

City Council

Amended Agenda (Item No. 10 Has Been Revised)

Wednesday, March 4, 2015

6:00 PM

City Council Chambers

5:00 PM Adjourned Regular Meeting - Closed Session



Mayor Wayne Powell
Mayor Pro Tem Mark Burton
Councilmember Tony D'Errico
Councilmember David J. Lesser
Councilmember Amy Howorth

Executive Team

Mark Danaj, City Manager
Quinn Barrow, City Attorney

Robert Espinosa, Fire Chief
Cathy Hanson, Human Resources Director
Eve R. Irvine, Police Chief
Mark Leyman, Parks & Recreation Director
Bruce Moe, Finance Director

Nadine Nader, Assistant City Manager
Tony Olmos, Public Works Director
Liza Tamura, City Clerk
Marisa Lundstedt, Community
Development Director

MISSION STATEMENT:

The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.

March 4, 2015

City Council Meeting Amended Agenda Packet

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MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!

Your presence and participation contribute to good city government.

By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified two additional times for public comments on the agenda--under "Community Announcements Regarding Upcoming Events," at which time the public may address the City Council regarding any upcoming events for up to one minute in duration for any speaker; and again under "Public Comment on Non-Agenda Items," at which time speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the legislative body, not including items on the agenda, for up to three minutes for each speaker. Estimated times have been placed under each heading to assist with meeting management. Please note that these times are merely an estimate.

Please note that each speaker may speak for up to 15 minutes at any one Council meeting, with additional time during public hearings.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at www.citymb.info, the Police Department located at 420 15th Street, and are also on file in the Office of the City Clerk for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office at (310) 802-5056.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802-5056 (voice) or (310) 546-3501 (TDD). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

BELOW ARE THE AGENDA ITEMS TO BE CONSIDERED. THE RECOMMENDED COUNCIL ACTION IS LISTED IMMEDIATELY AFTER THE TITLE OF EACH ITEM IN BOLD CAPITAL LETTERS.**A. PLEDGE TO THE FLAG**

Alegra Stickney, 12th Grade - Mira Costa High School.

5 MINUTES

B. NATIONAL ANTHEM

Manhattan Beach Middle School Orchestra - String Ensemble

Kevin Chen, Katherine Kim, Lulu Yu, Rachel Clinton, Ethan Park, Anna MacFarlane, Alexandra So, Olivia Tuffli, Trevor Mahony, Sabrina Kim, Christine Garrison, Eric Mei, Ivy Stevens, Katie Harada Alcantara, Nisha Chatwani, Jordan Lee Shahrzad Sadeghi, Tamara Tran, Jeffrey Noh, Philip Wandel

5 MINUTES

C. ROLL CALL

1 MINUTE

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

1 MINUTE

I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Friday, February 27, 2015, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.

E. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES

5 MINUTES

By motion of the City Council this is the time to notify the public of any changes to the agenda and/or rearrange the order of the agenda.

F. CEREMONIAL CALENDAR

30 MINUTES

1. Presentation of Certificates of Recognition to the Clinton Family for Distinguished Service to the Manhattan Beach Community. [15-0117](#)
PRESENT
2. Presentation of an Employee Service Award to Police Lieutenant Andy Harrod on the Occasion of his 40th Anniversary with the City of Manhattan Beach. [15-0115](#)
PRESENT
3. Presentation of a Commendation Recognizing The Hyperion Outfall Serenaders on the Occasion of their 40th Anniversary. [15-0116](#)
PRESENT

G. CITY MANAGER REPORT

5 MINUTES

H. CITY ATTORNEY REPORT

5 MINUTES

I. CITY COUNCIL ANNOUNCEMENTS AND REPORTS

5 MINUTES PER CITY COUNCILMEMBER FOR TOTAL OF 25 MINUTES

J. COMMUNITY ANNOUNCEMENTS REGARDING UPCOMING EVENTS

1 MINUTE PER PERSON

This portion of the meeting is to provide an opportunity for citizens to address the City Council regarding upcoming events. The duration for an individual speaking under "Community Announcements Regarding Upcoming Events" is limited to one minute. A second, extended opportunity to speak is provided under "Public Comment on Non-Agenda Items." While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda, except under very limited circumstances. Please complete the "Request to Address the City Council" card by filling out your name, city of residence, and returning it to the City Clerk. Thank you!

K. PUBLIC COMMENT ON NON-AGENDA ITEMS

3 MINUTES PER PERSON - 30 MINUTES MAXIMUM

Speakers may comment on any item of interest to the public that is within the subject matter jurisdiction of the legislative body, not including items on the agenda. The Mayor may determine whether an item is within the subject matter jurisdiction of the City. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda, except under very limited circumstances. Please complete the "Request to Address the City Council" card by filling out your name, city of residence, and returning it to the City Clerk.

L. CONSENT CALENDAR

5 MINUTES

NOTICE TO THE PUBLIC - The items on the "Consent Calendar" are routine and customary business items and will be enacted with one vote. The Mayor will ask the public, the City Councilmembers and the staff if there is anyone who wishes to remove any item from the "Consent Calendar" for public comment, discussion and consideration. The matters removed from the "Consent Calendar" will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." At that time, any member of the audience may comment on any item pulled from the "Consent Calendar." The entire "Consent Calendar," with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion, after the Mayor has invited the public to speak.

4. Agreement with John L. Hunter and Associates for Clean Bay Restaurant (CBR), Fast/Oils/Grease (FOG) and Industrial/Commercial Stormwater Discharge (ICSD) Inspections in the Not-to-Exceed Amount of \$140,385. (Public Works Director Olmos). **APPROVE** [15-0053](#)

Attachments: [Professional Services Agreement with John L. Hunter and Associates](#)

5. Award Construction Contract to Ruiz Brothers/Fast-Track Joint Venture for the Strand Wall Repair and Enhancement Project (Public Works Director Olmos). **APPROVE** [CON 15-0010](#)

Attachments: [Budget and Anticipated Expenditures](#)

[Approved Wave Patterns](#)

[Strand Wall Construction Contract with Ruiz Brothers Construction Co. and Fas](#)

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6. Resolution to Install Stop Signs on 8th Street at John Street as Recommended by the Parking and Public Improvements Commission (Community Development Director Lundstedt). [RES 15-0005](#)
ADOPT
Attachments: [January 22, 2015 Parking and Public Improvements Commission Staff Report](#)
[January 22, 2015 Parking and Public Improvements Commission Draft Minutes](#)
[Resolution No. 15-0005](#)
7. Resolution to Install Stop Signs on John Street at 9th Street as Recommended by the Parking and Public Improvements Commission (Community Development Director Lundstedt). [RES 15-0006](#)
ADOPT
Attachments: [January 22, 2015 Parking and Public Improvements Commission Staff Report](#)
[January 22, 2015 Parking and Public Improvements Commission Draft Minutes](#)
[Resolution No. 15-0006](#)
8. Minutes: [15-0011](#)
This item contains action minutes of City Council meetings which are presented for approval. Staff recommends that the City Council, by motion, take action to approve the action minutes of the:
a) City Council Adjourned Regular Meeting-Closed Session of February 17, 2015
b) City Council Regular Meeting of February 17, 2015
c) City Council Adjourned Regular Meeting-Closed Session of February 23, 2015
d) City Council Adjourned Regular Meeting-Study Session (ULI) of February 23, 2015
(City Clerk Tamura).
APPROVE
Attachments: [City Council Adjourned Regular Meeting-Closed Session of February 17, 2015](#)
[City Council Regular Meeting of February 17, 2015](#)
[City Council Adjourned Regular Meeting-Closed Session of February 23, 2015](#)
[City Council Adjourned Regular Meeting-Study Session \(ULI\) of February 23, 2015](#)

M. PUBLIC HEARINGS*30 MINUTES PER ITEM*

9. Local Coastal Program Code Amendments in Compliance with the [ORD 15-0002](#) California Coastal Commission Modifications to Implement the Adopted and Certified Housing Element Update (2008-2014) (Community Development Director Lundstedt).
CONDUCT PUBLIC HEARING, INTRODUCE ORDINANCE NO. 15-0002

Attachments: [Draft Ordinance No. ORD 15-0002](#)
[Ordinance No. 13-0012](#)
[California Coastal Commission Letter Dated March 14, 2014](#)

N. GENERAL BUSINESS

PLEASE NOTE THAT THE STAFF REPORT FOR ITEM NO. 10 (FORMERLY ITEM NO. 4) WAS REVISED ON FEBRUARY 27, 2015.

30 MINUTES PER ITEM

10. Request from Southbay Magazine for Special Permit: Limited Alcoholic Beverage Use on Public Property for the "Southbay's 3rd Annual Girls Night Out" Event on May 8, 2014 in the Civic Center Plaza (Parks and Recreation Director Leyman). [15-0120](#)
APPROVE

Attachments: [Southbay Magazine's Special Event Application](#)
["Southbay's 3rd Annual Girls Night Out" Site Map](#)

11. Resolution to Install Stop Signs at Valley Drive/Oak Street/35th Street and Realign the Intersection Approaches on a Trial Basis as Recommended by the Parking and Public Improvements Commission (Community Development Lundstedt). [RES 15-0007](#)
ADOPT

Attachments: [January 22, 2015 Parking and Public Improvements Commission Staff Report](#)
[January 22, 2015 Parking and Public Improvements Commission Draft Minutes](#)
[Resolution No. 15-0007](#)

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12. Council Consideration and Direction for a Hardship Exemption from the Downtown IZO to Allow a Change of Use for a Retail Use to Temporarily Occupy a Restaurant Space at 1140 Highland Avenue (Community Development Director Lundstedt). [15-0111](#)
DISCUSS AND PROVIDE DIRECTION
Attachments: [Ordinance No. 14-0011-Downtown IZO 7-15-14](#)
[IZO Hardship Exemption Request Letter-1140 Highland](#)
13. Updated City of Manhattan Beach Policy for Special Events (Parks and Recreation Director Leyman). [15-0113](#)
APPROVE
Attachments: [City of Manhattan Beach Policy for Special Events, 1989](#)
[MB Special Event Application](#)
[MB Special Events Policy 2015](#)
[Special Events Calendar for 2015](#)
[Public Relations Form](#)
[Green Matrix Form](#)
14. Review Waste Management Food Waste Recycling Program Proposal and Approve Commercial and Residential Program - Option 1 (Public Works Director Olmos). [15-0114](#)
DISCUSS AND PROVIDE DIRECTION
Attachments: [Proposal to Manhattan Beach for Food Waste Diversion Program](#)
[Table Showing AB1826 Participation Requirements for Businesses](#)

O. ITEMS REMOVED FROM THE CONSENT CALENDAR

5 MINUTES PER ITEM

Prior to the Council's consideration of each item removed from the consent calendar, speakers may comment on any or all of those items for up to three minutes per item.

P. OPTIONAL ADDITIONAL PUBLIC COMMENTS ON NON-AGENDA ITEMS

For speakers who did not speak at the first "Public Comment" period because the 30 minute time limit was reached.

3 MINUTES PER PERSON

Q. OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS, FUTURE DISCUSSION ITEMS

5 MINUTES PER CITY COUNCILMEMBER FOR TOTAL OF 25 MINUTES

R. RECEIVE AND FILE ITEMS

The following items are informational items that do not require action by the City Council. They can be "Received and Filed" by one motion: "Motion to Receive and File" or by order of the Chair.

The Mayor will provide a maximum of three minutes for speakers to comment on this category.

15. Financial Report: [15-0064](#)
Schedule of Demands: February 12, 2015 (Finance Director Moe).
RECEIVE AND FILE

Attachments: [Schedule of Demands Register for February 12, 2015](#)

16. Commission Minutes: [15-0107](#)
This Item Contains Action Minutes of City Council Subcommittees and other City Commissions and Committees which are Presented to be Received and Filed by the City Council. Staff Recommends that the City Council, by Motion, Take Action to Receive and File the Action Minutes of the:
a) Cultural Arts Commission Meeting of December 9, 2014
b) Parks and Recreation Commission Meeting of December 22, 2014
c) Cultural Arts Commission Meeting of January 13, 2015
d) Parks and Recreation Commission Meeting of February 2, 2015 (Parks and Recreation Director Leyman).

RECEIVE AND FILE

Attachments: [Cultural Arts Commission Meeting of December 9, 2014](#)
[Parks and Recreation Commission Meeting of December 22, 2014](#)
[Cultural Arts Commission Meeting of January 13, 2015](#)
[Parks and Recreation Commission Meeting of February 2, 2015](#)

S. ADJOURNMENT

T. FUTURE MEETINGS**CITY COUNCIL MEETINGS**

Feb. 3, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Feb. 17, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Mar. 4, 2015 – Wednesday -- 6:00 PM - City Council Meeting
Mar. 12, 2015 – City Council Retreat
Mar. 13, 2015 – City Council Retreat
Mar. 17, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Apr. 7, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Apr. 21, 2015 – Tuesday -- 6:00 PM - City Council Meeting
May. 5, 2015 – Tuesday -- 6:00 PM - City Council Meeting
May. 19, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Jun. 2, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Jun. 16, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Jul. 7, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Jul. 21, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Aug. 4, 2015 – Tuesday -- 6:00 PM - City Council Meeting
Aug. 18, 2015 – Tuesday -- 6:00 PM - City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

Jan. 22, 2015 – Thursday – 6:30 PM – Parking & Public Improvements Commission Meeting
Jan. 26, 2015 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
Jan. 28, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
Feb. 9, 2015 – Monday – 6:30 PM – Library Commission Meeting
Feb. 10, 2015 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
Feb. 11, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
Feb. 23, 2015 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
Feb. 25, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
Feb. 26, 2015 – Thursday – 6:30 PM – Parking & Public Improvements Commission Meeting
Mar. 9, 2015 – Monday – 6:30 PM – Library Commission Meeting
Mar. 10, 2015 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
Mar. 11, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
Mar. 23, 2015 – Monday – 6:30 PM – Parks and Recreation Commission Meeting
Mar. 25, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
Mar. 26, 2015 – Thursday – 6:30 PM – Parking & Public Improvements Commission Meeting
Apr. 8, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
Apr. 13, 2015 – Monday – 6:30 PM – Library Commission Meeting
Apr. 14, 2015 – Tuesday – 6:00 PM – Cultural Arts Commission Meeting
Apr. 22, 2015 – Wednesday – 6:30 PM – Planning Commission Meeting
Apr. 23, 2015 – Thursday – 6:30 PM – Parking & Public Improvements Commission Meeting
Apr. 27, 2015 – Monday – 6:30 PM – Parks and Recreation Commission Meeting

U. CITY HOLIDAYS

CITY OFFICES CLOSED ON THE FOLLOWING DAYS:

Nov. 27-28, 2014 – Thursday & Friday – Thanksgiving Holiday
Dec. 25, 2014 – Thursday – Christmas Day
Jan. 1, 2015 – Thursday – New Years Day
Jan. 19, 2015 – Monday – Martin Luther King Day
Feb. 16, 2015 – Monday – President's Day
May. 25, 2015 – Monday – Memorial Day
Jul. 3, 2015 - Friday - Independence Day
Sep. 7, 2015 – Monday – Labor Day
Oct. 12, 2015 – Monday – Columbus Day
Nov. 11, 2015 – Wednesday – Veterans Day

Agenda Date: 3/4/2015

TO:

Members of the City Council

FROM:

Mayor Powell

SUBJECT:

Presentation of Certificates of Recognition to the Clinton Family for Distinguished Service to the Manhattan Beach Community.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
The Clinton Family
For
Distinguished Service to the Manhattan Beach Community**

Agenda Date: 3/4/2015

TO:

Members of the City Council

FROM:

Mayor Powell

SUBJECT:

Presentation of an Employee Service Award to Police Lieutenant Andy Harrod on the Occasion of his 40th Anniversary with the City of Manhattan Beach.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
Police Lieutenant Andy Harrod
On His 40th Anniversary with the
City of Manhattan Beach**

Agenda Date: 3/4/2015

TO:

Members of the City Council

FROM:

Mayor Powell

SUBJECT:

Presentation of a Commendation Recognizing The Hyperion Outfall Serenaders on the Occasion of their 40th Anniversary.

PRESENT

**The City Council of the City of Manhattan Beach
Does Hereby Proudly Recognize
The Hyperion Outfall Serenaders
On Their 40th Anniversary**

The Hyperion Outfall Serenaders:

**Jack Freeman
Fran Freeman
Jimmy Green
John Norton
Louis Pastor
Dave Stanton
Bob White**

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director
Raul Saenz, Utilities Manager

SUBJECT:

Agreement with John L. Hunter and Associates for Clean Bay Restaurant (CBR),
Fast/Oils/Grease (FOG) and Industrial/Commercial Stormwater Discharge (ICSD)
Inspections in the Not-to-Exceed Amount of \$140,385. (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve Agreement with John L. Hunter and Associates for CBR, FOG and ICSD Inspections in the not-to-exceed amount of \$140,385 (\$46,795 per year) for a three year term.

FISCAL IMPLICATIONS:

Sufficient funds are available in the Public Works Department's Storm Drain and Sewer Maintenance budgets for these services.

BACKGROUND:

On January 6, 2009, City Council awarded a three year contract in the amount of \$16,150 per year to John L. Hunter and Associates. The scope of work included conducting restaurant inspections, follow-up inspections, recording the results, offering Best Management Practices (BMPs) to the restaurant staff, providing education and outreach materials, and updating restaurant information. The goal of the program is to recognize restaurants that are actively preventing stormwater pollution of the beaches and ocean.

On August 8, 2009, City Council approved Amendment No. 1 to the Agreement, which added FOG Inspections to the CBR Inspections contract for a combined cost of \$39,260 per year. These services were added to comply with Title 5 - Sanitation and Health of the City of Manhattan Beach Municipal Code with the addition of Chapter 5.38 - Fats, Oils and Grease Management and Discharge Control, which is intended to reduce sanitary sewer overflows

resulting from restaurant sanitary sewer line blockages, and to protect public health and the environment by minimizing public exposure to unsanitary conditions.

On September 4, 2012, City Council approved Amendment No. 2 to the Agreement, extending the Agreement for an additional two years. The term of Amendment 2 has expired, therefore, a new consultant agreement with a new term is needed to continue past services and increase the scope of services to include ICSD inspections for an amount of \$46,795 per year, or \$140,385 for the three year term. The annual amount includes the cost to perform CBR and FOG inspections (\$37,845 per year) and additional ICSD Inspections outside of the CBR/FOG program (\$8,950 per year).

John L. Hunter and Associates has been providing inspection services to the City since 2009. This firm is intricately familiar with the City's industrial / commercial businesses and has established relationships with the business owners and operators. They understand that although their job is to assure compliance with current regulations, their job is to also work with businesses to provide them with realistic recommendations to achieve compliance. Given the complexities regarding sewer and stormwater discharge compliance and this firm's exceptional qualifications and attention to customer service, staff recommends that this firm should be retained for another three years. Staff will carefully track future State regulations and consultant competition in this area to decide if an RFP for future inspection services will be issued before the expiration of this new agreement.

DISCUSSION:

The City's 156 CBR and FOG inspections are mutually exclusive of one another, but are conducted concurrently over the course of 6 months during each inspection year. Inspection grading is on a pass/fail basis. Restaurants that pass inspection are deemed compliant for the inspection year. Restaurants that fail inspection are required to take corrective action within two months, after which time a follow up inspection is performed to verify the correction.

CBR inspections assure that restaurants exercise BMP's that prevent improper disposal of waste that could contribute pollutants to stormwater runoff, posing a serious threat to public health and the ocean. FOG inspections assure that restaurants exercise BMP's that prevent sewer line stoppages that could cause sewer system overflows on to the public right-of-way and into the stormwater system, posing a serious threat to public health and ocean.

The Los Angeles County National Pollution Discharge Elimination System Municipal Separate Storm Sewer System permit requires annual ICSD inspections of automotive centers, nurseries, and industrial facilities, as well as restaurants. The 156 CBR and FOG inspections performed by John L. Hunter and Associates qualify as ICSD inspections under this permit. This leaves 46 additional facilities within the City that require ICSD inspections outside of the CBR/FOG program. This amendment will add these additional inspections to the scope of work.

CONCLUSION:

Staff recommends that the City Council approve Agreement with John L. Hunter and Associates for CBR, FOG and ICSD Inspections in the not-to-exceed amount of \$140,385 for three year term (\$46,795 per year).

Attachment:

1. Professional Services Agreement with John L. Hunter and Associates

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into on this 5th day of March, 2015, by and between the City of Manhattan Beach, a municipal corporation ("City") and John L. Hunter & Associates, Inc., a California corporation ("Contractor") (collectively, the "Parties").

RECITALS

A. City desires to obtain services of Contractor to assist with Clean Bay Restaurants/Fats, Oils, and Grease (CBR/FOG) and NPDES MS4 inspections.

B. Contractor represents that it is qualified and able to perform the services required by this Agreement.

NOW, THEREFORE, in consideration of the Parties' performance of the promises, covenants, and conditions stated herein, the Parties hereto agree as follows:

Section 1. Contractor's Services. Contractor shall perform the services described in Exhibit A (the "Services") in a manner satisfactory to City and consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. In the event of any conflict between the provisions of Exhibit A and the provisions in the body of this Agreement, the provisions in the body of this Agreement shall control.

Section 2. Term of Agreement. This Agreement shall be for a term of three years, commencing on March 5, 2015 and ending on March 4, 2018, unless sooner terminated by the City.

Section 3. Time of Performance. Contractor shall commence its services under this Agreement upon receipt of a written notice to proceed from City in the manner described in Exhibit A. Contractor shall complete the services in conformance with the timeline set forth in Exhibit A, or as otherwise directed by the City's representative.

Section 4. Compensation.

(a) City agrees to pay Contractor in accordance with the fee schedule included as part of Exhibit A. Except as otherwise stated in subsection (c) of this section, in no event shall the Contractor be paid more than \$140,385 [\$46,795.00/yr] during the term of this Agreement.

(b) Unless expressly provided for in Exhibit A, Contractor shall not be entitled to reimbursement for any expenses. Any expenses incurred by Contractor that are not expressly authorized by this Agreement will not be reimbursed by City.

(c) The City Manager may authorize cumulative increases for additional work of up to 20%. Any additional work in excess of this amount requires approval by the City Council.

Section 5. Method of Payment. City shall pay Contractor in accordance with the method and schedule of payment set forth in Exhibit A, attached hereto and incorporated herein.

Unless otherwise specified in Exhibit A, Contractor shall submit to City a detailed invoice on a monthly basis for the services performed pursuant to this Agreement. Each invoice shall describe in detail the services rendered during the period, the days worked, number of hours worked, the hourly rates charged, and the services performed for each day in the period, as applicable. Within 45 days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice.

Section 6. Independent Contractor. The Parties agree, understand, and acknowledge that Contractor is not an employee of the City, but is solely an independent contractor. Contractor expressly acknowledges and agrees that City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance or other employee benefits and that any person employed by Contractor shall not be in any way an employee of the City. As such, Contractor shall have the sole legal responsibility to remit all federal and state income and social security taxes and to provide for his/her own workers' compensation and unemployment insurance and that of his/her employees or subcontractors. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Contractor shall indemnify and hold harmless City and its elected officials, officers and employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from Contractor's personnel practices. City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section 6.

Section 7. Assignment. This Agreement shall not be assigned, in whole or in part, by Contractor without the prior written approval of City. Any attempt by Contractor to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

Section 8. Responsible Principals.

(a) Contractor's responsible principal, John L. Hunter, President, shall be principally responsible for Contractor's obligations under this Agreement and shall serve as principal liaison between City and Contractor. Designation of another Responsible Principal by Contractor shall not be made without prior written consent of City.

(b) City's Responsible Principal shall be the Director of Public Works, who shall administer the terms of the Agreement on behalf of City.

Section 9. Personnel. Contractor represents that it has, or shall secure at its own expense, all personnel required to perform the Services under this Agreement. All personnel engaged in the work shall be qualified to perform such Services.

Section 10. Permits and Licenses. Contractor shall obtain and maintain during the term of this Agreement all necessary licenses, permits, and certificates required by law for the provision of the Services, including a business license.

Section 11. Interests of Contractor.

(a) Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the Services, or which would conflict in any manner with the performance of the Services. Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Contractor shall avoid the appearance of having any interest, which would conflict in any manner with the performance of the Services. Contractor shall not accept any employment or representation during the term of this Agreement which is or may likely make Contractor "financially interested" (as provided in California Government Code §§ 1090 and 87100) in any decision made by City on any matter in connection with which Contractor has been retained.

(b) Contractor further warrants and maintains that it has not employed or retained any person or entity, other than a bona fide employee working exclusively for Contractor, to solicit or obtain this Agreement. Nor has Contractor paid or agreed to pay any person or entity, other than a bona fide employee working exclusively for Contractor, any fee, commission, gift, percentage, or any other consideration contingent upon the execution of this Agreement. Upon any breach or violation of this warranty, City shall have the right, at its sole and absolute discretion, to terminate this Agreement without further liability, or to deduct from any sums payable to Contractor hereunder the full amount or value of any such fee, commission, percentage or gift.

(c) Contractor warrants and maintains that it has no knowledge that any officer or employee of City has any interest, whether contractual, non-contractual, financial, proprietary, or otherwise, in this transaction or in the business of Contractor, and that if any such interest comes to the knowledge of Contractor at any time during the term of this Agreement, Contractor shall immediately make a complete, written disclosure of such interest to City, even if such interest would not be deemed a prohibited "conflict of interest" under applicable laws as described in this subsection.

Section 12. Insurance. [Check if Applicable]

(a) Contractor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

(1) A policy or policies of Comprehensive General Liability Insurance, with minimum limits of \$2,000,000 for each occurrence, combined single limit, against any personal injury, death, loss, or damage resulting from the wrongful or negligent acts by Contractor.

(2) A policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits of \$1,000,000 per occurrence combined single limit, covering any vehicle utilized by Contractor in performing the Services required by this Agreement.

(3) [x] Workers' compensation insurance as required by the State of California.

(4) [x] A policy or policies of Professional Liability Insurance (errors and omissions) with minimum limits of \$2,000,000 per claim and in the aggregate. Any deductibles or self-insured retentions attached to such policy or policies must be declared to and be approved by City. Further, Contractor agrees to maintain in full force and effect such insurance for one year after performance of work under this Agreement is completed.

(b) Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(1) City, its officers, officials, employees, designated volunteers and agents serving as independent contractors in the role of City officials, are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no limitations on the scope of protection afforded to City, its officers, officials, employees, designated volunteers or agents serving as independent contractors in the role of City officials which are not also limitations applicable to the named insured.

(2) For any claims related to this Agreement, Contractor's insurance coverage shall be primary insurance as respects City, its officers, officials, employees, designated volunteers and agents serving as independent contractors in the role of City officials. Any insurance or self-insurance maintained by City, its officers, officials, employees, designated volunteers or agents serving as independent contractors in the role of City officials shall be excess of Contractor's insurance and shall not contribute with it.

(3) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) Each insurance policy, except for the professional liability policy, required by this clause shall expressly waive the insurer's right of subrogation against City and its elected officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of City officials.

(5) Each insurance policy required by this Agreement shall be endorsed to state: should the policy be canceled before the expiration date, the issuing insurer shall mail 30 days' prior written notice to the City.

(6) If insurance coverage is canceled or reduced in coverage or in limits, Contractor shall within two business days of notice from insurer, phone, fax and/or notify the City via certified mail, return receipt requested, of the changes to or cancellation of the policy.

(c) The City's Risk Manager may, in writing, amend and/or waive any or all of the insurance provisions set forth herein. In such case, the Contractor shall comply with the insurance provisions required by the City's Risk Manager.

(d) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A-;VII in the latest edition of Best's Insurance Guide, unless waived in writing by City's Risk Manager.

(e) Contractor agrees that if it does not keep the insurance in full force and effect, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon.

(f) All insurance coverages shall be confirmed by execution of endorsements on forms approved by City. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before services commence. As an alternative to City forms, Contractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

(g) Any deductibles or self-insured retentions must be declared to and approved by City, and shall not exceed \$25,000.

(h) Contractor shall require each of its sub-contractors (if any) to maintain insurance coverage that meets all of the requirements of this Agreement.

Section 13. Indemnification.

(a) Indemnity for Design Professional Services. Contractor is considered a "design professional" as that term is defined in Civil Code Section 2782.8. In connection with its design professional services, Contractor shall hold harmless and indemnify City, and its elected officials, officers, employees, servants, designated volunteers, and those city agents serving as independent consultants in the role of city officials (collectively, "Indemnitees"), with respect to any and all claims, demands, damages, liabilities, losses, costs or expenses, including reimbursement of attorneys' fees and costs of defense (collectively, "Claims" hereinafter), including but not limited to Claims relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to in whole or in part to the negligence, recklessness, or willful misconduct of Contractor or any of its officers, employees, subcontractors, or agents in the performance of its design professional services under this Agreement.

(b) Other Indemnities. In connection with any and all claims, demands, damages, liabilities, losses, costs or expenses, including attorneys' fees and costs of defense (collectively, "Damages" hereinafter) not covered by Section (a) herein, Contractor shall defend, hold harmless and indemnify the Indemnitees with respect to any and all Damages, including but not limited to, Damages relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to the acts or omissions of Contractor or any of its officers, employees, subcontractors, or agents in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such loss or damage arising from the sole negligence or willful misconduct of the City, as determined by final arbitration or court decision or by the

agreement of the parties. Contractor shall defend Indemnitees in any action or actions file in connection with any such Damages with counsel of City's choice, and shall pay all costs, judgments, and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or City. All duties of Contractor under this Section shall survive termination of this Agreement.

Section 14. Termination.

(a) City shall have the right to terminate this Agreement for any reason or for no reason upon five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of such notice.

(b) City may at any time, for any reason, with or without cause, suspend this Agreement, or any portion hereof, by serving upon the Contractor written notice. Upon receipt of that notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends only a portion of this Agreement, such suspension shall not make void or invalidate the remainder of this Agreement.

(c) In the event of termination or cancellation of this Agreement by City, due to no fault or failure of performance by Contractor, Contractor shall be paid based on the percentage of work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the Services required by this Agreement. Contractor shall have no other claim against City by reason of such termination, including any claim for compensation.

Section 15. City's Responsibility. City shall provide Contractor with all pertinent data, documents, and other requested information as is available for the proper performance of Contractor's Services.

Section 16. Information and Documents.

(a) Contractor covenants that all data, documents, discussion, or other information (collectively "Data") developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Contractor without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Contractor, its officers, employees, agents, or subcontractors, shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary," provided Contractor gives City notice of such court order or subpoena.

(b) Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work

performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, the City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite the response.

(c) All Data required to be furnished to City in connection with this Agreement shall become the property of City, and City may use all or any portion of the Data submitted by Contractor as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the Services shall become the sole property of the City and may be used, reused or otherwise disposed of by City without Contractor's permission.

(d) Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of 3 years after receipt of final payment.

(e) Contractor's covenants under this Section shall survive the termination of this Agreement.

Section 17. Default.

(a) Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to Contractor. If such failure by Contractor to make progress in the performance of work hereunder arises out of causes beyond Contractor's control, and without fault or negligence of Contractor, it shall not be considered a default.

(b) If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, City shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

Section 18. Changes in the Services. City shall have the right to order, in writing, changes in the Services or the services to be performed. Any changes in the Services requested by Contractor must be made in writing and approved by both Parties.

Section 19. Notice. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party's regular business hours or by facsimile before or during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid, to the addresses set forth below, or to such other addresses as the Parties may, from time to time, designate in writing pursuant to this section.

If to City: City of Manhattan Beach Public Works
3621 Bell Avenue
Manhattan Beach, California 90266
Attn: Raul Saenz

If to Contractor: John L. Hunter & Associates, Inc.
6131 Orangethorpe Avenue, Suite 300
Buena Park, California 90620
Attn: John L. Hunter

Section 20. Attorneys' Fees. If a party commences any legal, administrative, or other action against the other party arising out of or in connection with this Agreement, the prevailing party in such action shall be entitled to have and recover from the losing party all of its attorneys' fees and other costs incurred in connection therewith, in addition to such other relief as may be sought and awarded.

Section 21. Entire Agreement. This Agreement represents the entire integrated agreement between City and Contractor, and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Contractor.

Section 22. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 23. Venue. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Manhattan Beach.

Section 24. City Not Obligated to Third Parties. City shall not be obligated or liable under this Agreement to any party other than Contractor.

Section 25. Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

Section 26. Corporate Authority. The persons executing this Agreement on behalf of the Parties warrant that they are duly authorized to execute this Agreement on behalf of the Parties and that by their execution, the Parties are formally bound to the provision of this Agreement.

Section 27. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

EXECUTED on the date first written above at Manhattan Beach, California.

CITY OF MANHATTAN BEACH

CONTRACTOR
JOHN L. HUNTER & ASSOCIATES

Mark Danaj
City Manager

By: 
John L. Hunter

Its: President

ATTEST:

Liza Tamura
City Clerk

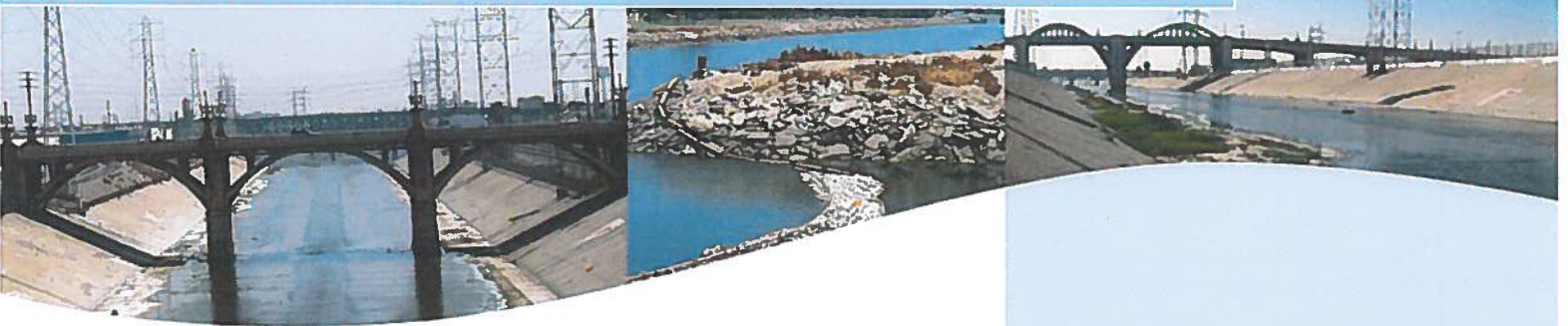
APPROVED AS TO FORM:

Quinn M. Barrow
City Attorney

EXHIBIT A
SCOPE OF SERVICES

January 7, 2015

Fee Proposal: Professional Services to Assist with CBR/FOG and NPDES MS4 Inspections



Prepared for:

Raul Saenz
Utilities Manager
City of Manhattan Beach
1400 Highland Ave
Manhattan Beach, California 90266



John L. Hunter
AND ASSOCIATES, INC.

Prepared by:
John L. Hunter & Associates
6131 Orangethorpe Ave
Suite 300
Buena Park, CA 90620

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I. FIRM BACKGROUND

John L. Hunter & Associates (JLHA) is an environmental consulting firm that provides a broad scope of services to municipal clients. Formed in 1985, JLHA's mission is to provide its clients with the expertise necessary to comply with mandated environmental programs. These programs include stormwater pollution prevention, industrial waste and fats, oils and grease (FOG) control, used oil recycling, beverage container recycling and water conservation.

JLHA takes an integrated, holistic approach to administering programs for our municipal clients. Client services include program management, planning, public outreach, inspections, investigations, enforcement, monitoring, reporting and much more. JLHA provides these services under one roof—which not only reduces the need for outsourcing—but allows us to provide better feedback, design, development, implementation, analysis and monitoring of programs for our clients.

Our staff of scientists, engineers, and public relations professionals has the experience and expertise necessary to provide effective and cost-efficient environmental compliance solutions. Staff credentials include graduates and post graduates in environmental and civil engineering, the natural sciences and public relations as well as certified professionals in stormwater quality, BMP inspection, SWPPP development and implementation, engineering and environmental site assessment.

A. STORMWATER MANAGEMENT

JLHA has considerable experience assisting municipalities with NPDES MS4 (municipal stormwater) Permit compliance programs. Currently JLHA is implementing stormwater program elements for 30 cities in a tri-county area. For 22 cities services include field activities such as site inspections and for 20 cities services include program management. Program management services consists of developing jurisdictional stormwater management program plans, advising and reporting on TMDL and other MS4 Permit requirements, watershed management and client representation with Regional Board members and staff. For several clients, JLHA has provided these services continuously for many years (e.g. Rancho Palos Verdes—1994, Signal Hill—1985, South Gate—1991).

NPDES MS4 Clients

Arcadia
 Artesia
 Bellflower
 Big Bear Lake
 Buena Park
 Covina
 Diamond Bar
 Downey
 Glendale
 Hawaiian Gardens
 Hawthorne
 La Habra
 Lakewood
 Lynwood
 Manhattan Beach
 Monrovia
 Monterey Park
 Norwalk
 Paramount
 Placentia
 Rancho Palos Verdes
 Rolling Hills
 Seal Beach
 Signal Hill
 South Gate
 South Pasadena
 Stanton
 Temple City
 Villa Park
 West Hollywood
 Whittier

B. WATERSHED MANAGEMENT

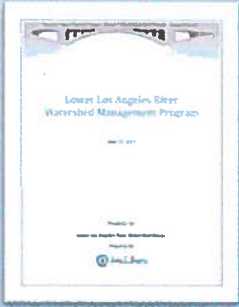
JLHA serves as the lead consultant for three watershed groups: the Lower Los Angeles River Watershed Group, the Lower San Gabriel River Watershed Group and the Peninsula Cities Watershed Group. JLHA also participates in and provides services to the Los Cerritos Channel Watershed Group. The groups formed in 2013 to develop Watershed Management Programs (WMPs), as allowed by the Los Angeles and Long Beach NPDES MS4 Permits.

In addition to recent experience with WMP development, JLHA has been involved with watershed-based, multi-jurisdictional NPDES MS4 programs for many years. JLHA served as the prime consultant in the development of the Los Angeles Reach 1 Metals TMDL Implementation Plan, which involved the participation of nine agencies. JLHA was also integral in the development of the 2011 Machado Lake Nutrients TMDL Implementation Plan. For the last ten years, JLHA has implemented studies and prepared compliance reports to the Regional Board for several cities under the Los Angeles River Trash TMDL. JLHA also prepared and has implemented elements of the Monitoring and Reporting Program for the Santa Monica Bay Bacteria TMDL for Jurisdiction 7.


In total JLHA provides individual and multi-jurisdictional stormwater management services in the following watersheds:

- Los Angeles River
- San Gabriel River
- Dominguez Channel/LA Harbor
- Santa Monica Bay
- Santa Ana River
- Anaheim Bay/Huntington Harbor

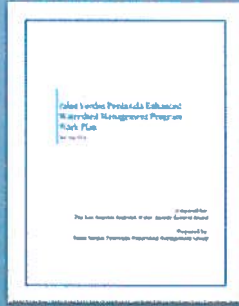
Watershed Management Program (WMP) Development



Lower Los Angeles River WMP



Lower San Gabriel River WMP



Peninsula Cities EWMP Workplan

II. SCOPE OF SERVICES

JLHA is pleased to submit this proposal for professional services to assist with Clean Bay Restaurants/Fats, Oils, Grease (CBR/FOG) and NPDES MS4 inspections to the City of Manhattan Beach. The Scope of Services under this proposal consists of:

- Conducting commercial stormwater inspections following the requirements of Section VI.D.6 of the City's NPDES MS4 Permit issued by the Los Angeles Regional Water Quality Control Board
- Conducting CBR/FOG inspections following the City's internal inspection standards
- Conducting follow-up compliance inspections
- Reporting inspection results
- Corresponding with the City regarding the inspection programs and other related administrative tasks

The CBR/FOG inspections are conducted annually and the remaining commercial stormwater inspections are conducted once every 2.5 years. This proposal covers one round of the annual CBR/FOG inspections and one round of the remaining commercial stormwater inspections, with the option to continue these services for one additional round of inspections. If the City wishes to continue the scope of services for an additional round of inspections, the cost estimate listed in the proposal will remain the same.

A. CBR/FOG CONTROL INSPECTIONS

The City's 155 restaurants will be inspected and evaluated based on the existing Clean Bay Certification Program criteria, which is similar to and constitutes an integral part of the City's existing NPDES and FOG inspection programs. This program requires annual inspections of restaurants and certifications will be issued where appropriate.

In order to receive certification, several areas of the business are evaluated. These areas include: 1) General Housekeeping Practices; 2) Trash/Dumpster Cleanliness and Practices; 3) Equipment and Outdoor Cleaning Procedures; 4) Grease Handling a Spill Disposal; 5) Recycling and Disposal Practices; 6) Landscaping and grounds maintenance; and 7) Education and Training Practices. If no stormwater/FOG violations are observed during the inspections process, then the restaurant can receive its certification. This certification – which includes a window decal distinguishing the facility as a certified Clean Bay Restaurant and recognition in local and national media sources – is distributed by the City.

B. COMMERCIAL STORMWATER INSPECTIONS

The Los Angeles County NPDES MS4 permit requires semi-quinquennial commercial stormwater inspections of automotive centers, nurseries, and industrial facilities, as well as restaurants. The CBR inspections qualify as commercial stormwater inspections under this permit. This leaves 46 additional facilities that require inspections outside of the CBR program.

A description of the general inspection process is included below.

Inspection Summary

Inspections are conducted unannounced, except at facilities where security is an issue. All inspectors wear a photo ID badge (approved by the City) identifying them as an inspector contracted by the City. The inspector meets with the facility owner/manager or responsible employee, conducts a walk-through of the facility, and determines compliance with the City's FOG and stormwater ordinances as well as the CBR program requirements. The inspector offers alternatives and options in a friendly, non-threatening manner to help the business with facilitating compliance.

Educational Materials

Business specific educational materials are hand delivered to each business as a part of the site inspection. These materials are intended for posting at the site as a reinforcement of good BMPs. The City will have the opportunity to approve existing educational materials; onto which the City logo and contact information will be added and then printed/duplicated for the City's use. At the City's request, additional materials may be developed and printed for the City's use.

Enforcement Action Summary

A facility that is found to have minor corrections required (e.g. trash bin lids open) will be re-inspected within one month from the date of the inspection. Facilities with egregious violations and/or instances of repeated noncompliance will be referred to the City for progressive enforcement.

III. RELATED EXPERIENCE AND QUALIFICATIONS

The following is a brief description of the overall history and qualifications of the key staff.

John Hunter, PE – Principal

Mr. Hunter is the President of JLHA, with over 30 years of experience in the environmental compliance fields of NPDES and Industrial Waste/FOG Control. He is a Certified Professional Chemical Engineer and a Registered Environmental Assessor. His relevant experiences include implementing and managing all aspects of NPDES Permit and FOG Control provisions for municipalities. He specializes in providing executive oversight and guidance to clients for these programs, as well as preparing and reviewing environmental plans.

Mr. Hunter holds a B.S. in Chemical Engineering from California State University Long Beach and a B.S. in Biology from University of California Irvine.

Cameron McCullough, CPSWQ, QSD/P – Project Manager

Mr. McCullough is a Programs Manager with JLHA with over ten years of experience in the field of environmental compliance. He is a Certified Professional in Stormwater Quality and a Qualified SWPPP Developer and Practitioner. His relevant experiences include developing municipal stormwater management plans, programs and reports, managing the implementation of these programs, and representing clients in interactions with regulatory agencies.

Mr. McCullough holds an M.S. in Applied Mathematics from California State University Long Beach (CSULB) and a B.S. in Physics from CSULB.

Jose Rodriguez, CESSWI, QSP – Compliance Specialist

Mr. Rodriguez is a Compliance Specialist with JLHA with over seven years of experience in the environmental compliance fields of NPDES and Fats, Oils and Grease (FOG) Control. He is a Certified

Erosion, Sediment and Stormwater Inspector and a Qualified SWPPP Practitioner. His relevant experiences include implementing all aspects of NPDES Permit provisions for municipalities. He specializes in implementing and overseeing the field operation element of these programs, such as facility inspections and investigations.

Table 1 below summarize the key staff's experience with similar projects with its current clients. The specific tasks listed in the tables are explained on the following page.

Explanation of tasks:

- **Program Assistance** – Assess compliance provisions, oversee implementation of program elements, train client staff, serve as client contact and represent client in program audits.
- **Plan Development**– Prepare documents such as TMDL Implementation Plans, Stormwater Quality/Watershed Management Programs and Stormwater Pollution Prevention Plans.
- **Permitting** – Administer environmental permitting programs (such as FOG Control).
- **Plan Review** – Review new development plans to address risks and assess regulatory compliance related to the sanitary and storm drain systems (e.g. SUSMPs and WQMPs).
- **Public Outreach** – Produce and deliver relevant outreach materials to facilities and hold educational events. Develop and implement outreach campaigns to public and private sectors.
- **Site inspections** – Conduct field Best Management Practice (BMP) inspections at industrial, commercial, municipal and construction sites.
- **Investigations and Enforcement** – Investigation potential violations and issue enforcement actions to noncompliant facilities.
- **Reporting** – Prepare Annual Reports for NPDES MS4, Construction, Industrial and Individual Permits.
- **Training** – Conduct program training for municipal staff.
- **Studies** – Conduct studies and prepare subsequent reports such as determining Trash Daily Generation Rates (DGRs) for Trash TMDLs, Watershed Management (WMPs) and Coordinated Integrated Monitoring Programs (CIMPs).

Table 1: Summary of Related Experience with Current Clients

Client	Years of Service	Program Assistance	Plan Development	Plan Review	Public Outreach	Site Inspections	Investigations	Enforcement	Reporting	Training	Studies
Arcadia (NPDES, IW)	19	X	--	X	X	X	X	X	X	--	--
Baldwin Park (IW)	14	X	--	X	--	X	X	X	X	--	--
Big Bear Lake (NPDES, FOG)	10	X	--	--	--	X	X	X	X	X	--
Buena Park (NPDES)	4	--	--	X	--	--	--	--	--	--	--
Covina (NPDES)	6	--	--	X	--	--	--	--	--	--	--
Diamond Bar (NPDES)	7	X	--	X	X	X	--	--	X	X	--
Downey (NPDES)	3	X	X	X	X	X	X	--	X	X	--
Gateway Water Management Authority	2	--	X	--	--	--	--	--	--	--	--
Hawaiian Gardens (NPDES)	2	X	X	X	X	X	X	X	X	X	--
Hawthorne (NPDES)	14	X	X	X	X	X	X	X	X	X	--
La Habra (NPDES)	3	--	--	X	--	--	--	--	--	--	--
Lower LA River Watershed Group (NPDES)	2	--	X	--	--	--	--	--	--	--	--
Lower SG River Watershed Group (NPDES)	2	--	X	--	--	--	--	--	--	--	--
Lynwood (NPDES)	2	X	X	X	X	X	X	X	X	X	--
Manhattan Beach (NPDES, CBR/ FOG)	5	X	--	--	--	X	X	--	--	--	--
Monrovia (NPDES)	10	--	--	--	--	X	--	--	X	--	X
Monterey Park (NPDES)	9	X	X	X	X	X	X	X	X	X	X
Norwalk (NPDES)	4	X	X	X	X	X	X	X	X	X	--
Paramount (NPDES)	1	X	X	X	X	X	X	X	X	X	--
Peninsula Cities EWMP Group (NPDES)	2	--	X	--	--	--	--	--	--	--	--
Placentia (NPDES)	1	--	--	--	--	X	--	--	--	--	--
Rancho Palos Verdes (NPDES & CBR)	20	X	X	X	X	X	X	X	X	X	--
Rolling Hills (NPDES)	6	--	--	--	--	--	--	--	X	--	X
Seal Beach (NPDES)	9	X	X	X	X	X	X	X	X	X	--
Signal Hill (NPDES, IW)	29	X	X	X	X	X	X	X	X	X	X
South El Monte (IW)	13	X	--	X	--	X	X	X	X	--	--
South Gate (NPDES, IW)	23	X	X	X	X	X	X	X	X	X	X
South Pasadena (NPDES, FOG)	9	X	--	--	X	X	X	X	X	X	X
Stanton (NPDES, FOG)	7	X	X	X	X	X	X	X	X	X	--
Temple City (NPDES)	11	X	X	X	X	X	X	X	X	X	X
Villa Park (NPDES)	1	X	X	X	X	X	X	--	X	X	--
West Hollywood (NPDES)	19	X	--	X	--	X	X	X	X	X	--
Whittier (NPDES)	1	X	X	X	--	--	--	--	X	--	--

IV. ESTIMATED COSTS

The following table itemizes the estimated annual costs for this project.

