

# City of Manhattan Beach

*1400 Highland Avenue  
Manhattan Beach, CA 90266*



## Meeting Minutes - Draft

**Tuesday, January 26, 2021**

**6:00 PM**

**Work Plan Meeting**

**City Council Chambers**

## **City Council Adjourned Regular Meeting**

### ***ELECTED OFFICIALS***

***Mayor Suzanne Hadley***

***Mayor Pro Tem Hildy Stern***

***Councilmember Steve Napolitano***

***Councilmember Richard Montgomery***

***Councilmember Joe Franklin***

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#### **A. CALL MEETING TO ORDER**

*Mayor Hadley called the meeting to order.*

#### **PLEDGE TO THE FLAG**

*Mayor Hadley led the Pledge of Allegiance.*

#### **B. ROLL CALL**

##### **City Council**

Present - Mayor Hadley, Mayor Pro Tem Stern, Councilmember Napolitano, Councilmember Montgomery and Councilmember Franklin

##### **Executive Team**

Present - City Manager Bruce Moe, City Attorney Quinn Barrow, City Clerk Liza Tamura, Finance Director Steve Charelian, Acting Human Resources Director Stephanie Swofford, Parks and Recreation Director Mark Leyman, Police Chief Derrick Abell, Interim Fire Chief Wolfgang Knabe, Community Development Director Carrie Tai, Acting Public Works Director Carrie Tai and Information Technology Director Terry Hackelman

##### **Staff**

Senior Management Analyst George Gabriel, Senior Deputy City Clerk Martha Alvarez, Deputy City Clerk Patricia Matson, Parks and Recreation Management Analyst Linda Robb, City Engineer Prem Kumar, Senior Recreation Manager Jessica Vincent, Planning Manager Tallyn Mirzakhani, Building Official Ryan Heise, Recreation Manager Jan Buie, Environmental Sustainability Manager Dana Murray, Traffic Engineer Erik Zandvliet and Risk Manager Briza Morales

### C. PUBLIC COMMENTS (3 MINUTES PER PERSON)

*Mayor Hadley opened the floor to public comments.*

*Seeing no requests to speak, Mayor Hadley closed the floor to public comments.*

### D. GENERAL BUSINESS

1. Fiscal Year 2021-2022 City Council Work Plan (City Manager Moe).

[21-0045](#)

#### DISCUSS AND PROVIDE DIRECTION

*City Manager Bruce Moe provided a brief introduction.*

*Management Services, Senior Management Analyst George Gabriel, Finance Director Steve Charelian, Acting Human Resources Director Stephanie Swofford, Parks and Recreation Director Mark Leyman, Police Chief Derrick Abell, Interim Fire Chief Wolfgang Knabe, Community Development Director Carrie Tai, Acting Public Works Director Carrie Tai and Information Technology Director Terry Hackelman provided the PowerPoint presentations.*

*Senior Management Analyst Gabriel, City Manager Moe, City Clerk Liza Tamura, Finance Director Charelian, Parks and Recreation Director Leyman, Police Chief Abell, Interim Fire Chief Knabe, Community Development Director Tai, Acting Public Works Director Tai, Information Technology Director Hackelman and City Engineer Prem Kumar responded to City Council questions.*

*Mayor Hadley opened the floor to public comments.*

*Seeing no requests to speak, Mayor Hadley closed the floor to public comments.*

*City Council thanked staff for their work.*

*See attached document, City Council Work Plan Development, for details on City Council's direction.*

### E. ADJOURNMENT

*At 9:26 PM, Mayor Hadley adjourned the meeting to a 4:30 PM, Adjourned Regular Meeting on Tuesday, February 2, 2021 in the City Council Chambers.*

ATTEST:

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Liza Tamura  
City Clerk

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Martha Alvarez  
Recording Secretary

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Suzanne Hadley  
Mayor

## City Council Work Plan Development

Work Plan Items (Active and <b>New</b> )	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward ( <b>New</b> )
<b>Management Services</b>		
<ol style="list-style-type: none"> <li>1. Citywide Document Imaging System (Conversion) Project</li> <li>2. Centralized Citywide Contract Management Systems</li> <li>3. Develop and Execute Plan to Address Homelessness</li> <li>4. City Council Communications Policy</li> <li>5. <b>Explore Agenda Management Solutions</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Municipal Code Transparency Enhancements</li> </ol>	
<b>Finance</b>		
<ol style="list-style-type: none"> <li>1. Update on City's Pension Liabilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Updating City's Financial Policies</li> <li>2. COVID-19 Business Loan Program</li> <li>3. Assessment Deferment Program for Undergrounding</li> <li>4. FEMA Reimbursements for COVID-19 Response</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Explore Increasing Stormwater Fees (Note: Include as Work Plan Item for Consideration at Later Date)</b></li> </ol>
<b>Human Resources</b>		
<ol style="list-style-type: none"> <li>1. Internal Policies and Procedures Review</li> <li>2. Collective Bargaining Negotiations</li> </ol>	<ol style="list-style-type: none"> <li>1. COVID-19 Testing and Safety amongst Staff (Police/Human Resources);</li> </ol>	

