recommendation to scale back the scope of this study to do in-house by reviewing existing study
 - Staff was asked to consider what regulatory tools might be useful for addressing future issues along Sepulveda, i.e. pedestrian studies, parking standards, parking codes study
- Item 4 – Annual Manhattan Beach Business Employee Parking Survey
 - Discontinue and put this on the downtown merchants to pursue
- Item 5 – Update on Proposed Desalination Plan EIR
 - This item will come back and is not under the City's control
- Item 6 – Construction of Residential Basements
 - Council asked if this is a significant issue, whether staff believes this is an issue that should be pursued, and requested a copy of the current Code
 - Council suggested removing this year and if it is an issue in the future the City can revisit

- Item 7 – Mansionization Issue
 - Council suggested tabling this item until after a planned joint session with the Planning Commission
- Item 9 – Parkview Site – identify ground lease for a portion of Parkview parking for a lifestyle hotel
 - Council suggested removing this item from the organizational workplan
- Item 10 & Item 11 – Combine
 - Put an item on the workplan to Develop a Financial Master Plan
- Item 12 – Fire Service Studies – Provide options for the future of the City’s Fire Services
 - Provide status reports and options to the Council
- Item 13 – Uniform Citywide Sign Program of non-regulatory City signs
 - This is an ongoing item and will stay on the “in progress” list
- Item 14 – Reinstate Utility Undergrounding Program
 - This is an ongoing item and will stay on the “in progress” list
- Item 15 – Public Improvement Projects and Financing Options – Evaluate feasibility of three large public improvement projects: Municipal Pool, Fire Station #2, Civic Center/Downtown Parking
 - This will be considered as part of the upcoming budget discussions

Council Workplan Items

The Council brainstormed projects that they wanted on their workplan using the Pillars of the Strategic Plan as a framework for organizing potential initiatives.

Pillar	Potential Project	Council Workplan Items
Strong Governance That Values Meaningful Resident Engagement	<ul style="list-style-type: none"> • Development of Board & Commission Workplans • Size of Boards and Commissions • Revisit strategic plan framework • New City Pin 	<ul style="list-style-type: none"> • Revisit Strategic Plan Framework
Excellent Municipal Services Provided by an Aligned and Committed Workforce	<ul style="list-style-type: none"> • Plan Zero Pedestrian Improvement Plan • Revisit Alternate Friday Closings of City Hall in implementation of 9/80 schedules & Labor Group MOUs • Start a City Hall Intern Program • Establish a Social Media Policy • Better website still – use common terms and make sure all commission minutes are on the website • Short-term vacation rentals • Automated agenda solution 	<ul style="list-style-type: none"> • Short-term vacation rentals • Plan Zero Pedestrian Improvement Plan • Start a City Hall Intern Program • Revisit Alternate Friday Closings of City Hall in implementation of 9/80 schedules & Labor Group MOUs

Pillar	Potential Project	Council Workplan Items
	<ul style="list-style-type: none"> • Appeal – City Manager Counter • City Branding of the pier a la Beverly Hills • Have LA County Mobile visit East Manhattan Beach 	
Financial Sustainability	<ul style="list-style-type: none"> • Develop a Financial Master Plan <ul style="list-style-type: none"> ○ Water and Wastewater Rates ○ General Fund Subsidy of Stormwater and Street Light Funds • TOT Increase • 218 Stormwater • Sales Tax Increase • CIP Set Aside & Dedicated stream 	<ul style="list-style-type: none"> • Develop a financial Master Plan <ul style="list-style-type: none"> ○ Water and Wastewater Rates ○ General Fund Subsidy of Stormwater and Street Light Funds ○ TOT Increase ○ 218 Stormwater ○ Sales Tax Increase • CIP Set Aside & Dedicated stream
Environmental Stewardship	<ul style="list-style-type: none"> • Solar landscape & street lighting 	<ul style="list-style-type: none"> • Solar landscape & street lighting
Effective Physical Asset Management – Infrastructure, Facilities, Amenities	<ul style="list-style-type: none"> • Pool • Pursue Municipal Fiber (Fiber Master Plan) • Commission Public Art including utility box covers a la Hermosa • Fire House 2 – Review Stability and potential improvements or replacement • Red Curb all of Sepulveda • Jocelyn Center Replacement • Downtown Streetscape – North End • Add parts of Scout House to CIP 	<ul style="list-style-type: none"> • Facility consideration of Facilities <ul style="list-style-type: none"> ○ Pool ○ Fire House 2 ○ Jocelyn Center ○ Scout House • Commission Public Art including utility box covers a la Hermosa • Downtown Streetscape – North End • Pursue Municipal Fiber (Fiber Master Plan)
Economic Vitality	<ul style="list-style-type: none"> • Expanding Downtowner – consider City/Private Partnership • Establish goals for Economic Development Council and expand membership (i.e. women) • Implement Smart Parking 	<ul style="list-style-type: none"> • Expanding Downtowner – consider City/Private Partnership • Implement Smart Parking • Raise Meter Rates • Evaluate and propose “modern” parking standards