Task	Hours	Rate	Cost
Combined inspections CBR and FOG			
Inspect 155 Restaurants Combined CBR/FOG	155	\$150	\$23,250
Follow-up Activities	50	\$95	\$4,750
	5	\$125	\$625
Update database with field reports	50	\$95	\$4,750
CBR Program Administration			
Senior Staff Engineer	8	\$165	\$1,320
Environmental Compliance Manager	10	\$125	\$1,250
Environmental Compliance Specialist	20	\$95	\$1,900
Subtotal			\$37,845
Industrial/Commercial Facilities Program			
Inspect 46 commercial facilities (outside of the CBR program)	46	\$125	\$5,750
Follow-up Activities	10	\$95	\$950
Update database with field reports	15	\$95	\$1,425
Administration - Senior Staff Engineer	5	\$165	\$825
Subtotal			\$8,950
Total Estimated Cost			\$46,795

The NPDES program is an evolving process, and due to the uncertainties inherent with a program of this nature, such as the number of plans that will be submitted for review, and the number of illicit discharges that will occur, this program will be on a time and materials basis, with the cost not to exceed the above amount without prior City authorization.

V. STANDARD RATE SCHEDULE

Principal/Staff Engineer	\$165/hr
Environmental Compliance Manager/Project Engineer	\$125/hr
Environmental Compliance Specialist and Public Outreach Manager	\$95/hr
Laborer (OSHA 40hr certified)/ Public Outreach Assistant	\$65/hr
State Certified Laboratory Analysis	Cost + 5%
Legal Consultation, Court Appearances/Document review, etc.	\$250/hr
Inspection – Industrial/commercial facilities	\$125/inspection
Inspection – State Industrial General Permit Facilities	\$250/inspection
Inspection – Combined CBR/FOG	\$150/inspection
Inspection – FOG only	\$115/inspection
Subcontracted equipment	Cost + 5%

Prices effective as of January 1, 2015

JLHA does not add charges for overhead items such as administrative copying or mileage in and around the city.

VI. COMPANY INFORMATION

California Corporation

John L. Hunter & Associates, Inc. is a California registered corporation established in 1985. John Hunter is the Owner and President who oversees the firm.

Address

John L. Hunter
 President
 John L. Hunter & Associates, Inc.
 6131 Orangethorpe Avenue, suite 350
 Buena Park, California 90620
 (562) 802-7880 Ext 25.

Insurance

JLHA continues to maintain the same level of insurance as in the previous agreement with the City. These levels are:

- Automobile Liability, including owned, non-owned, and hired vehicles, with \$1,000,000 per occurrence.
- General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$2,000,000 per occurrence.
- Errors and Omissions coverage with limits of \$2,000,000 per occurrence.
- Workers' Compensation insurance as required by the Labor Code of the State of California.

JLHA has an additional \$1,000,000 umbrella policy in addition to the above limits (see certificate of liability insurance on the following page).

VII. REFERENCES

Name and Title	City	Contact	Project
Steve Myrter Director of Public Works	Signal Hill	2175 Cherry Ave Signal Hill, CA 90755 562-989-7356 smyrter@cityofsignalhill.org	Continuous client since 1985. JLHA has administered a variety of environmental programs, including, NPDES Stormwater, Industrial Waste (FOG) and Used Oil Recycling Programs.
Arturo Cervantes Director of Public Works City Engineer	South Gate	8650 California Ave South Gate, CA 90280 323-563-9512 acervantes@sogate.org	Continuous client since 1992. JLHA has administered the entire NPDES MS4 Compliance & FOG (Industrial Waste) Control Programs.
Andy Winje Civil Engineer	Rancho Palos Verdes	30940 Hawthorne Blvd RPV, CA 90275 310-544-5249 andyw@rpv.com	NPDES MS4 Compliance, Clean Bay Restaurants

VIII. RESUMES

Resumes of key staff are on the following pages.

Cameron McCullough, CPSWQ, QSD

Environmental Compliance Manager

Education

M.S., Applied Mathematics
California State University Long Beach

B.S., Physics
California State University Long Beach

Certifications

Certified Professional in Stormwater Quality
Envirocert (#0842)

Qualified SWPPP Developer/Practitioner
CASQA (#22706)

Affiliations

Phi Beta Kappa Society
Society for Industrial and Applied Math

Mr. McCullough has over ten years of experience in environmental management, specializing in stormwater and watershed management, fats, oils and grease control, and Phase I/II site assessment. His experiences include developing environmental management plans, programs and assessments, managing the implementation of these programs, training staff, and representing clients in interactions with regulatory agencies.

Project Experience

Watershed Management: Mr. McCullough developed elements of the Watershed Management Programs for the Lower Los Angeles River, Lower San Gabriel River and Los Cerritos Channel Watershed Management Committees. Tasks included preparation of the historical and hydrological setting, evaluation of existing pollution control measures, and development of targeted control measures to address water quality priorities.

He is also assisting in the development of an Enhanced Watershed Management Program for the Peninsula Watershed Management Group. Tasks include evaluation of existing pollution control measures and development of targeted control measures to address water quality priorities.

NPDES/Stormwater Program Management:

- Manages NPDES Programs for municipal clients in LA, Orange and San Bernardino Counties.
Clients include Downey, Norwalk, Signal Hill, Stanton, and Seal Beach. Program elements include industrial/commercial facility inspections, illicit discharge detection and elimination, construction activity, municipal activities and non-stormwater discharge prohibition.
- Develops jurisdictional Stormwater Management Programs (SWMPs) for individual municipalities.
- Develops Stormwater Pollution Prevention Plans (SWPPPs) for municipal facilities.
Clients include Downey, Norwalk, Lynwood and Pico Rivera.
- Represents cities in State compliance inspections/audits (NPDES and FOG). Performs self-audits.
Five audits total for the cities of Seal Beach (2006, 2010), Stanton (2010, 2014) and Big Bear Lake (2007).
- Manages Trash TMDL DGR studies.
- Prepares NPDES annual reports.
- Prepares and presents NPDES training to municipal staff.
- Represents municipal clients at inter-jurisdictional NPDES Program meetings.
- Design electronic database management systems to meet State reporting requirements.

Field Experience:

- Has inspected and investigated thousands of sites for NPDES/FOG/Industrial Waste compliance.
- Monitors pollutant loading for municipalities under Trash TMDLs.
- Collects and analyze stormwater, wastewater and soil samples.

John L. Hunter, PE

Principal

Areas of Expertise

NPDES Permits: Implementing and managing compliance programs.
 TMDLs: Preparing and managing Implementation/Monitoring Plans.
 FOG Control: Implementing and managing compliance programs.

Overview

Mr. Hunter has 30 years of experience in municipal environmental programs and currently oversees: (1) a 17 city NPDES program encompassing three counties that covers programs such as: watershed management, TMDL implementation, site inspections, stormwater management plan reviews, construction inspections, public agency activities, illegal discharge investigations and public outreach; (2) a 9 city FOG program encompassing permitting, inspections and enforcement, (3) a 6 city Used Oil Recycling program and (4) a 3 city Beverage Container Recycling program. He has also administered "right-to-know" hazardous materials programs for local fire departments and has substantial experience in underground tanks removals and mitigation of subsurface soils contamination.

Education

Bachelor of Science - Chemical Engineering
California State University, Long Beach
 Bachelor of Science - Biological Sciences
University of California, Irvine

Certifications and Licenses

CA Professional Chemical Engineer CH 4724
 CA Registered Environmental Assessor REA-0900
 CA Hazardous Substance Removal A3382
 CA General Engineering Contractor License A-582340

NPDES Experience and Skills

- TMDLs:**
- Los Angeles River Trash TMDL – Obtained \$0.78 million in grant funding for the Hamilton Bowl BMP Study. The intent of the study was to evaluate different end-of-pipe trash capture systems for City of Signal Hill and Long Beach.
 - Los Angeles River Metals TMDL – \$200,000 contract with Gateway Cities Council of Governments for preparation of Reach 1 Implementation Plan on behalf of 9 local agencies.
 - Dominguez Channel Bacteria Study – Conducted regional Board directed bacteria study to investigate elevated bacteria levels found in the Dominguez Channel by the Regional Board (City of Hawthorne).
 - Regional Board Audit of MS4 municipal permit program – City of Big Bear Lake
- NPDES:**
- Oversees a 20 city NPDES program encompassing site inspections, stormwater management plan reviews, construction inspections, public agency activities, illegal discharge investigations and public outreach.
 - Has chaired the following committees:
 - Los Angeles River Watershed Management Committee (Current Chair)
 - Santa Monica Bay Bacterial TMDL Subcommittee – J 7 (Current Chair)
 - Dominguez Channel Bacterial TMDL Subcommittee
 - Also participates in
 - LA Permit Group/Executive Advisory Committee
 - Trash/metals TMDL Subcommittees

Jose Rodriguez, CESSWI, QSP

Field Operations Supervisor

Areas of Expertise

Implementing NPDES and FOG Control inspection programs for public agencies.

Overview

Mr. Rodriguez has worked with John L. Hunter & Associates in the environmental compliance fields of NPDES, FOG and Industrial Waste for over six years. His relevant experiences and tasks include implementing NPDES municipal permit provisions such as industrial/commercial inspections, illicit discharge detection and elimination, construction inspections, public education, public agency inspections, TMDL compliance, municipal staff training and completing annual reports. In total, Mr. Rodriguez has conducted several thousand inspections for agencies such as Compton, South Gate, Hawthorne, South El Monte, Arcadia and the Orange County Sanitation District.

Education

Bachelor of Science – Biology

University of California, Irvine

Certifications and Training

- | | |
|--|------------------------|
| ▪ CESSWI #2830 (Certified Erosion Sediment Stormwater Inspector) | Issued by CESSWI, Inc. |
| ▪ QSP #22917 (Qualified SWPPP Practitioner) | CASQA |
| ▪ Basic Environmental Inspector Academy | Cal/EPA |
| ▪ SSO-WDR Compliance Training | CWEA |
| ▪ BMP Performance Training | US EPA |
| ▪ Pretreatment, Pollution Prevention, Stormwater Training | CWEA |
| ▪ 40 Hour HAZWOPER pursuant to Title 29 of CFR section 1910.120 | |
| ▪ Fluency in Spanish | |

Project Specific Experience

- Inspect the following for compliance with state and local environmental regulations:
 - NPDES Critical Sources sites (e.g. restaurants, auto shops and manufacturing facilities).
 - State permitted industrial and construction sites (IGPs/CGPs).
 - Municipal facilities (e.g. corporate yards and transfer stations).
 - New Developments for BMP installation and maintenance verification (SUSMP sites).
 - Industrial Waste and FOG pretreatment devices at permitted facilities.
- Conduct environmental investigations and impose enforcement actions.
- Prepare Municipal and General Industrial NPDES Annual Reports.
- Conduct stormwater and wastewater sampling.
- Supervise and participate in NPDES Public Outreach events.
- Conduct Trash TMDL DGR studies.
- Review and submit HAZMAT Business Plans and inspect facilities for compliance.

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Director of Public Works (310-802-5302)

Joe Parco, City Engineer (310-802-5353)

Ed Kao, Senior Civil Engineer (310-802-5358)

SUBJECT:

Award Construction Contract to Ruiz Brothers/Fast-Track Joint Venture for the Strand Wall Repair and Enhancement Project (Public Works Director Olmos).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to award a construction contract in the amount of \$79,500 to Ruiz Brothers Construction Co. and Fast-Track Construction Co. Joint Venture (Ruiz Brothers/Fast-Track Joint Venture) for the Strand Wall Repair and Enhancement Project;
2. Authorize the City Manager to approve additional work, if necessary, in an amount not-to-exceed \$15,900 (20%) for the Strand Wall Repair and Enhancement Project;
3. Approve a supplemental appropriation in the amount of \$65,000 available from the Public Art Trust Fund (Project ID# 802-21907).
4. Approve a supplemental appropriation in the amount of \$30,400 available from the 401- CIP Fund (Project ID# 09825).

FISCAL IMPLICATIONS:

\$65,000 is available from the Public Art Trust Fund (Project ID# 802-21907). An additional amount of \$30,400 will come from the 401-CIP Fund (Project ID# 09825). See Attachment 1.

BACKGROUND:

There are currently two major recreational features located along the City's entire two mile coastline, a pedestrian walkway (Strand) owned and maintained by the City and a bike path

(Marvin Braude Bike Path) owned and operated by the County of Los Angeles Department of Public Works. The bike path is situated to the west of the Strand and is separated from the Strand by a vegetated slope of varying widths and grade. Connecting the Strand and the bike path are thirty-six pedestrian access points. Twenty-seven of these access ways have stairs of varying designs and conditions.

At the December 3, 2013 meeting, City Council reviewed the proposed aesthetically enhanced alternatives and selected rail design elements and gave direction to separate the project into two independent projects, Strand Stairs Rehabilitation Project and Strand Wall Repair and Enhancement Project. This was needed so stair reconstruction could proceed through the federal funding authorization process, while the aesthetic design elements for the five retaining wall locations can be developed and approved at a slightly less aggressive pace.

At the City Council meeting held on February 25, 2014, staff presented a project status update, including a review of possible aesthetic elements for the five retaining walls located at Rosecrans Avenue, 20th Street, 18th Street, 16th Street, and 14th Street.

After reviewing and discussing the various aesthetically enhanced alternatives for the five retaining walls, City Council passed a motion to:

1. Appropriate \$25,000 for additional design work from the Public Art Trust Fund;
2. Approve the sandblasted wave design as shown for 18th Street, with a slightly smaller wave (Attachment 2);
3. Approve the inclusion of street name or number designation, also slightly smaller than shown (Attachment 2).

For the Strand Stairs Rehabilitation Project, twenty-four locations were identified to be repaired, removed and/or replaced. The improvements will provide safe access from the Strand to the beach and will comply with current ADA requirements. The project was bid in October 2014, but bids came in too high. City Council rejected bids in November 2014 with direction to re-scope within available budget and rebid. Plan is to rebid project within the next couple of months, so construction can start after Summer 2015.

For the Strand Wall Repair and Enhancement Project, five locations have been identified for repair and aesthetic enhancement. Locations include Rosecrans Avenue, 20th Street, 18th Street, 16th Street, and 14th Street. Besides repairing the damaged existing concrete retaining walls, the majority of the work consists of sandblasting wave motifs on the repaired retaining walls. This project was also bid in October 2014 and City received only two bids. Both bids were also too high. City Council rejected bids in November 2014 and staff then explored ways to bring down the costs and attract more qualified contractors for this very specialized work. As a result, the project was successfully rebid and the recommended award of a construction contract is presented for City Council consideration in this staff report.

Environmental Review

The California Environmental Quality Act (CEQA) requires public agencies to document and consider the environmental implications of their actions. Based on the scope of work, this

project is categorically exempt pursuant to Section 15301, Class 1(d). Notice of Exemptions have been filed with the Los Angeles County Clerk's office for the project.

DISCUSSION:

The Strand Wall Repair and Enhancement Project was re-bid on January 28, 2015. A total of three (3) competitive bids were received and opened. The bids received were \$79,500 by Ruiz Brothers/Fast-Track Joint Venture, \$248,227 by Hamilton-Pacific, Inc., and \$324,810 by JBH Structural Concrete, Inc. Ruiz Brothers/Fast-Track Joint Venture's bid was reviewed by the Public Works Department and found to be the lowest responsive bid. Representatives of agencies where work had been performed by Ruiz Brothers/Fast-Track Joint Venture have indicated that the work performed was to their satisfaction. The contractor has confirmed that they are comfortable with their bid and expressed their desire to perform the work, although their bid was significantly lower than the other two.

Additional Work Authority

Authorizing the City Manager to approve additional work in an amount not-to-exceed \$15,900 (20% of bid) would expedite the construction on this project. This project may have additional construction constraints and unforeseen additional costs due to the work being located within the very public Strand area.

PUBLIC OUTREACH/INTEREST:

Two public meetings were held on January 10, 2014 and April 29, 2014 to discuss design elements. A third public meeting was held on January 23, 2015 to discuss additional design elements.

CONCLUSION:

Staff recommends that the City Council:

1. Authorize the City Manager to award a construction contract in the amount of \$79,500 to Ruiz Brothers Construction Co. and Fast-Track Construction Co. Joint Venture for the Strand Wall Repair and Enhancement Project;
2. Authorize the City Manager to approve additional work, if necessary, in an amount not-to-exceed \$15,900 (20%) for the Strand Wall Repair and Enhancement Project;
3. Approve a supplemental appropriation in the amount of \$65,000 available from the Public Art Trust Fund (Project ID# 802-21907).
4. Approve a supplemental appropriation in the amount of \$30,400 available from the 401- CIP Fund (Project ID# 09825).

Attachments:

1. Budget and Expenditures
2. Approved Wave Patterns
3. Strand Wall Construction Contract with Ruiz Brothers Construction Co. and Fast-Track Construction Co. Joint Venture

ATTACHMENT 1
Strand Wall Repair and Enhancement Project
 Budget and Anticipated Expenditures

Table 1 – Project Budget and Anticipated Expenditures

Strand Wall Repair and Enhancement Project		
Budget		Total
FY 2014-2015 – PUBLIC ART FUND	(802-21907)	\$65,000
FY 2014-2015 – CONSTRUCTION APPROPRIATION	(CIP 09825E)	\$30,400
Total Available Appropriations		\$95,400
Anticipated Expenditures		Total
CONSTRUCTION		\$79,500
CONTINGENCY (20%)		\$15,900
Total Anticipated Expenditures		\$95,400

Attachment 3

Wave Pattern Approved by City Council on 2/25/2014 Council Meeting



CITY OF MANHATTAN BEACH
A G R E E M E N T

THIS AGREEMENT, made and entered into this 4th day of March, by and between the CITY OF MANHATTAN BEACH, a municipal corporation, hereinafter referred to as "CITY" and Ruiz Brothers Construction Co. & Fast-Track Construction Corp. JV, hereinafter referred to as "CONTRACTOR". City and Contractor hereby agree as follows:

1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the City, and under the conditions expressed in the three bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the City, at his own proper cost and expense, to do all the work and furnish all the materials, except such as are mentioned in the Specifications to be furnished by said City, necessary to complete in a good, workmanlike and substantial manner the improvements for the:

Strand Wall Repair and Enhancement Project

in accordance with the specifications and Special Provisions therefor, and also in accordance with the Specifications entitled "Standard Specifications for Public Works Construction", (Latest Edition) and all supplements thereto, which said Special Provisions and Standard Specifications are hereby specially referred to and by such reference made a part hereof.

Said work to be done as shown upon the following plans:

Plan No. D-909, Sheets 1 to 16

2. Said Contractor agrees to receive and accept the following prices as full compensation for furnishing all materials and doing all the work contemplated and embraced in this Agreement; also for all loss or damage arising out of the nature of the work aforesaid, or from the acts of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the City of Manhattan Beach and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work, and for well and faithfully completing the work, and the whole thereof, in the manner and according to the Plans and Specifications, and requirements of the Engineer under them, to wit:

Total Cost: \$79,500.00

Total Cost In Writing: Seventy-Nine Thousand, Five Hundred Dollars

3. The complete contract consists of the following documents: This Agreement, Notice to Contractors, the accepted bid, the completed Plans, Specifications and detailed drawings, Performance Bond, Labor and Materials Bond, and Defective Materials, Workmanship and Equipment Bond.

All rights and obligations of City and Contractor are fully set forth and described in the contract documents.

All of the above named documents are intended to cooperate so that any work called for in one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in all said documents.

A G R E E M E N T
(Continued)

4. The said City hereby promises and agrees with the said Contractor to employ, and does hereby employ the said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner, and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

5. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

IN WITNESS WHEREOF, the City has by action of its City Council authorized this Agreement to be executed for and on behalf of the City by its Mayor and attested by its City Clerk, and the Contractor has caused the same to be executed by his duly authorized officer.

Contractor- **Ruiz Brothers Construction Co. & Fast-Track Construction Corp. JV**
Richard Tyler

By Richard Tyler
ITS Director

and

By _____
Its

6101 West Centinela Avenue #212
Address

Culver City, CA 90230

ATTEST:

CITY OF MANHATTAN BEACH

City Clerk

Mark Danaj, City Manager

The foregoing agreement is hereby approved by me as to form

Public Works Approval

City Attorney

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director
Erik Zandvliet, T.E., City Traffic Engineer

SUBJECT:

Resolution to Install Stop Signs on 8th Street at John Street as Recommended by the Parking and Public Improvements Commission (Community Development Director Lundstedt).

ADOPT

RECOMMENDATION:

The Parking and Public Improvements Commission recommends that the City Council approve the installation of all-way stop signs at 8th Street and John Street and adopt Resolution #15-0005.

FISCAL IMPLICATIONS:

The cost to install the stop signs and pavement markings can be funded through the existing Public Works operating budget.

BACKGROUND:

In September 2014, the City received a request from a local resident for the installation of stop signs in all directions at the intersection of 8th Street and John Street. The resident states that there was a recent collision and the absence of stop signs is a hazard. The intersection is currently stopped in the northbound and southbound directions of John Street.

DISCUSSION:

On January 22, 2015, the Parking and Public Improvements Commission held a public meeting to discuss the Traffic Engineer's evaluation supporting stop signs in all directions (Attachment 1 and 2). The Commission heard from seven speakers from the surrounding neighborhood, all but one in favor of the stop signs. Speakers shared concerns regarding safety for motorists and pedestrians walking to/from the nearby schools, speeding, and restricted sight distance. The Commission passed a motion 4-1 recommending the

installation of stop signs in all directions at the intersection of 8th Street and John Street.

The City has environmentally reviewed this proposed change pursuant to the California Environmental Quality Act (Public Resources Code Sections 2100, et seq. ("CEQA"), the State CEQA Guidelines (California Code of Regulations, Title 14, Section 1500 et seq.), and the City's environmental guidelines. Pursuant to CEQA Guidelines Section 15301, the City has a Class 1 Categorical Exemption because the proposed modification is a minor alteration to the City's existing streets involving only a negligible change in the use of the City's existing streets.

CONCLUSION:

The Parking and Public Improvements Commission recommends that the City Council approve the installation of all-way stop signs at 8th Street and John Street and adopt Resolution #15-0005. (Attachment 3)

Attachments:

1. January 22, 2015 Parking and Public Improvements Commission Staff Report
2. January 22, 2015 Parking and Public Improvements Commission Draft Minutes
3. Resolution No. 15-0005

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

TO: Parking and Public Improvements Commission

FROM: Marisa Lundstedt, Director of Community Development
Erik Zandvliet, Traffic Engineer

DATE: January 22, 2015

SUBJECT: Consider a Request for All-Way Stop Signs at 8th Street and John Street

RECOMMENDATION:

Staff recommends that the Parking and Public Improvements Commission approve a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of 8th Street and John Street.

BACKGROUND:

In September 2014, the City received a request from a local resident for the installation of stop signs in all directions at the intersection of 8th Street and John Street. (Exhibit 1). The resident states that there was a recent collision and the absence of stop signs is a hazard. The intersection is currently stopped in the northbound and southbound directions of John Street.

DISCUSSION:

The intersection of 8th Street and John Street is located in a residential area west of Sepulveda Boulevard (Exhibit 2). Both streets are 30 to 32 feet wide two-lane local streets with a 25mph prima facie speed limit. There are two-way stop signs on John Street at 8th Street. Both streets are improved with curbs, and some sidewalks. Curb parking is allowed on both sides of both streets, except for street sweeping restrictions. Curb parking demand is generally light during the day to moderate at night. There is a vertical curve on the east leg of 8th and a downhill slope west of John Street. There is a cross-gutter on the east leg of 8th Street. (Exhibit 3) Pedestrian visibility is good in all directions.

Field Observations

Field observations were made on typical days during peak and non-peak periods. Field observations confirm higher traffic volumes on 8th Street and other physical characteristics at the intersection as noted above. Proper right-of-way is assigned by stop signs on John Street. Sight distance is fair from the north and south legs of John Street when stopped at the stop signs, except that the hill on 8th Street significantly restricts the view of approaching vehicles. Recurrent speeding was not observed on any of the approaching street segments or through the intersection because of the narrow streets and parked cars. The Traffic Engineer observed that most motorists on 8th Street are cautious when entering the intersection.

The traffic collision history between January 1, 2008 and December 31, 2012 was analyzed for both intersections. According to City records, there have been no collisions reported near the intersection during this five (5) year period.

A vehicle volume count was conducted on November 19, 2014, on a typical school day. A summary of the peak hour and daily volumes are provided below:

VEHICLES DIRECTION	AM PEAK HOUR	PM PEAK HOUR	DAILY
Northbound (John Street)	35	34	419
Southbound (John Street)	<u>28</u>	<u>35</u>	<u>389</u>
Subtotal	63	69	808
Westbound (8th Street)	75	47	562
Eastbound (8th Street)	<u>73</u>	<u>89</u>	<u>841</u>
Subtotal	148	136	1,403
Intersection Total	211	205	2,211

Multi-way Stop Signs

The State of California has established guidelines for the installation of stop signs. These criteria have been widely accepted and are used by the City of Manhattan Beach. Multi-way or all-way stop controls are generally recommended when one or more of the State criteria are satisfied and indicate the existing traffic control devices are not sufficient to assign proper right-of-way or cannot be remedied through other means.

A stop sign warrant checklist was completed that indicates that multi-way stop signs are warranted at this intersection (Exhibit 4). This intersection has sufficient right-of-way controls with two-way stop signs, does not meet minimum traffic volumes and has no reported collision history. However, the sight distance of approaching vehicles is significantly restricted due to the crest in the roadway on 8th Street east of John Street. Drivers waiting at the stop signs on John Street may have difficulty seeing vehicles approaching on 8th Street in the westbound direction.

Stop signs in all directions would improve overall safety by ensuring that drivers have sufficient awareness of approaching vehicles before entering the intersection. No other traffic measures were identified that would improve the sight distance for stopped vehicles on John Street.

Public Notice

Residents and property owners within 500 feet of the intersection were notified by mail of the proposed stop sign request and were invited to give input to the Commission.

CONCLUSION:

Based on State guidelines, multi-way stop signs are justified at the intersection of 8th Street and John Street at this time. It is recommended that the Commission approve a motion to recommend

that the City Council adopt a resolution to install stop signs in all directions at the intersection of 8th Street and John Street.

- Exhibits:
1. Request for Stop Signs from Mr. Maurice Suh
 2. Aerial Photo and Location Map
 3. Site Photos
 4. Stop Sign Warrant Checklist

EHZ

T:\TRAFFIC ENGINEER\PPIC\PPIC-john at 8th 1-22-2015.doc

Work Order: 51910

Submitted on: 10/31/2014 2:23 PM

Customer: Maurice Suh

Department: , Phone:213.229.7260

Topic: Traffic Control Measures

Site:

Location: 8th Street & John Street

Priority: 3 Normal

Job Type:

Charge

Category:

Acct:

Assigned To: Nhung Madrid

From: Suh, Maurice [mailto:MSuh@gibsondunn.com] Sent: Tuesday, September 23, 2014 11:12 AM To: David Lesser Cc: juliebsuh@verizon.net; Suh, Maurice Dear David – . . . [W]e are neighbors – we live at 865 8th Street. The reason for my email is that Julie spoke with you about our interest in putting in a stop sign at the intersection of John and 8th. We recently had a terrible accident that occurred directly in front of our home due to

Description: a speeding motorist, and we have many young children (including ours) on our street. The absence of a stop sign at that intersection is a hazard, and our neighborhood is in agreement. Julie indicated that you mentioned you could be of assistance in getting this done. Please let us know what steps we need to take in terms of Planning, neighborhood consent, and getting this agendized. We very much appreciate your assistance with this matter. Best, Maurice. Maurice M. Suh

Tasks (0,Total Labor Cost: \$0)

Materials (0,Total Material Cost: \$0)

Total Cost of Job: \$0

Employee	Date	Hours	Cost	Employee	Date	Hours	Cost

Item Number	Description	Quantity	Unit Price	Total Price

Follow-up Information

#1: 10/31/2014 2:23 PM - Message sent to customer by Nhung Madrid

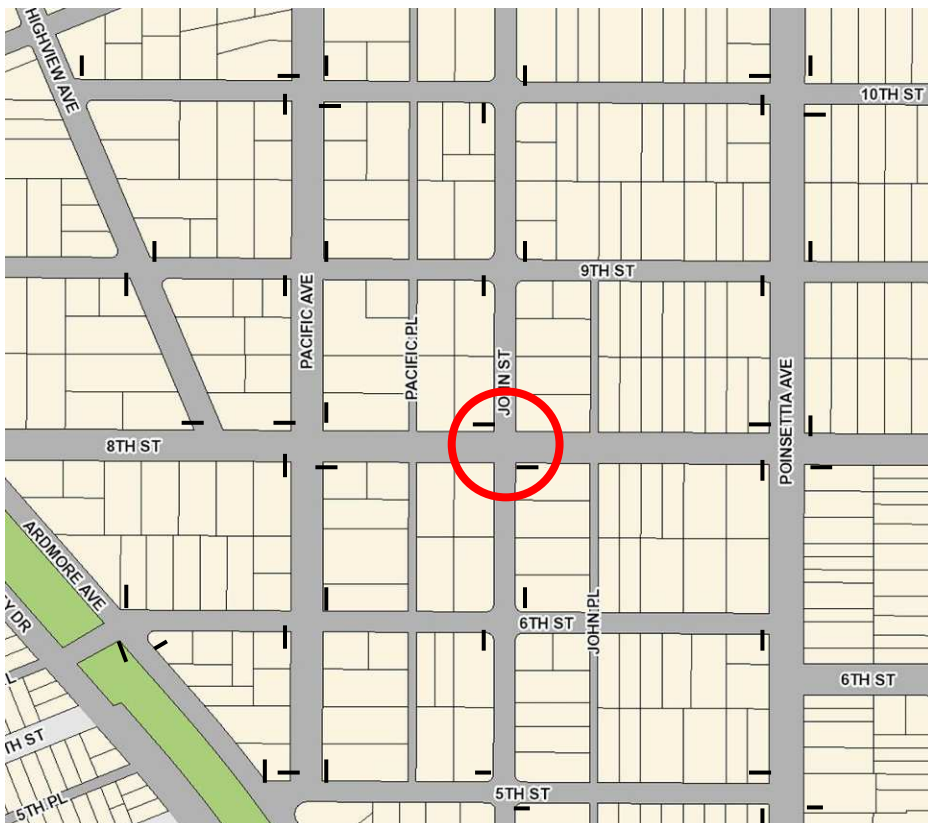
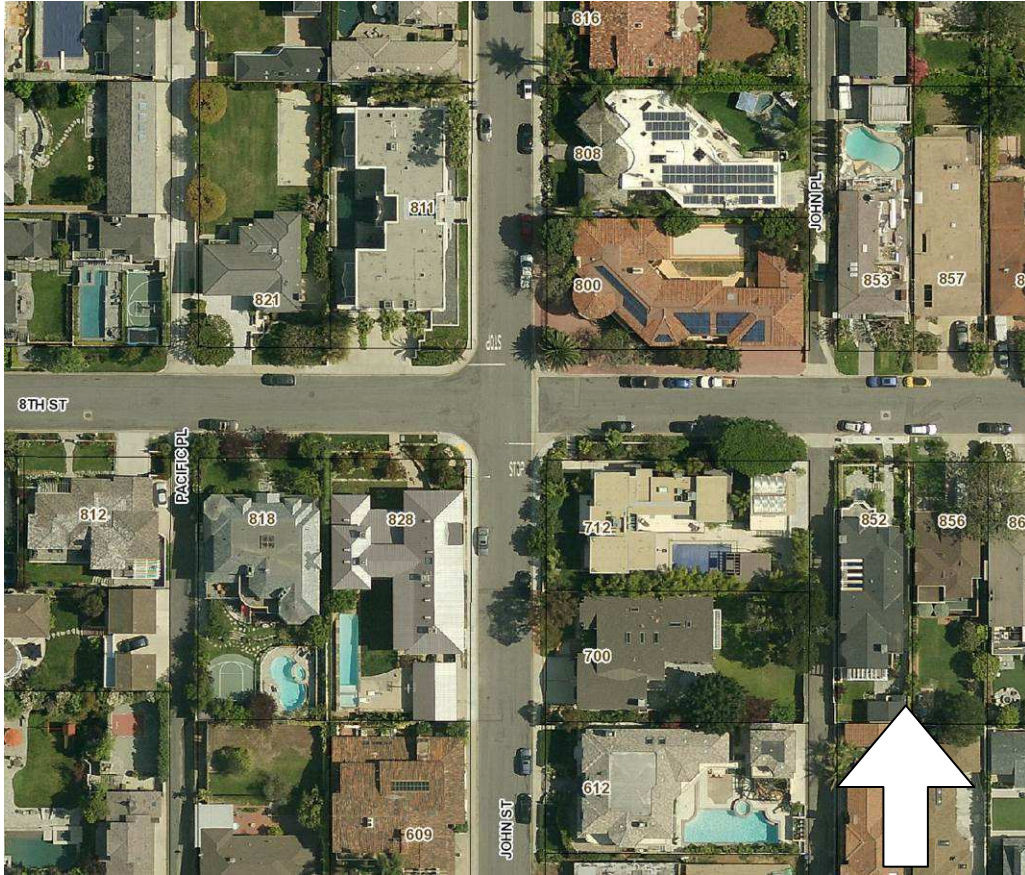
Good Afternoon,

Thank you for contacting the City with your concerns. I will begin the review process on your request for an all way stops at 8th St and John St. Traffic requests typically take 6-8 weeks to be reviewed by staff/Traffic Engineer, so we appreciate your patience during this process.

If you have any questions, please feel free to contact me and reference the request number in the subject line of the email.

Thanks,
Nhung Madrid

EXHIBIT 2
AERIAL PHOTO AND LOCATION MAP
8th Street at John Street



**EXHIBIT 3
SITE PHOTOS**



John Street North of 8th Street Looking East



John Street North of 8th Street at Looking West



John Street South of 8th Street Looking East



John Street South of 8th Street Looking West



EXHIBIT 4

STOP SIGN WARRANT CHECKLIST

MAJOR STREET: 8th Street MINOR STREET: John Street

REQUESTED BY: Citizen DATE: 1/13/2015

REVIEWED BY: Erik Zandvliet

Warranted?

SINGLE STREET STOP SIGN WARRANTS

- On a less important road where the normal right-of-way rules would not be expected to provide reasonable compliance with the law.
- On a street entering a legally established through highway or street.
- At an unsignalized intersection in a signalized area.
- At other intersections where high speeds, restricted view, or crash record indicates a need for control by a stop sign.

MULTI-WAY STOP SIGN WARRANTS

- Where traffic signals are warranted, and stop signs are used as an interim measure to control traffic while the signal is installed.
- Where a crash problem exists, as indicated by five or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign.
- Where the total vehicular volume entering from the major street approaches average at least 300 vehicles per hour for any 8 hours, and the combined vehicular, bicycle and pedestrian volume from the minor street approaches average at least 200 units per hour for the same 8 hours, with an average delay to the minor street traffic is at least 30 seconds per vehicle during the highest hour, and if the 85th percentile approach speed of the major street traffic exceeds 40 MPH, the minimum vehicular volume warrant is 70 percent of the above requirements.
- Where there four or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign, and the average major and minor street volumes are at least 80% of the minimum values.
- Other locations where multi-way stop signs are justified based on an engineering study.

MULTI-WAY STOP SIGN WORKSHEET

MAJOR STREET: 8th Street 85TH SPEED - < 40 MPH

MINOR STREET: John Street DATE: 1/13/2015

TRAFFIC VOLUMES **WARRANTED** **YES** **NO**

If the 85th percentile speed of the major street exceeds 40 MPH, use 70% volume.

Street	Min Volume	70%	80%	Ave.	Hour / Volume							
					7am	8am	9am	2pm	3pm	4pm	5pm	6pm
Major	300	210	240	108	112	148	71	74	93	113	136	114
Minor	200	140	160	60	52	51	57	71	66	55	73	51

And, does the minor street have an average delay of at least 30 seconds in the peak hour?

Peak Average Delay	< 10 sec.
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COLLISION RECORD **WARRANTED** **YES** **NO**

Are there five or more reported collisions within a 12 month period of a type correctable by a multi-way stop sign?

DATE	TIME	DIRECTION	TYPE	CAUSE
2012	-	None	-	-
2011	-	None	-	-
2010	-	None	-	-
2009	-	None	-	-
2008	-	None	-	-
2007	-	None	-	-

80% COMBINATION **WARRANTED** **YES** **NO**

Are there four or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign, and

Average major and minor street volumes are at least 80% of the minimum values?

OTHER MULTI-WAY STOP CONDITIONS	WARRANTED	YES	NO
A. Need to control left turn conflicts		YES	NO
B. Need to control vehicle/pedestrian conflicts at high ped locations		YES	NO
C. Visibility obstruction after stopping on minor street approach		YES	NO
D. Two similar neighborhood collector streets that would improve operation		YES	NO

**PARKING
AND PUBLIC IMPROVEMENTS
COMMISSION**

**Correspondence Received
After Agenda Posting**

Erik Zandvliet

From: Kristy Jones <kajones9@hotmail.com>
Sent: Thursday, January 22, 2015 8:52 AM
To: Erik Zandvliet
Subject: 8th and John Street east/west Stop sign

To whom it may concern,

I am a mother of two young children who attend Robinson Elementary School. Since starting Kindergarten in 2011, I have walked my son to school, along with his friends and other Robinson Elementary students on our Walking School Bus program. We live on 11th street and the route takes us south on John Street, crossing over 8th and John Street. This intersection is extremely dangerous as visibility is so slim that by the time I give the OK for the children to cross, many times a car has suddenly appeared speeding up and over the top of the hill and I have to call to the children to hurry off the road.

I am passionate about starting my kids day with a nice walk to school and this school route is a relatively safe and peaceful walk, with the exception of the 8th and John Street intersection. It is an urgent matter that could be addressed quickly and easily with the addition of a stop sign. Please don't wait for an avoidable accident to occur before resolving this issue.

Sincerely,
Kristy Jones
864 11th street

Erik Zandvliet

From: Heath Gregory <onehgregory@gmail.com>
Sent: Thursday, January 22, 2015 8:18 AM
To: Mandy Gregory
Cc: Erik Zandvliet
Subject: Re: John and 8th Street

To whom it may concern,

To follow up on our note regarding the need for a four way stop at 8th and John, we are also in favor of the request for one at 9th and John. The bigger issue here is lack of visibility due to cars parking close to the intersection. You have to pull out half way into the street in order to get a view North or South. The cars are moving at a fast rate and since we have lived here (~3 years) we have had a number of near misses.

John has become a corridor for traffic given its connection to Manhattan Beach Blvd and Second Street. Breaking up the speed of cars by adding a few four way stops will help reduce the odds of a car or pedestrian accident. It is a real issue and needs to be addressed.

Sincerely,
Heath and Mandy Gregory
818 9th St

On Wed, Jan 21, 2015 at 7:45 PM, Mandy Gregory <mhunter01@hotmail.com> wrote:
To whom it may concern,

We are neighbors residing on 9th and John. We are writing to express our strong support of a stop sign at the intersection of John and 8th. Our children participate in the Robinson Elementary School Walking School Bus program three mornings a week. The route takes our children, as well as many others, south on John Street down the hill. This intersection has been a constant safety hazard with one too many close encounters. As the cars approach the intersection up the hill, visibility is slim to none and it is simply an accident waiting to happen.

Please resolve the issue by simply approving a stop sign in all directions.

Thank you for your attention to this matter.

Sincerely,

Mandy and Heath Gregory
818 9th Street

Sent from my iPad

**CITY OF MANHATTAN BEACH
PARKING AND PUBLIC IMPROVEMENTS COMMISSION
DRAFT MINUTES OF A REGULAR MEETING
January 22, 2015**

01/22/15-2 Request for All-Way Stop Signs at 8th Street and John Street

Traffic Engineer Zandvliet gave his presentation and recommended that the Commission approve a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of 8th Street and John Street.

After a few clarifying questions, Chair Nicholson opened the audience participation.

Audience Participation

Melinda Bath, 881 8th Street, said she was not in favor of the stop signs or against them, but she asked that there be more evaluation before anything is done.

Amanda Luftman, 853 9th Street, explained that just that morning she and her eight year old daughter almost got hit by a truck that was not breaking any laws, but the driver just could not see them. She said they take the "Walking School Bus" route on John Street every morning. She ask the Commission to please approve the four way stop at 8th Street and John Street to keep the street safe and help preserve the charm of the neighborhood that encourages people to walk to school, jog and ride bikes.

Charlyn Naylor, 872 8th Street, stated that she was at the meeting to support the four way stop signs.

Ron Kripalani, 815 John Street, said he is strongly in favor of both stop signs because of the restricted sight lines and speeding.

Jim Keller, 808 John Street, said he is strongly in favor of both stop signs at John Street and 8th Street and at 9th Street and sees no negative impact to anyone.

Maurice Suh & Kate Suh (Daughter), 865 8th Street, explained that it is not just a sight line problem, but a safety issue as well because of the speeding cars. A speeding car had hit his house. He felt there is no need to spend money on a traffic study. His young daughter Kate asked for the stop signs.

Kristy Jones, 864 11th Street, said she wanted to add her support for the stop signs and felt they are needed for the safety of all the children that use that "Walking School Bus" route.

Chair Nicholson closed the audience participation.

Commission Discussion

Commissioner King asked Lt. Harrod of the Manhattan Beach Police Department how John Street became a designated "Walking School Bus" route.

Traffic Engineer Zandvliet answered and explained that when the "Walking School Bus" route on John Street was reviewed, there were different factors used, such as traffic volume, sidewalks and where the crossing guards were located.

Commissioner Lipps explained that there is a sight line issue as well as a safety issue and he is in favor of the stop signs.

Commissioner Apostol agreed that there is a sight line issue and a safety issue to even see the stop signs.

MOTION: Chair Nicholson made a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of 8th Street and John Street. The motion was seconded by Commissioner Apostol.

Ayes: King, Lipps, Nicholson, and Apostol.

Noes: Fournier.

Abstain: None.

RESOLUTION NO. 15-0005

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
AMENDING SECTION 21 (THROUGH STREETS AND STOP
INTERSECTIONS) OF RESOLUTION NO. 2715 (THE TRAFFIC
RESOLUTION)

THE MANHATTAN BEACH CITY COUNCIL DOES HEREBY RESOLVE AS
FOLLOWS:

Section 1. Section 21 (Through Streets and Stop Intersections) of City Council Resolution No. 2715 shall be amended to add two stop signs at the intersection where the western and eastern segments of Eighth Street meet John Street, with all other provisions in Resolution No. 2715 to remain unchanged:

	<u>Intersection</u>	<u>Entrance</u>
21e-4.	Eighth Street and John Street	Westerly and Easterly

Section 2. The City has environmentally reviewed this proposed traffic control device pursuant to the California Environmental Quality Act (Public Resources Code Sections 21000, *et seq.* ("CEQA"), the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 *et seq.*), and the City's environmental guidelines. Pursuant to CEQA Guidelines Section 15301, the City has issued a Class 1 Categorical Exemption because the proposed traffic control device authorizes a minor alteration to the City's existing streets involving only a negligible change in the use of the City's existing streets.

Section 3. This Resolution shall take effect immediately.

Section 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this ___th day of _____, 2015.

Ayes:
Noes:
Absent:
Abstain:

Wayne Powell
Mayor, City of Manhattan Beach

ATTEST:

Liza Tamura, City Clerk

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director
Erik Zandvliet, T.E. City Traffic Engineer

SUBJECT:

Resolution to Install Stop Signs on John Street at 9th Street as Recommended by the Parking and Public Improvements Commission (Community Development Director Lundstedt).

ADOPT

RECOMMENDATION:

The Parking and Public Improvements Commission recommends that the City Council approve the installation of all-way stop signs at John Street and 9th Street and adopt Resolution #15-0006.

FISCAL IMPLICATIONS:

The cost to install the stop signs and pavement markings can be funded through the existing Public Works operating budget.

BACKGROUND:

In September 2014, the City received a request from a citizen for the installation of stop signs in all directions at the intersection of John Street and 9th Street. The resident explained that there is a hill on John Street that makes it difficult to see approaching traffic. The intersection is currently stopped in the eastbound and westbound directions of 9th Street.

DISCUSSION:

On January 22, 2015, the Parking and Public Improvements Commission held a public meeting to discuss the Traffic Engineer's evaluation supporting stop signs in all directions (Attachment 1 and 2). The Commission heard from two speakers from the surrounding neighborhood in favor of the stop signs. Speakers shared concerns regarding motorist safety, pedestrians walking to/from the nearby schools, speeding, and restricted sight

distance. The Commission passed a motion 3-2 recommending the installation of stop signs in all directions at the intersection of John Street and 9th Street.

The City has environmentally reviewed this proposed change pursuant to the California Environmental Quality Act (Public Resources Code Sections 2100, et seq. ("CEQA"), the State CEQA Guidelines (California Code of Regulations, Title 14, Section 1500 et seq.), and the City's environmental guidelines. Pursuant to CEQA Guidelines Section 15301, the City has a Class 1 Categorical Exemption because the proposed modification is a minor alteration to the City's existing streets involving only a negligible change in the use of the City's existing streets.

CONCLUSION:

The Parking and Public Improvements Commission recommends that the City Council approve the installation of all-way stop signs at John Street and 9th Street and adopt Resolution #15-0006. (Attachment 3)

Attachments:

1. January 22, 2015 Parking and Public Improvements Commission Staff Report
2. January 22, 2015 Parking and Public Improvements Commission Draft Minutes
3. Resolution No. 15-0006

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

TO: Parking and Public Improvements Commission

FROM: Marisa Lundstedt, Director of Community Development
Erik Zandvliet, Traffic Engineer

DATE: January 22, 2015

SUBJECT: Consider a Request for All-Way Stop Signs at John Street and 9th Street

RECOMMENDATION:

Staff recommends that the Parking and Public Improvements Commission approve a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of John Street and 9th Street.

BACKGROUND:

In September 2014, the City received a request from a citizen for the installation of stop signs in all directions at the intersection of John Street and 9th Street. The resident explained that there is a hill on John Street that makes it difficult to see approaching traffic. The intersection is currently stopped in the eastbound and westbound directions of 9th Street.

DISCUSSION:

The intersection of John Street and 9th Street is located in a residential area west of Sepulveda Boulevard (Exhibit 1). Both streets are 30 feet wide two-lane local streets with a 25mph prima facie speed limit. There are two-way stop signs on 9th Street at John Street. Both streets are improved with curbs, and some sidewalks. Curb parking is allowed on both sides of both streets, except for street sweeping restrictions. Curb parking demand is generally light during the day to moderate at night. There are vertical curves on the north and south legs of John Street. There are no cross-gutters at the intersection (Exhibit 2). Pedestrian visibility is good in all directions.

Field Observations

Field observations were made on typical days during peak and non-peak periods. Field observations confirm higher traffic volumes on John Street and other physical characteristics at the intersection as noted above. Proper right-of-way is assigned by stop signs on 9th Street. Sight distance is fair from the east and west legs of 9th Street when stopped at the stop signs, except that the crest of the on John Street significantly restricts the view of approaching vehicles. Vehicles parked on John Street close to the intersection also restrict sight distance. Recurrent speeding was not observed on any of the approaching street segments or through the intersection because of the narrow streets and parked cars. The Traffic Engineer observed that most motorists on John Street are generally cautious when entering the intersection.

The traffic collision history between January 1, 2008 and December 31, 2012 was analyzed for both intersections. According to City records, there have been no collisions reported near the intersection during this five (5) year period.