## City Council Work Plan Development

Work Plan Items (Active and <b>New</b> )	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward <b>(New)</b>
<b>Police</b>		
<ol style="list-style-type: none"> <li>1. Radio Replacement Project</li> <li>2. Computer Aided Dispatch and Records Management System Replacement Project</li> <li>3. Implementation of Police Department 2019/2021 Strategic Plan</li> <li>4. Public Safety Technology Assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. COVID-19 Modified "Team Policing" Schedule</li> <li>2. Management of Contracted Face Covering Enforcement (Police/Community Development);</li> <li>3. COVID-19 Testing and Safety amongst Staff (Police/Human Resources);</li> <li>4. Upgrading the Police Station's Video Security System</li> <li>5. Upgrading Patrol In-Car Video Systems</li> <li>6. Upgrading of Police Station Access Control System</li> </ol>	
<b>Fire</b>		
<ol style="list-style-type: none"> <li>1. Improve Fire Prevention Inspection Documentation/Data Collection</li> <li>2. Improve Ambulance Transport Services</li> <li>3. Replace Dispatch Software, Database Management, CAD Integration</li> <li>4. Emergency Notification System</li> </ol>	<ol style="list-style-type: none"> <li>1. Full RMS integration</li> <li>2. Business Inspections Resumption</li> <li>3. Updating Department Policies and Procedures</li> <li>4. Vaccine Distribution Site (partnership with Beach Cities Health District)</li> <li>5. Emergency Manager Position Recruitment</li> <li>6. Emergency Management Plan and Emergency Operations Center Procedures Update</li> </ol>	

## City Council Work Plan Development

Work Plan Items (Active and <b>New</b> )	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward ( <b>New</b> )
<b>Community Development</b>		
<ol style="list-style-type: none"> <li>1. Manhattan Village Shopping Center Expansion Project</li> <li>2. Modernize Parking Standards</li> <li>3. Environmental Sustainability Work Plan</li> <li>4. Climate Resiliency Program</li> <li>5. Housing Policy and Regulation Updates</li> <li>6. Wireless Telecommunications Program</li> <li>7. Code Enforcement Review <b>(Including Additional Personnel)</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Permitting System (Energov) Implementation and Customization</li> <li>2. Development Projects &amp; Complex Appeals Process and Litigation Support for Nando Trattoria, MB Post and Proposed Hotel on 600 South Sepulveda Blvd</li> <li>3. COVID-19 Enforcement - Business and Construction Site COVID-19 protocols;</li> <li>4. COVID-19 Outdoor Dining Program Administration and Management;</li> <li>5. Management of Contracted Face Covering Enforcement (Police/Community Development);</li> <li>6. Oak Avenue/Manhattan Village Mall Neighborhood Traffic Management Plan;</li> <li>7. Gelson's Neighborhood Traffic Management Plan;</li> <li>8. South Sepulveda/Skechers/Hotel Neighborhood Traffic Management Plan;</li> <li>9. Citywide Engineering and Traffic Surveys i.e. Speed Surveys</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Transportation Options Review</b></li> </ol>

## City Council Work Plan Development

Work Plan Items (Active and New)	Significant Non-Work Plan Items Requiring Staff Time	Items to Not Carryforward (New)
<b>Public Works</b>		
<ol style="list-style-type: none"> <li>Utility Undergrounding Assessment Districts</li> <li>Downtown and North End Beautification</li> <li>Senior &amp; Scout House Project including Joslyn Center Façade Citywide Document Imaging System (Conversion) Project</li> <li><b>Solar Panel Installation on City Facilities</b></li> </ol>	<ol style="list-style-type: none"> <li>Capital Improvements Program</li> </ol>	
<b>Information Technology</b>		
<ol style="list-style-type: none"> <li>Enterprise Resource Planning (ERP) System</li> <li>Work Order Management</li> <li>Update on City Website and New City URL (.gov)</li> <li>Automated Permitting Software Solution</li> </ol>	<ol style="list-style-type: none"> <li>COVID-19 Remote Work Force Deployment And Ongoing Support</li> <li>Remote Council Broadcasting And Zoom Implementation And Support</li> <li>Phone System Upgrade</li> <li>Disaster Recover Activities (Tyler Dr, Documentation, Process Review, Etc.)</li> <li>Cybersecurity (Arctic Wolf, Firewall Policies, Proofpoint, Etc.)</li> </ol>	<ol style="list-style-type: none"> <li><b>Fiber Master Plan</b></li> </ol>