Pillar	Potential Project	Council Workplan Items
	<ul style="list-style-type: none"> • Raise Meter Rates • Commercial – residential interface toolbox of design solutions • Evaluate Ocean Trolley Cost • Evaluate and propose “modern” parking standards • Utilize EDAC to discuss strategies for business development on Sepulveda Corridor 	<ul style="list-style-type: none"> • Commercial – residential interface toolbox of design solutions <ul style="list-style-type: none"> ○ Utilize EDAC to discuss strategies for business development on Sepulveda Corridor ○ Establish goals for Economic Development Council and expand membership (i.e. women)

The Council established a list of workplan items, but did not have an opportunity to truly prioritize the items. The facilitator will provide some tools to staff to allow the efficient prioritization of the workplan at a future meeting.

Procedures and Protocols

The City Attorney reviewed a number of procedures for meeting management.

Council gave direction to bring back meeting protocols with the following parameters:

- Public participation will be permitted both at the beginning of the meeting and during regular agenda items:
 - 3 minutes at the beginning of the meeting, and 3 minutes on one regular agenda item – for a total of 6 minutes, excluding public hearing time
- Consent Calendar:
 - During approval of the agenda the Council will state whether or not they will remove an item from consent
 - The public cannot request that an item be pulled – they may speak to items during public comment and they may also request an item be removed by a member of the Council
- The City Manager and Attorney Reports will move to the end of the meeting
- Planning Commission Quasi-Judicial Decisions:
 - Should not be on the agenda; if you want the public to be notified of planning commission decisions, then it can be mentioned during informational items
- Consent Calendar:
 - Items will be heard directly after they are pulled
- Public Hearings:
 - 3 minutes speaking time – subject to the discretion of the Mayor
- Meetings will end at 11:00 PM – overriding the time limit requires a majority vote of the Council
- Forecast Agenda:
 - Remove this as an agenda item at the public meeting; instead the City Manager will share information about future agendas

- To call an item up for review from the Planning Commission and two councilmembers must request review
- Two votes are required to put an item on the agenda; this does not mean staff time will be invested in the item
- Reminder – the Mayor is first among equals and Chairs the Council meetings, but does not unilaterally decide what is on the agenda or not

These items will be brought back for Council to consider in the form of a resolution at the first meeting in June.

The City Clerk asked for some leeway and consideration about getting the Wednesday packet out. The meeting will always be posted electronically Wednesday, but delivery may be moved to Thursday in rare occasions when there is an extra-large packet or equipment failures create production issues. The Council acknowledged the reasonableness of this request.

Sunshine Policy Modifications

- Remove the prohibition of looking at Cell phones during meetings
- Closed Session Language
 - Placing Settlement Agreements on agenda unless there is a determination that it will adversely affect the position of the City (the requirement goes beyond Brown Act) – City shall only do what is required by the Brown Act
 - Description of Close Session Items should provide what is necessary under the Brown Act and sometimes additional detail, based on the discretion of the City Attorney

Expectations and Obligations

The success of the organization relies on the success of the relationship between the City Council and the City Manager. The City Manager referenced items shared in the retreat packet as a reminder of what the Council should know they can count on him for, as well as what the City Manager expects from the Council if they are willing to agree.

Strategic Plan Framework

The Council expressed general dissatisfaction with the current mission statement, and concerns were shared that the Pillars of the strategic plan are awkwardly worded. Community input around seven issues was sought during the 2015 Strategic Planning process and the former City Council considered community input when establishing the current framework.

The initial community input centered on seven areas and a graphic from those community meetings which provides a high-level summary of the input is shown below.



The prior mission statement was shared by the Mayor:

The Mission of the City of Manhattan Beach is to preserve and enhance the unique qualities of our beach town by providing the highest quality services, planning, business environment and financial stability.

While there was concern that this “wasn’t right either,” some shared the importance of talking about Manhattan Beach as a “beach town.” Staff was asked to bring back an agenda item for the City Council at a regular meeting to consider modifying the Mission statement and Pillars.

Wrap-up

The retreat concluded as Council reconvened in Executive Session.