A vehicle volume count was conducted on November 19, 2014, on a typical school day. A summary of the peak hour and daily volumes are provided below:

VEHICLES DIRECTION	AM PEAK HOUR	PM PEAK HOUR	DAILY
Northbound (John Street)	35	34	419
Southbound (John Street)	<u>28</u>	<u>35</u>	<u>389</u>
Subtotal	63	69	808
Westbound (9th Street)	13	12	154
Eastbound (9th Street)	<u>14</u>	<u>19</u>	<u>196</u>
Subtotal	27	31	350
Intersection Total	90	100	1,158

Multi-way Stop Signs

The State of California has established guidelines for the installation of stop signs. These criteria have been widely accepted and are used by the City of Manhattan Beach. Multi-way or all-way stop controls are generally recommended when one or more of the State criteria are satisfied and indicate the existing traffic control devices are not sufficient to assign proper right-of-way or cannot be remedied through other means.

A stop sign warrant checklist was completed that indicates that multi-way stop signs are warranted at this intersection (Exhibit 3). This intersection has sufficient right-of-way controls with two-way stop signs, does not meet minimum traffic volumes and has no reported collision history. However, the sight distance of approaching vehicles is significantly restricted due to the crest in the roadway on John Street both north and south of 9th Street. Drivers waiting at the stop signs on 9th Street may have difficulty seeing vehicles approaching on John Street in the northbound and southbound directions.

Stop signs in all directions would improve overall safety by ensuring that drivers have sufficient awareness of approaching vehicles before entering the intersection. No other traffic measures were identified that would improve the sight distance for stopped vehicles on 9th Street. Parking prohibitions would not remedy the sight distance restrictions caused by the vertical curve on John Street.

Public Notice

Residents and property owners within 500 feet of the intersection were notified by mail of the proposed stop sign request and were invited to give input to the Commission.

CONCLUSION:

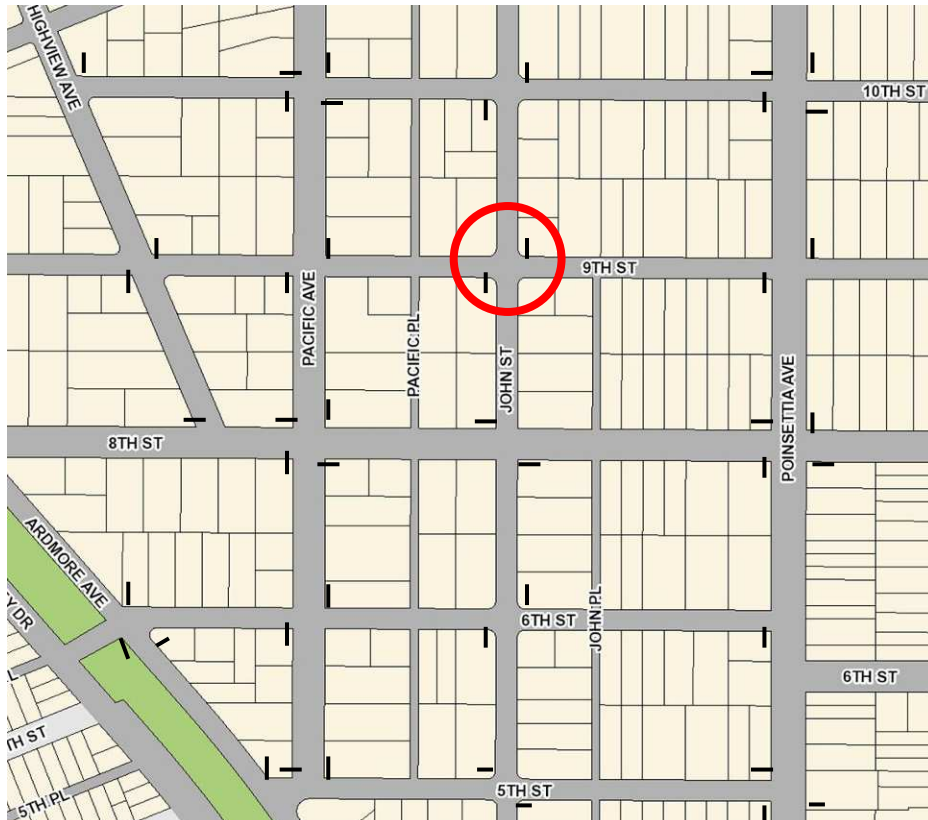
Based on State guidelines, multi-way stop signs are justified at the intersection of John Street and 9th Street at this time. It is recommended that the Commission approve a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of John Street and 9th Street.

Exhibits: 1. Aerial Photo and Location Map
 2. Site Photos
 3. Stop Sign Warrant Checklist

EHZ

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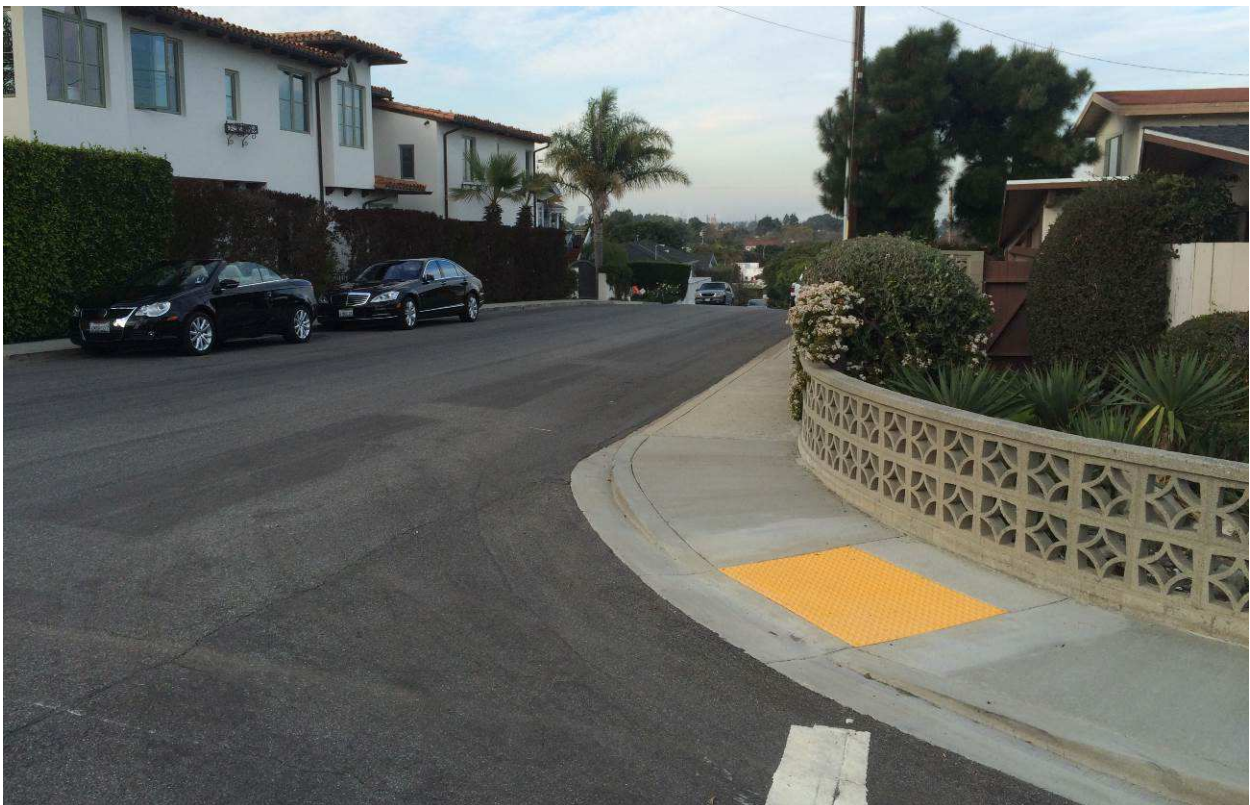
EXHIBIT 1
AERIAL PHOTO AND LOCATION MAP
John Street at 9th Street



**EXHIBIT 2
SITE PHOTOS**



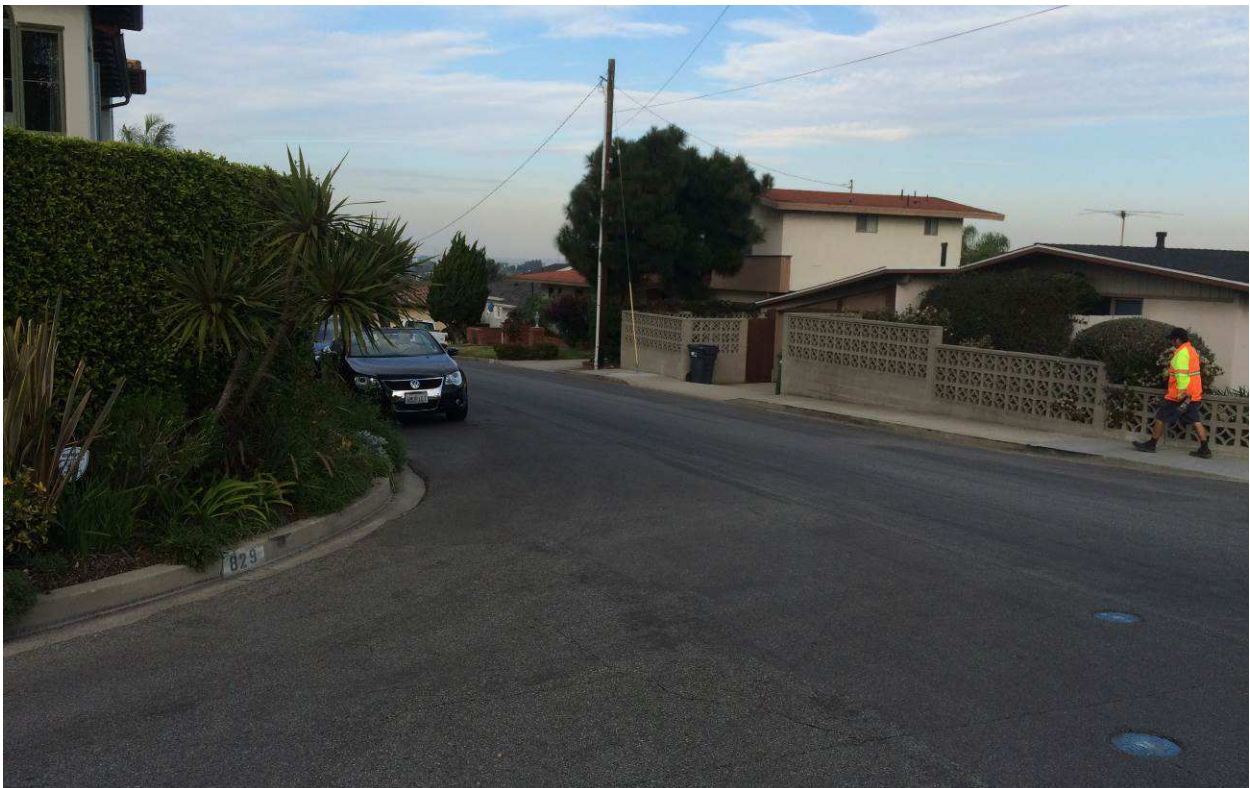
9th Street East of John Street Looking South



9th Street East of John Street Looking North



9th Street West of John Street Looking South



9th Street West of John Street Looking North



EXHIBIT 3

STOP SIGN WARRANT CHECKLIST

MAJOR STREET: John Street MINOR STREET: 9th Street

REQUESTED BY: Citizen DATE: 1/13/2015

REVIEWED BY: Erik Zandvliet

Warranted?

SINGLE STREET STOP SIGN WARRANTS

- On a less important road where the normal right-of-way rules would not be expected to provide reasonable compliance with the law.
- On a street entering a legally established through highway or street.
- At an unsignalized intersection in a signalized area.
- At other intersections where high speeds, restricted view, or crash record indicates a need for control by a stop sign.

MULTI-WAY STOP SIGN WARRANTS

- Where traffic signals are warranted, and stop signs are used as an interim measure to control traffic while the signal is installed.
- Where a crash problem exists, as indicated by five or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign.
- Where the total vehicular volume entering from the major street approaches average at least 300 vehicles per hour for any 8 hours, and the combined vehicular, bicycle and pedestrian volume from the minor street approaches average at least 200 units per hour for the same 8 hours, with an average delay to the minor street traffic is at least 30 seconds per vehicle during the highest hour, and if the 85th percentile approach speed of the major street traffic exceeds 40 MPH, the minimum vehicular volume warrant is 70 percent of the above requirements.
- Where there four or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign, and the average major and minor street volumes are at least 80% of the minimum values.
- Other locations where multi-way stop signs are justified based on an engineering study.

MULTI-WAY STOP SIGN WORKSHEET

MAJOR STREET: John Street 85TH SPEED - < 40 MPH

MINOR STREET: 9th Street DATE: 1/13/2015

TRAFFIC VOLUMES **WARRANTED** **YES** **NO**

If the 85th percentile speed of the major street exceeds 40 MPH, use 70% volume.

Street	Min Volume	70%	80%	Ave.	Hour / Volume							
					7am	8am	9am	3pm	4pm	5pm	6pm	7pm
Major	300	210	240	55	52	51	57	66	56	73	51	35
Minor	200	140	160	25	19	23	27	26	22	28	30	25

And, does the minor street have an average delay of at least 30 seconds in the peak hour?

Peak Average Delay	< 10 sec.
--------------------	-----------

COLLISION RECORD **WARRANTED** **YES** **NO**

Are there five or more reported collisions within a 12 month period of a type correctable by a multi-way stop sign?

DATE	TIME	DIRECTION	TYPE	CAUSE
2012	-	None	-	-
2011	-	None	-	-
2010	-	None	-	-
2009	-	None	-	-
2008	-	None	-	-
2007	-	None	-	-

80% COMBINATION **WARRANTED** **YES** **NO**

Are there four or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign, and

Average major and minor street volumes are at least 80% of the minimum values?

OTHER MULTI-WAY STOP CONDITIONS	WARRANTED	YES	NO
A. Need to control left turn conflicts		YES	NO
B. Need to control vehicle/pedestrian conflicts at high ped locations		YES	NO
C. Visibility obstruction after stopping on minor street approach		YES	NO
D. Two similar neighborhood collector streets that would improve operation		YES	NO

**PARKING
AND PUBLIC IMPROVEMENTS
COMMISSION**

**Correspondence Received
After Agenda Posting**

Erik Zandvliet

From: Wendie St Jean <stjeanfamily@earthlink.net>
Sent: Tuesday, January 20, 2015 3:16 PM
To: Erik Zandvliet
Subject: proposed stop sign at John and 9th Street

Hello Mr. Zandvliet,

Last Friday we received a post card stating that there would be a public meeting this Thursday evening about a proposed all way stop at the corner of John Street and 9th Street. Our address is 829 9th Street on the north west corner of John and 9th. While our home faces 9th, our living area and bedrooms are largely located on the John Street side of our home. We are very opposed to this proposed stop sign for several reasons and believe that is unnecessary given our experience living in this location since 2001. First, and most importantly, there has never been an accident at this corner. There is great visibility around the corners as one approaches in either direction on John Street. Importantly, this is the top of the hill so traffic has naturally slowed down on it's way up the hill on John Street (in both directions). Furthermore, a stop sign on John Street would create unnecessary additional street noise for our home as cars decelerate to stop and then re-accelerate to continue on. As previously mentioned, we have bedrooms located on the front corner and side of our house along John so this will be very disruptive.

In summary, we believe there are no benefits to the proposal. It does not create additional safety for travelers on John Street (as there has never been a problem and traffic has naturally slowed down on the uphill journey). However, there are negatives in terms of the disruption it will create for an existing, long term resident.

Please let me know if there is anything else we should do with respect to expressing our concerns. We greatly appreciate your time and assistance.

Wendie and David St. Jean
829 9th Street
Manhattan Beach, CA 90266

**To: Manhattan Beach Parking and Public Improvements Commission
Manhattan Beach City Hall
1400 Highland Ave., Manhattan Beach, Ca 90266**

January 15, 2015

**From: Alden and Jane Munson
917 John St.
Manhattan Beach, Ca 90266**

We received a notice about the request for all-way stop signs at John St and 9th St. We think this is an excellent idea and would strongly encourage the commission to comply with this request. We consider that intersection to be dangerous as it is today. It is almost impossible to see the John St. traffic, due to the hill and the many parked cars, when approaching it from 9th St (especially from the west). Since John Street is a busy street and the traffic is frequently moving at a high rate of speed for a residential area it is especially hard to make a safe entry onto John St. This intersection has concerned us for years and we hope that the commission will take the appropriate action.

Thank you,
Alden and Jane Munson

**CITY OF MANHATTAN BEACH
PARKING AND PUBLIC IMPROVEMENTS COMMISSION
DRAFT MINUTES OF A REGULAR MEETING
January 22, 2015**

01/22/15-3 Request for All Way Stop Signs at John Street and 9th Street

Traffic Engineer Zandvliet gave his presentation and recommended that the Commission approve a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of John Street and 9th Street.

Chair Nicholson opened the audience participation.

Audience Participation

Katrina Boren, 853 9th Street, asked that the stop signs be posted to help keep someone from getting hit by a car, because it is hard for drivers to see pedestrians coming over the hill.

Steve Boren, 853 9th Street, stated he was strongly in favor of stop signs at John Street and 9th Street to keep pedestrians and vehicles safe.

Chair Nicholson closed the audience participation.

Commission Discussion

Commissioner King said in his opinion the traffic conditions didn't warrant stop signs. He thought that the large hedge and a parked car were the problems with the sight visibility.

Chair Nicholson said there still may be a need to trim the bushes on the corners even with stop signs in all directions.

Commissioner Lipps commented that there is a need to slow down the traffic though our neighborhoods and stop signs will calm the traffic.

MOTION: Chair Nicholson made a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of John Street and 9th Street. The motion was seconded by Commissioner Lipps.

Ayes: Lipps, Nicholson, and Apostol.

Noes: King, Fournier.

Abstain: None.

RESOLUTION NO. 15-0006

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
AMENDING SECTION 21 (THROUGH STREETS AND STOP
INTERSECTIONS) OF RESOLUTION NO. 2715 (THE TRAFFIC
RESOLUTION)

THE MANHATTAN BEACH CITY COUNCIL DOES HEREBY RESOLVE AS
FOLLOWS:

Section 1. Section 21 (Through Streets and Stop Intersections) of City Council Resolution No. 2715 shall be amended to add two stop signs at the intersection where the northern and southern segments of John Street meet Ninth Street, with all other provisions in Resolution No. 2715 to remain unchanged:

	<u>Intersection</u>	<u>Entrance</u>
21n-5.	Ninth Street and John Street	Northerly and Southerly

Section 2. The City has environmentally reviewed this proposed traffic control device, pursuant to the California Environmental Quality Act (Public Resources Code Sections 21000, *et seq.* ("CEQA"), the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 *et seq.*), and the City's environmental guidelines. Pursuant to CEQA Guidelines Section 15301, the City has issued a Class 1 Categorical Exemption because the traffic control device authorizes a minor alteration to the City's existing streets involving only a negligible change in the use of the City's existing streets.

Section 3. This Resolution shall take effect immediately.

Section 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this ___th day of _____, 2015.

Ayes:
Noes:
Absent:
Abstain:

Wayne Powell
Mayor, City of Manhattan Beach

ATTEST:

Liza Tamura, City Clerk

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

SUBJECT:

Minutes:

This item contains action minutes of City Council meetings which are presented for approval. Staff recommends that the City Council, by motion, take action to approve the action minutes of the:

- a) City Council Adjourned Regular Meeting-Closed Session of February 17, 2015
- b) City Council Regular Meeting of February 17, 2015
- c) City Council Adjourned Regular Meeting-Closed Session of February 23, 2015
- d) City Council Adjourned Regular Meeting-Study Session (ULI) of February 23, 2015 (City Clerk Tamura).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council, by motion, take action to approve the action minutes of the City Council.

Attachments:

- 1. City Council Adjourned Regular Meeting-Closed Session of February 17, 2015.
- 2. City Council Regular Meeting of February 17, 2015.
- 3. City Council Adjourned Regular Meeting-Closed Session of February 23, 2015.
- 4. City Council Adjourned Regular Meeting-Study Session (ULI) of February 23, 2015.

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, February 17, 2015

4:30 PM

Adjourned Regular Meeting - Closed Session

City Council Chambers

City Council Meeting

Mayor Wayne Powell
Mayor Pro Tem Mark Burton
Councilmember Tony D'Errico
Councilmember David J. Lesser
Councilmember Amy Howorth

A. CALL MEETING TO ORDER

The Closed Session Meeting of February 17, 2015, was called to order at 4:30 PM.

B. PLEDGE TO THE FLAG

Mayor Powell led the Pledge to the Flag.

C. ROLL CALL

Present 5 - Mayor Wayne Powell, Mayor Pro Tem Mark Burton, Councilmember Tony D'Errico, Councilmember David J. Lesser, and Councilmember Amy Howorth

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

City Manager Mark Danaj confirmed that the meeting was properly posted.

E. PUBLIC COMMENTS

None.

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

At 4:30 PM, City Attorney Quinn Barrow read into the record the following Closed Session items:

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957)
Title: City Manager**

G. RECESS INTO CLOSED SESSION

The City Council recessed into Closed Session at 4:30 PM.

H. RECONVENE INTO OPEN SESSION

The City Council reconvened into Open Session at 6:00 PM.

I. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

The City Attorney announced that the City Council provided direction to Special Counsel with no other other reportable action taken.

J. ADJOURNMENT

At 6:00 PM, Mayor Powell adjourned the February 17, 2015, Adjourned Regular Meeting - Closed Session to the February 17, 2015, Regular City Council Meeting in City Council Chambers, in said City.

Quinn Barrow
Recording Secretary

Wayne Powell
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Tuesday, February 17, 2015

6:00 PM

Regular Meeting

City Council Chambers

4:30 PM Adjourned Regular Meeting - Closed Session

City Council

Mayor Wayne Powell
Mayor Pro Tem Mark Burton
Councilmember Tony D'Errico
Councilmember David J. Lesser
Councilmember Amy Howorth

PLEASE NOTE THAT THE CITY ARCHIVES THE VIDEO RECORDINGS OF ALL REGULAR CITY COUNCIL MEETINGS AND THE VIDEO FOR THIS MEETING IS HEREBY INCORPORATED BY THIS REFERENCE. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO www.citymb.info/city-officials/city-clerk/city-council-meetings-agendas-and-minutes

A. PLEDGE TO THE FLAG

Assistant Coach of the Mira Costa High School Rugby Team Ali Taylor led the Pledge of Allegiance.

B. NATIONAL ANTHEM

Heath Francis sang the National Anthem.

C. ROLL CALL

Present: 5 - Mayor Powell, Mayor Pro Tem Burton, Councilmember D'Errico, Councilmember Lesser and Councilmember Howorth

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

City Clerk Liza Tamura confirmed that the meeting had been properly posted.

E. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES

A motion was made by Councilmember Lesser, seconded by Councilmember Howorth, to approve the agenda. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

F. CEREMONIAL CALENDAR

Mayor Powell showed a picture of the Clinton family of Manhattan Beach who were the victims of an unfortunate incident. Mayor Powell gave out the phone numbers of Fire Marshall Mike Murray and Crime Stoppers for anonymous tips.

Heath Francis wrote and sang a song titled "Stand Up for Love" to demonstrate community support.

1. Presentation of a Commendation to Junior Lifeguard Madisson Giese for her Heroic Efforts on January 31, 2015. [15-0102](#)

PRESENT

Mayor Powell, on behalf of of the City Council, presented a Commendation to Madisson Giese for her heroic efforts for saving another persons life, on January 31, 2015.

2. Recognition of the "Why I Heart MB" Art Contest Winners: 1st Place - David Dixon; 2nd Place - Peggy Sullivan; 3rd Place - Karen Myers; and Honorable Mention - Luisa Millicent. [15-0041](#)

PRESENT

Mayor Powell, on behalf of the City Council, read the names of the "Why I ♥ MB Art Contest" winners": 1st Place - David Dixon; 2nd Place - Peggy Sullivan; 3rd Place - Karen Myers; and Honorable mention - Luisa Millicent.

3. Presentation of Employee Service Awards to Employees Attaining 20 Years of Service or More. [15-0094](#)

PRESENT

Mayor Powell, on behalf of the City Council presented Certificates of Recognition to employees with over 20 years of service: Bruce Moe (25 years), Steve Charelian (25 years), Matt Simkins (25 years) and Mayor Powell also recognized Larry Randle (30 years) who was unable to attend the meeting.

4. Presentation of Certificates Recognizing the Mira Costa High School Rugby Team. [15-0095](#)

PRESENT

Mayor Powell introduced Mira Costa High School Assistant Rugby Coach, Ali Taylor who introduced the Rugby Team.

Mayor Powell, on behalf of the City Council, presented the team with Certificates of Recognition.

Mayor Powell also introduced newly elected State Assemblyman David Hadley, who was present in the audience.

G. CITY MANAGER REPORT

City Manager Mark Danaj announced the Urban Land Institute (ULI) Study Session on February 23, 2015. He also announced the upcoming Interactive Community Budget Priority Session on March 5, 2015, at the Joslyn Community Center. City Manager Danaj explained that there would be a series of stations where residents could learn more about the budget issues and weigh in on priorities.

H. CITY ATTORNEY REPORT

City Attorney Barrow stated he has nothing to report.

Mayor Pro Tem Burton asked the status of the Manhattan Village Mall lawsuits.

City Attorney Barrow stated that there are two lawsuits filed by the Sensible Citizens of Manhattan Beach and the trial setting conference is scheduled for March 25, 2015.

I. CITY COUNCIL ANNOUNCEMENTS AND REPORTS

Mayor Pro Tem Burton thanked Assembly Member David Hadley for speaking at the State Assembly about how the community of Manhattan Beach came together in a candle light vigil in support of the Clinton Family.

Councilmember Lesser announced that he was appointed to the Los Angeles Library Commission and explained that the role of the Commission is to advise the Board of Supervisors as well as the County Librarian on library services throughout the County.

Mayor Powell commented on the condition of the Rite Aid Site at the intersection of Sepulveda and Manhattan Beach Boulevard and asked Staff to issue a letter to Rite Aid.

Staff responded that a meeting is being arranged.

J. COMMUNITY ANNOUNCEMENTS REGARDING UPCOMING EVENTS

None.

K. PUBLIC COMMENT ON NON-AGENDA ITEMS

Julie Profet, Chair of Friends of Polliwog Park, related her concerns about moving the Peck House to Polliwog Park and using up open space and urged the City Council to protect the openness of Polliwog Park.

Robert Bush, resident, spoke in support of City Council Candidate Bill Victor.

Ray Pok, Southern California Edison, gave an update on the El Porto Project and gave the hotline number for residents to call 866-977-3487.

Bill Victor, showed a picture of a utility pole and pointed out an issue with the double poles, noting the old ones are not removed.

Ray Pok responded that all poles are safe and added additional answers on the issues. Mr. Pok gave his e-mail Raymond.pok@sce.com and the website is SCE.com/elporto. He further added that it is helpful if the pole number is given when reporting an issue.

Vet Ngo reminded that all elected members took an oath of office and alleged violations during the election.

Ed Capriellian spoke about the performance evaluation of the City Manager and requested a copy of a performance measures contract.

L. CONSENT CALENDAR

Bill Victor pulled Item No. 7.

A motion was made by Mayor Pro Tem Burton, seconded by Councilmember Lesser, to approve the Consent Calendar Item Nos. 5-8 with the exception of Item No. 7. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

Councilmember D'Errico requested that the timing issue of Item No. 7 could be addressed now rather than at a late night hour.

Public Works Director Tony Olmos reported that if the vendor is approved, he has agreed to change the timeline from beginning in March thru May to beginning in September or October with no change in cost. Note: Item 7 still to be discussed under "Items Removed from the Consent Calendar".

- 5.** Amendment No. 2 to the Professional Engineering Services Agreement with Wallace & Associates for Additional Construction Inspection Services for the Sepulveda Boulevard and 2nd Street Water Main Replacement Project in the Amount of \$18,416 (Public Works Director Olmos).

[CON 15-0006](#)

APPROVE

The recommendation for this item was approved on the Consent Calendar.

6. Direct the Public Works Director to Issue an Encroachment Permit to Southern California Gas (SoCalGas) for Installation of a New Utility Pole on City Property Near 8th Street, East of Rowell Avenue (Public Works Director Olmos). [15-0070](#)

APPROVE

The recommendation for this item was approved on the Consent Calendar.

7. Approval of Plans and Specifications for the Downtown Crosswalk Replacement and Slurry Seal Project (Interim Streetscape Improvements), Declare the Low Bid Non-Responsive and Award a Construction Contract to PALP Inc. dba EXCEL Paving Company for the Downtown Crosswalk Replacement and Slurry Seal Project (\$876,563.50) (Public Works Director Olmos). [CON 15-0007](#)

APPROVE

This item was removed from the Consent Calendar and heard later under Item O . Items Removed from the Consent Calendar.

8. Minutes: [15-0010](#)
This Item Contains Action Minutes of City Council Meetings which are Presented for Approval. Staff Recommends that the City Council, by Motion, Take Action to Approve the Action Minutes of the:
a) City Council Adjourned Regular Meeting-Closed Session of February 3, 2015
b) City Council Regular Meeting of February 3, 2015
(City Clerk Tamura).

APPROVE

The recommendation for this item was approved on the Consent Calendar.

M. PUBLIC HEARINGS

9. Renewal of the North Manhattan Beach Business Improvement District and Approval of Assessments for Fiscal Year 2015-2016 (Finance Director Moe).

[RES 15-0008](#)

a) CONDUCT PUBLIC HEARING

b) ADOPT RESOLUTION NO. 15-0008

c) RATIFY 2015 BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD MEMBERS

Mayor Powell introduced Revenue Services Manager Steve Charelian who gave a brief presentation on the renewal of the North Manhattan Beach Business Improvement District and Assessments for the Fiscal Year 2015-2016.

Mayor Powell opened the floor to public comment.

Viet Ngo alleged that City Council Candidates running for re-election should abstain from voting on this issue.

Seeing no further requests to speak, Mayor Powell closed the floor to public comment.

A motion was made by Councilmember Lesser, seconded by Mayor Pro Tem Burton, to renew the North Manhattan Beach Business Improvement District and Approval of Assessments for Fiscal Year 2015-2016, Adopt Resolution No. 15-0008, and Ratify the 2015 Business Improvement District Advisory Board Members. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

N. GENERAL BUSINESS

10. Leadership Manhattan Beach's Report on the Pier Telescope Replacement Project and Review and Direction on the Location of Two New Telescopes in the Upper Strand Parking Lots (Fire Chief Espinosa).

[15-0093](#)

RECEIVE REPORT AND APPROVE

Mayor Powell introduced Fire Chief Bob Espinosa, a member of the Leadership Manhattan Beach Class of 2015, who reported on the Class Project.

Fire Chief Espinosa introduced the project leader, George Apostol who summarized the project. Mr. Apostol introduced Jillian Turkmany, classmember and high school student who presented a PowerPoint Presentation on replacing the telescopes on the Manhattan Beach Pier.

Fire Chief Espinosa and Classmember Apostol responded to City Council questions.

Mayor Powell opened the floor to public comment.

Viet Ngo alleged that this was a violation of public funds and money should not be collected.

Robert Bush stated that the public needs leaders and democracy needs to be worked on.

Seeing no further requests to speak, Mayor Powell closed the floor to public comment.

City Council discussion continued and questions were responded to by Fire Chief Espinosa and Classmember Apostol.

Mayor Pro Tem Burton stated that he is in favor of the project but would like to see the other telescopes placed at the north and south ends of the pier, rather than in the Pier Parking Lot, find out from Staff if there are any restrictions, and then approve the last part of the project.

A motion was made by Councilmember Howorth, seconded by Councilmember Lesser, to receive the report and approve the Pier Telescope Replacement Project and the proposed two new telescopes in the Upper Strand Parking Lots.

Councilmember Lesser offered a friendly amendment which was accepted by the maker of the motion, to have the educational panels to be reviewed by the City.

City Attorney Barrow clarified that the signage would go through the Parks and Recreation Commission without coming back to City Council. The motion carried by the following vote:

Aye: 4 - Powell, D'Errico, Lesser and Howorth

Nay: 1 - Burton

At 8:05 PM City Council recessed and reconvened at 8:15 PM with all Councilmembers present.

12. Presentation of the Proposed Fiscal Year 2015-2016 to Fiscal Year 2019-2020 Five Year Capital Improvement Plan (Public Works Director Olmos).

[15-0067](#)

RECEIVE REPORT

Mayor Powell requested that public participation on Item No. 12 the Five-year Capital Improvement Plan be allowed for the students wishing to participate. Hearing no objections it was so ordered.

David Hensell, President of Manhattan Beach Youth Athletics, spoke in support of artificial turf on Big Marine Field.

Dillon Dennis, member of All Star Team that made it to the Junior League World Series, stated his support for the artificial turf.

Wyatt Robb, member of the All Star Team that made it to the Junior League World Series, echoed his support for the artificial turf and the need for the upgrade.

11. Fiscal Year 2014-2015 Mid-Year Budget Report; Discuss and Provide Direction Regarding the Information Technology Director Position (Finance Director Moe).

[15-0072](#)

**RECEIVE REPORT; DISCUSS AND PROVIDE DIRECTION;
APPROPRIATE**

City Manager Mark Danaj presented a brief introduction noting that this report is on the status of our current Fiscal Year at the mid-year mark, but at the City Council request it will also contain a discussion of the IT Director Position and the author of the IT Master Plan will be available for City Council questions.

Mayor Powell introduced Finance Director Bruce Moe who presented a PowerPoint Presentation on the Mid-Year Budget Report and then responded to City Council questions.

Finance Director Moe then presented information on the Information Technology Director and introduced the President of NexLevel Technology, Terry Hackelmann and they responded to City Council questions.

Mayor Powell opened the floor to public comment.

Bill Victor commented on the budget presentation, then alleged spiraling salary and pension costs and asked why a manager can't become a director.

Viet Ngo spoke about the decline in sales tax at the mall and the need to review policies and guidelines regarding business license tax.

Seeing no further requests to speak, Mayor Powell closed the public comment.

City Council discussion continued and it was decided to vote on the IT Director first.

Councilmember Lesser stated that he is in favor and agrees with the IT Director position, but not now. He further added that City Council should wait until the new budget process is started and study it in the context of the whole budget.

A motion was made by Mayor Pro Tem Burton, seconded by Councilmember Howorth, to direct the City Manager to hire an IT Director. The motion carried by the following vote:

Aye: 4 - Powell, Burton, D'Errico and Howorth

Nay: 1 - Lesser

Discussion continued and Finance Director Moe responded to City Council questions.

A motion was made by Mayor Pro Tem Burton, seconded by Councilmember Lesser, to receive the report and appropriate \$1,000,050 from the Insurance Reserve Fund, approve a budget adjustment/appropriation to reallocate a portion of the previously approve Cashiering System Upgrade to the Water (\$18,00), Refuse (\$6,00) and Parking (\$6,000) Funds. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

Councilmember D'Errico gave direction to Staff regarding the sales tax revenue (during the budget process), to see if there are ways to mitigate, or attack the problem, minimize or stop the decline.

Mayor Pro Tem Burton suggested coordinating with the Chamber of Commerce and the Downtown Business Association to work together and come up with a plan..

12. Presentation of the Proposed Fiscal Year 2015-2016 to Fiscal Year [15-0067](#)
2019-2020 Five Year Capital Improvement Plan (Public Works Director
Olmos).

RECEIVE REPORT

City Manager Danaj provided a brief introduction to the presentation and spoke of "What the Capital Improvement Plan (CIP) is", "What it is not", and "What his hopes for the future are".

Mayor Powell introduced Public Works Director Tony Olmos who presented a PowerPoint Presentation on the CIP including a refresher, funding sources, timeline and projects.

City Engineer Joe Parco provided a presentation on the list of CIP Projects.

Questions were responded to by Public Works Director Olmos, City Engineer Parco, Traffic Engineer Eric Zandvliet, and Parks and Recreation Director Mark Leyman.

Mayor Powell opened the floor to public comment.

Seeing no requests to speak, Mayor Powell closed the floor to public comment.

A motion was made by Councilmember Lesser, seconded by Mayor Pro Tem Burton, to receive the report, direct Staff to further explore, in conjunction with the Manhattan Beach Unified School District (MBUSD), opportunities for improving/remodeling Begg Pool, including contacting the Beach Cities Health District. Second with reference to the Fire Station, go to the next step and come up with more firm financial information, and finally with regard to a Parks Master Plan returning to City Council with a better definition of the scope of what is involved and in conjunction with MBUSD. Mayor Powell proposed a friendly amendment, which was accepted by the maker of the motion, for Staff to return with additional information for what is being proposed at 38th and Highland. Mayor Pro Tem Burton asked to explore opportunities for Measure R Funds to free up the \$3.7 million of Prop C Money. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

At 11:08 PM City Council recessed and reconvened at 11:16 PM with all Councilmembers present,

13. Status Report on Historic Preservation (Community Development Director Lundstedt).

[15-0092](#)

REVIEW AND PROVIDE DIRECTION

Mayor Powell introduced Community Development Director Marisa Lundstedt who provided a summary on the timing of moving the Peck House.

Community Development Director Lundstedt presented a PowerPoint Presentation on Historic Preservation and Planning Manager Laurie Jester spoke about the policy issues.

Community Development Director Lundstedt then spoke of the stakeholder outreach and input.

City Council questions were responded to by Community Development Director Lundstedt, Planning Manager Jester and City Attorney Quinn Barrow.

Mayor Powell opened the floor to public comment.

Jane Guthrie, Board Member of Manhattan Beach Cultural Heritage Conservancy, stated that she is pleased the City is moving forward and also thinks the standalone commission is better, prefers Staff taking the middle of the road, and regarding demolition agrees with staff recommendations.

Marcello Vavala, Preservation Associate with the LA Conservancy, suggests the stand alone commission and shared the reasons why they recommend a standalone commission.

Seeing no further requests to speak, Mayor Powell closed the floor to public comment.

Community Development Director Lundstedt introduced Senior Architectural Historic Project Manager with SWIC Environmental Consultants, Debi Howeel-Ardilla who is a Consultant on this project and she responded to City Council questions.

Discussion continued among City Councilmembers and questions were responded to by Community Development Director Lundstedt and City Attorney Barrow.

A motion was made by Mayor Pro Tem Burton, seconded by Councilmember Lesser, for Staff to move forward to establish a Historical Preservation Commission, it should be a Stand Alone Commission with five members, meet quarterly and they should seek Certified Local Government (CLG) Status, as to the Nomination Process (Limited Voluntary Process) and Demolition and Alteration Permit Process (No permit may be issued without Staff recommendation and approval) adopt Staff recommendations. Mayor Powell proposed a friendly amendment, which was accepted by the maker of the motion, to have one seat as an architect and one seat as a historic person with historic expertise and the remaining seats can be be at-large. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

O. ITEMS REMOVED FROM THE CONSENT CALENDAR

Approval of Plans and Specifications for the Downtown Crosswalk Replacement and Slurry Seal Project (Interim Streetscape Improvements), Declare the Low Bid Non-Responsive and Award a Construction Contract to PALP Inc. dba EXCEL Paving Company for the Downtown Crosswalk Replacement and Slurry Seal Project (\$876,563.50) (Public Works Director Olmos).

[CON 15-0007](#)

APPROVE

Bill Victor removed this item from the Consent Calendar and stated that he hasn't seen the Urban Land Institute (ULI) final report and there is discussion of covering up the roadway with a stamped asphalt making it look like stone. The ULI suggests that we may want to widen the sidewalk and change the configuration. He further questioned what are the benefits of signing the contract when we don't know what the ULI changes are.

Seeing no further requests to speak Mayor Powell closed the floor to public comment.

Public Works Director Tony Olmos responded to City Council questions.

A motion was made by Mayor Pro Tem Burton, seconded by Councilmember Lesser, to approve the Downtown Crosswalk Replacement and Slurry Seal Project with the amendment to start the project in September or October. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

P. OPTIONAL ADDITIONAL PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

Q. OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS, FUTURE DISCUSSION ITEMS

14. Request by Mayor Powell to Send Letters or Adopt Resolution Supporting the Los Angeles Air Force Base and the Space and Missile Systems Center and Opposing Their Closure or Relocation.

[15-0103](#)

DISCUSS AND PROVIDE DIRECTION

Mayor Powell opened the floor to public comment.

Seeing no requests to speak Mayor Powell closed the floor to public comment.

A motion was made by Mayor Pro Tem Burton, seconded by Councilmember Lesser, to send letters supporting the Los Angeles Air Force Base and the Space And Missile Systems Center and opposing their closure or relocation. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

Mayor Powell reported that there has been a request from the Special Olympics for a member of the City Council to be on their committee and he asked Staff to agendize this for the next City Council Meeting.

Mayor Pro Tem Burton asked to direct Staff to look at abatement action for the Rite Aid property.

City Manager Danaj responded that conversations have taken place with the property owners and it was decided that sixty days would be a reasonable amount of time to report back.

Mayor Pro Tem Burton asked if the goals for the City Manager evaluation could be released.

City Attorney Barrow responded to the questions.

R. RECEIVE AND FILE ITEMS

Mayor Powell opened the floor to public comment.

Seeing no requests to speak, Mayor closed the floor to public comment.

A motion was made by Councilmember Howorth, seconded by Mayor Pro Tem Burton, that Item Nos. 15-18 be Received and Filed. The motion carried by the following vote:

Aye: 5 - Powell, Burton, D'Errico, Lesser and Howorth

- 15.** Financial Reports: [15-0063](#)
 a) Schedule of Demands: January 29, 2015
 b) Investment Portfolio for the Month Ending December 31, 2014
 c) Financial Reports for the Month Ending December 31, 2014
 (Finance Director Moe).
RECEIVE AND FILE
This item was received and filed.
- 16.** Planning Commission Approval of a Use Permit, Vesting Tentative Parcel Map No. 72860 and a Categorical Exemption under CEQA for a Four-Unit Residential Condominium Project at 1154 North Rowell Avenue (Community Development Director Lundstedt) [15-0080](#)
RECEIVE AND FILE
This item was received and filed.
- 17.** Report on Emergency Repairs for Booster No. 3 of Peck Reservoir for the Amount of \$49,988 (Public Works Director Olmos). [15-0087](#)
RECEIVE AND FILE
This item was received and filed.

18. Commission Minutes:

[15-0089](#)

This Item Contains Action Minutes of City Council Subcommittees and Other City Commissions and Committees which are Presented to be Received and Filed by the City Council. Staff Recommends that the City Council, by Motion, Take Action to Receive and File the Action Minutes of the:

a) Parking and Public Improvements Commission Meeting of January 22, 2015

(Community Development Director Lundstedt)

b) Planning Commission Meeting of January 28, 2015

(Community Development Director Lundstedt)

RECEIVE AND FILE

This item was received and filed.

S. ADJOURNMENT

At 12:39 AM the Regular City Council Meeting was adjourned to the Adjourned Regular City Council Meeting (Closed Session) at 5:00 PM on February 23, 2015, followed by the 6:00 PM Adjourned Regular City Council Meeting (Urban Land Institute (ULI) Study Session in City Council Chambers in said City.

Matthew Cuevas
Recording Secretary

Wayne Powell
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Monday, February 23, 2015

5:00 PM

Adjourned Regular Meeting - Closed Session

City Council Chambers

City Council Meeting

Mayor Wayne Powell
Mayor Pro Tem Mark Burton
Councilmember Tony D'Errico
Councilmember David J. Lesser
Councilmember Amy Howorth

A. CALL MEETING TO ORDER

The Closed Session Meeting of February 23, 2015, was called to order at 5:01 PM.

B. PLEDGE TO THE FLAG

Mayor Powell led the Pledge to the Flag.

C. ROLL CALL

Present 5 - Mayor Wayne Powell, Mayor Pro Tem Mark Burton, Councilmember Tony D'Errico, Councilmember David J. Lesser, and Councilmember Amy Howorth

D. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

City Clerk Liza Tamura confirmed that the meeting was properly posted.

E. PUBLIC COMMENTS

Stan Furmanski, asked for emergency measure regarding traffic accident on Highland Ave.

Viet Ngo, request to disclose what is discussed in closed session.

Ed Capriellian, request to consider some type of community engagement process related to labor negotiations.

Mayor Wayne Powell, stated in the future if there is no reportable action could City Attorney explain what the title is.

City Attorney Quinn Barrow responded he can.

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

At 5:02 PM, City Attorney Quinn Barrow read into the record the following Closed Session items:

1. CONFERENCE WITH LABOR NEGOTIATOR (9/80 Work Schedule)

(Government Code Section 54957.6)

Agency Negotiator: Mark Danaj, City Manager

Employee Groups: Management Confidential and Teamsters

G. RECESS INTO CLOSED SESSION

The City Council recessed into Closed Session at 5:02 PM.

H. RECONVENE INTO OPEN SESSION

The City Council reconvened into Open Session at 6:03 PM.

I. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION

The City Attorney announced that the City Council provided direction to Special Counsel with no other other reportable action taken.

J. ADJOURNMENT

At 6:03 PM, Mayor Powell adjourned the February 23, 2015, Adjourned Regular Meeting - Closed Session to the February 23, 2015, Regular City Council Meeting in City Council Chambers, in said City.

Quinn Barrow
Recording Secretary

Wayne Powell
Mayor

ATTEST:

Liza Tamura
City Clerk

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Monday, February 23, 2015

6:00 PM

ULI Final Report/Downtown Plan Discussion

City Council Chambers

5:00 PM Adjourned Regular Meeting - Closed Session

City Council Study Session

Mayor Wayne Powell
Mayor Pro Tem Mark Burton
Councilmember Tony D'Errico
Councilmember David J. Lesser
Councilmember Amy Howorth

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A. PLEDGE TO THE FLAG

Planning Manager Laurie Jester led the Pledge of Allegiance.

B. ROLL CALL

Present 5 - Mayor Wayne Powell, Mayor Pro Tem Mark Burton, Councilmember Tony D'Errico, Councilmember David J. Lesser, and Councilmember Amy Howorth

C. CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING

City Clerk Liza Tamura confirmed that the meeting was properly posted.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

Ed Caprielian spoke about public engagement, presented some recommendations and touched on several key criteria that the City Council should consider for future public engagement processes.

Viet Ngo asked the City Council to reconsider opposing Measure O.

Jackie May, resident, voiced her concerns with the doggy pick-up bags that have an extra piece of plastic that birds can get caught in.

E. GENERAL BUSINESS

1. Prioritization of Urban Land Institute (ULI) Recommendations and Next Steps and Appropriation of Funds and Award Professional Services Agreement to Pacific Municipal Consultants (PMC) for An Amount Not-to-Exceed \$357,000 to Prepare a Specific Plan (Community Development Director Lundstedt).

[CON 15-0012](#)

APPROPRIATE FUNDS AND AWARD PROFESSIONAL SERVICES AGREEMENT

Mayor Powell introduced Community Development Director Marisa Lundstedt who presented a PowerPoint Presentation on Urban Land Institute (ULI) prioritizations of recommendations, background of PMC Consultants and a summary of the Specific Plan recommendations.

Community Development Director Lundstedt introduced from Pacific Municipal Consultant (PMC) Loreli Cappel who spoke of the Specific Plan.

Community Development Director Lundstedt and Consultant Cappel responded to City Council questions.

Mayor Powell opened the floor to public comment

Bill Victor stated that he hadn't heard about a property owner meeting.

Councilmember D'Errico clarified that the meeting was a commercial property owners organization and started by a private citizen.

Bill Victor, asked about the private property owners and thinks this is the time to talk about residential property also.

Kelly Stroman, Executive Director Downtown Business and Professional Association, spoke on behalf of the Downtown Association and related that the awarding of the contract is what the focus should be tonight, wants to keep the momentum going, would like to see the Economic Development Director position filled and the Association would like to be a part of any improvements, as appropriate.

Martha Andreani, resident, related that she encourages momentum, not for selecting a consultant, but focusing on a parking strategy plan.

Angie Silverman, resident and Downtown Planner Specialist, wants to start acting to preserve the downtown using social media and let the people speak.

Ed Caprielian noted that the ULI engagement process was successful, but doesn't want to move forward without considering the public input and further engaging the public.

Philip Cook, resident and property owner, related that the report was inclusive and we need to move forward today.

Kris D'Errico, President of the Downtown Business and Professional Association, reported that six businesses have closed and three are changing dramatically since the end of the ULI study and timing is of the essence to save our businesses.

Gary McAuly, resident, addressed the low hanging fruit and requested that the City not give away public land for private use, such as for outdoor dining or commercial expansion.

Viet Ngo, alleged that the hiring of ULI is an example of waste and misuse of public funds.

Roger Lamont, resident, stated that he is working with commercial property owners to form an association, believes that the City should move forward with the consultant, and urges the position of Economic Development Director be filled.

Dr. Lester Silverman, resident and business owner, shared that PMC Consultants should be hired, keep the momentum going and not get bogged down.

Jackie May, downtown property owner and resident, related that simple everyday needs cannot be purchased downtown, and would like to get the downtown residents to be more involved for the future.

Seeing no further requests to speak, Mayor Powell closed the floor to public comment.

Discussion continue among City Councilmembers.

A motion was made by Mayor Pro Tem Burton, seconded by Councilmember Howorth, to accept and approve next steps for ULI recommendations as set forth in the report, appropriate \$277,000 from the General Fund Balances to the Community Development Department Advanced Planning Budget and award a Professional Services Agreement to Pacific Municipal Consultants (PMC) for an amount not-to-exceed \$357,000 to prepare a Specific Plan and to direct the City Manager to include the Economic Development Director position into the proposed 2015/2016 Budget Process and fully explain benefits. A friendly amendment was made by Mayor Powell to not have the \$60,000 contingency, so that when the contract amount will be exceeded they come back to City Council for approval with justification. The motion carried by the following vote:

Aye: 5 - Mayor Powell, Mayor Pro Tem Burton, Councilmember D'Errico, Councilmember Lesser and Councilmember Howorth

City Attorney Quinn Barrow clarified the amendment to state that any amount over the \$297,353 must be presented to the City Council, prior to going over the amount.

F. OTHER COUNCIL BUSINESS, COMMITTEE AND TRAVEL REPORTS, FUTURE DISCUSSION ITEMS

None.

G. ADJOURNMENT

At 8:13 PM Mayor Powell adjourned the Adjourned Regular City Council Meeting (ULI Study Session) to the 5:00 PM Adjourned Regular Meeting (Closed Session) followed by the Regular City Council Meeting on March 4, 2015, in the City Council Chambers in said City.

Matthew Cuevas
Recording Secretary

Wayne Powell
Mayor

ATTEST:

Liza Tamura
City Clerk

Agenda Date: 3/4/2015

TO:

Honorable Mayor Powell and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director
Laurie B. Jester, Planning Manager
Jason Masters, Assistant Planner

SUBJECT:

Local Coastal Program Code Amendments in Compliance with the California Coastal Commission Modifications to Implement the Adopted and Certified Housing Element Update (2008-2014) (Community Development Director Lundstedt).

CONDUCT PUBLIC HEARING, INTRODUCE ORDINANCE NO. 15-0002

RECOMMENDATION:

Staff recommends that the City Council waive further reading and introduce Ordinance No. ORD 15-0002 (Attachment 1) approving the Local Coastal Program Code Amendments to implement the adopted and certified Housing Element Update (2008-2014).

FISCAL IMPLICATIONS:

There are no direct fiscal impacts as a result of the adoption of the Local Coastal Program Amendments.

BACKGROUND:

On February 4, 2013, the California Department of Housing and Community Development (HCD) issued a letter stating that the City's adopted Housing Element is in full compliance with State law. The City was then required to adopt new Zoning Code and Local Coastal Program (LCP) Code Amendments in order to implement the adopted Housing Element programs, goals, and policies.

On July 2, 2013 the City Council adopted Ordinance No. ORD 13-0012 (Attachment 2) approving the LCP Code Amendments, the Zoning Code regulations in the coastal area, to implement the new Housing Element. City Staff then transmitted the LCP Code Amendments to the California Coastal Commission (CCC), which at its March 12, 2014 meeting approved LCP Code Amendment No. 1-13 with modifications (Attachment 3). The

CCC 's suggested modifications require an amendment to Ordinance No. ORD 13-0012 as well as City Council review and approval. The LCP Code amendments will not be effective until the City Council adopts the CCC's modifications and the CCC Executive Director certifies that the City has complied with their March 12, 2014 action. These modifications include amending provisions for: 1) Reasonable Accommodation for Disabled Persons; 2) the Affordable Housing Density Bonus and Incentive Program; 3) Affordable Housing Density Bonus and Incentive Program Findings, and 4) Parking and Loading Regulations for Affordable Housing Development. The proposed LCP code amendments apply only in the City's coastal zone, as the City maintains two separate zoning codes: one that applies in the Coastal Zone (Title A), and another for the remainder of the City (Title 10).

DISCUSSION:

The City has adopted Zoning Code and LCP Code revisions in order to comply with State Housing law regarding reasonable accommodation and development standards for affordable housing. The modifications are required by the CCC and will bring the LCP Code Amendments into compliance with the State Coastal Act. They will also be consistent with the City's Coastal Land Use Plan (LUP) and Local Implementation Plan (LIP). The four suggested modifications provided by the CCC are underlined in bold text below:

1. Chapter A.85 Reasonable Accommodation - Required Findings

Section A.85.050 Required Findings.

D. The requested accommodation will not require a fundamental alteration in the nature of the City's zoning ordinance **or the certified Local Coastal Program. A request for reasonable accommodation under this section may be approved if it is consistent with the certified Local Coastal Program; or it may be approved and the City may waive compliance with an otherwise applicable provision of the Local Coastal Program if the City finds both of the following: 1) The requested reasonable accommodation is consistent, to the maximum extent feasible, with the certified Local Coastal Program; and, 2) There are no feasible alternative means for providing an accommodation at the property that would provide greater consistency with the certified Local Coastal Program.**

The modifications to Section A.85.050 amend findings which enable the City to respond to requests for reasonable accommodation in order to ensure that disabled persons have an equal opportunity to use and enjoy a dwelling in conformance with state and federal fair housing laws. "Reasonable Accommodation" means any deviation requested and/or granted from the City's zoning and land use laws, rules, regulations, policies, procedures, practices, or any combination thereof, that may be reasonable and necessary for a disabled person to have an equal opportunity to use and enjoy a dwelling (Section A.85.020).

2. Chapter A.94 Affordable Housing Density Bonus and Incentive Program

Section A.94.010 General Affordable Housing Provisions.

A. State Law Governs. The provisions of this chapter shall be governed by the requirements of Government Code Section 65915, as that statute is amended from time-to-time. Where conflict occurs between the provisions of this chapter and State

law, the State law provisions shall govern, unless otherwise specified. The intent of the following regulations is to ensure that, to the maximum extent feasible, the requirements of Government Code Section 65915 are implemented in a manner consistent with the land use policies and zoning ordinance provisions set forth in the certified Local Coastal Program.

Section A.94.010 ensures that the LCP provisions which encourage affordable housing and senior housing are consistent with state housing law.

3. Chapter A.94 Affordable Housing Density Bonus and Incentive Program - Findings

Section A.94.040.B Proposal of Incentives and Findings.

B. Proposal of Incentives and Findings. An applicant may propose specific incentives or concessions that would contribute significantly to the economic feasibility of providing affordable units pursuant to this chapter and State law. In addition to any increase in density to which an applicant is entitled, the City shall grant one or more incentives or concessions that an applicant requests, up to the maximum number of incentives and concessions required pursuant to subsection A, unless the City makes a written finding that either:

D. The concession or incentive would be inconsistent with the provisions of the Local Coastal Program to the extent that the concession or incentive would adversely impact coastal access, public recreation, community character, any other sensitive coastal resource, or any other resource governed by Chapter 3 of the Coastal Act.

This modification ensures that the effort to encourage affordable housing would not be inconsistent with the LCP or create adverse impacts on resources governed by the Coastal Act.

4. Section A.64.240 Parking and Loading Regulations for Affordable Housing Development.

When requested by the applicant, multi-family residential developments meeting the minimum requirements for a density bonus pursuant to Chapter A.94 shall provide off-street parking according to the following formula:

<u>Unit Size</u>	<u>Parking Spaces</u>
Studio or 1-bedroom	One space <u>Two spaces</u>
2 or 3 bedrooms	Two spaces
4 or more bedrooms	Two and one-half spaces

The number of required parking shall be inclusive of guest parking. If the total number of parking spaces required for a development is other than a whole number, the number shall be rounded up to the next whole number.

Currently, a minimum of two parking spaces are required for all residential units, including

studio or 1-bedroom units. In the previous (July 2013) LCP Code Amendment, the City proposed to reduce this requirement to one space to satisfy HCD. However, the CCC stated that doing so would result in inconsistencies with the City's LUP/LIP. Thus, the LUP/LIP must be amended before the City can request reducing the number of parking spaces required for these small affordable units only. Staff anticipates that a Coastal LUP/LIP Amendment will be presented to Council in the future to satisfy the requirements of HCD as well as the CCC.

CEQA Compliance

A Negative Declaration was prepared and adopted by the City Council on January 15, 2013, for the 2008-2014 Housing Element. The Negative Declaration evaluated the potential environmental impacts of the Housing Element and its implementation programs, which includes the proposed Local Coastal Program amendments, and concluded that no significant impacts would occur.

Public Input

A ¼ page display ad public notice for the proposed LCP Code Amendments was published in the Beach Reporter newspaper on February 19, 2015, in compliance with state and local law. The draft LCP Amendments have been made available at the City Clerk's office and at the Department of Community Development. The staff report, draft Ordinance and attachments are also posted on the City website.

CONCLUSION:

The attached draft Ordinance No. ORD 15-0002 (Attachment 1) contains LCP Code Amendment language for the City Council review and introduction. The Amendments will also require review and certification by the California Coastal Commission. Staff does not propose any revisions to the CCC's minor modifications to the LCP Code Amendments and found them to be compliant and consistent with the General Plan, Municipal Code, LUP/LIP and CCC requirements.

Staff recommends that the City Council conduct the public hearing, introduce Ordinance No. ORD 15-0002 approving the Local Coastal Program Amendments, and schedule the second reading and adoption on March 17, 2015.

Attachments

1. Draft Ordinance No. ORD 15-0002
2. Ordinance No. ORD 13-0012
3. California Coastal Commission letter dated March 14, 2014

ORDINANCE NO. 15-0002

**AN ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING THE MANHATTAN BEACH LOCAL COASTAL
PROGRAM TO INCORPORATE MODIFICATIONS FROM THE
CALIFORNIA COASTAL COMMISSION TO IMPLEMENT 2008-
2014 HOUSING ELEMENT PROGRAMS, GOALS, AND
POLICIES**

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:

CEQA Findings. Pursuant to the California Environmental Quality Act (CEQA) and the City of Manhattan Beach CEQA Guidelines, a Negative Declaration was prepared and adopted by the City Council on January 15, 2013, for the 2008-2014 Housing Element. The Negative Declaration evaluated the potential environmental impacts of the Housing Element and its implementation programs, which includes the proposed Local Coastal Program amendments, and concluded that no significant impacts would occur. Based on the initial study, the previously adopted Negative Declaration, and the record before the City Council, the City Council hereby finds that there have been no substantial changes to the project or the environment that would require the preparation of a subsequent negative declaration or a supplement to the previously adopted Negative Declaration because the modifications requested by the Coastal Commission merely implement the Housing Element and will not introduce significant environmental effects or substantially increase the severity of effects previously identified and analyzed in the adopted Negative Declaration. Furthermore, there are no changed circumstances or new information, which was not known at the time the Negative Declaration was adopted that would require the preparation of a subsequent Negative Declaration or major revisions to the previously adopted Negative Declaration pursuant to CEQA Guidelines Section 15162. Therefore, the original Negative Declaration represents the independent judgment of the City and there is no substantial evidence that the approval of the project may have any significant environmental impact. Copies of the documents are available for public review and inspection in the City's Community Development Department, City Hall, located at 1400 Highland Avenue, Manhattan Beach, California 90266.

Section 2. History. On February 4, 2013, the California Department of Housing and Community Development (HCD) issued a letter stating that the City's adopted Housing Element is in full compliance with State law. The City was then required to adopt new Zoning Code and Local Coastal Program (LCP) Code Amendments in order to implement the adopted Housing Element programs, goals, and policies. On July 2, 2013 the City Council adopted Ordinance No. ORD 13-0012 approving the LCP Code Amendments, the Zoning Code regulations in the coastal area, to implement the new Housing Element. City Staff then transmitted the LCP Code Amendments to the California Coastal Commission (CCC), which at its March 12, 2014 meeting approved LCP Code Amendment No. 1-13 with modifications. The CCC modifications require an amendment to Ordinance No. ORD 13-0012 and City Council review and approval. The LCP Code amendments will not be effective until the City Council adopts the CCC's modifications and the CCC Executive Director certifies that the City has complied with their March 12, 2014 action. These modifications include amending provisions for: 1) Reasonable Accommodation for disabled persons; 2) the Affordable Housing Density Bonus and Incentive Program; 3) Affordable Housing Density Bonus and Incentive Program Findings, and 4) Parking and Loading Regulations for Affordable Housing Development. The proposed LCP code amendments apply only in the City's coastal zone, as the City maintains two separate zoning codes: one that applies in the Coastal Zone (Title A), and another for the remainder of the City (Title 10).

SECTION 3. The City Council hereby amends Section A.85.050(D) ("Reasonable Accommodation Required Findings") of the Manhattan Beach Local Coastal Program by adding the following text highlighted in bold, with all other provisions of Chapter A.85 to remain unchanged:

“Chapter A.85 Reasonable Accommodation - Required Findings
Section A.85.050 Required Findings.

D. The requested accommodation will not require a fundamental alteration in the nature of the City’s zoning ordinance **or the certified Local Coastal Program. A request for reasonable accommodation under this section may be approved if it is consistent with the certified Local Coastal Program; or it may be approved and the City may waive compliance with an otherwise applicable provision of the Local Coastal Program if the City finds both of the following: 1) The requested reasonable accommodation is consistent, to the maximum extent feasible, with the certified Local Coastal Program; and, 2) There are no feasible alternative means for providing an accommodation at the property that would provide greater consistency with the certified Local Coastal Program.”**

The City Council hereby amends Section A.94.010(A) (“Affordable Housing Density Bonus and Incentive Program”) of the Manhattan Beach Local Coastal Program by adding the following text highlighted in bold with all other provisions of Chapter A.94 to remain unchanged:

“Chapter A.94 Affordable Housing Density Bonus and Incentive Program
Section A.94.010 General Affordable Housing Provisions.

A. State Law Governs. The provisions of this chapter shall be governed by the requirements of Government Code Section 65915, as that statute is amended from time-to-time. Where conflict occurs between the provisions of this chapter and State law, the State law provisions shall govern, unless otherwise specified. **The intent of the following regulations is to ensure that, to the maximum extent feasible; the requirements of Government Code Section 65915 are implemented in a manner consistent with the land use policies and zoning ordinance provisions set forth in the certified Local Coastal Program.”**

Section 4.

The City Council hereby amends Section A.94.040(B) (“Affordable Housing Density Bonus and Incentive Program - Findings”) of the Manhattan Beach Local Coastal Program by adding the following text highlighted in bold, with all remaining provisions of Chapter A.94 to remain unchanged:

“C. Chapter A.94 Affordable Housing Density Bonus and Incentive Program - Findings
Section A.94.040.B Proposal of Incentives and Findings.

B. Proposal of Incentives and Findings. An applicant may propose specific incentives or concessions that would contribute significantly to the economic feasibility of providing affordable units pursuant to this chapter and State law. In addition to any increase in density to which an applicant is entitled, the City shall grant one or more incentives or concessions that an applicant requests, up to the maximum number of incentives and concessions required pursuant to subsection A, unless the City makes a written finding that either:

4. The concession or incentive would be inconsistent with the provisions of the Local Coastal Program to the extent that the concession or incentive would adversely impact coastal access, public recreation, community character, any other sensitive coastal resource, or any other resource governed by Chapter 3 of the Coastal Act.”

Section 5.

The City Council hereby amends Section A.64.240 (“Parking and Loading Regulations for Affordable Housing Development”) of the Manhattan Beach Local Coastal Program by adding the following text highlighted in bold, with all other provisions of Chapter A.64 to remain unchanged:

“D. Section A.64.240 Parking and Loading Regulations for Affordable Housing Development

When requested by the applicant, multi-family residential developments meeting the minimum requirements for a density bonus pursuant to Chapter A.94 shall provide off-street parking according to the following formula:

<u>Unit Size</u>	<u>Parking Spaces</u>
Studio or 1-bedroom	One space <u>Two spaces</u>
2 or 3 bedrooms	Two spaces
4 or more bedrooms	Two and one-half spaces

The number of required parking shall be inclusive of guest parking. If the total number of parking spaces required for a development is other than a whole number, the number shall be rounded up to the next whole number.”

SECTION 6. If any sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each sentence, clause or phrase thereof irrespective of the fact that any one or more sentences, clauses or phrases be declared unconstitutional or otherwise invalid.

SECTION 7. The City Council hereby directs staff to submit this LCP amendment to the California Coastal Commission for certification, in conformance with the submittal requirements specified in the California Code of Regulations, Title 14, Division 5.5., Chapter 8, Subchapter 2. The LCP amendment approved in this ordinance shall become effective only upon certification by the California Coastal Commission.

SECTION 9. Any provisions of the Manhattan Beach Local Coastal Program, or appendices thereto, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance, and no further, are hereby repealed.

SECTION 10. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within fifteen (15) days after its passage, in accordance with Section 36933 of the Government Code.

PASSED, APPROVED AND ADOPTED this 17th day of March, 2015.

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

WAYNE POWELL
Mayor of the City of Manhattan Beach,
California

ATTEST:

LIZA TAMURA
City Clerk

APPROVED AS TO FORM:

QUINN M. BARROW
City Attorney

ORDINANCE NO. 13-0012

**AN ORDINANCE OF THE CITY OF MANHATTAN BEACH
AMENDING THE MANHATTAN BEACH LOCAL COASTAL
PROGRAM TO IMPLEMENT 2008-2014 HOUSING ELEMENT
PROGRAMS, GOALS, AND POLICIES**

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. CEQA Findings. Pursuant to the California Environmental Quality Act (CEQA) and the Manhattan Beach CEQA Guidelines, a Negative Declaration was prepared and adopted by the City Council for the 2008-2014 Housing Element. The Negative Declaration evaluated the potential environmental impacts of the Housing Element and its implementation programs, which included the proposed Code amendments, and concluded that no significant impacts would occur. Based on the initial study, the previously adopted Negative Declaration, and the record before the City Council, the City Council hereby finds that there have been no substantial changes to the project or the environment that would require the preparation of a subsequent negative declaration or a supplement to the previously adopted Negative Declaration because the requested approval will merely implement the Housing Element and will not introduce significant environmental effects or substantially increase the severity of effects previously identified and analyzed in the adopted Negative Declaration. Furthermore, there are no changed circumstances or new information, which was not known at the time the Negative Declaration was adopted that would require the preparation of a subsequent Negative Declaration or major revisions to the previously adopted Negative Declaration pursuant to CEQA Guidelines Section 15162. Therefore, the original Negative Declaration represents the independent judgment of the City and there is no substantial evidence that the approval of the project may have any significant environmental impact. Copies of the documents are available for public review and inspection in the City's Community Development Department, City Hall, located at 1400 Highland Avenue, Manhattan Beach, California 90266.

SECTION 2. The City Council hereby amends Section A.08.030 ("Residential use classifications") of the Manhattan Beach Local Coastal Program by adding the following definitions in alphabetical order, with all other provisions of Section A.08.030 to remain unchanged:

"A.08.030—Residential Use Classifications

Emergency Shelter: Housing with minimal supportive services for homeless persons that limits occupancy by homeless persons to six months or less and that does not deny emergency shelter due to a person's inability to pay.

Supportive Housing: Housing occupied by a specified target population defined in Section 50675.14 of the California Health and Safety Code that has no limit on length of stay, and that is linked to onsite or offsite services that assist the resident in retaining the housing, improving his or her health status, maximizing his or her ability to live, and – when possible – work in the community. Supportive housing is a residential use subject to the same regulations and procedures that apply to other residential uses of the same type in the same zone.

Transitional Housing: Rental housing operated under program requirements that terminate assistance to residents and recirculate the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months from the initial occupancy date of the recipient. Transitional housing is a residential use subject to the same regulations and procedures that apply to other residential uses of the same type in the same zone."

SECTION 3. The City Council hereby amends the title row and the rows related to "Multi-Family Residential" in the table included in Section A.12.020 ("Land Use Regulations: RM and RH districts") of the Manhattan Beach Local Coastal Program and adds Additional

Use Regulation “(O)” regarding permitting for multi-family residential uses to read as follows, with all other provisions of Section A.12.020 to remain unchanged:

RM and RH DISTRICTS			P – Permitted PDP – Precise Development Plan SDP – Site Development Permit U – Use Permit L – Limited (see additional use regulations) - Not permitted
LAND USE REGULATIONS			
	RM	RH	Additional Regulations
Multi-Family Residential			
5 or fewer units	P	P	(B)(C)(L)
6 or more units	PDP/SDP	PDP/SDP	(B)(C)(L)(O)

“(O) Residential developments of 6 or more units that qualify for a density bonus pursuant to Chapter A.94 of this Code shall apply for a Precise Development Plan. Residential developments of 6 or more units that do not receive a density bonus shall apply for a Site Development Permit.”

SECTION 4. The City Council hereby amends the tables in Section A.12.030 (“Property Development Regulations: RM and RH districts”) of the Manhattan Beach Local Coastal Program to add “Additional Regulation” “T” to the “Additional Development Regulations” column in the “Property Development Standards” tables for “Area Districts III and IV” in the rows for “Minimum Lot Area per Dwelling Unit (sq. ft.)” and to add “Additional Regulation” “U” to the “Additional Development Regulations” column in the “Property Development Standards” tables in the rows for “Lot Area (sq. ft.)” with all other provisions in Section A.12.030 to remain unchanged.

SECTION 5. The City Council hereby amends Section A.12.030 (“Property Development Regulations: RM and RH districts”) of the Manhattan Beach Local Coastal Program to add the following language, with all other provisions of Section A.12.030 to remain unchanged:

T. Multi-family residential developments meeting the minimum requirements for a density bonus pursuant to Chapter A.94 shall be granted a lot consolidation bonus incentive when two or more parcels are consolidated into a single building site according to the following formula:

<u>Combined Parcel Size</u>	<u>Base Density Increase</u>
<u>Less than 0.50 acre</u>	<u>No increase</u>
<u>0.50 acre to 0.99 acre</u>	<u>5% increase</u>
<u>1.00 acre or more</u>	<u>10% increase</u>

This lot consolidation bonus incentive shall be calculated prior to determining any density bonus pursuant to Chapter A.94.

U. Multi-family residential developments meeting the minimum requirements for a density bonus pursuant to Chapter A.94 shall be exempt from these maximum lot size limitations.”

SECTION 6. The City Council hereby amends Section A.28.030 (“Land Use Regulations”) of the Manhattan Beach Local Coastal Program to add “emergency shelters” as a permitted use in the Public and Semipublic (PS) district and to add “Additional Regulation” “C” to read as follows, with all other provisions in Section A.28.030 to remain unchanged:

Emergency shelters	P	(C)
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“(C) Emergency shelters shall be permitted subject to the provisions of the Manhattan Beach Local Coastal Program Section A.56.060.”

SECTION 7. The City Council hereby adds a new Section A.56.060 (“Emergency Shelters”) to the Manhattan Beach Local Coastal Program regarding development standards for emergency shelters to read as follows:

“A.56.060 Emergency Shelters.

A. Specific Purposes. This section sets forth the requirements for the establishment and operation of emergency shelters.

B. Permit and Operational Requirements. The approval and operation of an emergency shelter shall be subject to the following requirements:

1. **Zoning Conformance Required.** Emergency shelters may be established and operated in the Public/Semi-Public (PS) District subject to non-discretionary approval of a Zoning Clearance in compliance with Manhattan Beach Municipal Code Chapter 10.80;

2. **Management and Operations Plan.** An application for a permit to establish and operate an emergency shelter shall be accompanied by a Management and Operations Plan, which should incorporate the following: hours of operation, staffing levels and training procedures, maximum length of stay, size and location of exterior and interior onsite waiting and intake areas, admittance and discharge procedures, provisions for on-site or off-site supportive services, house rules regarding use of alcohol and drugs, on-site and off-site security procedures, and protocols for communications with local law enforcement agencies and surrounding property owners.

C. Development Standards. In addition to other standards set forth in the Municipal Code, emergency shelters shall conform to the following standards.

1. Maximum of 25 Beds.
2. Minimum separation of 300 feet between emergency shelters.
3. One parking space per 4 beds, plus one space for each staff member on duty.”

SECTION 8. The City Council hereby adds a new Section A.64.240 (“Off-Street Parking and Loading Regulations for Affordable Housing Developments”) to the Manhattan Beach Local Coastal Program to establish parking standards for affordable housing developments that receive a density bonus to read as follows:

“A.64.240. Off-Street Parking and Loading Regulations for Affordable Housing Developments.

When requested by the applicant, multi-family residential developments meeting the minimum

requirements for a density bonus pursuant to Chapter A.94 shall provide off-street parking according to the following formula:

<u>Unit Size</u>	<u>Parking Spaces</u>
Studio or 1-bedroom	One space
2 or 3 bedrooms	Two spaces
4 or more bedrooms	Two and one-half spaces

The number of required parking shall be inclusive of guest parking. If the total number of parking spaces required for a development is other than a whole number, the number shall be rounded up to the next whole number.”

SECTION 9. The City Council hereby amends Chapter A.84 of the Manhattan Beach Local Coastal Program, with the exception of Sections A.84.050, A.84.105, A.84.110, and A.84.120, to add provisions regarding precise development plans and site development plans to read as follows, with all other sections of Chapter A.84 to remain unchanged:

“Chapter A.84 –USE PERMITS, VARIANCES, MINOR EXCEPTIONS, PRECISE DEVELOPMENT PLANS AND SITE DEVELOPMENT PERMITS

A.84.010. Purposes.

This chapter provides the flexibility in application of land-use and development regulations necessary to achieve the purposes of the ordinance codified in this title by establishing procedures for approval, conditional approval, or disapproval of applications for use permits, variances, minor exceptions, precise development plans and site development permits.

Use permits are required for use classifications typically having unusual site development features or operating characteristics requiring special consideration so that they may be designed, located, and operated compatibly with uses on adjoining properties and in the surrounding area.

Variations are intended to resolve practical difficulties or unnecessary physical hardships that may result from the size, shape, or dimensions of a site or the location of existing structures thereon; from geographic, topographic, or other physical conditions on the site or in the immediate vicinity; or from street locations or traffic conditions in the immediate vicinity of the site.

Variations may be granted with respect to fences, walls, landscaping, screening, site area, site dimensions, yards, height of structures, distances between structures, open space, off-street parking and off-street loading, and performance standards.

Authorization to grant variations does not extend to use regulations because sufficient flexibility is provided by the use permit process for specified uses and by the authority of the Planning Commission to determine whether a specific use belongs within one (1) or more of the use classifications listed in Chapter A.08. Further, Chapter A.96 provides procedures for amendments to the zoning map or zoning regulations.

These will ensure that any changes are consistent with the General Plan and the land use objectives of the ordinance codified in this title.

Minor exceptions are generally intended to allow certain alterations and additions to certain nonconforming pre-existing structures. Minor Exceptions are also intended to encourage home remodeling and additions to existing smaller older legal non-conforming homes. The provisions strive to balance the Community's desire to maintain smaller older homes while still allowing some flexibility to encourage these homes to be maintained and upgraded, as well as enlarged below the maximum allowed square footage instead of being replaced with larger new homes.

Precise development plans are intended to encourage the development of affordable housing through a streamlined permitting process. Projects that qualify for a density bonus pursuant to Chapter A.94 shall be eligible for an administrative non-discretionary precise development plan.

Site development permits are intended to streamline the permitting process for multi-family housing developments of 6 or more units.

A.84.020. Decision making Authority.

A. The Community Development Director shall approve, conditionally approve, or disapprove applications for minor exceptions and precise development plans.

B. The Planning Commission shall approve, conditionally approve, or disapprove applications for use permits, variances and site development permits.

C. Such decisions may be appealed pursuant to Chapter 10.100 of the Manhattan Beach Municipal Code.

A.84.030. Initiation.

Applications for use permits, variances, precise development plans and site development permits shall be initiated by submitting the following materials to the Community Development Department:

A. A completed application form, signed by the property owner or authorized agent, accompanied by the required fee, copies of deeds, any required powers of attorney, plans and mapping documentation in the form prescribed by the Community Development Director;

B. A vicinity map showing the location and street address of the development site;

The following additional items shall also be required for use permits, variances and site development permits:

C. A map showing the location and street address of the property that is the subject of the amendment and of all lots of record within five hundred feet (500') of the boundaries of the property; and

D. A list, drawn from the last equalized property tax assessment roll or the records of the County Assessor, Tax Collector, or the City's contractor for such

records showing the names and addresses of the owner of record of each lot within five hundred feet (500') of the boundaries of the property. This list shall be keyed to the map required by subsection (C) of this section and shall be accompanied by mailing labels.

A.84.040. Notice and public hearing.

- A. **Public Hearing Required.** The Planning Commission shall hold a public hearing on an application for a use permit, variance or site development permit.
- B. **Notice.** Upon receipt of a complete application, notice of the hearing shall be given in the following manner:
 - 1. **Mailed or Delivered Notice.** At least ten (10) days prior to the hearing, notice shall be: (1) mailed to the applicant; (2) all owners of property within five hundred feet (500') of the boundaries of the site, as shown on the last equalized property tax assessment role or the records of the County Assessor, Tax Collector, or the City's contractor for such records and (3) any agency as required by Government Code Section 65091.
 - 2. **Posted Notice.** Notwithstanding the requirements of Section 1.08.140 of this Code, notice shall be posted at City Hall.
 - 3. **Published Notice.** Notice shall be published in a newspaper of general circulation in accordance with Section 65090 and 65091 of the California Government Code.
- C. **Contents of Notice.** The notice of public hearing shall contain:
 - 1. A description of the location of the development site and the purpose of the application;
 - 2. A statement of the time, place, and purpose of the public hearing;
 - 3. A reference to application materials on file for detailed information; and
 - 4. A statement that any interested person or an authorized agent may appear and be heard.
- D. **Multiple Applications.** When applications for multiple use permits, variances or site development permits on a single site are filed at the same time, the Community Development Director shall schedule a combined public hearing.

A.84.060. Required findings.

An application for a use permit, variance, precise development plan or site development permit shall be approved if, on the basis of the application, plans, materials, and testimony submitted, the decision making authority finds that:

A. **For All Use Permits.**

- 1. The proposed location of the use is in accord with the objectives of this title and the purposes of the district in which the site is located;
- 2. The proposed location of the use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the city;

3. The proposed use will comply with the provisions of this title, including any specific condition required for the proposed use in the district in which it would be located; and

4. The proposed use will not adversely impact nor be adversely impacted by nearby properties. Potential impacts are related but not necessarily limited to: traffic, parking, noise, vibration, odors, resident security and personal safety, and aesthetics, or create demands exceeding the capacity of public services and facilities which cannot be mitigated.

B. For Variances.

1. Because of special circumstances or conditions applicable to the subject property—including narrowness and hollowness or shape, exceptional topography, or the extraordinary or exceptional situations or conditions—strict application of the requirements of this title would result in peculiar and exceptional difficulties to, or exceptional and/or undue hardships upon, the owner of the property;

2. The relief may be granted without substantial detriment to the public good; without substantial impairment of affected natural resources; and not be detrimental or injurious to property or improvements in the vicinity of the development site, or to the public health, safety or general welfare; and

3. Granting the application is consistent with the purposes of this title and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zoning district and area district.

4. OS District Only. Granting the application is consistent with the requirements of Section 65911 of the Government Code and will not conflict with General Plan policy governing orderly growth and development and the preservation and conservation of open-space laws.

C. For Precise Development Plans and Site Development Permits.

1. The proposed project is consistent with the General Plan and Local Coastal Program;

2. The physical design and configuration of the proposed project are in compliance with all applicable zoning and building ordinances, including physical development standards.

D. Mandatory Denial. Failure to make all the required findings under (A), (B), (C) or (D) shall require denial of the application for a use permit, variance, precise development plan or site development permit.

A.84.070. Conditions of approval.

A. In approving a precise development plan or site development permit, reasonable conditions may be imposed as necessary to make the required findings.

B. In approving a use permit or variance, reasonable conditions may be imposed as necessary to:

1. Achieve the general purposes of this ordinance or the specific purposes of the zoning district in which the site is located, or to make it consistent with the General Plan;
2. Protect the public health, safety, and general welfare; or
3. Ensure operation and maintenance of the use in a manner compatible with existing and potential uses on adjoining properties or in the surrounding area.
4. Provide for periodic review of the use to determine compliance with conditions imposed, and Municipal Code requirements.

A.84.080. Effective date—Appeals.

Unless appealed in accordance with Chapter 10.100 of the Manhattan Beach Municipal Code, a use permit, variance, minor exception, precise development plan or site development permit shall become effective after expiration of the time limits for appeal set forth in Chapter 10.100.

A.84.090. Lapse of approval—Transferability—Discontinuance—Revocation.

A. Lapse of Approval. A use permit, variance, minor exception, precise development plan or site development permit shall lapse two (2) years or at an alternative time specified as a condition of approval after its date of approval unless:

1. A building permit has been issued and substantial expenditures have been made in reliance on that permit; or
2. A certificate of occupancy has been issued; or
3. The use is established; or
4. The use permit, variance, minor exception, precise development plan or site development permit is renewed.

A use permit, variance, minor exception, precise development plan or site development permit also shall lapse upon termination of a project or expiration of a building permit.

B. Transferability. The validity of a use permit, variance, minor exception, precise development plan or site development permit shall not be affected by changes in ownership or proprietorship provided that the new owner or proprietor applies to the Community Development Director for a transfer which may be comprised of a business license. No notice or public hearing on a transfer shall be required.

C. Discontinuance. An implemented use permit, variance, minor exception, precise development plan or site development permit shall lapse if the exercise of rights granted by it

is discontinued for twelve (12) consecutive months provided that time for plan check, construction or reconstruction activities shall not be counted toward the twelve (12) months.

D. Revocation. A use permit, variance, minor exception, precise development plan or site development permit that is exercised in violation of a condition of approval or a provision of this title may be revoked, or modified, as provided in Section 10.104.030

E. Renewal. A use permit, variance, minor exception, precise development plan or site development permit may be renewed by the Community Development Director for periods of time up to one (1) year without notice or public hearing, if the findings required by Section A.84.060 remain valid. Such requests for renewal are subject to the review and approval of the original reviewing body.

A.84.100. Changed plans—New application.

A. Changed Plans. A request for changes in conditions of approval of a use permit, variance, minor exception, precise development plan or site development permit or a change to development plans that would affect a condition of approval, shall be treated as a new application.

B. New Application. If an application for a use permit, variance, minor exception, precise development plan or site development permit, is disapproved, no new application for the same, or substantially the same project, shall be filed within one (1) year of the date of denial of the initial application, unless the denial is made without prejudice.

SECTION 10. The City Council hereby adds a new Chapter A.85 (“Reasonable Accommodation”) to the Manhattan Beach Local Coastal Program, to allow disabled persons to request a reasonable accommodation from the City’s regulations in order to use and enjoy housing, to read as follows:

“Chapter A.85. Reasonable Accommodation

A.85.010 - Specific Purposes.

In conformance with state and federal fair housing laws, this chapter establishes the City’s procedures related to requests for reasonable accommodations from the strict application of the City’s land use and zoning regulations to allow disabled persons an equal opportunity to use and enjoy a dwelling.

A.85.020 – Definitions.

“DISABLED; DISABLED PERSON.” A person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment, or anyone who has a record of such impairment, as those terms are defined in the fair housing laws.

“ELIGIBLE PERSON.” A disable person, a disabled person’s representative, or a real estate developer building housing for disabled persons.

“FAIR HOUSING LAWS.” The “Fair Housing Act” (42 U.S.C § 3601 et seq.), the “Americans with Disabilities Act” (42 U.S.C. § 12101 et seq.), and the “California Fair

Employment and Housing Act” (California Government Code § 12900 et seq.), as these statutes now exist or may be amended from time to time, and the implementing regulations for each of these statutes.

“MAJOR LIFE ACTIVITY.” Physical, mental, and social activities, such as the operation of major bodily functions, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working.

“PHYSICAL OR MENTAL IMPAIRMENT.” Any physiological disorder or condition and any mental or psychological disorder, including, but not limited to, orthopedic, visual, speech and hearing impairments, cosmetic disfigurement, anatomical loss, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities (formerly termed “mental retardation”), emotional or mental illness, learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, and alcoholism and drug addiction (but not including current use of illegal drugs). A temporary condition, such as a broken leg, pregnancy, use of crutches, etc. does not qualify as a physical or mental impairment.

“REASONABLE ACCOMMODATION.” Any deviation requested and/or granted from the City’s zoning and land use laws, rules, regulations, policies, procedures, practices, or any combination thereof, that may be reasonable and necessary for a disabled person to have an equal opportunity to use and enjoy a dwelling.

A.85.030 - Requesting Reasonable Accommodations.

A. In order to make housing available to disabled persons, any eligible person may request a reasonable accommodation from the strict application of land use, zoning and building regulations, policies, practices and procedures.

B. Requests for a reasonable accommodation shall be submitted on an application form established by the Community Development Director.

C. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection, unless required by state or federal law.

D. A request for a reasonable accommodation from the strict application of the City’s regulations, policies, practices or procedures may be filed at any time that the accommodation may be necessary to ensure equal access to housing. A reasonable accommodation does not affect a person’s obligations to comply with other applicable regulations not at issue in the requested accommodation.

A.85.040 - Reviewing Authority.

A. Requests for a reasonable accommodation shall be reviewed by the Community Development Director using the criteria set forth in Section A.85.050. The Community Development Director may, in his discretion, refer applications to the Planning Commission for consideration.

B. The Community Development Director may either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with the required findings

set forth in Section A.85.050.

C. If necessary to reach a determination on the request for reasonable accommodation and consistent with fair housing laws, the Community Development Director may request additional information from the applicant.

A.85.050 - Required Findings.

The request for a reasonable accommodation shall be approved, or approved with conditions, if the reviewing authority finds that all of the following findings can be made:

A. The dwelling, which is the subject of the request for reasonable accommodation, will be used by a disabled person;

B. The requested accommodation is necessary to make housing available to a disabled person;

C. The requested accommodation will not impose an undue financial or administrative burden on the City; and

D. The requested accommodation will not require a fundamental alteration in the nature of the City's zoning ordinance.

A.85.060 - Written Decision.

A. The written decision on the request for reasonable accommodation shall explain in detail the basis of the decision, including the findings required by Section 10.85.050. All written decisions shall give notice of the applicant's right to appeal and to request a reasonable accommodation in the appeals process. The notice of decision shall be sent to the applicant by certified mail.

B. The written decision shall be final, unless the applicant appeals the decision pursuant to Chapter 10.100 of the Manhattan Beach Municipal Code.

C. While a request for a reasonable accommodation is pending, all laws and regulations otherwise applicable to the property shall remain in full force and effect.

A.85.070 – Expiration.

A. A reasonable accommodation shall lapse if the exercise of rights does not occur within 180 days after the issuance of the final decision.

B. The rights conferred by an approved accommodation shall expire when the disabled person for whom the accommodation was granted no longer resides at the property, unless the Director makes either of the following findings: (1) that such accommodation is physically integrated with the property and cannot feasibly be removed or altered or (2) the property is now occupied by another disabled person who requires the accommodation to have an equal opportunity to use and enjoy the dwelling. The Community Development Director may request documentation that subsequent occupants are disabled persons. Failure to provide such documentation within 30 days of the date of a request by the City shall constitute grounds for discontinuance by the City of a previously approved reasonable accommodations.”

SECTION 11. The City Council hereby amends Section A.88.090 (Bonus for including low-and moderate-income housing) of this Code so all references to “Section A.52.080” to read “Chapter A.94” – with all other provisions in Section A.88.090 to remain unchanged.

SECTION 12. The City Council hereby deletes Section A.52.080 (“Affordable Housing Incentive Program”) of the Manhattan Beach Local Coastal Program in its entirety and adds a new Chapter A.94 (“Affordable Housing Density Bonus and Incentive Program”) to comply with state law regarding density bonuses for affordable housing developments to read as follows:

“Chapter A.94 AFFORDABLE HOUSING DENSITY BONUS AND INCENTIVE PROGRAM.

A.94.010. General Affordable Housing Provisions

A. **State Law Governs.** The provisions of this chapter shall be governed by the requirements of Government Code Section 65915, as that statute is amended from time-to-time. Where conflict occurs between the provisions of this chapter and State law, the State law provisions shall govern, unless otherwise specified.

B. **Compatibility.** All affordable housing units shall be dispersed within market-rate projects whenever feasible. Affordable housing units within market-rate projects shall be comparable with the design and use of market-rate units in appearance, use of materials, and finished quality. The design and appearance of the affordable housing units shall be compatible with the design of the total housing project and consistent with the surrounding neighborhood. Forms, materials and proportions that are compatible with the character of the surroundings shall be used.

C. **Availability.** All affordable housing units shall be constructed concurrently with, and made available for qualified occupants at the same time as, the market-rate housing units within the same project unless both the City and the developer agree in the Affordable Housing Agreement to an alternative schedule for development.

D. **Affordable Housing Agreement.** An Affordable Housing Agreement shall be made a condition of the planning permits for all projects granted a density bonus, pursuant to this Chapter. The Agreement shall be recorded as a restriction on the parcel or parcels on which the affordable housing units will be constructed. The Agreement shall be consistent with Section A.94.050.D., Affordable Housing Agreement Required.

E. **Median Income Levels.** For the purpose of determining the income levels for Households under this Chapter, the City shall use the Los Angeles County income limits found in Title 25, Section 6932 of the California Code of Regulations, and regularly updated and published by the State Department of Housing and Community Development, or other income limits adopted by the City Council if the State Department of Housing and Community Development fails to provide regular updates.

F. **Effect of Granting Density Bonus.** The granting of a density bonus shall not, in and of itself, be interpreted to require a general plan amendment, zoning change, or other discretionary approval.

A.94.020. State Affordable Housing Density Bonus.

A. **Density Bonus.** Pursuant to Government Code Section 65915, the City shall grant a density bonus in the following amounts over the otherwise allowable maximum residential density permitted by this Chapter and the General Plan, and at least 1 or more of the Affordable Housing Incentives, as set forth in Section A.94.040 (“Affordable Housing Concessions and Incentives”), if the applicant agrees or proposes to construct any one of the following:

1. Lower Income Units. A density bonus of 20% if 10% of the total units of a housing development are Target Units affordable to lower income households, as defined in Section 50079.5 of the Health and Safety Code.

2. Very Low Income Units. A density bonus of 20%, if 5% of the total units of a housing development are Target Units affordable to very low income households, as defined in Section 50105 of the Health and Safety Code.

3. Senior Citizen Housing Development. A density bonus of 20%, if a housing development qualifies as a Senior Citizen Housing Development, as defined in Section 51.3 of the Civil Code.

4. Moderate Income Units in Condominium and Planned Unit Developments. A density bonus of 5% if 10% of the total dwelling units in a condominium project, as defined in subdivision (f) of, or in a Planned Development, as defined in subdivision (k) of Section 1351 of the Civil Code, are Target Units affordable to persons and families of moderate income, as defined in Section 50093 of the Health and Safety Code.

5. Housing Accompanied by Land Donation. A density bonus of 15% if a housing developer agrees to donate land to the City, subject to the requirements of Section 10.94.060 ("Density Bonuses for Housing Developments Accompanied by Land Donation").

B. Applicability. The provisions of subsection A shall be applicable to residential projects of 5 or more units, and senior citizen housing developments of at least 35 units.

C. Calculation of Density Bonuses.

1. Density Bonus Units. When calculating the number of permitted density bonus units, all fractional units shall be rounded up to the next whole number. The density bonus shall not be included when determining the number of target affordable or senior housing units to be provided in a development project;

2. Sliding Scale for Greater Density Bonus. An applicant is entitled to receive a bonus larger than the percentages specified in subsection A if the percentage of affordable housing exceeds the percentages specified in subsection A, subject to the following provisions:

a. Lower Income Dwellings. For each additional 1% increase above 10% in the proportion of units affordable to lower income households, the density bonus shall be increased by 1.5% up to a maximum of 35% of the maximum allowable residential density for the site.

b. Very Low Income Dwellings. For each additional 1% increase above 5% in the proportion of units affordable to very low income households, the density bonus shall be increased by 2.5% up to a maximum of 35% of the maximum allowable residential density for the site.

c. Condominium and Planned Unit Developments. For each additional 1% increase above 10% in the proportion of units affordable to moderate income households in condominium and planned unit developments, the density bonus shall be increased by 1% up to a maximum of 35% of the maximum allowable residential density for the site.

d. Housing Accompanied by Land Donation. For each additional 1% increase above the minimum 10% land donation described in Section A.94.060 ("Density Bonuses for Housing Developments Accompanied by Land Donation"), the density bonus shall be increased by 1%, up to a maximum of 35% of the maximum allowable residential density for the site.

D. **Applicant May Request Smaller Density Bonus.** Notwithstanding the foregoing, the City may award a smaller density bonus than specified in this section if the applicant so requests.

A.94.030. State Childcare Facility Density Bonus.

A. **Density Bonus.** When an applicant proposes to construct a housing development that conforms to the requirements of Section A.94.020.A (“Density Bonus”), and includes a childcare facility other than a family day care home that will be located on the premises of, as part of, or adjacent to, the project, the City shall grant either of the following:

1. **Additional Density Bonus.** A density bonus of additional residential units equal in square footage to the amount of square feet of the childcare facility, or

2. **Additional Concession or Incentive.** An additional concession or incentive that contributes significantly to the economic feasibility of the construction of the childcare facility.

B. **Conditions of Approval.** The City shall require as a condition of approving the housing development that the following occur:

1. **Length of Operation.** The childcare facility remains in operation for a period of time that is as long as, or longer than, the length of time during which Section A.94.050.B (“Duration of Affordability of Rental Units”) requires that the affordable housing units remain affordable.

2. **Attending Children.** The percentage of children of very low, low or moderate income households who attend the childcare facility shall be the same or greater than the percentage of dwelling units in the project that are required for households at each income level, pursuant to Section A.94.030.A (“Density Bonus”).

C. **Exceptions.** The City shall not be required to provide a density bonus or concession for a childcare facility if it finds that, based upon substantial evidence, the community has adequate childcare facilities.

A.94.040. Affordable Housing Concessions and Incentives.

A. **Number of Incentives or Concessions.** In addition to a density bonus, an applicant is entitled to receive incentives or concessions as follows:

1. One incentive or concession for projects that include at least 10% of the total units for lower income households, at least 5% for very low income households, or at least 10% for persons and families of moderate income in a condominium or planned development, or

2. One incentive or concession for senior citizen housing developments, or

3. Two incentives or concessions for projects that include at least 20% of the total units for lower income households, at least 10% for very low income households, or at least 20% for persons and families of moderate income in a condominium or planned development, or

4. Three incentives or concessions for projects that include at least 30% of the total units for lower income households, at least 15% for very low income households, or at least 30% for persons and families of moderate income in a condominium or planned development.

B. **Proposal of Incentives and Findings.** An applicant may propose specific incentives or concessions that would contribute significantly to the economic feasibility of

providing affordable units pursuant to this chapter and State law. In addition to any increase in density to which an applicant is entitled, the City shall grant one or more incentives or concessions that an applicant requests, up to the maximum number of incentives and concessions required pursuant to subsection A, unless the City makes a written finding that either:

1. The concession or incentive is not necessary in order to provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code, or for rents for the targeted units to be set as specified in Government Code Section 65915(c), or

2. The concession or incentive would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households, or

3. The concession or incentive would be contrary to state or federal law.

C. Types of Incentives. Incentives provided pursuant to this chapter may consist of any combination of the items listed below. In addition to the incentives listed, the City may allow for fast track and priority processing for a project with affordable housing.

1. **Modification of Development Standards.** Up to 20% in modification of site development standards or zoning code requirements that exceeds minimum building code standards and fire code standards, including, but not limited to:

- a. Reduced minimum lot sizes and/or dimensions.
- b. Reduced minimum building setbacks and building separation requirements.
- c. Reduced minimum outdoor and/or private outdoor living area requirements.
- d. Increased maximum lot coverage.
- e. Increased building height.

2. **Reduced Parking.**

a. Upon the applicant's request, the City shall allow a reduction in required parking, excluding handicapped parking. For a development that receives a density bonus pursuant to this chapter, the City shall not require a parking ratio that exceeds the following:

- i. One on-site space for 0 to 1 bedroom units;
- ii. Two on-site spaces for 2 to 3 bedroom units;
- iii. Two and a half spaces for 4 or more bedroom units.

b. If the total number of parking spaces required for a development is other than a whole number, the number shall be rounded up to the next whole number.

c. At the applicant's request, tandem parking may be counted toward meeting these parking requirements.

3. **Mixed Use Zoning.** Approval of mixed use zoning in conjunction with the

housing project if commercial, office, industrial or other land uses will reduce the cost of the housing development and such uses are compatible with the housing project and the surrounding area.

4. Other Incentives. Other regulatory incentives or concessions proposed by the developer or the City that result in identifiable cost reductions or avoidance.

D. **Additional Incentives.** The City may allow for additional affordable housing incentives to be granted on a case-by-case basis, when requested by an applicant when more than 50% of the affordable housing units provided contain 3 or more bedrooms to meet the needs of large families.

A.94.050. Administration.

A. **Application and Review Process.** A preliminary review of development projects proposed pursuant to this Chapter is encouraged to identify potential application issues, including proposed modifications to development standards. The applicant shall request in the application the incentives the applicant wishes to obtain. The application shall include financial data showing how the incentives are necessary to make the affordable units feasible. Applications shall be reviewed and processed according to the provisions of the Manhattan Beach Local Coastal Program Chapter A.12 (“Residential Districts”).

B. **Duration of Affordability of Rental Units.** All lower income and very low income housing units shall be kept affordable for a minimum period of 30 years or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program, consistent with State law.

C. **Definition of Affordability.** Those units targeted for lower income households as defined in Section A.94.020 (“State Affordable Housing Density Bonus”), shall be affordable at a rent that does not exceed 30% of 60% of the area median income. Units targeted for very low income households shall be affordable at a rent that does not exceed 30% of 50% of area median income. Units targeted for moderate income households shall be affordable at a rent that does not exceed 35% of 110% of area median income. Median income levels shall be the income limits for Los Angeles County households as provided for in Section A.94.010.E (“Median Income Levels”).

D. **Affordable Housing Agreement Required.** All affordable housing projects shall be subject to the approval of an affordable housing agreement conforming to the provisions of Title 7, Division 1, Chapter 4, Article 2.5 of the Government Code, which shall be recorded as a covenant on the title to the Property. The terms of the Agreement shall be reviewed and revised as appropriate by the Director and/or City Attorney, who shall formulate a recommendation to the Planning Commission for final approval. This Agreement shall include, but is not limited to, the following:

1. Number of Units. The total number of units approved for the projects, including the number of affordable housing units.
2. Target Units. The location, unit sizes (in square feet) and number of bedrooms of the affordable housing units.
3. Target Group. A description of the household income groups to be accommodated by the project and a calculation of the Affordable Rent or Sales Price, or a commitment to provide a Senior Citizen Housing Development.
4. Certification Procedures. The party responsible for certifying rents or sales prices of inclusionary units, and the process that will be used to certify renters or purchasers of such units.
5. Schedule. A schedule for the completion and occupancy of the affordable

housing units.

6. Remedies for Breach. A description of the remedies for breach of the Agreement by either party.

7. Required Term of Affordability. For lower income and very low income units, duration of affordability of the housing units, pursuant to Section A.94.050.B ("Duration of Affordability of Rental Units"). Provisions should also cover resale control and deed restrictions on targeted housing units that are binding on property upon sale or transfer, in accordance with the requirements of Government Code Section 65915.

8. Expiration of Agreement. Provisions covering the expiration of the agreement, including notice prior to conversion to market rate units and right of first refusal option for the City and/or the distribution of accrued equity for for-sale units.

9. Other Provisions. Other provisions to ensure implementation and compliance with this Chapter and State law.

10. Condominium and Planned Unit Developments. In the case of condominium and planned unit developments, the Affordable Housing Agreement shall provide for the following conditions governing the initial sale and initial resale and use of affordable housing units:

a. Target Units shall, upon initial sale, be sold to eligible Very Low, Lower, or Moderate Income Households at an Affordable Sales Price and Housing Cost, or to Qualified Residents as defined by this chapter.

b. Target Units shall be initially owner-occupied by eligible Very Low, Lower, or Moderate Income Households.

c. Upon resale, the seller of a Target Unit shall retain the value of any improvements, the down payment, and the seller's proportionate share of appreciation. The City shall recapture its proportionate share of appreciation, which shall be used to promote home ownership opportunities as provided for in Health and Safety Code Section 33334.2. The City's proportionate share shall be equal to the percentage by which the initial sale price to the targeted household was less than the fair market value of the dwelling unit at the time of initial sale.

11. Rental Housing Developments. In the case of rental housing developments, the Affordable Housing Agreement shall provide for the following conditions governing the use of Target Units during the use restriction period:

a. The rules and procedures for qualifying tenants, establishing affordable rent rates, filling vacancies, and maintaining Target Units for qualified tenants.

b. Provisions requiring owners to verify tenant incomes and maintain books and records to demonstrate compliance with this Chapter.

c. Provisions requiring owners to submit an annual report to the City, which includes the name, address, and income of each person occupying Target Units, and which identifies the bedroom size and monthly rent or cost of each Target Unit.

E. Notice of Conversions. Notice of conversions of affordable units to market-rate units shall be provided pursuant to the following requirements:

1. General. At least a one year notice shall be required prior to the conversion of any rental units for affordable households to market-rate.

2. Required Notice. Notice shall be given to the following:

- a. The City;
- b. The State Housing and Community Development Department (HCD);
- c. The Los Angeles County Housing Authority;
- d. The residents of the affordable housing units proposed to be converted; and
- e. Any other person deemed appropriate by the City.

F. Conversion of Affordable Rental Units. If an owner of a housing development issues a notice-of-intent to convert affordable housing rental units to market-rate housing, the City shall consider taking one or more of the following actions:

- 1. Meet with the owner to determine the owner's financial objectives;
- 2. Determine whether financial assistance to the current owner will maintain the affordability of the rental housing development or whether acquisition by another owner dedicated to maintaining the affordability of the development would be feasible; and
- 3. If necessary to maintain the affordability of the housing unit or facilitate sale of the rental development, consider the use of assistance in accessing state or federal funding.

A.94.060. Density Bonuses for Housing Developments Accompanied by Land Donation.

The City shall grant a density bonus pursuant to Section A.94.020 ("State Affordable Housing Density Bonus") to a housing development if the applicant agrees to donate land to the City and the applicant satisfies all of the following requirements:

A. The applicant donates and transfers the land no later than the date of approval of the final subdivision map, parcel map, or residential development application;

B. The developable acreage and zoning classification of the land being transferred are sufficient to permit construction of units affordable to very low income households in an amount not less than 10 % of the number of residential units of the proposed development;

C. The transferred land is at least 1 acre in size or of sufficient size to permit development of at least 40 units, has the appropriate general plan designation, is appropriately zoned for development as affordable housing, and is or will be served by adequate public facilities and infrastructure, as determined by the Director;

D. The transferred land has appropriate zoning and development standards to make the development of the affordable units feasible, as determined by the Director;

E. Prior to the date of approval of the final subdivision map, parcel map, or of the residential development, the transferred land has all of the permits and approvals, other than building permits, necessary for the development of the very low income housing units on the transferred land, except that the City may subject the proposed development to subsequent design review if the design is not reviewed by the City prior to the time of transfer;

F. The transferred land and the affordable units shall be subject to a deed restriction ensuring continued affordability of the units meeting the requirements of an affordable housing agreement as set forth in Section A.94.050.D ("Affordable Housing Agreement Required");

G. The land is transferred to the City or to a housing developer approved by the City. The City may require the applicant to identify and transfer the land to the developer; and

H. The transferred land is within the boundary of the proposed development or, if the City agrees, within one-quarter mile of the boundary of the proposed development.

SECTION 14. If any sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each sentence, clause or phrase thereof irrespective of the fact that any one or more sentences, clauses or phrases be declared unconstitutional or otherwise invalid.

SECTION 15. The City Council hereby directs staff to submit this LCP amendment to the California Coastal Commission for certification, in conformance with the submittal requirements specified in the California Code of Regulations, Title 14, Division 5.5., Chapter 8, Subchapter 2. The LCP amendment approved in this ordinance shall become effective only upon certification by the California Coastal Commission.

SECTION 16. Any provisions of the Manhattan Beach Local Coastal Program, or appendices thereto, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance, and no further, are hereby repealed.

SECTION 17. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within fifteen (15) days after its passage, in accordance with Section 36933 of the Government Code.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2013.

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVID LESSER
Mayor of the City of Manhattan Beach,
California

ATTEST:

LIZA TAMURA
City Clerk

APPROVED AS TO FORM:

QUINN M. BARROW
City Attorney

CALIFORNIA COASTAL COMMISSION

South Coast Area Office
200 Oceangate, Suite 1000
Long Beach, CA 90802-4302
(562) 590-5071



March 14, 2014

Richard Thompson, Director of Community Development
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266-4795

Re: Manhattan Beach Local Coastal Program Amendment Request No. 1-13 (MNB-MAJ-1-13).

Dear Mr. Thompson:

You are hereby notified that the California Coastal Commission, at its March 12, 2014 meeting in Long Beach, approved City of Manhattan Beach Local Coastal Program (LCP) Amendment No. 1-13 with suggested modifications. The LCP amendment request, contained in City Council Ordinance No. 13-0012 and submitted by City Council Resolution No. 13-0045, amends the Implementing Ordinances (LIP) portion of the certified LCP in order to implement changes adopted as part of the City's 2013 Housing Element Update (e.g., residential use class definitions, affordable and senior housing incentives, standards for emergency shelters and transitional housing, and reasonable accommodation).

Since the Commission approved the LCP amendment with suggested modifications, LCP Amendment No. 1-13 will not be effective for implementation in the City's coastal zone until: 1) the Manhattan Beach City Council adopts the Commission's suggested modification, 2) the City Council forwards the adopted suggested modification to the Commission by resolution, and, 3) the Executive Director certifies that the City has complied with the Commission's March 12, 2014 action. The Coastal Act requires that the City's adoption of the suggested modification be completed within six months of the Commission's March 12, 2014 action.

Pursuant to the Commission's action on March 12, 2014, certification of City of Manhattan Beach LCP Amendment No. 1-13 is subject to the following four (A-D) suggested modifications:

[Note: Text added by the suggested modification is identified by **underlined bold text**, and text suggested to be deleted by the Commission is crossed-out underlined text (~~deleted text~~).]

A. Chapter A.85 Reasonable Accommodation – Required Findings

Section A.85.050 Required Findings.

The request for a reasonable accommodation shall be approved, or approved with conditions, if the reviewing authority finds that all of the following findings can be made:

- A. The dwelling, which is the subject of the request for reasonable accommodation, will be used by a disabled person;

- B. The requested accommodation is necessary to make housing available to a disabled person;
- C. The requested accommodation will not impose an undue financial or administrative burden on the City; and
- D. The requested accommodation will not require a fundamental alteration in the nature of the City's zoning ordinance **or the certified Local Coastal Program.** **A request for reasonable accommodation under this section may be approved if it is consistent with the certified Local Coastal Program; or it may be approved and the City may waive compliance with an otherwise applicable provision of the Local Coastal Program if the City finds both of the following: 1) The requested reasonable accommodation is consistent, to the maximum extent feasible, with the certified Local Coastal Program; and, 2) There are no feasible alternative means for providing an accommodation at the property that would provide greater consistency with the certified Local Coastal Program.**

B. Chapter A.94 Affordable Housing Density Bonus and Incentive Program

Section A.94.010 General Affordable Housing Provisions.

A. State Law Governs. The provisions of this chapter shall be governed by the requirements of Government Code Section 65915, as that statute is amended from time-to-time. Where conflict occurs between the provisions of this chapter and State law, the State law provisions shall govern, unless otherwise specified. **The intent of the following regulations is to ensure that, to the maximum extent feasible, the requirements of Government Code Section 65915 are implemented in a manner consistent with the land use policies and zoning ordinance provisions set forth in the certified Local Coastal Program.**

C. Chapter A.94 Affordable Housing Density Bonus and Incentive Program - Findings

Section A.94.040.B Proposal of Incentives and Findings.

B. Proposal of Incentives and Findings. An applicant may propose specific incentives or concessions that would contribute significantly to the economic feasibility of providing affordable units pursuant to this chapter and State law. In addition to any increase in density to which an applicant is entitled, the City shall grant one or more incentives or concessions that an applicant requests, up to the maximum number of incentives and concessions required pursuant to subsection A, unless the City makes a written finding that either:

1. The concession or incentive is not necessary in order to provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code, or for rents for the targeted units to be set as specified in Government Code Section 65915(c), or

2. The concession or incentive would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households, or
3. The concession or incentive would be contrary to state or federal law, or
4. **The concession or incentive would be inconsistent with the provisions of the Local Coastal Program to the extent that the concession or incentive would adversely impact coastal access, public recreation, community character, any other sensitive coastal resource, or any other resource governed by Chapter 3 of the Coastal Act.**

D. Section A.64.240 Parking and Loading Regulations for Affordable Housing Dev.

When requested by the applicant, multi-family residential developments meeting the minimum requirements for a density bonus pursuant to Chapter A.94 shall provide off-street parking according to the following formula:

Unit Size	Parking Spaces
Studio or 1-bedroom	One space Two spaces
2 or 3 bedrooms	Two spaces
4 or more bedrooms	Two and one-half spaces

The number of required parking spaces shall be inclusive of guest parking. If the total number of parking spaces required for a development is other than a whole number, the number shall be rounded up to the next whole number.”

Please call me at (562) 590-5071 if you have any questions regarding the modifications required for effective certification of City of Manhattan Beach LCP Amendment No. 1-13. Thank you for your cooperation and we look forward to working with you and your staff in the future.

Sincerely,

Charles R. Posner
Coastal Program Supervisor

cc: Michael Rocque, Planner

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Mark Leyman, Parks and Recreation Director
Chief Eve Irvine, Chief of Police

SUBJECT:

Request from Southbay Magazine for Special Permit: Limited Alcoholic Beverage Use on Public Property for the "Southbay's 3rd Annual Girls Night Out" Event on May 8, 2014 in the Civic Center Plaza (Parks and Recreation Director Leyman).

APPROVE

RECOMMENDATION:

Per Municipal Code section 4.48.090, staff recommends that the City Council approve the request from Southbay Magazine for a special permit for limited alcoholic beverage use on public property for the "Southbay's 3rd Annual Girls Night Out" event on May 8, 2015 in the Civic Center Plaza.

FISCAL IMPLICATIONS:

The "Southbay's 3rd Annual Girls Night Out" event will be 100% cost recovery. All public safety and other City personnel costs will be covered by Southbay Magazine. Additionally, Southbay Magazine will provide all operational needs including event security, fencing, canopies/tents and porta-potties at their own expense.

BACKGROUND:

Southbay Magazine submitted a special event application for their proposed "Southbay's 3rd Annual Girls Night Out" event to be held May 8, 2015 (Attachment 1). City Staff and Southbay Magazine representatives met to discuss the special event request and event details. An event change was made from the original special event request. The event footprint was changed from 13th Street and the Metlox plaza, to the Civic Center plaza and upper Civic Center parking lot (Attachment 2). Given the timing of the request and the actual event date, staff is bringing the consideration of this item to the Council at this meeting.

Unlike concerns that have been raised over past events, this event is more focused and the

footprint and timeframe contained. This event also provides for an opportunity to have a premier Southbay event held in Manhattan Beach.

DISCUSSION:

Section 4.48.090: Limited alcoholic beverage use on public property-Special permit of the Municipal Code states:

Notwithstanding the other prohibitions of this chapter, the Council may grant special permits for the sale or consumption of wine or beer at special functions or activities in the City of Manhattan Beach, including the Manhattan Beach Pier, but excluding the remainder of the public beach, subject to the recommendations of the Chief of Police. Any such permit with the sale of beer or wine shall also be subject to the license requirements of the Alcoholic Beverage Control Act of the State.

Per this section of the Municipal Code, staff is recommending the Council consider approving the request by Southbay Magazine for a special permit to allow limited alcoholic beverage use on public property for "Southbay's 3rd Annual Girls Night Out".

"Southbay's 3rd Annual Girls Night Out" event will feature many of the downtown Manhattan Beach retail shops on Friday, May 8 from 6:00 p.m. to 10:00 p.m. The event will be limited to adults age 21 and over and the attendance is estimated to be 450 people. 15% of all ticket and boutique sales will benefit the Special Olympic World Games. Event set up will begin at 9:00 a.m. on Thursday, May 7 and the event tear down will be complete by Saturday, May 9 at 12 noon.

Southbay Magazine will cover all City costs associated with the event. These services include: staffing of Police officers and CSO's, Public Works personnel, street sweeping and pressure washing, barricade and traffic control. In addition to the above operational items, Southbay Magazine will meet all City requirements including: obtaining an amplified sound permit, Alcohol and Beverage Control (ABC) alcohol permit, Fire Department permit, and will also hire a private security company to ensure maximum safety. The event planning has been coordinated closely with the Police and Fire Departments. The Chief of Police recommends: 100% total cost recovery, including a CSO in addition to police officers at the fully burdened rate, a private security company, and barricades.

As stated, the proposed site for the "Southbay's 3rd Annual Girls Night Out" event will be the Civic Center plaza and upper Civic Center parking lot. This event footprint will work well operationally, with natural boundaries for securing the perimeter of the event, and no street closures. Impacts to the community will be the loss of parking in the upper Civic Center parking lot for two days (Friday, May 8 through Saturday, May 9).

Given the noise concerns this event may present to the residents on 15th Street, as the event will be held from 6:00-10:00 p.m. on Friday evening, the event operator will face speakers away from the homes and tear down the event the following day, instead of in the late evening after the event itself.

It should also be noted that this event is consistent with the recent ULI recommendation to encourage and hold more events in the downtown to spur economic vitality and promote many of the downtown Manhattan Beach businesses. The Downtown Business and Professionals Association is in support of this event.

PUBLIC OUTREACH/INTEREST:

In addition to the outreach and coordination with the Downtown Business and Professionals Association, staff has also notified the Metlox plaza business owners and downtown Manhattan Beach businesses of the event. If the City Council approves moving forward with the event, staff will also notify residential areas near the event site to ensure they are aware of the timing and date of the event.

CONCLUSION:

Staff recommends that the City Council approve the request from Southbay Magazine for a special permit for limited alcoholic beverage use on public property for the “Southbay’s 3rd Annual Girls Night Out” event on May 1, 2015 in the Civic Center Plaza.

Attachments:

1. Southbay Magazine’s Special Event Application
2. “Southbay’s 3rd Annual Girls Night Out” Site Map



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: **Moon Tide Media - Southbay Magazine**

APPLICANT'S NAME & TITLE: **Cherice Tatum, Director of Marketing**

ADDRESS: **58 11th Street**

CITY/STATE/ZIP: **Hermosa Beach, CA 90254**

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE: **310-376-7800**

ALT. PHONE: **214-552-7156**

APPLICANT'S EMAIL ADDRESS: **cherice@moontidemedia.com**

GENERAL EVENT INFORMATION

NAME OF EVENT: **Southbay's 3rd Annual Girls Night Out**

TYPE OF EVENT:

PROPOSED DATE(S): **Friday, May 8 (preferred) / Friday, May 1 (secondary)**

LOCATION:

TIME: **6pm - 10pm**

ANTICIPATED ATTENDANCE: **450-500**

COST PER PARTICIPANT: **\$75 pre-sale / \$100 regular**

EVENT SPONSORS: **Choura Events (as of 2/4/15)**

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?
See Addendum.

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking (ADA compliant), tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

See Addendum.

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

See Addendum.

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, Its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

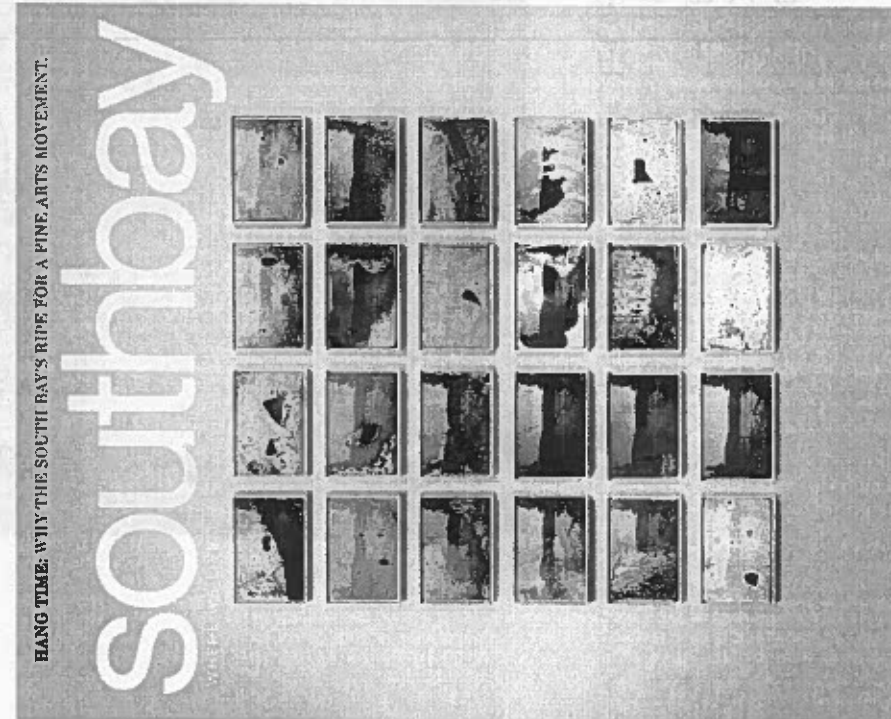
* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

Girls Night Out

CITY OF MANHATTAN BEACH SPECIAL EVENTS APPLICATION

2015

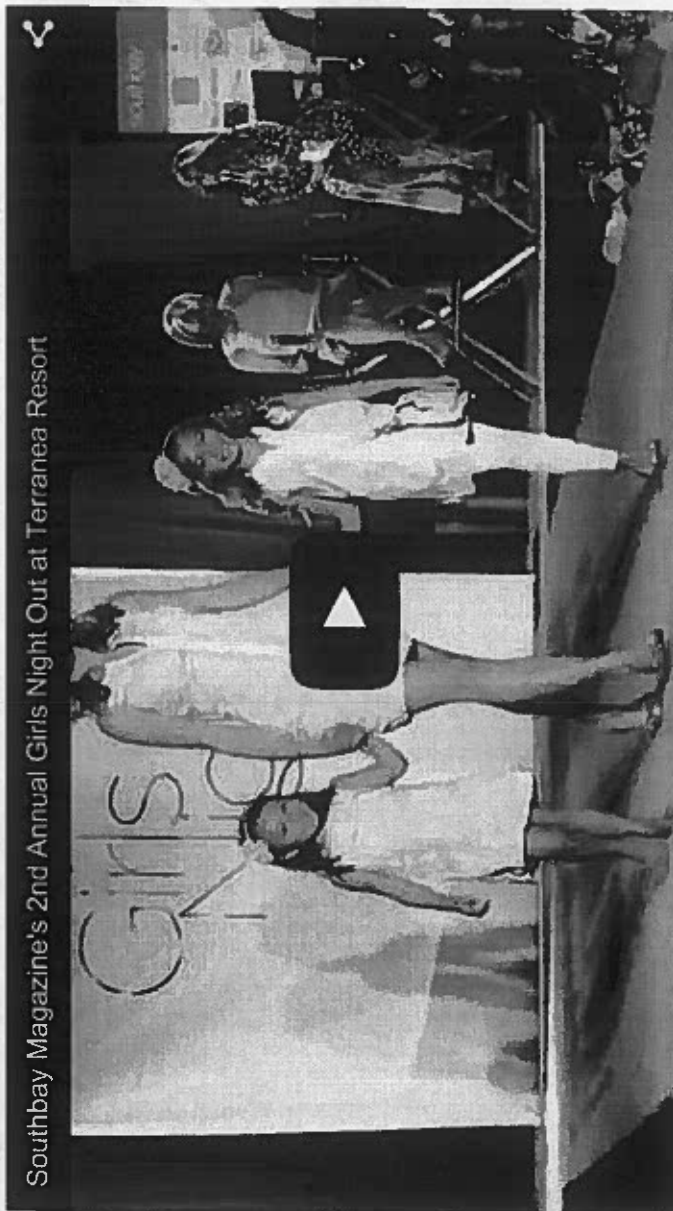
southbay
magazine



THE SOUTH BAY'S PREMIUM PUBLICATION PLATFORM

- 27,000 CIRCULATION/108,000 READERSHIP
 - 22,000 OF THE SOUTH BAY'S HIGHEST VALUE HOMES
- MEDIAN HOUSEHOLD INCOME OF OVER \$250,000
- AN INTEGRATED MEDIA PLATFORM CONSISTING OF
 - OURSOUTHBAY.COM – 65,000 MONTHLY UNIQUES
 - A VIBRANT SOCIAL MEDIA FOLLOWING (FACEBOOK, TWITTER, INSTAGRAM) -
 - +60,000 FB FOLLOWERS
 - 7 DISTINCT EMAIL NEWSLETTERS - +7,500 OPT-IN SUBSCRIBERS
- AN IN-HOUSE MARKETING TEAM WHICH PRODUCES OVER 14 ANNUAL EVENTS

WITH PHILANTHROPY AND SUPPORT OF LOCAL BUSINESS AT IT'S HEART, GIRLS NIGHT OUT BRINGS TOGETHER TARGETED AND DESIRABLE AUDIENCES FOR A HIGH-FASHION EXPERIENCE. WHETHER IT'S THE COVETED BRANDS FEATURED ON THE RUNWAY, THE EXCLUSIVE SHOPPING BOUTIQUE OR THE FINEST VENUES ACROSS LOS ANGELES—THIS IMMACULATEDLY PRODUCED EVENT SERIES CREATES AN AMBIANCE FIT FOR THE MOST RESPECTED BRANDS.



[CLICK TO SEE THE VIDEO](#)

[CLICK TO SEE 2014 EVENT IMAGES](#)



THE OVERVIEW

- PREFERRED DATE: FRIDAY, MAY 8, 2015
 - SECONDARY: FRIDAY, MAY 1, 2015
- 6 PM - 10 PM
- \$75 PRE-SALE TICKETS - MARCH 2 - APRIL 20
 - \$100 REGULAR TICKETS - APRIL 21 - MAY 8
- 15% OF ALL TICKET AND BOUTIQUE SALES BENEFIT A LOCAL SOUTH BAY CHARITY. (LAST YEAR BENEFICIARY WAS WALK WITH SALLY)
- 450 GUESTS INCLUDING THE MOST INFLUENTIAL, AFFLUENT WOMEN & MEN IN THE SOUTH BAY
- PRODUCED IN COLLABORATION WITH CHOURA EVENTS
- WINE & ALCOHOL WILL BE AVAILABLE
- HORS D'OEUVRES WILL BE SERVED
- GUESTS WILL RECEIVE GIFT BAGS W/ VARIETY OF PRODUCTS PROMOTION LOCAL BUSINESSES (TOTAL VALUE \$100-\$300)

SPONSOR OPPORTUNITIES

- PRESENTING
 - BOOTH TO SELL PRODUCT OR HOST RAFFLE
 - PRICE & PRIZE VARY
 - 15% OF ALL PROCEEDS TO CHARITY
- PLATINUM
 - BOOTH TO SELL PRODUCT OR HOST RAFFLE
 - PRICE & PRIZE VARY
 - 15% OF ALL PROCEEDS TO CHARITY
- MAX OF 12 BOUTIQUE
 - BOOTH TO SELL PRODUCT
 - RETAIL PRICES VARY
 - 15% OF ALL PROCEEDS TO CHARITY
- MAX OF 2 BEAUTY
 - BOOTH TO SELL PRODUCT
 - RETAIL PRICES VARY
 - 15% OF ALL PROCEEDS TO CHARITY
- MAX OF 4 VENDOR S
 - BOOTH TO SELL PRODUCT
 - RETAIL PRICES VARY
 - 15% OF ALL PROCEEDS TO CHARITY
- CATERING
- ALCOHOL
 - WINE
 - LIQUOR

southbay magazine

Girls Night Out 2014

THANK YOU PARTNERS!

PRESENTING

Choura
EVENTS

TERRANEA
L.A.'S CELEBRITY BEAUTY
A RENOWNED MAKEUP ARTIST

Walk With Sally
...one child at a time

BOUTIQUE & BEAUTY

PLAZA EL SEGUNDO

CELEBRATING
Meditation Beach
THINK LOCAL FIRST

WAVERLY
MARIANNA BEACH

TRINA TURK

Bellini
BY THE BEACH

Mansueti
SAN FRANCISCO

South Bay
Plastic Surgeons

A SPECIAL THANK YOU

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New Solutions
www.new-solutions.com
Be Every Day Different

voxdjs
www.voxdjs.com

MEDAWAR
THE RESULTS

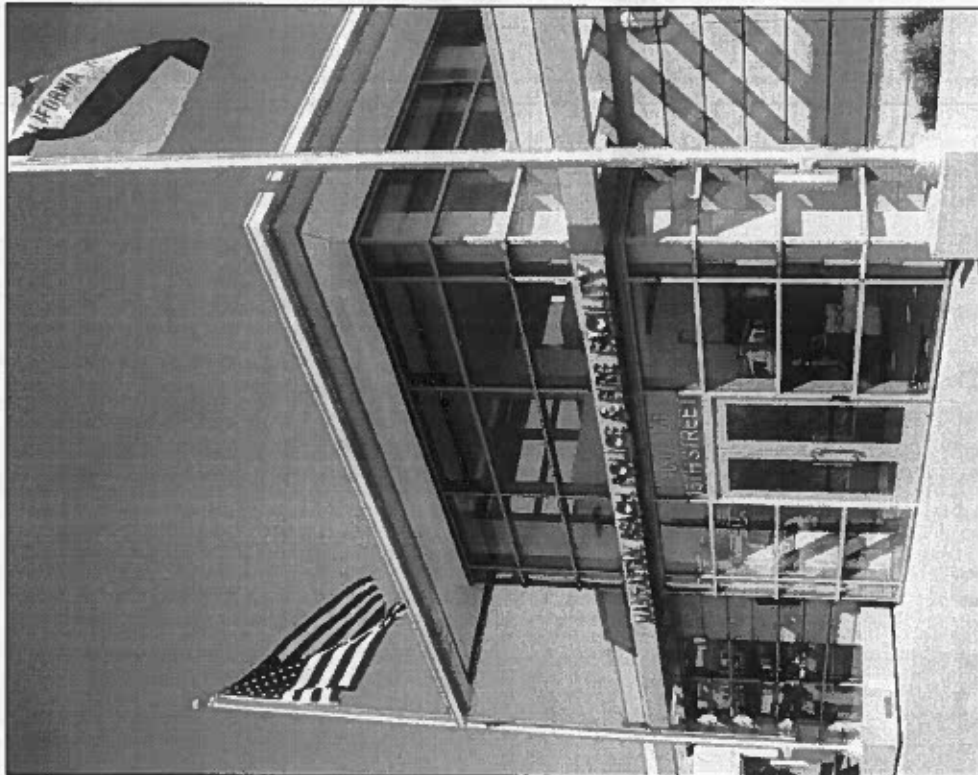
marea

MANHATTAN VILLAGE

Hammitt gum tree

Barbarian
SURGICAL ARTS
www.barbariansurgicalarts.com

2014 SPONSORS



SAFETY

- 21+ EVENT, ID CHECK FOR VALID ENTRY
 - GUESTS WILL RECEIVE A WRISTBAND WITH VALID ID
- 7 SECURITY PROFESSIONALS
 - 4 AT FASHION SHOW TENT ENTRANCES
 - 1 AT CHECK-IN/OUT
 - 2 AT SHOPPING BOUTIQUE & BAR
- WE WOULD WELCOME THE CITY OF MANHATTAN BEACH POLICE DEPARTMENT ON SITE DURING THE EVENT AS NECESSARY

TIMELINE

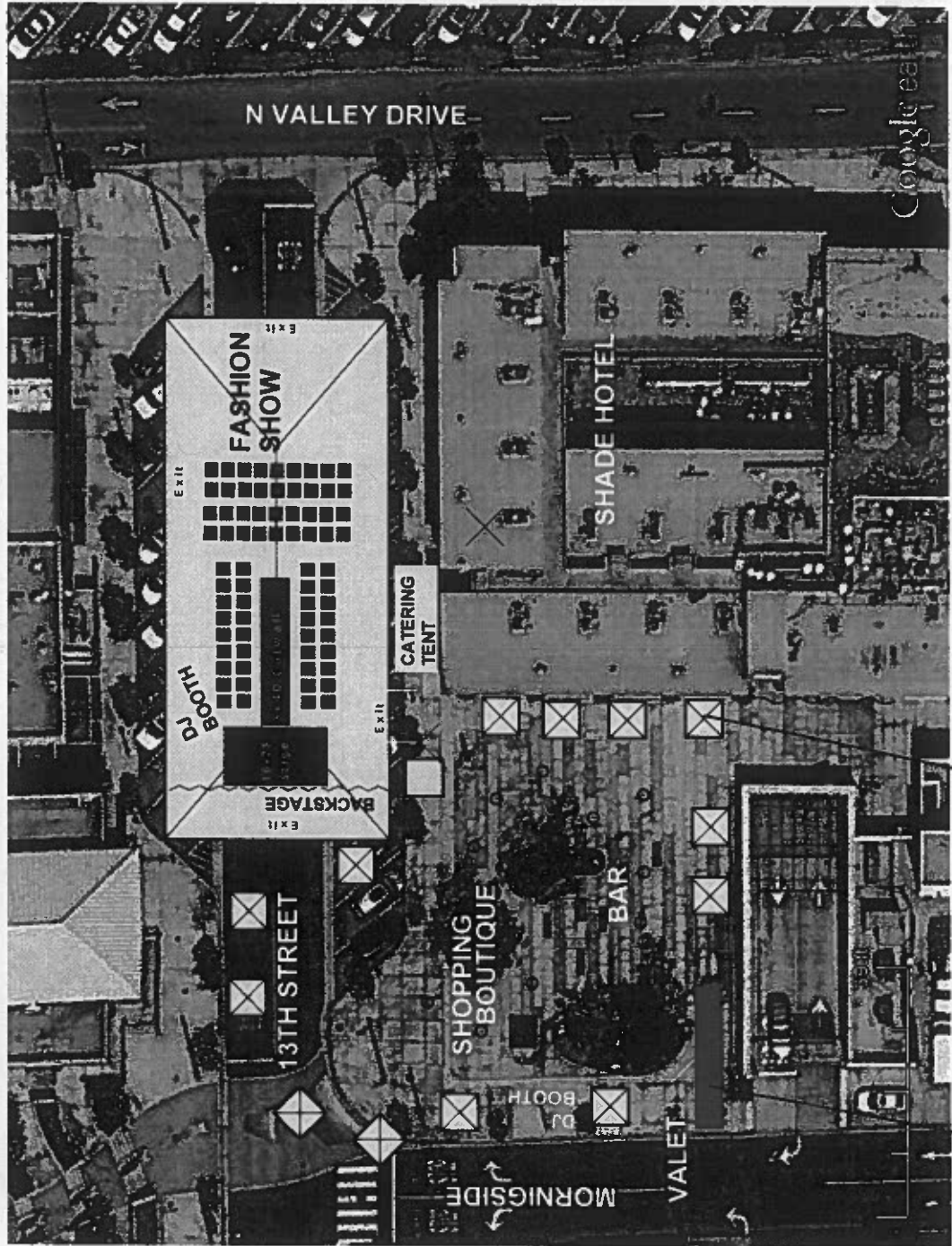
DAY	DATE	TIME	ACTIVITY	FRIDAY cont	8-May	6pm	EVENT START
THURSDAY	7-May	9am - 5pm	Choura begins tent installation				Valet & Check-in open
		5pm-8am	Overnight security required				Shopping Boutique Open
FRIDAY	8-May	8am	Southbay Marketing staff arrives			6 - 8:15pm	Caterer passed hors d'oeuvres
		8am	Choura crew arrives			6 - 8:15pm	Bar open
		8am-4pm	Setup all chairs, furniture, lighting and stage, booths, etc.			6 - 9:45pm	(1) Security at check-in / (4) at Tent entrance/exits / (2) Floater
		9am - 2pm	Lighting Set-up			6-10pm	Shopping Boutique Closes. Bar Remains Open.
		12pm	Backstage & Runway Set-up Complete			8:15pm	Runway Show Begins
		2pm	Boutique Booth Set-up Complete			8:30 - 9:15pm	Shopping Boutique Open
		2pm	Models, On-stage Hostesses & Backstage Crew Arrives			9:15 - 10pm	Giftbag Distribution
		2pm	Hang Event Signage			9:30 - 10pm	Bar closes
		3-5:30pm	Boutique & Runway Sponsors arrive for booth set-up			9:45pm	EVENT CONCLUDES
		3pm	Caterer / DJ Arrive			10pm	Sponsor and Southbay breakdown
		5pm	Event Security Arrives			10-11pm	Choura strike everything except Fashion Show Tent
		5pm	Runway walkthrough (under tent) / Sound/Mic Check			10-12pm	Overnight security
		5pm	Volunteers arrive			11pm - 8am	Metlox open
		5:30pm	Videographer / Photographer Arrive	SATURDAY	9-May	8am	Choura completes strike - Fashion Show Tent
		5:30pm	Check-in Training			8am	

*TRAFFIC CONSIDERATIONS REQUIRED FOR MORNINGSIDE DRIVE AND 13TH STREET, THURSDAY, MAY 7 - SATURDAY, MAY 9

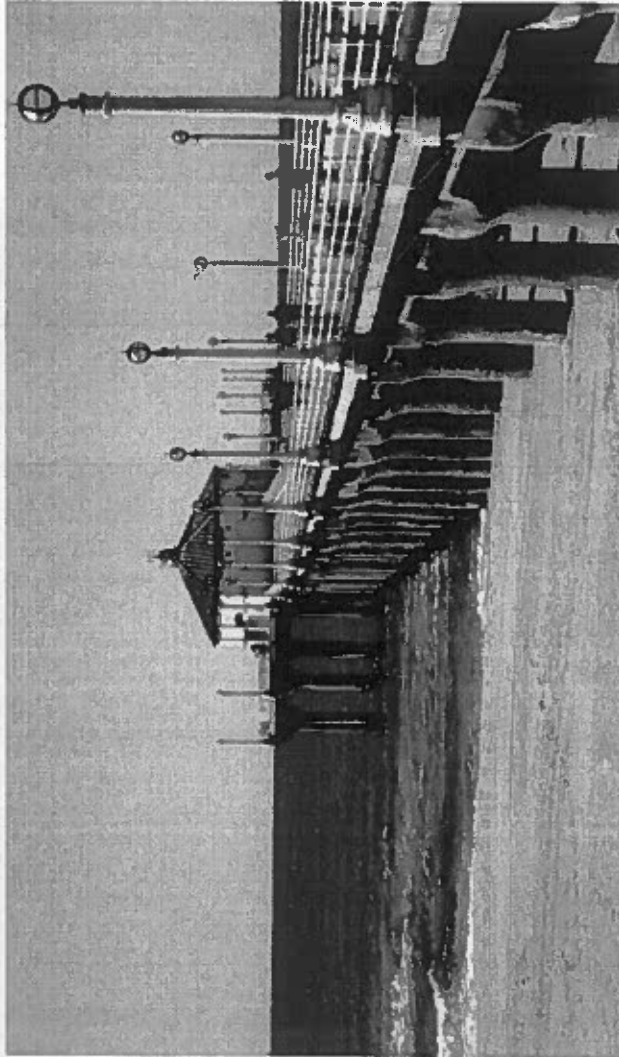
LAYOUT BREAKDOWN

- DJ WITH AMPLIFIED SOUND IN FASHION SHOW AND SHOPPING BOUTIQUE AREAS
 - SHOPPING BOUTIQUE:
 - 6-8:20PM
 - 9:15-10PM
 - FASHION SHOW
 - 8:30-9:15PM
- VALET DROP OFF ON MORNINGSIDE NEAR EVENT ENTRANCE
 - CARS USHERED TO CIVIC CENTER UNDERGROUND PARKING.
- CATERER SERVES PASSED HORS D'OEUVRES WITH POSSIBLE STATIONED AREA
 - PREFER PREP AREA LOCATED IN A DISCREET AREA
- ONE BAR, ACCESSIBLE FROM ALL SIDES, IN SHOPPING BOUTIQUE AREA
 - OPEN 6-9:45PM
 - WRISTBAND REQUIRED
 - SECURITY PRESENT
- FASHION SHOW WILL TAKE PLACE UNDER TENT WITH SEATING FOR 350 GUESTS
- SHOPPING BOUTIQUE CONSISTS OF 10X10 AND 10X20 BOOTHS
 - UP TO 3 CHANGING AREAS
 - WIFI REQUIRED FOR RETAIL PURCHASES

PROPOSED SITE LAYOUT



Choura Events 375 Maple Ave Torrance, CA 90503 Tel: 310.320.4300 Fax: 310.781.8227 Contact: Shannon Kelly	Client Info:
Site Info: Metlox Plaza 4511 Inglewood Beach Blvd Hawthorne Beach, CA	Drawing Title: Metlox Plaza
Master: 1 - 60'x140' Canopy 18 - 10x10 Booths	
ESCROW.COM	
SCALE: 1" = 40'	REVISIONS: V 2



- MB FIRE DEPARTMENT
 - CATERER APPROVED BY THE FIRE DEPARTMENT.
- MB POLICE DEPARTMENT
 - WE WILL HIRE A PRIVATE SECURITY COMPANY AND WOULD WELCOME ANY NECESSARY INVOLVEMENT FROM THE MB POLICE DEPARTMENT.
 - SOUND AMPLIFICATION PERMIT REQUIRED FOR DJ
- PUBLIC WORKS
 - APPROVAL AND MANAGEMENT OF MORNINGSIDE & 13TH STREET CLOSURES

LOCAL BUSINESSES WILL ENJOY EXTENDED PROMOTION THROUGH A 22-WEEK CAMPAIGN

- FULL PAGE ADS IN SOUTHBAY MAGAZINE
 - 108,000 READERSHIP PER ISSUE
- SAVE THE DATE POSTCARDS
 - 3,000 DISTRIBUTED TO SOUTH BAY CLIENTS
- OURSOUTHBAY.COM CAMPAIGN
 - 65,000 PAGEVIEWS
- SOCIAL CAMPAIGN ON OUR SOUTH BAY, OUR MANHATTAN BEACH AND OUR HERMOSA BEACH FACEBOOK PAGES
 - 60,000+ FANS
- EMAIL CAMPAIGN, SAVE THE DATE & TICKET PROMOTION
 - 7500+ SUBSCRIBERS

- SPONSORS RECEIVE A MARKETING KIT TO PROMOTE EVENT TO THEIR AUDIENCES

southbay Girls Night 2014

A Summer Fashion Runway Show & Exclusive Shopping Experience

FRIDAY, MAY 9
TerraNova Resort, Meadows Lawn
7PM - Cocktail Hour
8PM - Runway Show
9PM - Shopping Boutique

PURCHASE TICKETS AT
oursouthbay.com

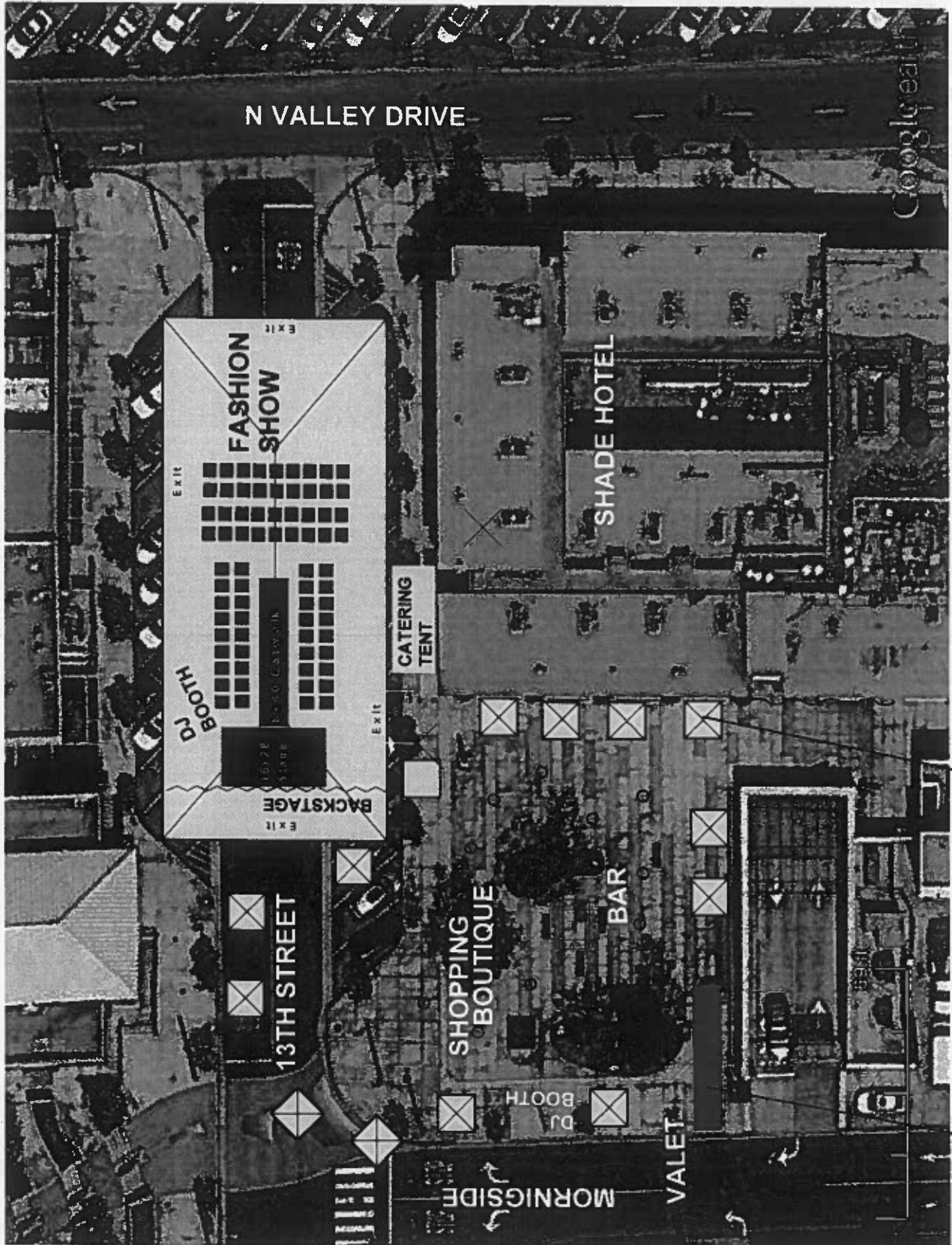
Tickets include cocktails, hors d'oeuvres, shopping, and an exclusive shopping boutique

Chance to Win Amazing Raffle Prizes!
The Ultimate Girls Escape to TerraNova
2-Night Stay in a Bedroom Down
New Casita or Golfing
4 Day Passport to The Spa at TerraNova
\$4,999+ value
Raffle tickets available at walkwithsally or during event. Presence not necessary to win.

Proceeds Benefit:
Walk With Sally
...one step at a time

Sponsors:
TERRANOVA RESORT, CHOURA EVENTS, fashoLA, MEDAWAR, WAYERLY, HAMMITT, maiea, YOSSES, PLAZA EL SIGUARDO, VILLAGE, TRINA TURK, ANOLES, AIRCROSS, South Bay Puerto Rico Surge, Southbay magazine.

For sponsorship or ticket information, contact Charles Tofani at 310-376-7600 or southbay@montalidomedia.com.





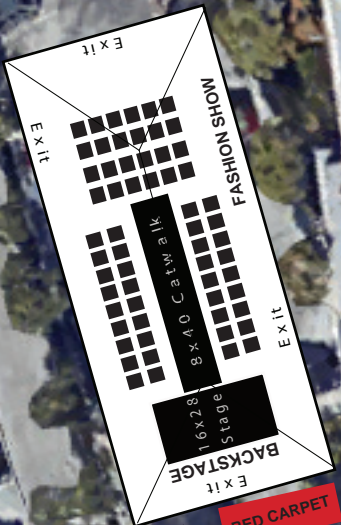
Manhattan B
Police Department

Google

CATERING TENT



BAR



RED CARPET

VALET

VALET

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director
Erik Zandvliet, T.E. City Traffic Engineer

SUBJECT:

Resolution to Install Stop Signs at Valley Drive/Oak Street/35th Street and Realign the Intersection Approaches on a Trial Basis as Recommended by the Parking and Public Improvements Commission (Community Development Lundstedt).

ADOPT

RECOMMENDATION:

The Parking and Public Improvements Commission recommends that the City Council approve the installation stop signs in all directions at Valley Drive/Oak Avenue/35th Street and realign the intersection approaches on a 6-month trial basis and adopt Resolution #15-0007.

FISCAL IMPLICATIONS:

The cost to install the stop signs and pavement markings can be funded through the existing Public Works operating budget.

BACKGROUND:

Recently, the City has received several requests for stop signs or other traffic measures at the intersection of Valley Drive and Oak Avenue and 35th Street. In July 2014, a local resident stated that it is difficult to exit the Ross Manhattan senior living complex when cars are speeding south on Valley Drive. In September 2014, a second resident requested the City address speeding issues on Valley Drive and is asking for stop signs between Sepulveda Boulevard and 27th Street. He also explained that the lanes on Valley Drive are too narrow and parked cars are hit regularly by speeding cars. The intersection of Valley Drive and Oak Avenue and 35th Street is currently stopped on the southbound approach of Oak Avenue and the eastbound approach of 35th Street.

DISCUSSION:

On January 22, 2015, the Parking and Public Improvements Commission held a public meeting to discuss the Traffic Engineer's evaluation supporting stop signs in all directions and temporary realignment of the intersection approaches. (Attachment 1 and 2) It is the Traffic Engineer's professional opinion that stop signs and realignment of the south and east legs would address both speed sight visibility issues, as well as offer the potential for sidewalk connections for both the Belamar Hotel and senior living complex. It is recommended that any roadway realignment be tested on a trial basis with striping and delineators to determine its effectiveness and potential adverse impacts, before constructing permanent curbs and sidewalks.

The Commission heard from seven speakers from the surrounding neighborhood in favor of the stop signs and/or other speed reduction measures. Speakers shared concerns regarding speeding traffic, narrow lanes, and sideswipe collisions with parked cars. The Commission passed a motion 4-1 recommending the installation of stop signs in all directions at the intersection of Valley Drive/Oak Avenue/35th Street, including temporary realignment of the south and west approaches on a trial basis.

The City has environmentally reviewed this proposed change pursuant to the California Environmental Quality Act (Public Resources Code Sections 2100, et seq. ("CEQA"), the State CEQA Guidelines (California Code of Regulations, Title 14, Section 1500 et seq.), and the City's environmental guidelines. Pursuant to CEQA Guidelines Section 15301, the City has a Class 1 Categorical Exemption because the proposed modification is a minor alteration to the City's existing streets involving only a negligible change in the use of the City's existing streets. This conclusion would be verified through a before-and-after traffic study on adjacent streets.

CONCLUSION:

The Parking and Public Improvements Commission recommends that the City Council approve the installation stop signs in all directions at Valley Drive/Oak Avenue/35th Street and realign the intersection approaches on a 6-month trial basis and adopt Resolution #15-0007. (Attachment 3)

Attachments:

1. January 22, 2015 Parking and Public Improvements Commission Staff Report
2. January 22, 2015 Parking and Public Improvements Commission Draft Minutes
3. Resolution No. 15-0007

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

TO: Parking and Public Improvements Commission

FROM: Marisa Lundstedt, Director of Community Development
Erik Zandvliet, Traffic Engineer

DATE: January 22, 2015

SUBJECT: Consider a Request for All-Way Stop Signs at Valley Drive/Oak Avenue/35th Street

RECOMMENDATION:

Staff recommends that the Parking and Public Improvements Commission approve a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of Valley Drive/Oak Avenue/35th Street, including temporary realignment of the south and west approaches on a trial basis.

BACKGROUND:

Recently, the City has received several requests for stop signs or other traffic measures at the intersection of Valley Drive and Oak Avenue and 35th Street. In July 2014, a local resident stated that it is difficult to exit the Ross Manhattan senior living complex when cars are speeding south on Valley Drive. In September 2014, a second resident requested the City address speeding issues on Valley Drive and is asking for stop signs between Sepulveda Boulevard and 27th Street. He also explained that the lanes on Valley Drive are too narrow and parked cars are hit regularly by speeding cars (Exhibit 1) The intersection of Valley Drive and Oak Avenue and 35th Street is currently stopped on the southbound approach of Oak Avenue and the eastbound approach of 35th Street.

DISCUSSION:

The intersection of Valley Drive and Oak Avenue and 35th Street is located in a residential area west of Sepulveda Boulevard (Exhibit 2). Oak Avenue and 35th Street are 30 to 34 feet wide two-lane local streets with a 25mph prima facie speed limit. Valley Drive is a 32 feet wide two-lane residential collector street with a 30 mph posted speed limit. There are stop signs on the north leg of Oak Street and the west leg of 35th Street at Valley Drive. There are stop signs on Valley Drive at Sepulveda Boulevard to the east and 27th Street to the west. All streets are improved with curbs, and some sidewalks. Curb parking is allowed on both sides of Oak Avenue and 35th Street, and on the west side of Valley Drive. Curb parking demand is generally light during the day and moderate to heavy at night. Valley Drive has a slight downslope in the southbound direction between Sepulveda Boulevard and 27th Street. There are cross-gutters on the north leg of Oak Avenue and the west leg of 35th Street at the intersection. (Exhibit 3) Pedestrian visibility is good in all directions. The Belamar Hotel is located on the northeast corner and Ross Manhattan Senior Living Complex is located along the east side of Valley Drive.

Field Observations

Field observations were made on typical days during peak and non-peak periods. Field observations confirm higher traffic volumes on Valley Drive and other physical characteristics at the intersection as noted above. Right-of-way is assigned by stop signs on Oak Avenue and 35th Street, but the configuration is unusual because the opposing approaches are not stopped. This is due to the angled alignment and high traffic volume of Valley Drive, which is considered the through street at the intersection. Sight distance is fair from of Oak Street and 35th Street, with the exception that the sharp intersecting angle of Valley Drive restricts sight distance for drivers stopped on both streets. Also, drivers exiting a nearby driveway for the senior living complex may have difficulty seeing vehicles approaching from Sepulveda Boulevard. Higher than expected speeds were observed on Valley Drive through the intersection. The Traffic Engineer observed that most motorists on Valley Drive have a low awareness of pedestrians or stopped cars at the intersection.

The traffic collision history between January 1, 2008 and December 31, 2012 was analyzed for both intersections. According to City records, there have been no collisions reported near the intersection during this five (5) year period.

A vehicle volume count was conducted on October 13, 2014, on a typical school day. A summary of the peak hour and daily volumes are provided below:

VEHICLES DIRECTION	AM PEAK HOUR	PM PEAK HOUR	DAILY
Eastbound (35 th Street)	71	82	213
Southbound (Oak Avenue)	<u>56</u>	<u>60</u>	<u>793</u>
Subtotal	127	142	1,006
Westbound (Valley Drive)	168	106	2,021
Northbound (Valley Drive)	<u>157</u>	<u>140</u>	<u>2,113</u>
Subtotal	325	246	4,134
Intersection Total	452	388	5,140

Valley Drive between Sepulveda Boulevard and 27th Street is currently posted with a 30 mph speed limit. The latest speed survey was conducted on October 13, 2014. A summary is provided below:

Daily Traffic Volume	5,404 vehicles per day
50 th Percentile Speed	26 miles per hour
85 th Percentile Speed	37 miles per hour
10-MPH Pace Speed	31-40 miles per hour

The prevailing speed on Valley Drive is higher than expected for a street with fronting residential homes and for its classification as a residential collector street. This speed can be primarily attributed to the high entering speed of drivers entering Valley Drive from Sepulveda Boulevard,

as well as the uninterrupted distance between stop signs on a street segment with homes on one side only.

Multi-way Stop Signs

The State of California has established guidelines for the installation of stop signs. These criteria have been widely accepted and are used by the City of Manhattan Beach. Multi-way or all-way stop controls are generally recommended when one or more of the State criteria are satisfied and indicate the existing traffic control devices are not sufficient to assign proper right-of-way or cannot be remedied through other means.

A stop sign warrant checklist was completed that indicates that multi-way stop signs are warranted at this intersection (Exhibit 4). This intersection has sufficient right-of-way controls with two-way stop signs, but does not meet minimum minor street volumes and does not have a recurring collision history. However, sight distance of approaching vehicles on both Oak Avenue and 35th Street is significantly restricted due to the skewed intersection angle on Valley Drive. Drivers waiting at the stop signs on 35th Street may have difficulty seeing vehicles approaching on Valley Drive in the westbound direction, and sight distance is restricted for stopped drivers on Oak Avenue looking for westbound vehicles on Valley Drive. Also, the approach speed on Valley Drive may be higher than expected for stopped drivers, who may underestimate the time gap needed to enter the intersection.

Intersection Alignment

The prevailing speed on Valley Drive could be addressed by realigning the approaches of Valley Drive into a more conventional intersection geometry. (Exhibit 5) The south leg of Valley Drive can be curved to meet the north leg of Oak Avenue, and the east leg curved to meet the west leg of 35th Street. However, it is important that any realignment be made in conjunction with all-way stop signs, otherwise the normal right-of-way rules for two-way stop signs may be come confusing. While traffic volumes would not be expected to change significantly by realigning the intersection, overall speeds both approaching and departing the intersection would drop significantly. This is because the physical roadway characteristics would change from an unrestricted through street into a more local neighborhood street. Drivers would not have an unimpeded view or path to travel fast on Valley Drive. It should be noted that some drivers would be upset that a new stop would be required. The Traffic Engineer also considered other intersection configurations, such as a mini traffic circle or center channelizing islands, but neither fully resolve sight distance restrictions. The realignment concept would address both speed sight visibility issues, as well as offer the potential for sidewalk connections for both the Belamar Hotel and senior living complex. It is recommended that any roadway realignment be tested on a temporary trial basis with striping and delineators to determine its effectiveness, before constructing permanent curbs and sidewalks.

Stop signs in all directions would improve overall safety by ensuring that drivers have sufficient awareness of approaching vehicles before entering the intersection. It would also provide neighborhood traffic calming by interrupting the prevailing speed of drivers entering Valley Drive from Sepulveda Boulevard. No other measures were identified that would improve the sight distance for stopped vehicles on 35th Street or from the senior living complex driveway.

Public Notice

Residents and property owners within 500 feet of the intersection were notified by mail of the proposed stop sign request and were invited to give input to the Commission.

CONCLUSION:

Based on State guidelines, multi-way stop signs are justified at the intersection of Valley Drive and Oak Avenue and 35th Street at this time. It is recommended that the Commission approve a motion to recommend that the City Council install stop signs in all directions at the intersection of Valley Drive/Oak Avenue/35th Street, including temporary realignment of the south and west approaches on a trial basis.

Exhibits:

1. Request for Stop Signs from Ms. Aldred and Mr. Constant
2. Aerial Photo
3. Site Photos
4. Stop Sign Warrant Checklist
5. Intersection Concept Sketches

EHZ

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REC'D 7/2/14

46693

EXHIBIT 1

Megan Aldred
Ross Manhattan Terrace
3400 N. Valley Drive #10
Manhattan Beach
California 90266

7/9/2014

To: Manhattan Police

My husband and I rent an apartment at the Ross Manhattan senior living complex right opposite the Belamar Hotel on N. Valley Drive and I have a request for your consideration.

My request concerns the really dangerous task of pulling out of our parking lot to turn left on N. Valley Drive. No matter how carefully you pull out there is a blind spot that cars entering from P.C.H. and rounding the bend (often at a speed greater than the limit) and that the pulling out car cannot see until they are in the middle of the street. If you would come and drive into our car park, turn round and drive out turning left, you would immediately see the problem. I am quite certain there must have been problems there and we have experienced near collisions ourselves.

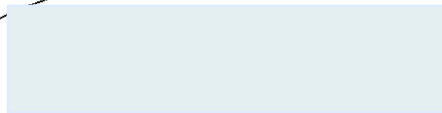
I have been thinking about it and one solution would be to put a ONE WAY ONLY STOP sign right on the corner of the Belamar Hotel and N. Valley which would cause the incoming cars to pause and clearly see if a car is pulling out in front of them.

We are really fond of our Senior community here and hate the thought of accidents that could be prevented.

Thank you for your consideration of this request

Very respectfully yours,

Megan Aldred.



#46283

EXHIBIT 1

Nhung Madrid

From: Daniel.R.Constant@wellsfargo.com
Sent: Sunday, July 13, 2014 3:57 PM
To: Nhung Madrid
Cc: Erik Zandvliet
Subject: RE: North Valley Drive Traffic Safety Concerns

To: Nhung Madrid, City of Manhattan Beach Traffic Engineering Division, **Community Development Senior Management Analyst (via email)**

From: Dan Constant, Neighborhood Watch Block Captain, 2811 N. Valley Dr.

Background

Residents living on North Valley Drive request that the City of Manhattan Beach evaluate traffic safety issues. Traffic along Valley is an issue we all knew about when choosing to live here and, to an extent, we need to live with. However, residents include children and seniors, traffic issues have gotten worse, and we believe there are steps the City can take to minimize/prevent future incidents.

Attached below are specific issues and comments I received as Neighborhood Watch Block Captain:

Issue: Cars coming off Sepulveda onto Valley Drive are transitioning from a 45 mph Highway to a residential neighborhood, with little to impede speeding (and no stop signs until 27th Street (which is often "run through without stopping" due to poor visibility and speeding cars). This is a residential neighborhood without any commercial uses. The speed limit could be lower, consistent with other residential streets in Manhattan Beach, and maybe an additional Stop Sign between Sepulveda and 27th Street would be appropriate.

Issue: It is not clear if there is sufficient street width to accommodate a parking lane, 2-traffic lanes, and a dedicated bike lane. This, in itself, is a recipe for disaster when those different uses converge. Cars often cross the lane divider and/or veer into the bike lane.

Issue: Many homes along North Valley Dr. are older with limited garage/driveway parking. Residents need to utilize street parking, which has become hazardous entering and exiting cars due to cars speeding by.

Issue: Rear-view mirrors getting broken off by passing cars are common (and some instances of parked cars being side-swiped). These are typically "hit and run" and involve costly repairs.

We respectfully ask that the City of Manhattan Beach consider these traffic/safety issues and take actions that will mitigate these issues. Please do not hesitate to contact me if I can provide any additional information, and please consider comments I received from neighbors:

From Michelle Moeller <michellemoeller@me.com> :

Last night around midnight I heard a "crash" or what sounded like something being "dropped" around midnight. I called police - in light of the events the night before. Well we just discovered what it was; someone took out Kurt's side mirror. Another neighbor Leslie, at 3111 says she's had 5 taken out. She wants to start a petition to slow down the speed on valley with a stop sign.

From Darius Novickis <DNovickis@aol.com> :

I am absolutely confident that a contributing factor to the "mirror issue" is that the city chose to move the center dividing line on Valley Dr. closer to the west -- this was done following the repaving of Valley in 2010/2011 and the addition of the "bike lane" on the east side (adjacent to the Greenbelt). I rarely leave my car on the street anymore because I also have had my driver's side mirror damaged twice while on the street. In all the previous years (1994-2011), not once was my mirror damaged. Driving on Valley in the early morning over the

EXHIBIT 1

past couple years, I have observed other mirrors dangling from the side of the cars, most likely after being hit over night. All anyone has to do is stand on 27th and look north on Valley to observe most vehicles (to include MBPD) driving on the double yellow dividing line or actually over it to avoid clipping the cars parked along the curb.

Bottom line, the striping of the street was done without proper review in my opinion, and while that does not excuse the irresponsibility of people damaging other vehicles, it is undoubtedly a contributing factor.

From Patricia Izzo <noble52234@yahoo.com> :

The bike lane has made living on Valley Dr. a danger. Getting in and out of the car, I defy death every day. Also, having to park so close or on the curb is annoying. I have noticed the use of the bike lane is minimal. I agree that we should have been notified of the change.

From Chris Bouman <chris@truckee1.com> :

We actually had a hit and run when I was loading Jack into the child seat. Someone drove by and their mirror hit my rear car door that was open. The people stopped but when they saw I was carrying a kid and couldn't run they drove off. I called the police and filed a report.

From Afsaneh <afsanehmatin@yahoo.com> :

I am totally in favor of taking it to the city authorities and demanding some actions. It has become too frequent. I had my side mirror knocked out last summer on another side street but what happened to Chris's car with Jack inside is totally unacceptable. Something needs to be done!

From Michael Schiraldi <user138322@aol.com> :

I spoke to Sergeant Vargas many times and he doesn't seem too think our corner is a problem (27th & Valley). Something bad is going to happen before they take notice. Encourage everyone to call Sergeant Vargas and talk to him. He is in Charge of Traffic.

Sincerely, Dan Constant, 2811 N. Valley Dr.,

From: Nhung Madrid [mailto:nmadrid@citymb.info]
Sent: Thursday, July 10, 2014 2:22 PM
To: Constant, Daniel R.
Subject: RE: North Valley Drive Traffic Safety Concerns

Hello Mr. Constant,

Thank you for contacting the City with your traffic concerns. Requests of this nature are reviewed by the City Traffic Engineer, Mr. Erik Zandvliet. Currently, Mr. Zandvliet is a contract employee, and is only in the office one day per week so his office hours are very limited. I manage the day-to-day operations of the Traffic Engineering Division and would be your main point of contact for the request. You can send your request directly to me and I can input the request for the Engineer's review and evaluation. Due to the limited office hours of the Engineer, requests typically take 6-8 weeks to be fully reviewed so we appreciate your patience during this process.

For future reference, Mr. Zandvliet's email is ezandvliet@citymb.info.

Please let me know if you have any other questions.

Best,
Nhung

Nhung Madrid
Community Development Senior Management Analyst
P: (310) 802-5540



From: Daniel.R.Constant@wellsfargo.com [mailto:Daniel.R.Constant@wellsfargo.com]
Sent: Thursday, July 10, 2014 1:18 PM
To: Nhung Madrid
Subject: North Valley Drive Traffic Safety Concerns

Hello Ms. Madrid:

I am the Neighborhood Watch Block Captain for the 2800 Block of Valley Dr. Our neighborhood has experienced growing traffic concerns along Valley (especially in the summer months) and I am in the process of putting together a summary of our concerns. Specifically, we are concerned with "speeders" coming off Sepulveda, creating safety hazards in this residential neighborhood, as well as ongoing damage to cars parked along Valley (rear-view mirrors being hit and damaged), and hazards to people getting into and out of their cars. We recognize that we have to live with some of this being on Valley, but respectfully will be asking the City of Manhattan Beach to look into this, as it may require an examination of the adequacy of current speed limits and placement of stop signs, as well as looking into the roadway dimensions, striping, bike lane, and possible additions like signage and/or speed bumps.

Before I write up a summary of our concerns, can you please advise who I should send this to, and if possible their email addresses at the City. Thanks in advance for your help.

Dan Constant, 2811 N. Valley

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

EXHIBIT 2
AERIAL PHOTO
Valley Drive/Oak Avenue/35th Street



**EXHIBIT 3
SITE PHOTOS**



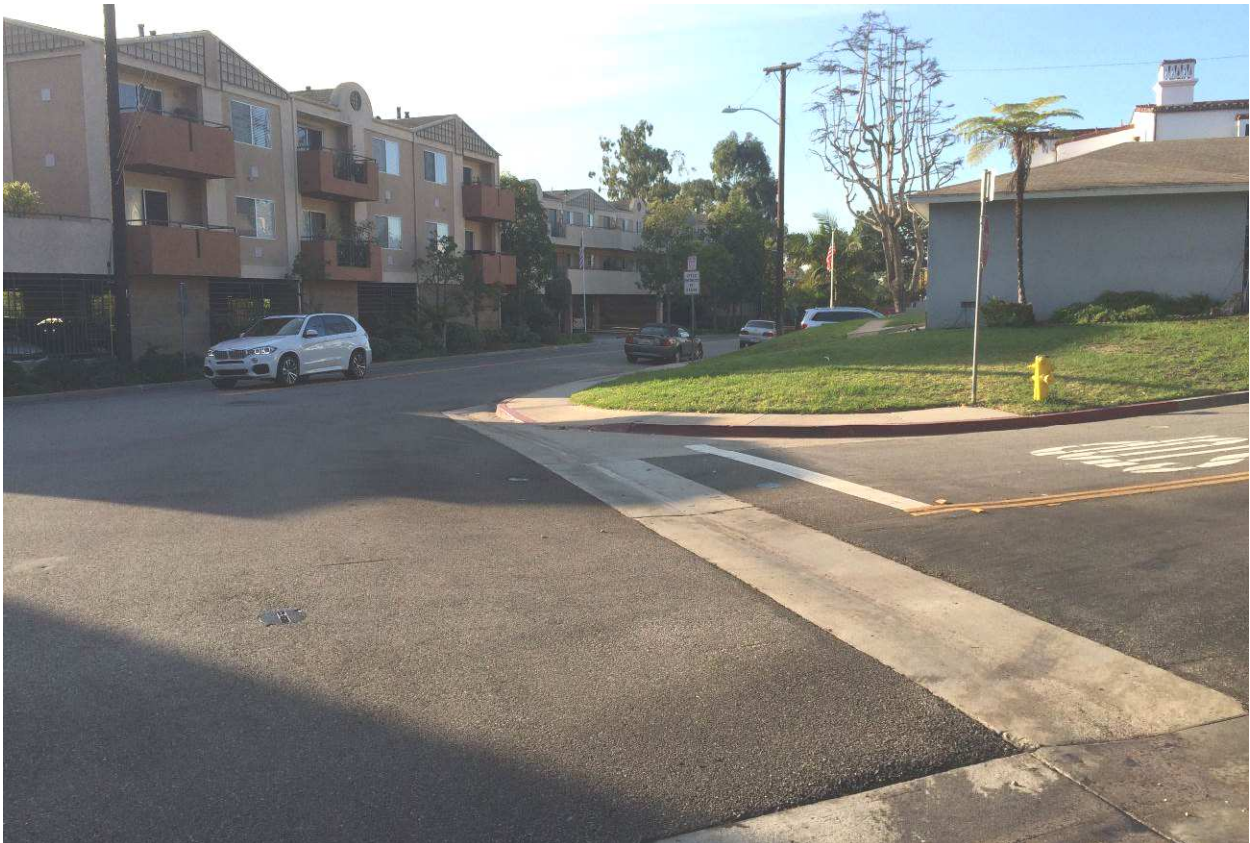
Valley Drive South of 35th Street Looking Northeast



Valley Drive West of Oak Avenue Looking Southwest



Oak Avenue North of Valley Drive Looking East



Oak Avenue North of 35th Street Looking West



35th Street West of Oak Avenue Street Looking East



EXHIBIT 4

STOP SIGN WARRANT CHECKLIST

MAJOR STREET: Valley Drive MINOR STREET: Oak Ave/35th Street

REQUESTED BY: Citizens DATE: 1/14/2015

REVIEWED BY: Erik Zandvliet

Warranted?

SINGLE STREET STOP SIGN WARRANTS

- On a less important road where the normal right-of-way rules would not be expected to provide reasonable compliance with the law.
- On a street entering a legally established through highway or street.
- At an unsignalized intersection in a signalized area.
- At other intersections where high speeds, restricted view, or crash record indicates a need for control by a stop sign.

MULTI-WAY STOP SIGN WARRANTS

- Where traffic signals are warranted, and stop signs are used as an interim measure to control traffic while the signal is installed.
- Where a crash problem exists, as indicated by five or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign.
- Where the total vehicular volume entering from the major street approaches average at least 300 vehicles per hour for any 8 hours, and the combined vehicular, bicycle and pedestrian volume from the minor street approaches average at least 200 units per hour for the same 8 hours, with an average delay to the minor street traffic is at least 30 seconds per vehicle during the highest hour, and if the 85th percentile approach speed of the major street traffic exceeds 40 MPH, the minimum vehicular volume warrant is 70 percent of the above requirements.
- Where there four or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign, and the average major and minor street volumes are at least 80% of the minimum values.
- Other locations where multi-way stop signs are justified based on an engineering study.

MULTI-WAY STOP SIGN WORKSHEET

MAJOR STREET: Valley Drive 85TH SPEED - < 40 MPH

MINOR STREET: Oak Ave/35thStreet DATE: 1/14/2015

TRAFFIC VOLUMES **WARRANTED** **YES** **NO**

If the 85th percentile speed of the major street exceeds 40 MPH, use 70% volume.

Street	Min Volume	70%	80%	Ave.	Hour / Volume							
					7am	8am	9am	10am	2pm	3pm	4pm	5pm
Major	300	210	240	255	269	358	270	212	213	237	245	235
Minor	200	140	160	68	82	75	66	58	70	70	71	52

And, does the minor street have an average delay of at least 30 seconds in the peak hour?

Peak Average Delay	< 10 sec.
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COLLISION RECORD **WARRANTED** **YES** **NO**

Are there five or more reported collisions within a 12 month period of a type correctable by a multi-way stop sign?

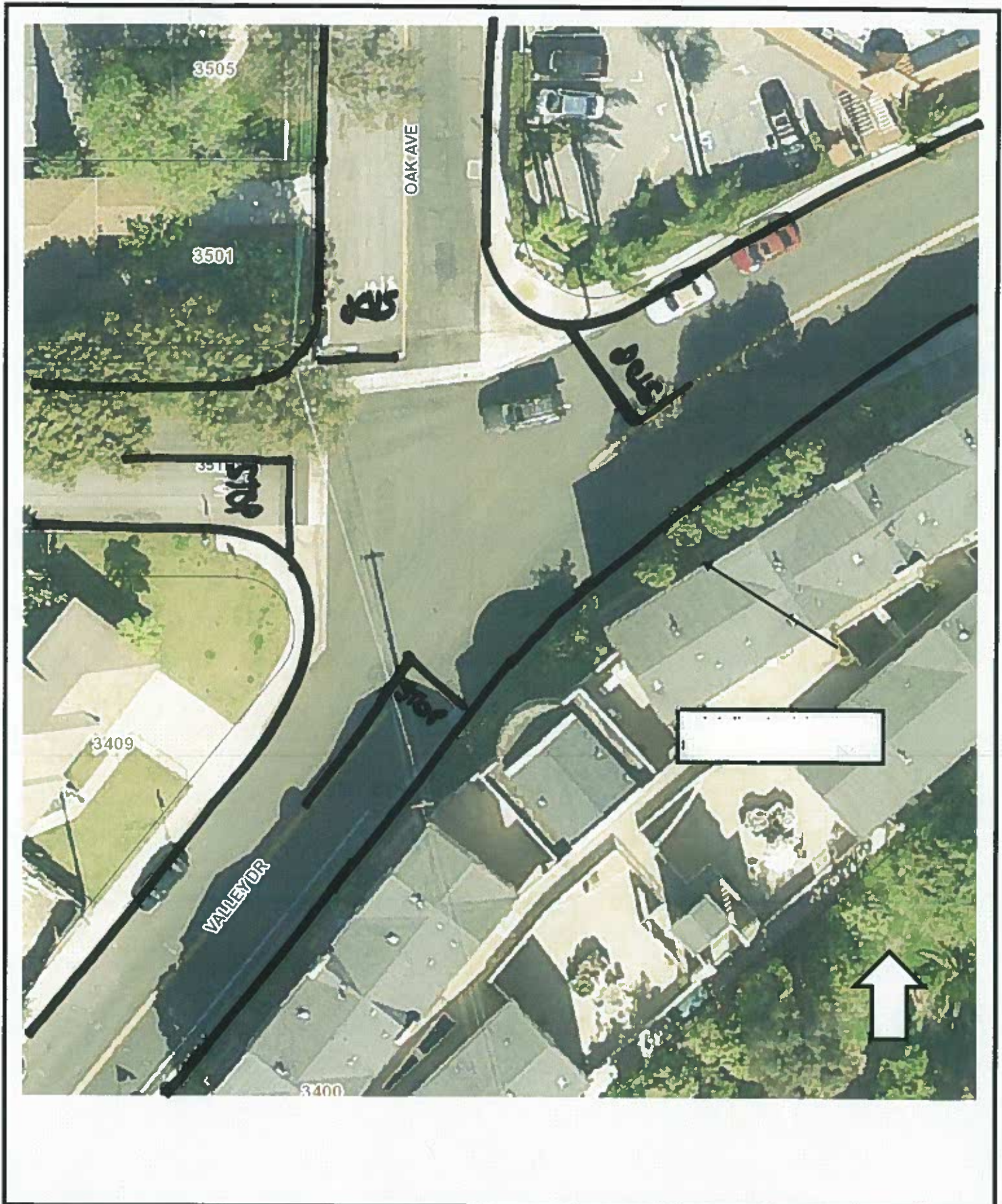
DATE	TIME	DIRECTION	TYPE	CAUSE
2012	-	None	-	-
2011	-	None	-	-
2010	-	None	-	-
2009	-	None	-	-
2008	-	None	-	-
2007	-	None	-	-

80% COMBINATION **WARRANTED** **YES** **NO**

Are there four or more reported accidents within a 12 month period of a type correctable by a multi-way stop sign, and

Average major and minor street volumes are at least 80% of the minimum values?

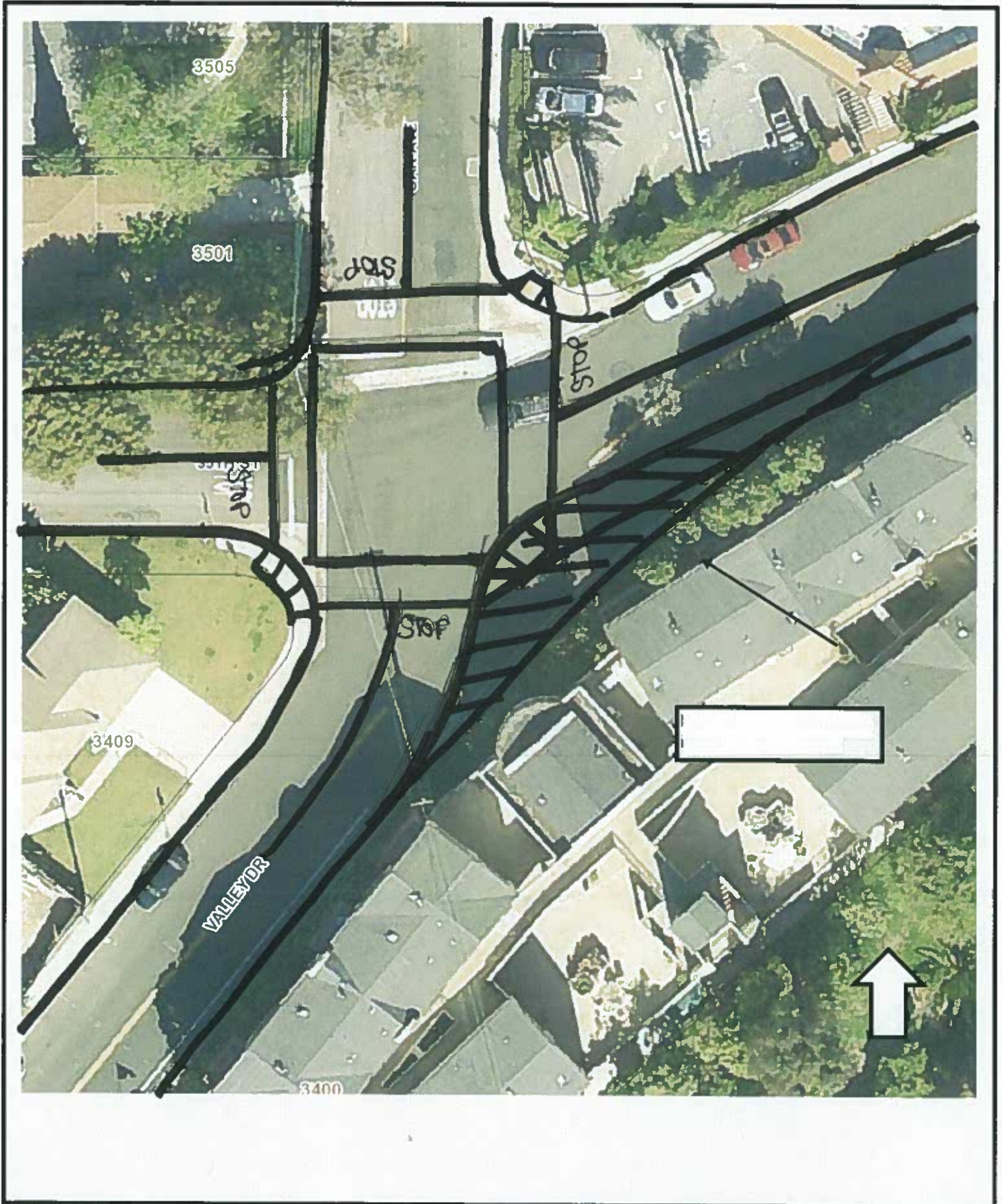
OTHER MULTI-WAY STOP CONDITIONS	WARRANTED	YES	NO
A. Need to control left turn conflicts		YES	NO
B. Need to control vehicle/pedestrian conflicts at high ped locations		YES	NO
C. Visibility obstruction after stopping on minor street approach		YES	NO
D. Two similar neighborhood collector streets that would improve operation		YES	NO



City of Manhattan Beach
Community Development
Traffic Engineering Division

March 4, 2015
City Council Meeting - Amended Agenda

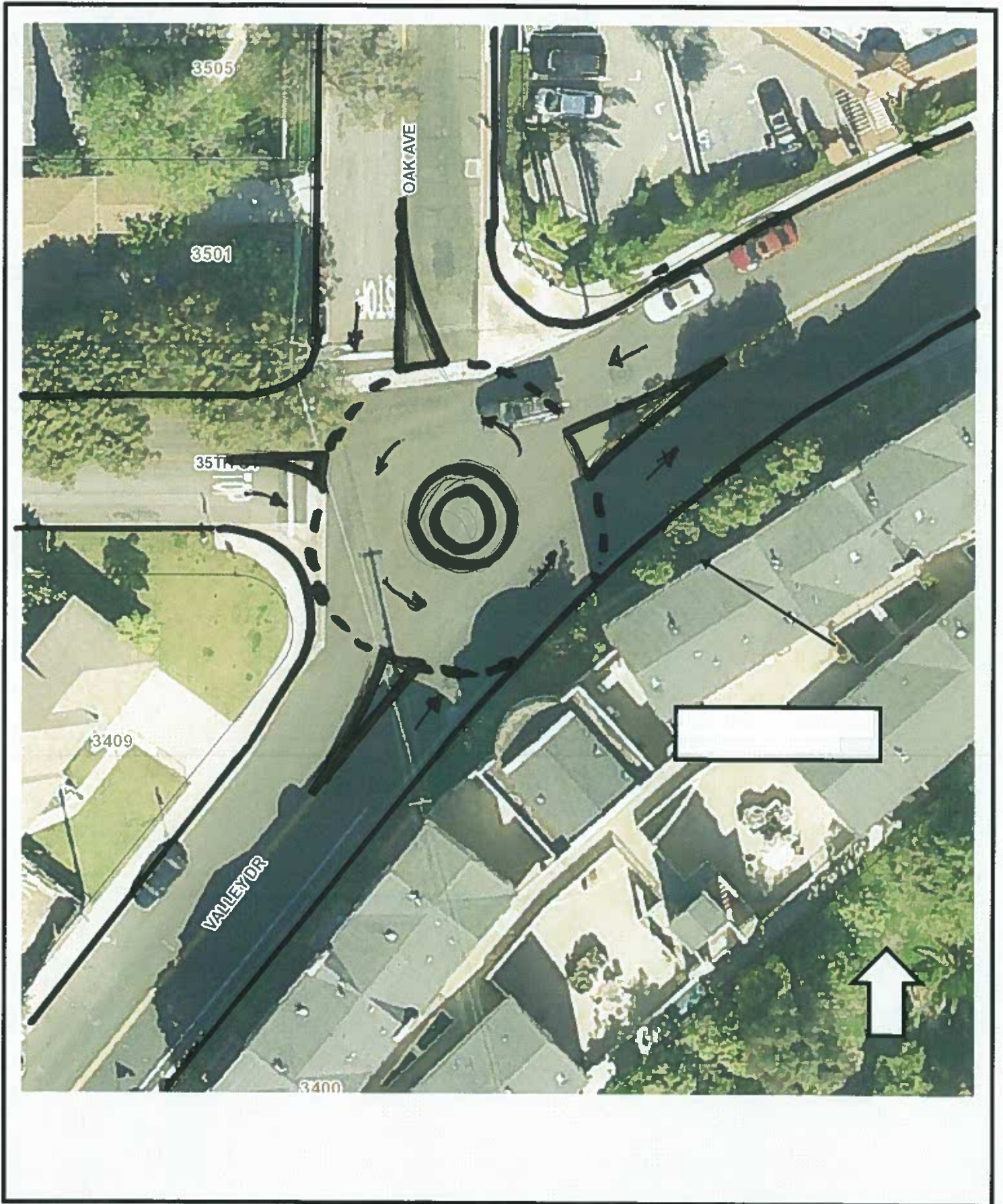
INTERSECTION CONCEPT A
ALL-WAY STOP SIGNS
Valley Drive / Oak Avenue / 35th Street



City of Manhattan Beach
Community Development
Traffic Engineering Division

March 4, 2015
City Council Meeting - Amended Agenda

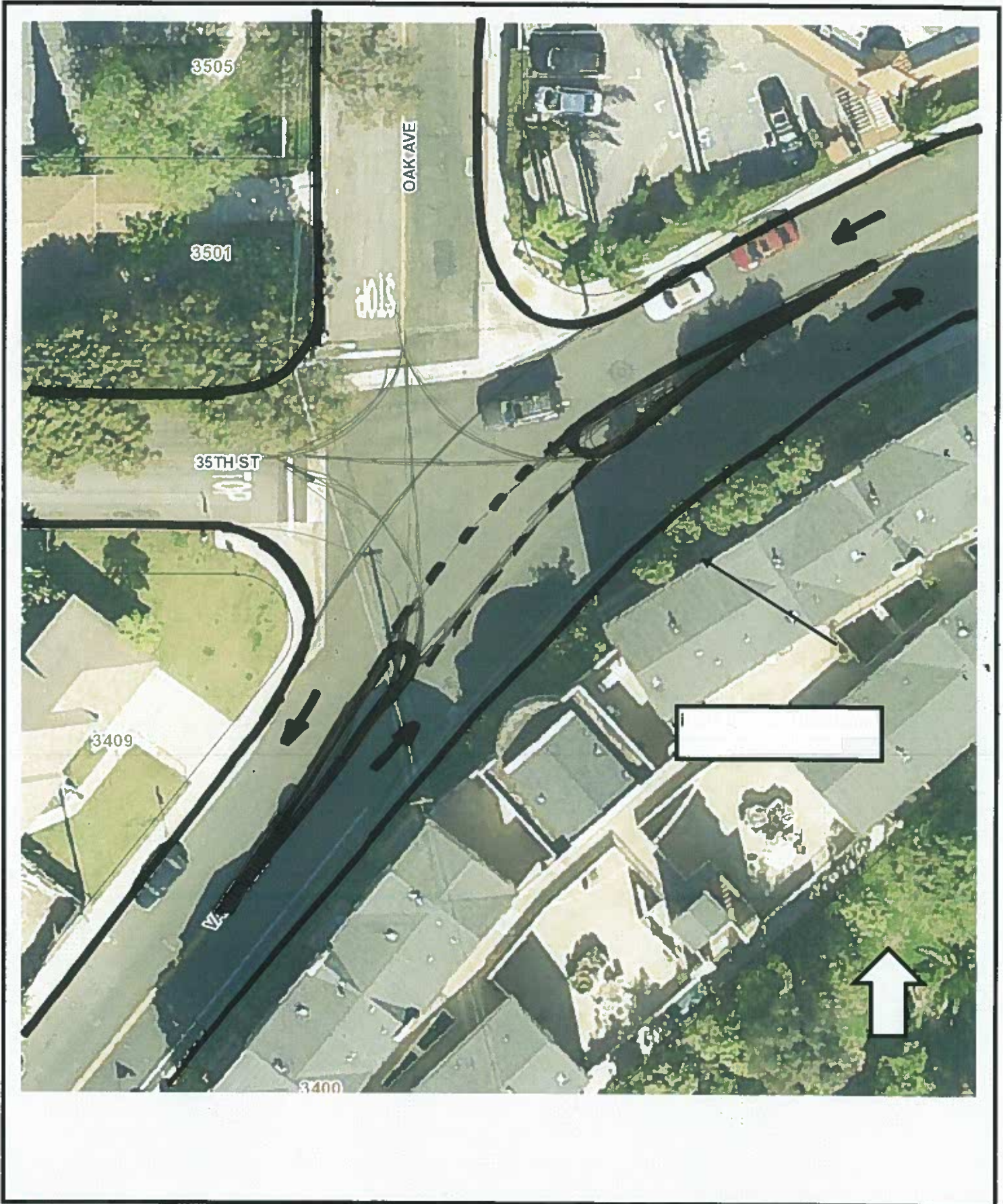
PSA INTERSECTION CONCEPT B
STOP SIGNS WITH REALIGNMENT
Valley Drive / Oak Avenue / 35th Street



City of Manhattan Beach
Community Development
Traffic Engineering Division

March 4, 2015
City Council Meeting - Amended Agenda

INTERSECTION CONCEPT C
MINI TRAFFIC CIRCLE
Valley Drive / Oak Avenue / 35th Street



City of Manhattan Beach
Community Development
Traffic Engineering Division

March 4, 2015
City Council Meeting - Amended Agenda

INTERSECTION CONCEPT D
CENTER MEDIAN ISLANDS
Valley Drive / Oak Avenue / 35th Street

**PARKING
AND PUBLIC IMPROVEMENTS
COMMISSION**

**Correspondence Received
After Agenda Posting**

Erik Zandvliet

From: Michael Schiraldi /Four Star Auto <user138322@aol.com>
Sent: Sunday, January 18, 2015 11:42 PM
To: afsanehmatin@yahoo.com; Erik Zandvliet
Cc: noble52234@yahoo.com; michellemoeller@me.com; daniel.r.constant@wellsfargo.com; scottbenson@roadrunner.com; cchase3449@me.com; dnovickis@aol.com; stephaniegscott@yahoo.com
Subject: Re: Stop Sign on Valley

I want to add some information for all of you to know. There is also a sign entering valley the states no trucks over 3 tons allowed. This has been ignored for years by MBPD. I have been in touch with our traffic division officers trying to resolve that problem also. Understand there is a meeting on the 26th of this month, if anyone can verify that. My car was also hit last week at my corner 27th st. Something really bad has to happen before something is done.

Mike Schiraldi
Victim at 27th St.

-----Original Message-----

From: Afsaneh <afsanehmatin@yahoo.com>
To: Erik Zandvliet <ezandvliet@citymb.info>
Cc: Patricia Izzo <noble52234@yahoo.com>; Michelle Moeller <michellemoeller@me.com>; daniel.r.constant <daniel.r.constant@wellsfargo.com>; scottbenson <scottbenson@roadrunner.com>; Mike Chris Schiraldi <user138322@aol.com>; cchase3449 <cchase3449@me.com>; Darius Novickis <dnovickis@aol.com>; stephaniegscott <stephaniegscott@yahoo.com>
Sent: Sun, Jan 18, 2015 8:33 pm
Subject: Re: Stop Sign on Valley

Dear Mr. Zandvliet,

I have lived on Valley Dr. since 2005 and believe that I am the latest victim of the uncontrolled, unchecked, and irresponsible driving that has been exacerbated by the addition of the bike lane.

Last night, at around 7 pm, I heard a loud noise and rushed out to find my car mirror broken and the driver side scratched and dented by a reckless driver that had not bother to stop. I had just put down grocery bags and the trunk was still open and the car was well lit by inside light! It took me seconds to get to the car but the other car was gone! I called the MBPD and filed a police report. As one of our neighbor's car was recently totaled by a careless driver, I was *not* surprised to hear that MBPD has been contacted to investigate similar incidents on our street many times.

I share the concerns expressed by my neighbors, Mr. Novickis and Ms. Izzo, that the addition of the bike lane, causing the narrowing of driving lanes, has lead to an increase in the hit and run incidents and has created a hazardous situation for the residents of Valley Dr.

What is ironic is that the bike lane is hardly ever used. It is so narrow that as someone who also bikes on Valley, I don't feel safe biking on it. It is the size of the buffer zones that usually separates the properly designed bike lanes from the driver lanes! When biking, I rather take my chances biking on the driving lane with the cars that can see and hopefully share the road with me than to squeeze into such a narrow lane and risk being hit and pushed to side. The addition of a bike lane would have been a great idea if there was adequate space to do it properly and safely.

I strongly believe that the addition of the bike lane on Vally Dr. has been a disservice not only to the residents but also the drivers and biker who share our street. I hope that the city takes this matter seriously and can come up with a swift resolution before someone gets seriously hurt.

Thank you for your attention,

Afsaneh Matin
2807 N. Valley Dr.

Erik Zandvliet

From: Thomas Pruitt <tu3lip@msn.com>
Sent: Sunday, January 18, 2015 11:17 AM
To: Erik Zandvliet
Subject: Gas Co. Utility pole

Dear Mr. Zandvliet,

My name is Tom Pruitt. We spoke briefly on the phone last week. I called to see it would be possible to have mobile phone transmitters added to the proposed Gas Co.'s utility pole to be erected on the property near the water tower.

We live in the 1500 block of 6th St. near Peck. We and our neighbors have always had very poor mobile phone reception in our homes. We apparently live in a "shadow" where cell signals just don't reach us. We often have to go outdoors to get minimum reception.

I will not be attending the meeting on the 22nd. However, I wish to propose that the pole be approved provided the Gas Co. is willing to allow interested cell phone companies to lease space on the pole for the installation of cell phone transmitters.

I may not be using the correct technical terms for the equipment involved but I'm sure you understand my meaning.

Please put forward my proposal.

Regards,

Tom Pruitt
1513 6th St.

Erik Zandvliet

From: Hunter, Jim <jim@baroneq.com>
Sent: Friday, January 16, 2015 2:09 PM
To: Erik Zandvliet
Subject: 4-way stop sign

Dear Sir: I am writing in favor of the proposed 4-way stop at 8th and John; however if you really want to reduce the potential of accidents, the corner of 9th and John is much worse. Those traveling southbound on John are difficult to see because of the hill and parked cars on John. This, in my opinion, is a much more dangerous intersection. Jim Hunter, 801 Pacific Ave.

This email has been scanned by the Boundary Defense for Email Security System. For more information please visit <http://www.apptix.com/email-security/antispam-virus>

Erik Zandvliet

From: Erik Zandvliet
Sent: Friday, January 16, 2015 8:41 AM
To: 'Terry Constant'
Subject: RE: I SUPPORT A STOP SIGN AT VALLEY & 35TH AND MEASURES TO LIMIT SPEEDING ALONG VALLEY DR.

Terry,
Thank you for adding your support. Your comments will be forwarded to the Parking and Public Improvements Commission at the meeting.

Erik Zandvliet, T.E.
City Traffic Engineer
P: (310) 802-5522
E: ezandvliet@citymb.info



 Please consider the environment before printing this email.

Erik Zandvliet
Traffic Engineer
P: (310) 802-5522
E: ezandvliet@citymb.info



 Please consider the environment before printing this email.

From: Terry Constant [<mailto:terryconstant@live.com>]
Sent: Thursday, January 15, 2015 6:19 PM
To: Erik Zandvliet
Subject: I SUPPORT A STOP SIGN AT VALLEY & 35TH AND MEASURES TO LIMIT SPEEDING ALONG VALLEY DR.

I would just like to add my support to adding a stop sign to help slow down traffic on Valley.

Terry Constant
2811 N. Valley Drive
Manhattan Beach CA 90266

Erik Zandvliet

From: DNovickis@aol.com
Sent: Thursday, January 15, 2015 9:07 PM
To: Erik Zandvliet
Cc: daniel.r.constant@wellsfargo.com
Subject: I SUPPORT RE-STRIPING VALLEY DR.

Good Morning Mr. Zandvliet,

I have been a resident of 2809 N. Valley Drive since April, 1994.

During the late 1990's, my recollection is that we had MBPD motor officers more often enforcing the speed limit on Valley Dr. between Sepulveda Blvd and 27th St. On occasion, we would have MBPD position the electronic sign trailer displaying an approaching vehicle's speed. I respect the MBPD decisions as to where to posture their forces and presumably, the determination has been that there are higher priority locations in which to focus its efforts.

With that said, my concern is not so much the speed of vehicles traveling in this section of Valley Dr., but rather what I view to have been a poorly planned and implemented re-striping.

I am confident that a significant contributing factor to the broken "mirror issue" is that the city chose to move the center dividing line on Valley Dr. closer to the west -- this was done following the re-paving of Valley in 2010/2011 and the addition of the "bike lane" on the east side (adjacent to the Greenbelt). I rarely leave my car on the street anymore because I also have had my driver's side mirror damaged twice while on the street. In all the previous years (1994-2011) prior to the re-striping, not once was my mirror damaged. Driving on Valley Dr. in the early morning over the past couple years, I have observed other mirrors dangling from the side of the cars, most likely after being hit over night.

One need not even spend excessive funds on consultants to complete a study. Rather, all anyone has to do is stand on 27th and look north on Valley to observe most vehicles (to include MBPD; MB City Works; MBFD) driving on the double yellow dividing line or actually over it to avoid clipping the cars parked along the curb. This is not the exception, but the rule. More importantly, it is probably only a matter of time until there will be a collision between two vehicles traveling in opposite directions. I have stood and watched traffic and seen vehicles swerve to avoid being clipped by the southbound vehicles traveling over the center line due to the reduced margins of the lanes of traffic. The northbound vehicles swerve into the bike lane, which albeit is not used by many (as I already stated), but at some point, the vehicle will swerve and impact a bicyclist in the bike lane. The width of the street does not appear to be as problematic once past 27th St heading south on Valley Dr, but it certainly is in the stretch between Sepulveda Blvd and 27th St.

Bottom line, the striping of the street was done without proper review in my opinion, and while that does not excuse the irresponsibility of people damaging other vehicles, it is undoubtedly a contributing factor. While drivers should not be conducting any activities which distract them while driving, they do nonetheless, and with the lanes having been narrowed, the margin for error is considerably reduced.

Respectfully submitted for consideration.

Darius Novickis

Erik Zandvliet

From: Patricia Izzo <noble52234@yahoo.com>
Sent: Friday, January 16, 2015 8:48 AM
To: Erik Zandvliet
Cc: Darius Novickis; Michelle Moeller; daniel.r.constant@wellsfargo.com; Afsaneh
Subject: Stop Sign on Valley

Dear Mr. Zandvliet,

I live at 2815 N. Valley Dr. I have lived here for over 30 years. I have seen many changes concerning traffic on Valley.

Valley Drive has become "mini-Sepulveda". Over the years people discovered our street and use it as a main route

for travel. Not much we can do about that. However, since the bike lane was added to Valley our lives have been miserable. We park halfway on the sidewalk to avoid lost mirrors and collisions, we cannot exit or enter our vehicles until all traffic has passed, which takes a long time. It is only a matter of time before someone is seriously injured or worse.

Speed is not the factor for all the mishaps that have occurred on Valley. If anything, I have noticed people slowed down because of the bike lane. I don't know who came up with idea that speed was the issue. If you want a study just ask the people that live on Valley. It would be an accurate account and much cheaper. The use of the bike lane is less than minimal. No one uses the bike lane and if they did they would be taking the risk of being hit without a doubt. I believe the bike lane is a danger from 27th. Street to Sepulveda. I fully understand the power of the bike community and their needs. I just don't think N.Valley Drive is the place to have it for motorists and bicyclists as well.

Thank You,
Patricia Izzo

Erik Zandvliet

From: Nolan, Peter <nolan@leonardgreen.com>
Sent: Friday, January 16, 2015 11:09 AM
To: Erik Zandvliet
Cc: Stephanie NolanN
Subject: John and 9th and 8th 4 way stops

Erik;

Stephanie and I live at 814 Pacific Ave. We are 100% supportive of the addition of the 4 way stops at both intersections. They are dangerous intersections and drivers can't always see around the corner when traffic is moving through the intersections.

Peter Nolan

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Erik Zandvliet

From: Milan Rawal <milanrawal@gmail.com>
Sent: Thursday, January 15, 2015 2:37 PM
To: Erik Zandvliet
Subject: I SUPPORT A STOP SIGN AT VALLEY & 35TH AND MEASURES TO LIMIT SPEEDING ALONG VALLEY DR.

Dear PPIC Commissioners,

I am writing as a concerned Manhattan Beach resident who has been living on Valley (2817 N Valley Dr) for the last 5 years.

All too often, my family and I are subjected to cars blatantly exceeding posted speed limit signs and zooming up and down Valley placing our families and property at great risk. In the last 5 years we have had 2 side view mirrors broken off, trash cans (and its contents) thrown all over the place, as well as witnessed our neighbors parked car totaled. We have not, and hopefully, never will have to experience a pedestrian injury/fatality. However, with the way people drive up and down this street, it is likely just a matter of time.

There are speed limit signs posted for a reason and there exists undeniable evidence that they are not being followed, thereby compromising our safety. It is your duty to implement whatever tactics necessary to ensure our safety and the proper use of our roadways.

Besides the stop sign proposal I implore you to give consideration to speed bumps.

Thank you.

Milan Rawal

--

Milan G. Rawal, MD

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Erik Zandvliet

From: Daniel.R.Constant@wellsfargo.com
Sent: Thursday, January 15, 2015 11:07 AM
To: Erik Zandvliet
Subject: I SUPPORT A STOP SIGN AT VALLEY & 35TH AND MEASURES TO LIMIT SPEEDING ALONG NORTH VALLEY DR.

Hello Mr. Zandvliet:

I am sure you are quite busy these days with the Mall and Downtown Improvement Projects, but I am writing as Neighborhood Watch Block Captain for the 2800 block of North Valley Dr. With the PPIC meeting coming up next Thursday, I wanted to reaffirm our strong support to mitigate traffic and safety concerns related to vehicles speeding on Valley and damaging rear view mirrors and (ironically) in my case totaling my parked car in November.

This is a 100% single family home neighborhood and we have young children and seniors living here. We recognize that Valley is a busy street, but it isn't Sepulveda and we appreciate your efforts and the PPIC's efforts to weigh these safety issues with the need to move traffic efficiently. Along those lines, I and my neighbors are very supportive of a new stop sign at Valley and 35th, which will hopefully limit the "speedway mentality" of some drivers. We are also supportive of increased enforcement of speeding and people going through stop signs, which is common here. An added suggestion is installing a "night lighted" stop sign at Valley & 27th Street, as it isn't uncommon to see drivers going right through this intersection.

Please forward my comments to the PPIC Commissioners and feel free to contact me if you need any additional info. I have also attached earlier comments I received from neighbors and forwarded to you in July 2014. Thanks very much for your earlier follow-up and I would appreciate if you could please confirm you received this email.

Dan Constant

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From Michelle Moeller <michellemoeller@me.com> :

Last night around midnight I heard a "crash" or what sounded like something being "dropped" around midnight. I called police - in light of the events the night before. Well we just discovered what it was; someone took out Kurt's side mirror. Another neighbor Leslie, at 3111 says she's had 5 taken out. She wants to start a petition to slow down the speed on valley with a stop sign.

From Darius Novickis <DNovickis@aol.com> :

I am absolutely confident that a contributing factor to the "mirror issue" is that the city chose to move the center dividing line on Valley Dr. closer to the west -- this was done following the repaving of Valley in 2010/2011 and the addition of the "bike lane" on the east side (adjacent to the Greenbelt). I rarely leave my car on the street anymore because I also have had my driver's side mirror damaged twice while on the street. In all the previous years (1994-2011), not once was my mirror damaged. Driving on Valley in the early morning over the past couple years, I have observed other mirrors dangling from the side of the cars, most likely after being hit over night. All anyone has to do is stand on 27th and look north on Valley to observe most vehicles (to include MBPD) driving on the double yellow dividing line or actually over it to avoid clipping the cars parked along the curb.

Bottom line, the striping of the street was done without proper review in my opinion, and while that does not excuse the irresponsibility of people damaging other vehicles, it is undoubtedly a contributing factor.

From Patricia Izzo <noble52234@yahoo.com> :

The bike lane has made living on Valley Dr. a danger. Getting in and out of the car, I defy death every day. Also, having to park so close or on the curb is annoying. I have noticed the use of the bike lane is minimal. I agree that we should have been notified of the change.

From Chris Bouman <chris@truckee1.com> :

We actually had a hit and run when I was loading Jack into the child seat. Someone drove by and their mirror hit my rear car door that was open. The people stopped but when they saw I was carrying a kid and couldn't run they drove off. I called the police and filed a report.

From Afsaneh <afsanehmatin@yahoo.com> :

I am totally in favor of taking it to the city authorities and demanding some actions. It has become too frequent. I had my side mirror knocked out last summer on another side street but what happened to Chris's car with Jack inside is totally unacceptable. Something needs to be done!

From Michael Schiraldi <user138322@aol.com> :

I spoke to Sergeant Vargas many times and he doesn't seem too think our corner is a problem (27th & Valley). Something bad is going to happen before they take notice. Encourage everyone to call Sergeant Vargas and talk to him. He is in Charge of Traffic.

**CITY OF MANHATTAN BEACH
PARKING AND PUBLIC IMPROVEMENTS COMMISSION
DRAFT MINUTES OF A REGULAR MEETING
January 22, 2015**

01/22/15-4 Request for All-Way Stop Signs at Valley Drive/Oak Street/35th Street

Traffic Engineer Zandvliet gave his presentation and recommended that the Commission approve a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of Valley Drive/Oak Avenue/35th Street, including temporary realignment of the south and west approaches on a trial basis.

Chair Nicholson asked Traffic Engineer Zandvliet if he had any conversations with the residents of the senior center.

Traffic Engineer Zandvliet answered he had not but he could if necessary.

Commissioner King asked how many units were in the senior center and if there had been any discussion with the property manager.

Traffic Engineer Zandvliet answered there are 45 units, and he had not spoken to the property manager but they were notified through mailed notice.

Commissioner Apostol asked about the costs to realign the intersection both temporarily and permanently.

Traffic Engineer Zandvliet provided estimated costs.

Chair Nicholson opened the audience participation.

Audience Participation

Megan Aldred, 3400 N. Valley Drive #10, explained that it is very dangerous to get out of their driveway onto Valley Drive and at certain times of the day they cannot even go out. She stated that there have been several accidents and just the other day. They almost got hit by a motorcycle that was going too fast. The driver started yelling at them. She asked the Commission to install the stop signs for the safety of all of the residents on Valley Drive.

Dan Constant, 2811 N. Valley, Neighborhood Watch Block Captain, commented that he thought the information on this intersection was well presented by Traffic Engineer Zandvliet. He said with all the visitors driving through their neighborhood, the City needs to slow down the speeding traffic for the safety of the residents and their vehicles. He explained that cars have been hit, multiple side mirrors have been knocked

off and his own car was totaled. He supports the recommendation and suggested that City should re-stripe the bike lane because the way it is now it is unsafe, and add some lighting and illuminated stop signs on Valley Drive.

Pattie Izzo, 2815 Valley Drive, said the narrow bike lane and the speeding cars are a safety problem for the residents. She said she is terrified to even get in and out of her car for fear of being hit.

Gary Kucher, Manhattan Beach Resident, stated that if a stop sign is placed at that location, it would create problems for Walnut and Elm Streets due to people cutting through to avoid the back up from the stop signs. He stated he thought there needed to be more study about the potential impacts on other streets, and he is against any four way stop at this time.

Antoinette Gill, 3605 Oak Ave, stated she was in favor of the four way stop to help slow down traffic.

Mara McPhee, 3403 N. Valley Drive, explained that the four way stop is needed because it is so dangerous with the cars speeding down Valley Drive.

Shawn Jensen, 3119 N. Valley Drive, commented that his car and his neighbor's car had been hit by speeding cars and his neighbor's car has had more than one side mirror damaged. He stated he was in favor of anything that would help slow down the speeding cars and make the street safer.

Chair Nicholson closed the audience participation.

Commission Discussion

Commissioner Fournier explained he did not want to take any action on the item because he agreed with the resident that said the stop signs would increase the traffic problems for other streets and he felt those neighbors should be able to weigh in on the decision making process. He suggested the senior center issue should be a separate issue and would like to do something to make the senior center exit safer, but, he wasn't sure what could be done.

Traffic Engineer Zandvliet said he looked at senior center exit and there wasn't much that could be done because of the way the exit aligns with Valley Drive. He added that the changes would be on a trial basis to see how they worked.

Commissioner King commented that he agreed with Commissioner Fournier on not making a decision on the item for all kinds of complicated reasons.

Commissioner Lipps agreed that the bike lane is not correct and is squeezing the traffic. He said he would like to see what a temporary traffic calming solution would do.

Chair Nicholson felt with all of the safety issues at the senior center exit and all of the parked cars being hit by speeding cars, he could not just do nothing. He stated that some kind of temporary traffic calming needs to be done.

Commissioner Apostol said he agreed that something needs to be done and complimented Traffic Engineer Zandvliet on the creative temporary solution he came up with.

Lt. Harrod of the M.B. Police Department stated he thought the temporary solution was a good idea and if there were any other safety issues that came up during the trial they could be evaluated.

MOTION: Chair Nicholson made a motion to recommend that the City Council adopt a resolution to install stop signs in all directions at the intersection of Valley Drive/Oak Avenue/35th Street, including temporary realignment of the south and west approaches on a trial basis of six months. The motion was seconded by Commissioner Lipps.

Ayes: Lipps, Nicholson, Fournier and Apostol.

Noes: King.

Abstain: None.

RESOLUTION NO. 15-0007

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL
AMENDING SECTION 21 (THROUGH STREETS AND STOP
INTERSECTIONS) OF RESOLUTION NO. 2715 (THE TRAFFIC
RESOLUTION)

THE MANHATTAN BEACH CITY COUNCIL DOES HEREBY RESOLVE AS
FOLLOWS:

Section 1. Section 21 (Through Streets and Stop Intersections) of City Council Resolution No. 2715 shall be amended to add two stop signs at the intersection where the eastern and southern segments of Valley Drive meet Oak Avenue and 35th Street, with all other provisions in Resolution No. 2715 to remain unchanged:

	<u>Intersection</u>	<u>Entrance</u>
21v-1.	Valley Drive at Oak Avenue/35 th Street	Easterly and Southerly

Section 2. The City has environmentally reviewed this proposed traffic control device, pursuant to the California Environmental Quality Act (Public Resources Code Sections 21000, *et seq.* ("CEQA"), the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 *et seq.*), and the City's environmental guidelines. Pursuant to CEQA Guidelines Section 15301, the City has issued a Class 1 Categorical Exemption because the traffic control device authorizes a minor alteration to the City's existing streets involving only a negligible change in the use of the City's existing streets.

Section 3. This Resolution shall take effect immediately.

Section 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this ___th day of _____, 2015.

Ayes:
Noes:
Absent:
Abstain:

Wayne Powell
Mayor, City of Manhattan Beach

ATTEST:

Liza Tamura, City Clerk

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Marisa Lundstedt, Community Development Director
Laurie Jester, Planning Manager

SUBJECT:

Council Consideration and Direction for a Hardship Exemption from the Downtown IZO to Allow a Change of Use for a Retail Use to Temporarily Occupy a Restaurant Space at 1140 Highland Avenue (Community Development Director Lundstedt).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council consider and provide direction on the hardship exemption from the Downtown IZO to allow a change of use for a retail use to temporarily occupy a restaurant space at 1140 Highland Avenue.

FISCAL IMPLICATIONS:

There are no known fiscal implications to the City of Manhattan Beach with the recommended action.

BACKGROUND:

An Interim Zoning Ordinance (IZO) was adopted in July 2014 (Attachment 1) as an Urgency Ordinance for the Downtown area. The IZO, Ordinance No. ORDU 14-0011, is a “time-out” and does not allow a change from one use classification to another, such as the subject request to change the restaurant use to a retail use. The purpose of the IZO is to maintain the status quo of uses in the Downtown while the area is being studied and new guidelines and regulations are developed. The IZO allows for a Hardship Exemption as stated in Section 3 (Attachment 1).

DISCUSSION:

Section 3 of the IZO allows review of a Hardship Exemption if an application is filed in writing, contains all documentation to support the hardship claim, and it is filed 10 days in advance of a regular meeting of the City Council. The Ordinance states “...The City Council

shall grant a hardship exemption upon making a finding that denial of the exemption and enforcement of this Ordinance against the applicant's property would result in the applicant being deprived of all economically viable use of the property. The City Council may consider other factors in order to determine hardship." Attachment 2 is the letter from the property owner requesting the exemption.

The subject site consists of a two-story multi-tenant building with two offices upstairs, and retail space (Current Events), an auto repair shop (off the Center Place alley), and a restaurant (vacant since January 2015, previously F-Grill) downstairs, as well as several parking spaces at the rear.

According to the property owner the total building is about 5,600 square feet (including offices, retail, restaurant and auto repair) and the subject vacant restaurant space is approximately 935 square feet. The restaurant space is currently the only vacant tenant space on the site, and the owner has indicated that it is a large percentage of their income from the property. Attachment 2 further outlines the owners request for a temporary (6-month) exemption to allow retail to replace the restaurant use. The applicant is proposing a jewelry/women's retail use and requests that the Council approve the hardship exemption.

CONCLUSION:

Staff recommends that the City Council review the request for a Hardship Exemption from the Downtown to allow a change of use for a retail use to temporarily occupy a restaurant space at 1140 Highland Avenue, and provide direction.

Attachments:

1. Ordinance No ORDU 14-0011-Downtown IZO- July 15, 2014
2. IZO Hardship Exemption Request Letter-1140 Highland- February 13, 2015

ORDINANCE NO.U 14-0011

AN INTERIM ORDINANCE OF THE CITY OF MANHATTAN BEACH PROHIBITING THE CONVERSION OF ANY COMMERCIAL USE TO A DIFFERENT COMMERCIAL USE CLASSIFICATION IN THE DOWNTOWN AREA, AND DECLARING THE URGENCY THEREOF

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH DOES ORDAIN AS FOLLOWS:

SECTION 1. Notwithstanding any other ordinance or provision of the Manhattan Beach Municipal Code, except as permitted by this Ordinance, no application for a business license, building or related permit, use permit, plan review, subdivision map or any other land use entitlement shall be approved to allow the conversion of any commercial use to a different commercial use classification in the area zoned CD Downtown Commercial District, and is depicted on Exhibit A, which is hereby incorporated by this reference. Notwithstanding the foregoing, this Ordinance does not apply to uses that have received use permit approvals as of the date of adoption of this Ordinance.

SECTION 2. This Ordinance shall expire, and the prohibition established in Section 1 shall terminate, 45 days after the date of adoption of this Ordinance, unless extended by the City Council at a regularly noticed public hearing, pursuant to California Government Code Section 65858.

SECTION 3. Hardship Exemption. An application for a business license, building or related permit, use permit, plan review, subdivision map or any other land use entitlement for a change in commercial use classification may be approved if the applicant has obtained a hardship exemption from the City Council. Hardship exemption applications shall be filed in writing with the Director of Community Development and shall contain all documentation relied upon to support the hardship claim. A hardship exemption application must be filed no later than 10 days in advance of a regular meeting of the City Council in order to be considered at such meeting; otherwise the application shall be considered at the following regular meeting. The City Council shall grant a hardship exemption upon making a finding that denial of the exemption and enforcement of this Ordinance against the applicant's property would result in the applicant being deprived of all economically viable use of the property. The City Council may consider other factors in order to determine hardship.

SECTION 4. CEQA Finding. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment, because the prohibition contained herein will merely maintain the status quo. It is therefore exempt from

California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 5. Penalty. Violation of any provision of this Ordinance shall constitute a misdemeanor and shall be punishable by a fine not to exceed \$1,000 or by imprisonment for a period not to exceed six months, or by both such fine and imprisonment. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance. In addition to the foregoing, any violation of this Ordinance shall constitute a public nuisance and shall be subject to abatement as provided by all applicable provisions of law.

SECTION 6. Legislative Findings. The City is currently studying land uses in the Downtown Area, which may require amendments to the City's General Plan and Zoning Ordinance. The City Council finds that property owners are likely to submit applications for land use entitlements for property within the Downtown Area. Due to the recent proliferation of changed commercial use classifications in the Downtown Area, the City needs to adopt this Ordinance to give the City time to study whether changed uses may conflict with future General Plan provisions or Zoning Code regulations.

The City intends to study, within a reasonable time, the adequacy of its existing General Plan provisions and Zoning Ordinance as they apply to property within the Downtown Area, and has distributed a request for proposals to consultants to perform a study of the area. The Planning Commission, the City Council and the people of Manhattan Beach require a reasonable, limited, yet sufficient period of time to consider and study legally appropriate and reasonable policies regulating commercial uses in the Downtown Area. Given the time required to undertake adequate study and planning, the City Council finds that this Ordinance is necessary to prevent the conversion of existing commercial uses to any other commercial use classifications that might conflict with the City's possible new policies. The City Council has the authority to adopt an interim ordinance pursuant to Government Code Section 65858 in order to protect the public health, safety, or welfare.

Accordingly, the City Council finds that there is a current and immediate threat to the public health, safety and welfare presented by the conversion of existing commercial uses on property within the Downtown Area to other commercial use classifications. In the absence of immediate effectiveness, the approval of a business license, building or related permit, use permit, plan review application, subdivision map or any other land use entitlement for property within the Downtown Area, which allows a change to any other commercial use classification, will result in a threat to the public health, safety and welfare. Due to the foregoing circumstances, it is necessary for the preservation of the public health, safety and welfare that this Ordinance take effect immediately. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Sections

65858 and 36937(b) and therefore shall be passed immediately upon its introduction and shall become effective immediately upon its adoption.


PASSED, APPROVED AND ADOPTED by the Manhattan Beach City Council on July 15, 2014.

AYES: D'Errico, Burton, Powell and Mayor Howorth

NOES: Lesser

ABSTAIN: None

ABSENT: None



Amy Thomas Howorth
MAYOR

ATTEST:



Liza Tamura
CITY CLERK

EXHIBIT A

ORD-U 14-0011

July 15, 2014



The Koch Family Trust
1441 8th Street
Manhattan Beach, California 90266



February 13, 2015

The Honorable Wayne Powell, Mayor of Manhattan Beach and
Members of the Manhattan Beach City Council
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, California 90266

Dear Mayor Powell and Members of the City Council:

This letter is requesting a temporary (6 months) Change of Use for the restaurant space in the commercial building that we own at 1140 Highland Ave, Manhattan Beach. The building is located at the east side of Highland Ave. and Center Place. We have owned this building since 1992 and the tenants consist of two office spaces upstairs, a retail space (Current Events), a restaurant space and 2500 square feet of automotive repair space on the first level. On December 31, 2014 the lease expired on the restaurant space. Up until that time the building has always been 100% occupied.

At the moment the building is listed for sale. In the best interest of a potential buyer, we do not want to enter into a long-term lease for a restaurant. We feel that will be accomplished by the new owner. In the interim, we have a viable tenant who would like to temporarily operate a jewelry/women's retail store in the restaurant space.

The restaurant revenue was a large percentage of the property income and without it is a financial hardship. The rent we will receive from the proposed tenant will help offset this loss.

Your consideration of this request is greatly appreciated.

Respectfully,

Cathy and Ron Koch
(310) 545-4545 Ron
(310) 344-1277 Cathy

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Updated City of Manhattan Beach Policy for Special Events (Parks and Recreation Director Leyman).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve the City of Manhattan Beach Policy for Special Events.

FISCAL IMPLICATIONS:

If the City Council approves the Special Event policy, a processing fee will be implemented ranging from \$386 to \$771 based upon the type of special event. The \$771 fee was established by the 2014-15 User Fee and Cost Allocation Plan Study with Matrix Consulting Group. The proposed fee is based upon staff time involved with routing the special event application. In addition, all special event costs are calculated using fully burdened rates which are adopted by the City Council in the resolution of fees and include City overhead costs.

BACKGROUND:

The City Council adopted the City of Manhattan Beach Policy for special events on March 15, 1989 (Attachment 1). The policy has not been updated since its adoption in 1989 and does not accurately reflect the current review and submittal process.

Since the initial adoption of the policy, the number, size and scope of events have changed. Special events in the City of Manhattan Beach have grown and have a much larger impact on the community.

Staff receives many special event requests throughout the year. The requests vary from small groups to thousands of people. Due to the variety of special event requests and

current impact from existing special events, an updated policy is needed to provide clear guidelines and an improved process for applicants and staff.

DISCUSSION:

Staff has proposed a number of updates to the special event policy (Attachment 2) to provide a clear process and establish guidelines for applicants wanting to hold a special event in the City of Manhattan Beach.

Special event requests are currently separated into two categories: new special events and "Legacy" events. Applications for new special events are accepted throughout the year. Legacy events are submitted annually and approved by the City Council in the spring each year for the following fiscal year (July 1 through June 30).

New Special Event Requests

Each new special event request is submitted to the Parks and Recreation Department for review. The event must meet the City's legal requirements, fit within the special event calendar, and not conflict with existing events (due to the impact on the community and the ability to staff appropriately). If the event meets these requirements, the application is routed to each department to provide staffing and operational costs. If there are department concerns, the item is discussed among department heads to ensure that the event can be managed safely and properly staffed, with minimal impact to the community. If the event is approved, cost estimates and operational requirements are summarized and sent to the applicant. If the special event has a significant impact on the community, the applicant will be notified that the request will be presented to the City Council for their review and direction.

An example of a small scale event would be a local Strand walk/run fundraiser. Traditionally these events have between 30-200 participants and have minimal set-up, tear-down and require few City resources. An example of a large scale event would be the Tour De Pier which includes thousands of participants and has a significant impact on the downtown area for traffic and parking; residential impact and staffing resources.

Legacy Events

Legacy events are special events that have a community benefit and have been ongoing for a number of years. These events receive a fee waiver from 75% to 100%. The City Council has approved the following fee waivers: 75% fee waivers for Manhattan Beach Hometown Fair, Manhattan Beach Grand Prix, American Martyrs 5K, Richstone Pier to Pier Walk and the American Martyrs Parish Fair; 100% fee waivers for Manhattan Beach 10K Run, the Holiday Fireworks Festival and Little League Opening Day Parade. The City Council also approved waiving all fees for events associated with the Manhattan Beach Unified School District, including the Manhattan Beach Wine Auction, with the stipulation that the request for the Manhattan Beach Wine Auction be revisited each year.

Due to the number of special events scheduled throughout the year (Attachment 4), City staff resources are stretched, especially during the summer months. Police, Fire and Public Works personnel are mandated to work many of the large scale events. Staff plans well in advance to coordinate efforts across many departments to ensure a safe, well-organized event. Although each event is planned well in advance, staff overtime and additional

contract resources are needed to accommodate the current schedule of events. When new special events are added to the existing schedule, these impacts are magnified, especially when scheduled near existing large scale events.

Updated Policy for Special Events

The proposed changes for the updated Policy for Special Events include: the approval process, fees and charges, application updates, and legacy events.

Proposed Approval Process

Any event with expected attendance of fewer than 300 people will be processed administratively by Staff. These smaller scale events use minimal City resources and are usually tied to community fundraising.

Any event with expected attendance of 300 or more people will require approval from the City Council. The review process for events with over 300 people will be initiated by City Staff. A summary of all department comments and costs along with the event application will be presented to the Parks and Recreation Commission. The Commission will provide a recommendation to the City Council for their consideration. Once an event is approved by the City Council, future applications for the same event may be approved by the Director of Parks and Recreation provided that there are no significant changes to the location, format or other aspects or problems associated with the event. Any such changes will require the event to go before the City Council again for approval.

Fees and Charges

A non-refundable application fee of \$771 and \$386 for pass throughs (i.e. Hermosa Beach Triathlon - using a portion of the Strand in Manhattan Beach) will be required for all applicants. In addition, all direct City costs to operate and staff the event will be paid by the applicant. City operational cost estimates are provided by each department and include, but are not limited to, hardware and staffing costs; administration for event meetings and pre and post event inspection, use of City hardware, such as water barricades, saw horses and message boards; GIS mapping, and cost of developing a traffic control plan. Estimates are given prior to each event, and final billing is based upon actual resources used during the event.

Application Updates

The annual special event application deadline for new and legacy events will be on or before January 31 of each year for events scheduled during the upcoming fiscal year (July 1 through June 30). The special event policy (Attachment 2) and application form (Attachment 3) have been updated to provide detailed event information, which will expedite the internal review process. Acceptance of applications submitted after the January 31st deadline may be considered at the discretion of the Direction of Parks and Recreation. Applications must be submitted a minimum of 90 days prior to the event date for events expecting fewer than 300 attendees and 120 days prior for events expecting 300 or more attendees. A Public Relations form (Attachment 5) will also be required, to disclose all event information and ensure that accurate information is distributed to the community. A Green Matrix (Attachment 6) form will also be required to ensure that applicants are adhering to the City's green standards.

Legacy Events

An event may request Legacy status after being held for three consecutive years in good standing with the City. After obtaining Legacy status, a fee waiver may be requested and presented to the City Council during their annual review of special event fee waivers.

The proposed changes to the policy for special events will provide a clear process for applicants, greater detail for planning and cost estimates and overall organizational efficiencies. The policy and updated application will also provide clear, accurate information to the public and ensure that each applicant is meeting the City's "green" initiatives. If the City Council approves the proposed policy, approved events will be posted on the City's website with event details.

POLICY ALTERNATIVES:

In the research, staff reviewed special event policies from a number of other cities including: Redondo Beach, El Segundo, Hermosa Beach, Santa Monica and Irvine to understand what other alternatives existed for possible inclusion in this updated policy.

In reviewing these policies, there was a wide range of policies from open to restrictive. The proposed policy falls somewhere in the middle and after analysis, seems to provide the best fit for the City of Manhattan Beach.

Reasons for Recommending: The proposed changes will allow staff and the City Council more flexibility to work collaboratively with event organizers. For example, many cities have a 500 participant threshold prior to being presented to the City Council. Staff suggests 300 participants, as this number of people could have a significant impact, especially in the downtown area. Staff also suggests an annual review timeline to coincide with the fee waiver approval process for Legacy events. In the event the submittal date is missed, the applicant may still submit an event application 120 days in advance.

In summary, each of the policy changes are being proposed to make the process more transparent, "green" and efficient.

PUBLIC OUTREACH:

Staff reached out to the Downtown Business Association and Chamber of Commerce to make them aware of the proposed special event policy. Staff also reached out to organizations that have submitted special event applications in the past. Based upon the City Council's action on this policy, staff will outreach to the above organizations to ensure that they are aware of the policy.

CONCLUSION:

Staff recommends that the City Council approve the City of Manhattan Beach Policy for Special Events.

Attachments:

1. City of Manhattan Beach Policy for Special Events, 1989
2. Proposed City of Manhattan Beach Policy for Special Events
3. Proposed Special Event Application
4. Special Event Calendar for 2015

- 5. Public Relations Form
- 6. Green Matrix Form

CITY OF MANHATTAN BEACH
POLICY FOR SPECIAL EVENTS

Upon the recommendation of the Manhattan Beach Parks and Recreation Commission and approval of the City Council, the provisions, procedures and regulations stated hereafter shall constitute the Special Events Policy of the City.

I. GENERAL PROVISIONS

- A. A special event shall be defined as any activity that requires more than the normal amount of police resources for a successful completion and which includes any of the following:
1. City streets or public rights-of-way more than one block long
 2. A substantial effect on traffic
 3. Attracts a substantial number of people
 4. Reasonable likelihood that the City will be exposed to potential liability
 5. Amplified music or performances
- B. It shall be the responsibility of the Director of Parks and Recreation, or their designated representative, to process applications for the use of city streets and other public rights-of-way for the purpose of conducting special events (excluding City functions). The Director of Parks and Recreation shall submit copies of the applications to other City departments and the Risk manager to review and comment before submitting the requests to the City Council.

Once an activity is approved by the City Council, future applications for the same event may be approved by the Director of Parks and Recreation provided that there are no significant changes in the location, format or other aspects or problems associated with the event. Any such changes will require the event to go before the City Council again for approval. Parks and Recreation shall be responsible for coordinating all special conditions or guidelines and special fees that might be required of the organizers of the special event as requested by other City departments.

II. APPLICATIONS

- A. All applications shall be in writing and submitted to the Parks and Recreation Department. Applications must be submitted at least 60 calendar days prior to the event.
- B. Applications for special events to be held in City parks, recreation facilities or on athletic fields shall be submitted in writing at least 90 days prior to the event and the application will be considered by the City Parks and Recreation Commission prior to consideration by the City Council.
- C. A copy of the approved application must be in the hands of the persons conducting the event at the event site
- D. Preparation of any publicity material or other printed material showing the date and location of the event prior to City approval of the event is strictly prohibited. Planned publicity materials must be approved by the City before any printing of such materials.

- E. Priority will be given to Manhattan Beach resident organizations and businesses (a resident organization is one composed of 75% Manhattan Beach residents). Established events shall have priority over first-time events.
- F. A maximum of 15 annual special events per calendar year will be allowed (official City events excepted). If 15 annual events are scheduled, a waiting list will be established from which new special events will be selected when the number of special events drops below 15. Resident groups on the waiting list shall have priority over non-resident groups. Separate waiting lists will be maintained for resident and non-resident applications. Priority on each list will be determined by the date an application is received by the Parks and Recreation Department.
- G. Each group that is included on the approved list of events may maintain its place on the list by submitting a "request for continuation" to the Director of Parks and Recreation within 90 calendar days after the culmination of that special event. Failure to submit a "request for continuation" within the 90 calendar day period will result in the removal of the event from the list of approved events.
- H. A maximum of 5 "one time only" special events will be allowed each calendar year in addition to the 15 scheduled annual events (official City events excepted). No more than one "one time only" event will be allowed in a given month.
- I. All groups which conducted annual special events in the City of Manhattan Beach during fiscal year 1987-88 will be automatically included on the master list of special events as long as the event satisfied the conditions set forth in paragraph II G above.
- J. The Parks and Recreation Department will be responsible for maintaining the special events list.

III. FEES AND CHARGES

- A. Fees and charges for City personnel, materials and services shall be charged as deemed necessary by the City Council. Security bonds and/or cash deposits may be required by the City if deemed necessary by the City Council.
- B. If an event is cancelled, fees may be charged for costs incurred by the City for personnel, materials and services.

IV. INSURANCE

The City may require insurance and/or indemnification as protection from liability in amounts commensurate with the risks involved in the event. Applicants must provide adequate certificate of insurance and an executed endorsement form in compliance with City insurance requirements.

Effective March 15, 1989



City of Manhattan Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:
City of Manhattan Beach Parks and Recreation Department
1400 Highland Avenue, Manhattan Beach, CA 90266
Office Phone: 310.802.5403 • Email: lrobb@citymb.info • Fax: 310.802.5401

NO LATE APPLICATIONS WILL BE ACCEPTED

Application, application fee and all required documents **must** be submitted to the Parks and Recreation Department on or before **January 31, 2016** for events taking place July 2016 through June 2017 to be considered. *Please make sure all sections of the application are completed and legible for review.* You will be notified by City staff if your application was **not** accepted for review.

Any event with expected attendance of fewer than 300 people will be reviewed administratively. Any event with expected attendance of 300 or more will require review by the Parks and Recreation Commission and approval by the City Council. You, or your representative, may be required to attend the meeting at which your event will be considered. If the Commission recommends your event for approval, you or your representative **may** be required to additionally attend a City Council meeting.

YOU MUST SUBMIT THE FOLLOWING: *To avoid processing delays, do not leave any blanks. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required for descriptions.*

Completed Application, including

- Public Relations Form**
- Green Matrix**

Application Fee

- Submit non-refundable \$771 application fee or \$386 for pass-throughs, payable to the City of Manhattan Beach. ***Applications received without the application fee will not be processed.***

Event Date(s)

- On your application, you are required to submit a requested date/s and an alternate date/s. Requested dates are subject to approval. The date/s you request may not be available for your event. Staff will contact you if an alternate date/s assignment is necessary.

Site Plan

- Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP).

Proof of Non-Profit Status Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.

- Non-Profit Designation Letter**
- Current Copy of Form 990**

Please be aware of the following policies and procedures. You will be required to abide by the following, but not limited to, rules and regulations throughout the event approval process:

1. Application Review
 - a. Special event plans may require review by each Department, the Parks and Recreation Commission and/or City Council. Need for review is based on size, scope and impact of event.
2. Certificate of Insurance
 - a. The City requires submission of an insurance certificate a *minimum* of **30 days prior** to your event date. The City requires \$2 million in general liability and the "City of Manhattan Beach, its agents, officers and employees" must be named as additionally insured.
3. Fees
 - a. The application fee is non-refundable and is to be submitted with the application. An estimate of event related fees will be provided to you upon approval. Any event changes made after approval may require additional fees. Actual fees will be invoiced within 30 days of your event.
4. Portable Restrooms
 - a. Depending upon the duration or size of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants and spectators. The City recommends availability of seven toilets for every 500 people, or portion thereof. The figure is based on the maximum number at your peak event time. The total number of toilets you need to provide will be determined on a case-by-case basis.
5. Marketing of Event
 - a. You must receive approval for your event prior to promoting or marketing your event. Submission of your application does not automatically constitute a guarantee of the date, location or automatic approval of your event. Copies of marketing material for the event must be submitted to the Parks and Recreation Department for approval.
6. Clean Up
 - a. All debris and trash must be removed from your event site immediately after the event. Failure to do so will require the City to call upon the Public Works Department and additional fees will be assessed. All expenses will be the responsibility of the event applicant. The applicant is required to arrange for recyclable receptacles at the event.
7. Damage Deposit
 - a. The City may require a damage deposit of up to \$5000 depending upon the size and scope of the event.

AGREEMENT AND SIGNATURE: I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)	Signature:
	Date:



City of Manhattan Beach
Parks and Recreation Department

PERMIT NUMBER:

DATE STAMP	STAFF INITIALS

SPECIAL EVENT PERMIT APPLICATION

1400 Highland Ave • Manhattan Beach, CA 90266 • 310.802.5403 • Fax: 310.802.5401

- **APPLICATION MUST BE SUBMITTED BY JANUARY 31, 2016 FOR EVENTS SCHEDULED FROM JULY 1, 2016 THROUGH JUNE 2017.**
- **\$771 Non-Refundable Application FEE required with application.**
- **\$386 Non-Refundable Application FEE, for Pass-through Events**

Requested Event Date (1st Choice^{**}): _____

2nd Choice ^{**} (Required): _____

*****Date choice is not guaranteed until final calendar has been determined by City staff.***

ORGANIZATION INFORMATION

EVENT TITLE: _____

Applicant Name: _____ Birthdate: _____

Organization Name: _____

Non-Profit? No Yes Non-Profit I.D. or Tax Exempt #: _____

Address: _____

_____ City _____ State _____ Zip

Phone: _____ Cell: _____

Email Address: _____ Fax: _____

CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

Name: _____ Birthdate: _____

Address: _____

_____ City _____ State _____ Zip

Phone: _____ Cell: _____

Email Address: _____ Fax : _____

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: _____ Cell: _____

EVENT INFORMATION

Event Type (please select all that apply):

- Race (run, walk, bike, etc.)
- Parade
- Street Fair/Festival
- Concert
- Other _____

- Tournament Type: _____
- Pass-Through
- Fundraiser Benefitting: _____
- Swim Event

Event Start Time: _____

Event End Time: _____

Set-Up Date: _____

Set-Up Time: _____

(If set up includes multiple days, please include additional pages with a daily set-up schedule).

Break Down Date: _____

Break Down Time: _____

Event Location: _____

Estimated # of Participants: _____

Age of Participants: _____

Estimated # of Spectators (daily): _____

Total Estimated Attendance: _____

Overall Event Description - Briefly explain event and activities:

Street Closure Information – For Parades, Races, Walk/Runs, etc.taking place on City streets.

Names of Streets to be closed (please include additional sheets if necessary):

_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____

Event Route (official map must be submitted with application)

Assembly Area/Event Start: _____

Disbanding Area/Event End: _____

Sponsors

List **ALL** proposed/anticipated sponsors.

Parking \$.75 - \$1.50 per hour (must adhere to 72 hour posting)

Will you need reserved parking spaces? Yes No

If YES, please list requested parking times for each day of request (attach additional sheets if necessary):

of Spaces _____ Date _____ from _____ to _____

of Spaces _____ Date _____ from _____ to _____

of Spaces _____ Date _____ from _____ to _____

Will official event merchandise be sold at the event? Yes No

Does your event involve the sale or consumption of alcoholic beverages? Yes No

Will the event have amplified sound? Yes No

-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):

Is this a fundraising event? Yes No

-If YES, please describe:

Will there be any fenced areas? Yes No

-If YES, please describe:

Will there be construction of stages or structures, including any tents or awnings? Yes No

-If YES, please describe:

What is your clean-up plan post event?

Will you be requesting street banners? Yes No

Will you be filming or having television coverage? Yes No

Entrance or Registration Fee: _____

SAFETY/SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? Yes No

-If YES, please include the following information:

Company Name: _____ Phone: _____ # of Guards: _____

Guard Schedule:

Do you plan on utilizing volunteers? Yes No

-If YES, please describe:

Please describe your procedures for both crowd control and internal security:

EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. Include event website, social networking sites, radio play, etc.

EQUIPMENT INFORMATION (ATTACH SITE PLAN)

A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

- | | |
|---|--|
| <input type="checkbox"/> Cars _____ | <input type="checkbox"/> Porta Potties _____ |
| <input type="checkbox"/> Semi-Trucks _____ | <input type="checkbox"/> Motor Homes _____ |
| <input type="checkbox"/> Generator _____ | Size: _____ |
| Size/Type: _____ | <input type="checkbox"/> Trailer _____ |
| <input type="checkbox"/> Vans _____ | Size: _____ |
| Size: _____ | <input type="checkbox"/> Stage _____ |
| <input type="checkbox"/> Sound Equipment _____ | Measurements: _____ |
| <input type="checkbox"/> Enclosed Tents _____ | <input type="checkbox"/> Canopies _____ |
| <input type="checkbox"/> Other (please attach list with description of each item) | |

ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan:

INSURANCE

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Manhattan Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Manhattan Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Manhattan Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

APPLICANT AGREES TO COMPLY WITH ALL APPLICANT'S LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Manhattan Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the City of Manhattan Beach as mutually agreed to by both parties.

Name/Company Representative

Signature

Date

CITY OF MANHATTAN BEACH
POLICY FOR SPECIAL EVENTS

Upon the recommendation of the Manhattan Beach Parks and Recreation Commission and approval of the City council, the provisions, procedures and regulations stated hereafter shall constitute the Special Events Policy of the City.

I. GENERAL PROVISIONS

- A.** A special event shall be defined as any activity that requires more than the normal amount of City staff resources for a successful completion and which includes any of the following:
- i. City streets or public rights-of-way more than one block long
 - ii. A substantial effect on traffic
 - iii. Attracts a substantial number of people
 - iv. Reasonable likelihood that the City will be exposed to potential liability
 - v. Amplified music or performances
- B.** It shall be the responsibility of the Director of Parks and Recreation, or their designated representative, to process applications for the use of city streets and other public rights of way for the purpose of conducting special events (excluding City functions). If the expected attendance for the event does not exceed 300 people, the Director of Parks and Recreation shall route the application to other City departments and the Risk manager to review and comment before approving the event. If the expected attendance is 300 or greater, the application will be reviewed by all departments before submitting the request to the Parks and Recreation Commission and City Council.

Once an activity is approved by the City Council, future applications for the same event may be approved by the Director of Parks and Recreation provided that there are no significant changes in the location, format or other aspects or problems associated with the event. Any such changes will require the event to go before the City Council again for approval. Parks and Recreation shall be responsible for coordinating all special conditions or guidelines and special fees that might be required of the organizers of the special event as requested by other City departments.

II. APPLICATIONS

- A.** All applications shall be in writing and submitted to the Parks and Recreation Department. Applications must be submitted by January 31st for all events occurring in the next fiscal year (July – June). Acceptance of applications submitted after the January 31st deadline may be considered at the discretion of the Director of Parks and Recreation. Applications must be submitted a minimum of 90 days prior to the event date for events expecting fewer than 300 attendees and 120 days prior for events expecting 300 or more attendees.
- B.** Applications for events with expected attendance of 300 or more will be considered by the Parks and Recreation Commission with their recommendations presented to the City Council for consideration.
- C.** A copy of the approved application must be in the hands of the persons conducting the event at the event site.

- D.** Preparation of any publicity material or other printed material showing the date and location of the event prior to City approval of the event is strictly prohibited. Planned publicity materials must be approved by the City before any printing of such materials.
- E.** Priority will be given to Manhattan Beach resident organizations and businesses (a resident organization is one composed of 75% Manhattan Beach residents). Established events shall have priority over first-time events.
- F.** Each group that is included on the approved list of events may maintain its place on the list by submitting a "request for continuation" to the Director of Parks and Recreation within 90 calendar days after the culmination of that special event. Failure to submit a "request for continuation" within the 90 calendar day period will result in the removal of the event from the list of approved events.
- G.** Events may request "Legacy" status after being held for three consecutive years in good standing. After obtaining Legacy status, a fee waiver may be requested and presented to the City Council during their annual review of special event fee waivers.
- H.** The Parks and Recreation Department will be responsible for maintaining the special events list.

III. FEES AND CHARGES

- A.** An application fee and costs for City personnel at the fully burdened rates approved by the City Council will be charged. An estimate of event related fees will be provided upon event approval. Any event changes made after approval may require additional fees. Actual fees will be invoiced within 30 days of the event.
- B.** If an event is cancelled, fees may be charged for costs incurred by the City for personnel, materials and services. The application fee is non-refundable.
- C.** The City may require a damage deposit depending upon the size and scope of the event.

IV. INSURANCE

The City may require insurance and/or indemnification as protection from liability in amounts commensurate with the risks involved in the event. Applicants must provide adequate certificate of insurance and an executed endorsement form in compliance with City insurance requirements.

Effective March 1, 2015

City of Manhattan Beach – Parks and Recreation Department

1400 Highland Avenue • Manhattan Beach, CA • 90266 | Telephone: 310-802-5403 | Fax: 310-802-5401

TENTATIVE CALENDAR OF EVENTS 2015

Visit our website at www.citymb.info for updates!

Date	Name	Location	P&R Dept	MB Co-Sponsor	Non-Profit	For-Profit
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January

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February

21	American Martyrs 5K			X		
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March

7	Little League Parade			X		
7	CVBA Volleyball	Pier				
8	CVBA Volleyball	Marine				
15	CVBA Volleyball	Pier				
28-29	CVBA Volleyball	Marine				
28	Robinson Family Fun Run			X		

April

25	Earth Day	Polliwog	X			
25	Richstone Pier to Pier	Strand		X		
25	CVBA Volleyball	Pier				

May

2	Grandview Gator 5K					
9	Feel Good Festival	Polliwog	X			
16	Leadership MB Pier Event	Pier				
16-17	Family Campout and movie night	Polliwog	X			
17	Fishing Derby	Polliwog	X			
17	Tour de Pier	Pier			X	

June

6	Bike & Skateboard Safety Expo	Heights	X			
6-7	MB Grand Prix Bike Race	Valley/Ardmore		X		
13	MBEF Wine Auction			X		
20	CVBA Volleyball	Pier				
21	Father's Day Volleyball Tournament	Beach	X			
27	CVBA Volleyball	Pier				
28	Salute to the Troops	Polliwog	X			

July

5	Concert in the Park	Polliwog	X			
12	Concert in the Park	Polliwog	X			
16-19	MBO Tennis Tournament	Various	X			
19	Concert in the Park	Polliwog	X			
25-26	CVBA Volleyball	Pier				
26	Concert in the Park	Polliwog	X			
29-31	International Surf Festival	Beach		X		
30-31	6-Man Volleyball Tournament	Beach	X			

Date	Name	Location	P&R Dept	MB Co-Sponsor	Non-Profit	For-Profit
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August

1-2	International Surf Festival	Beach		X		
2?	Sandcastle Contest	Beach	X			
2	Concert in the Park	Polliwog	X			
8	CVBA Volleyball	Marine				
9	CVBA Volleyball	Marine				
9	Concert in the Park	Polliwog	X			
13-16	MBO Volleyball	Beach		X		
16	Concert in the Park	Polliwog	X			
16	Kids Extreme		X			
22-23	CVBA Volleyball	Pier				
23	Concert in the Park	Polliwog	X			
30	Concert in the Park	Polliwog	X			

September

4	Teen Center Open House	Heights	X			
5	CVBA Volleyball	Pier				
6	Concert in the Park	Polliwog	X			
26-27	CVBA Volleyball	Marine				

October

3	MB 10K			X		
3-4	Hometown Fair	Live Oak/Valley		X		
17	American Martyrs Parish Fair					
18	Family Halloween Carnival	Heights	X			
25	Friendship Walk	Pier		X		
25	Pumpkin Race	Strand	X			

November

11	Veteran's Day		X			
18	Pier Lighting/Holiday Open House		X			

December

5	Holiday Crafts Night		X			
13	Holiday Fireworks			X		



PUBLIC RELATIONS INFORMATION

Please provide the following information to be given out to the general public, if requested:

Name of Event: _____

Name of Organization: _____

Event Dates and Times:

Date					
Times					

Event Information can be found online at: _____

Public Relations Contact: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Please provide a brief description of your event. Please include any information that would be helpful for someone looking for more information.



GREEN MATRIX (Environmental Protection Plan) *(Required for all event applications)*

Events in Manhattan Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Please note that the use of single-use plastic bags, polystyrene foam and plastic #6 is prohibited in the City of Manhattan Beach. (per MBMC) Specify how you will comply with applicable measures (or mark not applicable).

Event Name: _____

Expected Attendance: _____

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
Recycling and Waste Reduction		
1. Reduce waste and single-use items		
<ul style="list-style-type: none"> Limit single-use paper, plastics, packaging, and décor items. <i>Note: Single-use plastic bags cannot be used in the City, please use alternative materials</i> 	All events	
<ul style="list-style-type: none"> Reduce size/bulk of plates, containers, cups 	All events	
<ul style="list-style-type: none"> Use products with high recycled content 	All events	
<ul style="list-style-type: none"> Avoid sale or give-away of single-use plastic bottled drinking water 	All events	
<ul style="list-style-type: none"> Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) 	500 or more	
<ul style="list-style-type: none"> At 'beer or drink gardens' recycle cups (provide dump station for liquids) <i>Note: Plastic #6 and foam (polystyrene) cups cannot be used in the City, please use alternative plastic or other materials</i> 	2000 or more	
<ul style="list-style-type: none"> Recycle fry-grease for bio-diesel fuels 	2000 or more	
<ul style="list-style-type: none"> Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks) 	500 or more	
2. Recycling containers:		
<ul style="list-style-type: none"> Place well-marked recycle containers adjacent to every trash container 	500 or more	
<ul style="list-style-type: none"> Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters 	2000 or more	
3. Staging		
<ul style="list-style-type: none"> Recycle or reuse event construction materials 	2000 or more	
<ul style="list-style-type: none"> Use 'no emission/no VOC' paints/sealants 	500 or more	
Transportation		
<ul style="list-style-type: none"> No-idling policy for all vehicles 	All events	
<ul style="list-style-type: none"> Sponsor free shuttle or low cost bus passes 	2000 or more	
<ul style="list-style-type: none"> Use hybrid, electric or CNG vehicles 	2000 or more	
<ul style="list-style-type: none"> Offer bike parking or bike valet for attendees 	2000 or more	

Energy		
▪ Use energy-efficient lighting	All events	
▪ Turn lighting and devices off when not in use	All events	
▪ Turn off generators when not in use for significant period of time	All events	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	2000 or more	
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	
Marine environment		
▪ Use of single-use plastic bags is NOT allowed.	All events	
▪ Use of polystyrene or plastic #6 cups or containers is NOT allowed.	All events	
▪ No hosing of surfaces unless specifically allowed by city	All events	
▪ Full containment of all wastes	All events	
▪ Full containment of all six-pack plastic rings.	All events	
▪ Provide recycling containers and litter control	All events	
▪ Beach and street cleaning required	500 or more	
Education		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	
▪ Advertise green measures and rules in all event advertising and on website	500 or more	
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	2000 or more	
Monitoring		
▪ Report on compliance with above applicable measures	500 or more	

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Tony Olmos, Public Works Director

Anna Luke-Jones, Senior Management Analyst

SUBJECT:

Review Waste Management Food Waste Recycling Program Proposal and Approve Commercial and Residential Program - Option 1 (Public Works Director Olmos).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that City Council:

1. Review the Waste Management food waste program proposal
2. Approve the commercial and residential food waste program (option 1)
3. Direct City Manager to draft an amendment to the franchise agreement with Waste Management for Council consideration at a future Council meeting

EXECUTIVE SUMMARY:

In compliance with Waste Management's (WM) solid waste agreement with the City and subsequent Assembly Bill AB1826, the City requested a proposal from WM to provide a citywide food waste program. WM provided a proposal that outlines several waste diversion programs and price options for both commercial and residential customers.

For commercial, Waste Management offers an expansion of the current commercial pilot program at a 3.6% increase to all commercial and roll-off customers. The most common commercial service level is one 3-yard trash bin serviced 3 times per week. Based on current rates, the contractor rate increase for this service level would be approximately \$8 per month.

For residential, Waste Management offers several options from an expansion of the current residential pilot program, to adding a fourth curbside container, to communal containers. The proposed price increase varies from 1% to 16.9%, depending on the option and whether

the property owner provides their own bag/liner. Based on current rates and the option chosen, the contractor rate increase for a resident with one 64-gallon trash cart is estimated at a range of less than \$0.25 per month to less than \$3.00 per month.

Anticipated schedule and next steps include pursuit of one or more of the options listed in the proposal, City Council review of a contract amendment and resolution, any necessary updates to any Municipal Codes, and research for legal procedural compliance.

FISCAL IMPLICATIONS:

There is no immediate fiscal implication regarding the discussion of the draft proposal. However, there is a variety of potential fiscal impacts associated with the listed program options. Future fiscal impacts will be dependent on City Council direction.

BACKGROUND:

In 2009, the City's Environmental Task Force provided City Council with recommendations for service and program changes in the City's next solid waste contract. Developing a residential curbside food waste recycling and commercial food waste recycling program were among the recommendations to reduce the number of tons sent to the landfill from the City.

Proposers provided information on the food waste program they would be able to implement during the new contract. On June 1, 2011, WM was awarded the franchise agreement and entered into a new solid waste agreement with the City. The agreement required WM to create and manage at no additional charge a commercial and residential food waste diversion pilot program for six months. Although the contract specified a six-month pilot program, WM extended the pilot from six months to two and a half years at no additional charge because they were waiting for the completion of their new food waste processing facility, the CORE.

At the November 5, 2013 City Council meeting, WM presented an update to City Council on the food waste diversion pilot program. To date, there are 25 businesses and 777 residential homes participating in the food waste diversion pilot program.

AB 341 and AB1826

At the time the franchise agreement was awarded to WM, there were no regulatory requirements for the City to develop or implement a food waste diversion program. In 2012, AB341 was placed into effect, which set a state-wide goal of reaching 75% diversion by 2020. One of the ways California plans to achieve this goal is by diverting commercial food waste from the landfill. In September 2014, AB1826 was signed into law, requiring every jurisdiction in California to *offer* yard and food waste collection services to businesses and *offer* yard collection services to Multi-Family Dwellings (with five or more units) by January 1, 2016. A yard/green waste program and rate structure for businesses and Multi-Family Dwellings is already established in the City. Participation requirements for organics recycling begin in 2016 and ramp up over 4 years as summarized in the table in Attachment 2.

The general compliance requirements for AB1826 are as follows:

- Offer yard, wood, and food waste collection services to businesses by January 1, 2016, which may involve:
 - o Evaluating current contractor's proposed costs and related compensation

- impacts
 - o Developing customer rates for organics collection
 - o Negotiating contract amendment(s).
 - o Ensuring availability of organics processing capability.
- Prepare any necessary municipal code revisions or resolutions.
- Plan and manage ongoing public education and outreach activities to businesses and multi-family complexes (beginning January 1, 2016).
- Conduct ongoing monitoring of businesses and multi-family complexes for compliance (beginning January 1, 2016).
- Collect and maintain data for annual reports to Cal Recycle (reporting on AB1826 begins August 1, 2017).

Although the residential food waste program assists the State of California and the City with its overall diversion goals, the residential program is not part of the requirements under AB1826. Please note that the proposed program accelerates the statutory deadlines and expands the programs required by AB1826. See Attachment 2, which contains the participation requirements and deadlines for compliance.

New Diversion Programs

WM's agreement also states that WM shall present a proposal to provide additional or expanded diversion services upon the City's request. The agreement states that the City is obligated to attempt negotiations on terms and conditions of new services for 90 days from the date when the City first requests a proposal from the Company to perform such services. If WM and the City cannot agree on terms and conditions of such additional or expanded diversion services within 90 days from the date when the City first requests a proposal, WM acknowledges and agrees that the City may permit others to provide such services. Should the City and WM not agree on terms and conditions within the guidelines of the agreement, the City can pursue other companies to perform food waste recycling services. However, it is important to note that no other company may service a WM bin or cart per the franchise agreement. The potential company would have to provide all participants with their companies bin or cart for collection of food.

DISCUSSION:

WM provided the City with a proposal to provide citywide food waste diversion programs (Attachment 1). WM estimates that it will take approximately three months to fully launch the citywide program for both commercial and residential sectors. Once again, the proposed program accelerates the statutory deadlines and expands the programs required by AB1826. See Attachment 2, which contains the participation requirements and deadlines for compliance. The following is a summary of the deal points in the proposal along with staff's assessment of pro's and con's for the options:

Commercial Program

The commercial program proposed is a citywide expansion of the pilot program to all commercial businesses in the City. The commercial program is customized, based on the space allowance and service needs of the business.

Operations:

- All participants receive ongoing, on-site training from WM for management, kitchen staff, service employees, janitors, etc.
- 3 collection options for businesses based on space and need:
 - o Yellow Bag: Businesses who do not have the space for an additional cart will have the option to receive heavy duty yellow bags (supplied by WM) to put food waste in. Those bags will then be placed in the businesses existing recycling cart or bin, and reverse sorted at the transfer station.
 - o Food Waste Cart: Businesses who have the space for an additional cart will have the option to receive a food waste cart for collection (green cart with yellow lid).
 - o 2-yard Food Waste Bin: Select businesses who have the space and need for a 3-yard bin have the option to receive a 2-yard food waste bin for collection (green bin with yellow lid).

The food is transported to the CORE facility in Orange, CA for processing into a BioSlurry. The BioSlurry is transported to a Wastewater Treatment Plant in Carson, CA. BioSlurry helps create BioGas, a “green energy” used for alternative electric power generation.

Commercial Program Pricing

Commercial rates are tiered rates, based on the size, quantity and collection frequency of commercial trash and commercial green waste containers. The amount that a commercial business is charged for refuse service is comprised of the contractor rate (WM) plus the City’s City Recovery Rate (CRC).

Any rate adjustment for the food waste program would be to the contractor portion only. The rate increases proposed by WM for the food waste program would be in addition to the annual (July 1) rate adjustment established in the franchise agreement. Also, the annual calculation of the CRC would affect the final increase seen by the commercial or residential customer.

All commercial and roll-off users would incur the rate increase to their monthly refuse rate. It is not a subscription-based program. WM is requesting a 3.6% contractor rate increase to all commercial and roll-off franchise customers for food waste recycling services. The most common commercial service level is one 3-yard trash bin serviced 3 times per week. Based on current rates, the contractor rate increase for this service level would be approximately \$8 per month.

Residential Program

The residential program proposed includes multiple options for City Council to consider.

Option 1: Expand the pilot program (Staff Recommendation)

- Residents will receive a small kitchen countertop food waste pail.
- Residents will insert a bag/liner in the food waste pail and begin filling with food scraps and soiled paper.
- Once the bag is full, the resident will tie off the bag and place it in the green waste cart.
- The green waste cart is serviced as usual and the bags of food waste will be reverse

sorted at WM's transfer station.

- SAND SECTION RESIDENTS: For Sand Section residents who do not currently have a green waste cart, they may choose to obtain a green waste cart (if property space permits) or WM may provide a small 18-gallon container for the food waste bags that will be serviced at the curb on the property owners' regular collection day.

Pros: WM found this option to be easiest for participants to implement, least disruptive to current collection practices, utilizes current curbside cart system (green waste), instead of placing food in the gray cart it would be placed in the green cart.

Cons: Residents who do not have a green waste cart will need to obtain one, or Sand Section residents with spatial constraints will need to obtain the curbside food waste container.

Reason for recommendation: Staff recommends the expansion of the pilot program where residents provide their own bag/liners. The pilot has been running successfully, it utilizes a current curbside cart, the feedback from participants to Waste Management has been favorable, and it is a modest price increase at less than \$0.50 per household, per month.

Option 2: Separate Food Waste Carts

- All residents will receive a small kitchen countertop food waste pail.
- All residents will receive a separate 18-gallon container for curbside food waste collection.
- Residents will insert their own bag/liner in the kitchen food waste pail and begin filling with food scraps and soiled paper.
- Once the bag is full, the resident will tie off the bag and place it in the 18-gallon curbside food waste container.
- The curbside food waste container is serviced on the property owners regular collection day, and the food waste is transported to the CORE facility for processing.

Pros: Keeps the food waste source separated, exclusive food waste container prevents contamination, WM will not need to reverse sort any green waste loads at the transfer station.

Cons: Expensive, adds a fourth curbside container to every residential property, expanding the current "3-cart system" of trash, recycling and green waste to a "4-container system" of trash, recycling, green waste and food waste.

Reason for not recommending: Staff does not recommend this option because it adds another curbside container for every household in the City and is not as affordable as the program utilizing an existing cart.

Option 3: Communal Containers

- All residents will receive a small kitchen countertop food waste pail.
- Residents will insert their own bag/liner in the kitchen food waste pail and begin filling with food scraps and soiled paper.
- WM will stage ten commercial food waste containers across the City and residents would deliver their food waste to the containers.

Pro: Least expensive option.

Cons: Most difficult to regulate and keep sanitary, eliminates individual accountability for container care, determining locations will be tricky, risk of contamination by trash or recycling being deposited into container instead of just food waste.

Reason for not recommending: Staff does not recommend this option because there are sanitary and contamination concerns with the utilization of the communal bins.

In all residential program options, the food is transported to the CORE facility in Orange, CA for processing into a BioSlurry. The BioSlurry is transported to a Wastewater Treatment Plant in Carson, CA. BioSlurry helps create BioGas, a “green energy” used for alternative electric power generation.

Residential Program Pricing

WM’s residential rates are tiered rates, based on the residents’ size and quantity of trash carts. There is no additional charge for the blue recycling or green waste carts. The amount that a resident is charged for refuse service is comprised of the standard contractor rate plus the CRC. In April 2012, the City’s 64 gallon residential cart rate was the 10th lowest refuse rate among Los Angeles County’s 88 cities, according to a survey performed by HF&H Consultants, LLC.

Any rate adjustment for the food waste program would be to the contractor portion only. The rate increases proposed by WM for the food waste program would be in addition to the annual (July 1) rate adjustment established in the franchise agreement. Also, the annual calculation of the CRC would affect the final increase seen by the commercial or residential customer.

For the residential food waste program, there are several program options and therefore several different rates.

- Option 1: Expand pilot citywide, *residents provide their own liners*
 - o WM is asking for a 3% increase for all residents. Based on current rates, the contractor rate increase for a resident with (1) 64-gallon trash cart is estimated at less than \$0.50 per month.
- Option 1a: Expand pilot citywide, *WM provide biodegradable liners*
 - o WM is asking for a 16.9% increase for all residents. Based on current rates, the contractor rate increase for a resident with (1) 64-gallon trash cart is estimated at less than \$3.00 per month.
- Option 1b: Expand pilot citywide, *WM provide non-biodegradable liners*
 - o WM is asking for a 6.2% increase for all residents. Based on current rates, the contractor rate increase for a resident with (1) 64-gallon trash cart is estimated at less than \$1.00 per month.
- Option 2: Separate Curbside Food Waste Containers, *residents provide their own liners*
 - o WM is asking for a 6.8% increase for all residents. Based on current rates, the contractor rate increase for a resident with (1) 64-gallon trash cart is estimated at less than \$1.00 dollar per month.
- Option 3: Communal Containers, *residents provide their own liners*

- WM is asking for a 1% increase for all residents. Based on current rates, the contractor rate increase for a resident with one 64-gallon trash cart is estimated at less than \$0.25 per month.

PUBLIC OUTREACH/INTEREST:

WM has provided continual training and outreach with each of the commercial businesses participating in the pilot program. The residential pilot participants received program information and contact information to obtain additional help. WM's website for the City, <http://manhattanbeach.wm.com> includes updated information about the food waste program.

For the citywide program, WM will provide, at a minimum, informational fliers, FAQ sheets, a "What Can and Can't Go in Food Waste" sheet, new cart stickers for both the gray trash cart and the green waste cart, kick-off education events for residents and businesses, press releases and email blasts to those who've requested information by email.

Next Steps

Staff invites feedback and direction from City Council regarding the next steps of this process. If Council directs Staff to pursue one or more of the options listed in the proposal, staff will draft a proposed contract amendment, accompanying resolution, review the Municipal Code to see if the program requires any amendments, and the City Attorney will review procedural requirements.

In terms of implementation timeframes, upon City Council approval of this item, staff will prepare an amendment to WM's contract and will begin working with WM to develop an outreach plan. Staff would return to City Council with a contract amendment and outreach plan within the next two months. WM will begin implementation of its outreach plan within two weeks after City Council approval of the contract amendment with the ultimate goal of starting to set up accounts in July 2015.

CONCLUSION:

WM has provided the City with a proposal for consideration of a citywide food waste diversion program for both commercial and residential sectors. AB1826 requires the City to establish and offer an organics program for businesses by January 1, 2016. Several options have been provided for Council to discuss and provide direction.

ATTACHMENTS:

1. Proposal to Manhattan Beach for Food Waste Diversion Program
2. Table Showing AB1826 Participation Requirements for Businesses

To: City of Manhattan Beach
From: Waste Management
Re: Commercial and Residential Food Waste Diversion Proposal
Date: February 18, 2015

Introduction

Waste Management (WM) is pleased to present the City of Manhattan Beach with this proposal to provide both commercial and residential food waste diversion for our customers in the City of Manhattan Beach, continuing to add to the reputation of Manhattan Beach as an environmental and sustainability pioneer and leader. This proposal for a permanent food waste recycling solution is based on our successful commercial and residential pilot programs in the City, which currently includes 25 commercial businesses, 777 residences, and has diverted an average of 37.33 tons of food waste per month.

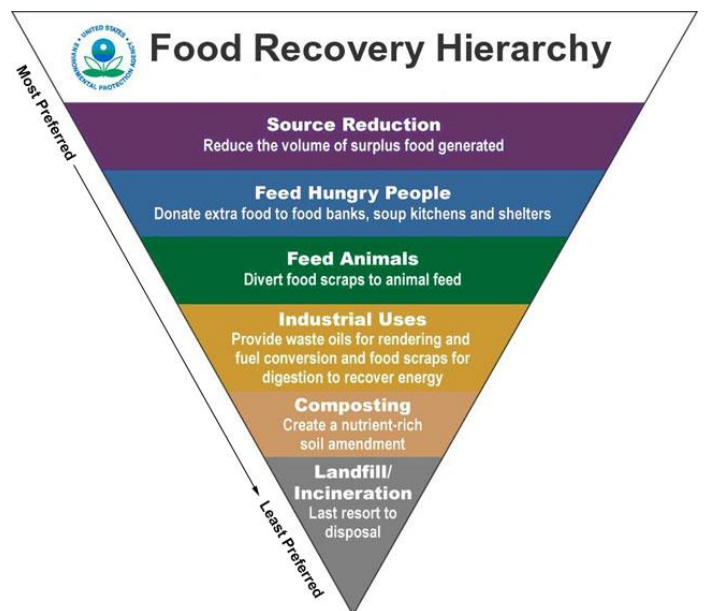
How is Food Waste Recycled by Waste Management?

Food waste collected in Manhattan Beach’s food waste program is taken to WM’s CORE food waste recycling facility in Orange, CA. CORE technology is unique in Southern California and provides a critically needed local organics recycling solution to help meet AB 32 and AB 1826 requirements.

At the CORE, food waste is diverted from the landfill and turned into alternative energy. This happens by processing organic material (which can include produce as well as proteins, such as meat and dairy) into a BioSlurry, which eventually helps create BioGas, a “green energy.” BioGas is used for alternative electric power generation.

The CORE currently processes 40 tons of food waste into renewable BioGas each day; enough renewable fuel to generate over 9,000 kw-hours of electricity per day, or power more than 300 homes. Every ton of food waste that is recycled through the CORE process equates to the removal of about 30 cars from our roadways, or planting about 3,800 trees.

At right is the Food Waste Recovery Hierarchy from the US EPA. Going from the bottom up, our strategy at WM is always to be working to convert organic waste to the highest and best use possible. Obviously, the least work and as the EPA put it “the last resort to disposal” is to put organic materials into a landfill where they sit in the ground.



When our food waste pilot program first began, we were at just the first step above landfilling or incineration - creating composting. All the food and greenwaste was going up to a WM facility called the RAC in Lancaster while we waited for the CORE facility to be permitted and built. It's our goal at WM to be at the highest level possible - for us that's moving beyond composting to this green, renewable energy that WM creates the CORE - at the Industrial Uses category.

In addition, of course, WM is also working at the top of the pyramid in helping to educate people about reducing waste which includes being conscious of food that we might buy but not eat; and working with major food chains to ensure that food is donated or sold to feed hungry people and animals as appropriate.

WM's CORE facility is the only one of its kind locally. By implementing this program, Manhattan Beach is continuing to add to its reputation as a leader in the environmental sustainability movement. The success of Manhattan Beach's program will help create the infrastructure to provide a wide-ranging food waste recycling solution for many local municipalities. At the same time, WM will guarantee capacity for Manhattan Beach food waste volumes at the CORE facility, ensuring the City always has the ability to divert food waste.

Commercial Food Waste Diversion Program Proposal

I. Importance of Establishing a Permanent Commercial Food Waste Diversion Program

Waste Management (WM) and the City of Manhattan Beach implemented a commercial food waste pilot program as part of the new franchise agreement in 2012. Implementing a permanent program is important for the following reasons:

1. Increase commercial diversion rate

Commercial diversion is projected to increase dramatically upon full implementation of the permanent program and will help WM achieve its waste diversion goal in the City franchise. (See Section II Anticipated Results below for goals and timelines.)

2. Ensure compliance with state regulations

The pilot program was developed, in part, in anticipation of future legislation requiring organics recycling for commercial generators. That legislation, AB 1826, was signed into law September 2014, requiring commercial organics recycling for businesses that generate at least eight cubic yards of organic waste per week by 2016. The threshold for participation falls to commercial accounts generating 4 cubic yards of food waste per week in 2017. To meet this requirement, many businesses in the City will need an organics recycling plan in place in the next 15-24 months.

AB 1826 also requires each local jurisdiction to develop an organic waste recycling program. WM's commercial food waste diversion program would provide the City

early compliance with AB 1826 (program design explained in Section III, Custom Designed Commercial Food Waste Recycling Process).

AB 32 requires California to reduce its greenhouse gas (GHG) emissions to 1990 levels by 2020 – a reduction of approximately 15% under a “business as usual” scenario. Commercial food waste recycling will lower the City’s GHG emissions to help meet AB 32 requirements.

The proposed program will also help Manhattan Beach comply with AB341, which established a statewide goal to increase diversion to 75% by 2020.

3. Environmental Leaders in the County

WM’s proposed program positions Manhattan Beach at the forefront of legislation, making the City an environmental leader in Los Angeles County and one of the first municipalities with a local, permanent commercial organics recycling solution. In addition, because of the diversion program that WM is implementing in taking the food waste to the CORE (see Section “How is Food Waste Recycled” below), the City of Manhattan Beach will be a leader in helping to create clean, renewable energy.

4. Embraced by businesses

With AB 1826, many businesses will be required to have some form of organics recycling. Businesses prefer WM’s Custom Designed Program because it is simple to implement and manage. Staff are extensively trained, and, because the program is custom tailored to meet the needs of each individual business (see Section III below), businesses are more likely to participate long term.

Based on feedback we have received, many business want to recycle food waste because it’s important to their customers and helps companies demonstrate good corporate citizenship and meet corporate sustainability goals.

II. Anticipated Results

The pilot program has 25 participants that would continue in the permanent program. WM anticipates citywide rollout of the permanent program in July 2015. Our goal is to add 30-40 additional businesses in 2015, which could potentially generate up to 57 additional tons of food waste per month in the City. The program will continue to increase each year.

WM is also prepared for the possibility of many additional customers adding a food waste program in 2015. Although we don’t expect it given our experience in other Cities and our experience in the pilot program, if the number of additional businesses is 100 or even 200, WM has the capacity and infrastructure to handle that level of material. As noted below in section V. Rates, if participation and/or volumes of materials needed for full implementation of the program are significantly different from our assumptions, WM will need to re-analyze the program performance and propose changes in cost structure at a future time to be mutually determined. WM is not, however, entertaining the possibility of creating a separate rate to fund this program.

III. Custom Designed Commercial Food Waste Recycling Process

- A) **Yellow Bag Program:** Because of Manhattan Beach’s unique geography and densely populated commercial zone, WM developed a customized program for the City. For commercial businesses with space constraints, the “Yellow Bag Program” is a great solution for the City, providing a creative and customized solution to food waste collection. Space constraints make the placement of additional carts or bins unfeasible for many businesses in the City; therefore, the “Yellow Bag Program” does not require any additional outside equipment or containers. Instead, restaurant staff collect food waste in heavy duty yellow bags (supplied by WM), tie up the bags and place them in existing recycling carts or bins. The yellow bags are then retrieved, and sorted by WM staff at our Materials Recovery Facility before being sent to the CORE for processing (Additional information on CORE above, “How is food waste recycled?”).
- B) **Separate Food Waste Carts:** For businesses without space constraint issues, WM has specially designed yellow carts with green lids just for food waste. The carts can be used in the business and wheeled to the curb for collection or kept at the curb depending on the desires and needs of the business and weight of the cart. For businesses using the carts, they are also provided with the heavy duty yellow bags for ease of collection. For commercial customers generating significant amounts of food waste, WM can also provide 2-yard plastic bins specifically designed for food waste collection.

IV. Implementation Plan

1. *Recruitment and Training*

WM will seek to more than double the size of the current pilot program, adding 30-40 more accounts in the first year. As noted above, if the response is greater than WM anticipates, WM is ready and able to meet that demand. Recruitment will be targeted, with additional outreach to high food waste generating accounts. Of course, all commercial businesses would be encouraged to participate in the program and WM is asking for the City to make the program mandatory but without any enforcement mechanism (like AB 341) to encourage businesses to participate.

WM will provide initial and ongoing training to staff at each participating location to increase participation and quality of materials collected. We have a comprehensive tool kit available to businesses, including bilingual posters, stickers, and FAQ, along with on-site training to ensure employees understand the program.

2. *Yellow Bag Delivery*

WM will deliver monthly supplies of yellow bags to each participating business. Additional yellow bags will also be available to ensure that businesses always have bags in stock. Yellow bags are provided by WM and built into the rate.

3. *Proposed Implementation Schedule*

City Council approves program

Approximately Six Weeks - WM develops materials to announce and promote the program and secures approval from City of Manhattan Beach

Two weeks - WM distributes material about the program to all businesses and sets up initial meetings with customers that self-identify for the program.

July 2015 - WM begins reaching out to all businesses and setting up food waste accounts.

Ongoing - Training, support, education, and bag delivery; reports provided monthly.

July 2015 through contract term - WM continues reaching out to businesses to continually increase the number of accounts and program tonnage.

V. Rates

In order for this program to be effective in terms of both operations and cost, rates must be incurred sector-wide; in other words, rates cannot be subscription-based. Subscription-based rates would be cost prohibitive for most customers and drastically drive down participation.

In addition, as stated above, WM is requesting the City to make commercial food waste diversion mandatory for all businesses but without any compliance or penalties for businesses that chose not to participate.

- **COMMERCIAL RATE INCREASE** - Rate Increase of 3.6% to be included in both commercial and roll-off franchise rates. The most common commercial service level is one 3-yard container that is serviced three times a week. The impact on that level of service would be an increase of \$7.82 per month.

The rate includes the cost of purchasing and delivering the yellow bags, yellow carts, the collection, transportation, processing, sorting of food waste, and outreach costs associated with the program.

WM has developed these rates based on assumptions of participation and volumes. If participation, volumes of materials, and/or equipment needed for full implementation of the program is significantly different from our assumptions, WM will need to re-analyze the program performance and propose changes in cost structure at a future time to be mutually determined.

VI. Project Specifications

- The collection methodology will be utilizing WM's current mini-utility truck and manpower
- The current mini-utility collection truck is a 2013 Ford F 550 with 14-yard capacity. The truck will additionally be built out to handle a 2-yard food waste container.
- The Labor requirements are for one commercial full-time operator
- The type of material containers to be utilized are food waste carts (Rehrig ROC 96U, ROC 65NB or ROC 35MB); recycling carts with yellow bags (Rehrig ROC 96U, ROC

65NB or ROC 35MB) and bags ordered through Associated Bag; 2-yard food waste container (Rehrig 2-YD)

- The program publicity/education and marketing will be as outlined in the Implementation section. WM will provide initial and ongoing training to staff at each participating location to increase participation and quality of materials collected. We have a comprehensive tool kit available to businesses, including bilingual posters, stickers, and FAQ, along with on-site training to ensure employees understand the program.

Residential Food Waste Diversion Program Proposal

I. Importance of Establishing a City-Wide Residential Food Waste Diversion Program

Waste Management (WM) and the City of Manhattan Beach implemented a residential food waste pilot program as part of the new franchise agreement in 2012. Implementing a permanent residential program is important for the following reasons:

1. Embraced by residents

When the residential pilot program was initially developed in 2011, we created a universe of 841 homes with representation from each route in the City including the Sand Section. An amazing 92.5% of the residents chose to participate signed up for the program creating 777 residences that have been participating in the program.

Each time WM sends out information related to recycling and diversion programs, Manhattan Beach residents communicate that they are anxious for the program to be expanded. There is already significant awareness and support for the program among both current and future food waste program participants.

2. Environmental Leaders in the County

As mentioned above, WM's proposed program positions Manhattan Beach as an environmental leader in Los Angeles County and one of the first municipalities with a local, permanent residential organics recycling solution. In addition, because of the diversion program that WM is implementing in taking the food waste to the CORE (see Section "How is Food Waste Recycled" below), the City of Manhattan Beach will be a leader in helping to create clean, renewable energy and the ONLY residential program working on the higher "Industrial Uses" category of the US EPA's Food Waste Recovery Hierarchy pyramid.

3. Increase residential diversion rate

WM anticipates an increase residential diversion upon full implementation of the permanent program that will help WM achieve its waste diversion goal in the City franchise. In addition, residents that have been participating in the food waste pilot have been generating less waste every month - 14.01 tons per month on average less! By making the program available to all residents, it is very likely that the

tonnage of materials generated by residents will go down, also helping to increase the City's diversion.

4. *Ensure compliance with state regulations*

As with the commercial program, the proposed residential food waste diversion program will also help Manhattan Beach comply with AB341, which established a statewide goal to increase diversion to 75% by 2020.

II. **Anticipated Results**

The pilot program has 777 participants that would continue in the permanent program. WM anticipates citywide rollout of the permanent program in July 2015. Our assumption is that 25% of the residents will participate in any given week - the results that we are currently achieving in the pilot program. With that assumption, a residential program could potentially generate up to 16 additional tons of food waste per month in the City, depending on the Option chosen by the City and participation among residents.

III. **Residential Food Waste Recycling Process Options**

- A) **Option 1 - Expand the Pilot Approach:** In the current residential food waste pilot program, residents have a kitchen food waste pail with a liner in which they collect food waste scraps. When the pail is full, they place the bag of food waste, securely tied, in their green waste cart. WM staff at our Materials Recovery Facility sort the bags out of the green waste before it is sent to the CORE for processing (for additional information on CORE see "How is food waste recycled?" above).

Option 1 extends that program to all residents in the City. All residents will be provided with a kitchen food waste pail. Because of the sophistication of the CORE, customers will no longer need to line containers with expensive biodegradable bags and can use any liner that they chose. These bags, therefore, will be customer supplied. For residents of the Sand Section, they can chose to either get a Green Waste cart or WM will provide a small separate container that WM will collect separately at the curb. All other residents will place their food waste bags in their green waste carts.

Options 1A and 1B- At the request of the City, WM has explored the option of providing residents with bags. WM's experience indicated that this option will reduce participation - when bags run out, the customer will have to go to City Hall or contact WM to get replacement bags and some will discontinue the program. WM is, of course, happy to implement whatever Option the Council determines best for the City. In the cost structure, Section V Rates, WM has created Option 1A where WM supplies biodegradable bags and Option 1B where WM supplies non-biodegradable bags. WM's CORE facility is compatible with either option.

- B) **Option 2 - Separate Food Waste Containers:** All residents are provided with a kitchen food waste pail. Again, customers may use any liner that they chose. All residents will also be provided with a small separate container that WM will collect separately at the curb.

- C) **Option 3 - Communal Containers:** All residents are provided with a kitchen food waste pail and in which they place their own customer supplied bags. WM would stage 10 commercial food waste containers across the City and residents would deliver their food waste to the containers. WM believes this to be the least attractive and least likely to succeed option, but wanted to present the City with all viable options that had been reviewed.

IV. Implementation Plan

1. *Public Education and Outreach*

Regardless of the Option chosen by the City, WM will develop public education and outreach materials that will be sent to all residents. Materials will include, but may not be limited to, an informational flyer, a FAQ sheet, a “what can and can’t go in the food waste” sheet, information on where materials go, and the benefits of the WM food waste diversion program. WM will create new stickers for both the trash (black) container and the green (green waste and food waste) containers letting residents know what materials go in each container. The blue (recycling) container will not be re-stickered as those materials will not change. WM will hold kick off education events to educate residents and answer questions about the program. WM will update the website with all information regarding the new program. WM will create press releases on the program and send email blasts.

2. *Equipment Delivery*

Each option includes the delivery of kitchen food waste pails that are built into the proposed rate options. If the City chooses option 1 or 2, small separate containers that WM will collect at the curb will also be delivered - to residents of the Sand Section in Option 1 and to all residents in Option 2.

3. *Proposed Implementation Schedule*

City Council approves program

Approximately Six Weeks - WM develops all public education materials referenced above in Section IV Implementation Plan, Sub-Section 1 to announce and promote the program and secures approval from City of Manhattan Beach

Two weeks - WM holds kick off education events to educate residents and answer questions about the program

Three weeks - WM delivers kitchen food waste pails and other necessary equipment (depending on the option chosen by the City of Manhattan Beach).

July 2015 - WM begins collecting residential food waste from all customers.

Ongoing - Training, support, education, and bag delivery; reports provided monthly.

V. Rates

In order for this program to be effective in terms of both operations and cost, rates must be incurred City-wide; in other words, rates cannot be subscription-based. Subscription-based rates would be cost prohibitive and drastically drive down participation.

- **OPTION 1 - Rate Increase of 3% for all residents (equates to an increase of \$0.47 per month on a rate of \$15.70)**
 - **OPTION 1a - (WM provided biodegradable bags) - Rate Increase of 16.9% (equates to an increase of \$2.66 per month on a rate of \$15.70)**
 - **OPTION 1b - (WM provided non-biodegradable bags) - Rate Increase of 6.2% (equates to an increase of \$0.98 per month on a rate of \$15.70)**
- **OPTION 2 - Rate Increase of 6.8% for all residents (equates to an increase of \$1.07 per month on a rate of \$15.70)**
- **OPTION 3 - Rate Increase of 1% for all residents (equates to an increase of \$0.15 per month on a rate of \$15.70)**

The rates above include for all options the cost of public education, new cart stickers, purchasing and delivering the kitchen food waste pails for every residence, the collection, transportation, processing, sorting of food waste, and outreach costs associated with the program. Option specific equipment is noted below:

- For Option 1: additional equipment costs include additional green waste or small curbside containers for residents currently without greenwaste containers
- For Option 1a: in addition to the green waste or small curbside containers, biodegradable bags for all participating residents
- For Option 1b: in addition to the green waste or small curbside containers, non-biodegradable bags for all participating residents
- For Option 2: new small curbside containers for every resident
- For Option 3: new commercial food waste containers

WM has developed these rates based on assumptions of participation and volumes. If participation, volumes of materials, and/or equipment needed for full implementation of the program is significantly different from our assumptions, WM will need to re-analyze the program performance and propose changes in cost structure at a future time to be mutually determined.

VI. Project Specifications

- The collection methodology will be utilizing WM's current green waste truck and manpower
- The current green waste collection truck is a CNG Peterbuilt LT 320 ASL truck. It is a 2012 model with 34 Yard capacity
- The Labor requirements are for two full-time ASL operators
- The type of material containers to be utilized are the current residential greenwaste carts (Rehrig ROC 96U, ROC 65NB or ROC 35MB) with additional containers depending on option chosen by Council (Rehrig ROC 18 and/or 40LT)

- The program publicity/education and marketing will be as outlined in the Implementation section. WM will develop public education and outreach materials that will be sent to all residents. Materials will include, but may not be limited to, an informational flyer, a FAQ sheet, a “what can and can’t go in the food waste” sheet, information on where materials go, and the benefits of the WM food waste diversion program. WM will create new stickers for both the trash (black) container and the green (green waste and food waste) containers letting residents know what materials go in each container. The blue (recycling) container will not be re-stickered as those materials will not change. WM will hold kick off education events to educate residents and answer questions about the program. WM will update the website with all information regarding the new program. WM will create press releases on the program and send email blasts.

Next Steps

WM appreciates the opportunity to bring a permanent commercial organics recycling program to Manhattan Beach. We look forward to the City’s review and discussion of this and are available to provide any additional information.

Attachment 2

AB1826 Participation Requirements for Businesses

Deadline	Requirements for Businesses and Multi-Family Premises	Requirements for Jurisdictions
January 1, 2016		Implement organics recycling program for businesses and multi-family premises
April 1, 2016	Businesses with 8 CY/week or more of organic material must recycle organics*	
January 1, 2017	Businesses with 4 CY/week or more of organic material must recycle organics*	
August 1, 2017		Report progress to CalRecycle
January 1, 2019	Businesses with 4 CY/week or more of solid waste must recycle organics*	
January 1, 2020	Businesses with 2 CY/week or more of solid waste** must recycle organics*	

* "Business" includes multi-family premises with 5 units or more; however, multi-family premises are not required to recycle food waste.

** Applicable only if CalRecycle determines by January 1, 2020 that the statewide disposal of organic waste has not been reduced to 50 percent of the 2014 disposal level.

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director

SUBJECT:

Financial Report:

Schedule of Demands: February 12, 2015 (Finance Director Moe).

RECEIVE AND FILE

RECOMMENDATION:

Staff recommends that the City Council ratify the attached schedule of demands, and receive and file this report.

FISCAL IMPLICATIONS:

The financial report included herein is designed to communicate fiscal activity based upon adopted and approved budget appropriations. No further action of a fiscal nature is requested as part of this report.

The total value of the warrant register for February 12, 2015 is \$2,815,799.49.

BACKGROUND:

Finance staff prepares a variety of financial reports for the City Council and the Finance Subcommittee. A brief discussion of the enclosed report follows.

DISCUSSION:

Ratification of Demands:

Every two weeks staff prepares a comprehensive listing of all disbursements (warrant and payroll registers) with staff certification that the expenditure transactions listed have been reviewed and are within budgeted appropriations.

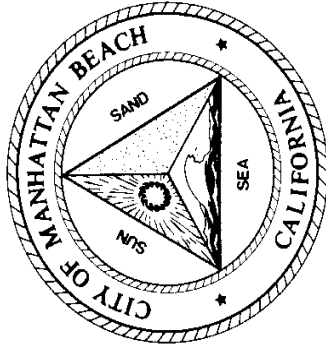
CONCLUSION:

Staff recommends that the City Council receive and file the attached financial report.

Attachment:

1. Schedule of Demands Register for February 12, 2015

City of Manhattan Beach




Schedule of Demands February 12, 2015

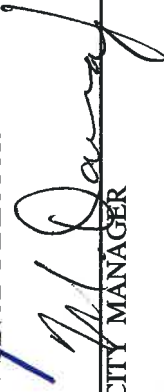
CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT(S) WR 17B
DATED: 02/12/2015

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$2,815,799.49 HAVE BEEN REVIEWED AND THAT SAID CLAIMS OR DEMANDS ARE ACCURATE, ARE IN CONFORMANCE WITH THE ADOPTED BUDGET, AND THAT THE FUNDS ARE AVAILABLE THEREOF.



FINANCE DIRECTOR



CITY MANAGER

THIS 3RD DAY OF MARCH

WARRANT REGISTER(S)	WR 17B	WARRANT(S)	17B	1,664,911.11
		PREPAID WIRES / MANUAL CKS	17B	266,494.22
		SUBTOTAL WARRANTS		<u>1,931,405.33</u>
		VOIDS	17B	0.00
		PAYROLL	PY	884,394.16
		TOTAL WARRANTS		<u><u>2,815,799.49</u></u>

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WR 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
21715	2/17/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	261,113.21
SUBTOTAL					261,113.21
517756	2/12/2015	N	A TO Z CONSTRUCTION	RIGHT OF WAY REFUND DEPOSIT	496.00
517757	2/12/2015	N	DARYL ABRAMS	CITATION REFUND	48.00
517758	2/12/2015	N	ACCELA INC	CITYWIDE PERMITTING SOFTWARE CONT	3,682.39
517759	2/12/2015	N	ADLERHORST INTERNATIONAL INC	OFF-SITE K-9 MONTHLY TRAINING	350.00
517760	2/12/2015	N	ADMINSURE INC	CLAIMS ADMINISTRATION	10,273.15
517761	2/12/2015	N	AKM CONSULTING ENGINEERS INC	CONTRACT EXTENSION - PROFESSIONAL S	1,550.00
517762	2/12/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES	12,556.32
517763	2/12/2015	N	ANTHONY ANDERSON	UTILITY BILL OVER PYMT REFUND	214.10
517764	2/12/2015	N	MACAULAY ANDERSON	FIRE RESERVE	175.00
517765	2/12/2015	N	AQUA FLO	IRRIGATION SUPPLIES CONTRACT	1,044.44
517766	2/12/2015	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING SERVICES EXTRAS	31,277.19
517767	2/12/2015	N	THOMAS ASHCRAFT	STREET SWEEPING REIMBURSEMENT	70.97
517768	2/12/2015	N	ANDREW BAKER	FIRE RESERVE	175.00
517769	2/12/2015	N	DARIO A BANDERA	EQUIPMENT	240.00
517770	2/12/2015	N	BEACH CITIES HEALTH DISTRICT	CDBG PUBLIC SERVICE FUNDING	9,328.75
517771	2/12/2015	N	PENNY BORDOKAS	CASH KEY REFUND	53.00
517772	2/12/2015	N	PATRICK BRADFORD	STREET SWEEPING REIMBURSEMENT	132.42
517773	2/12/2015	N	DAVID BRADY	REFUND RIGHT OF WAY DEPOSIT	496.00
517774	2/12/2015	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	2,590.00
517775	2/12/2015	N	CAROLYN BROWN	CITATION REFUND	48.00
517776	2/12/2015	N	CHRISTINE BRUGMAN	STREET SWEEPING REIMBURSEMENT	132.42

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 17b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517777	2/12/2015	N	BURHENN & GEST LLP	LOS ANGELES COUNTY 2012 STORMWATER	1,816.02
517778	2/12/2015	N	BURLINGTON SAFETY LABS	EQUIPMENT TESTING	35.00
517779	2/12/2015	N	CA SDU	WITHHOLDING	503.00
517780	2/12/2015	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,186.00
517781	2/12/2015	N	CA WATER SERVICE COMPANY	WATER SERVICE	101.11
517782	2/12/2015	N	DIANE CAMPISI	REIMBURSEMENT	119.81
517783	2/12/2015	N	CAPITAL ONE NATIONAL ASSN	MISC SUPPLIES-COSTCO	1,792.57
517784	2/12/2015	N	JOE CHARLES	FITNESS INSTRUCTOR	740.45
517785	2/12/2015	N	EDWARD CHIEN	CITATION REFUND	48.00
517786	2/12/2015	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	19,415.69
517787	2/12/2015	N	CLEANSSTREET	LANDSCAPE SERVICES EXTRAS	6,868.00
517788	2/12/2015	N	NADEGE CONGER	PARKS & RECREATION REFUND	6.06
517789	2/12/2015	N	CONTEMPORARY SERVICES CORP	UNARMED SECURITY SERVICES	1,773.85
517790	2/12/2015	N	COUNTY OF SAN BERNARDINO	REGISTRATION-BASIC FIREARMS INST SCI	315.00
517791	2/12/2015	N	CPS HUMAN RESOURCE SERVICES	RECRUITMENT COST	1,247.75
517792	2/12/2015	N	R CRAIG CROTTY	ARBORIST SERVICES	1,375.00
517793	2/12/2015	N	CULLIGAN	WATER FILTER LEASE	106.65
517794	2/12/2015	N	CUNNINGHAM DAVIS	REFUND FEE	440.00
517795	2/12/2015	N	JANICE DAVENPORT	WINTER NBID EVENT REIMB	2,822.60
517796	2/12/2015	N	DAVID T HAMILTON & ASSOC INC	CITY YARD COVER	2,317.00
517797	2/12/2015	N	MICHAEL DAVIES	FIRE RESERVE	175.00
517798	2/12/2015	N	JOE DELIA	POLYGRAPH EXAMS	1,050.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WR 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517799	2/12/2015	N	DELL MARKETING LP	DESKTOPS SCHEDULED HARDWARE REFR	19,691.01
517800	2/12/2015	N	ADAM VINCENT DEMOLAY	FIRE RESERVE	175.00
517801	2/12/2015	N	SCOTT DICKEY	REFUND ALARM PERMIT-PAID TWICE	50.00
517802	2/12/2015	N	NANCY DONAHOE	STREET SWEEPING REIMBURSEMENT	131.10
517803	2/12/2015	N	DONNOE & ASSOCIATES INC	CONTRACT SERVICES	880.00
517804	2/12/2015	N	EDUCATIONAL CREDIT MGMT CORP	EARNINGS WITHHOLDING	435.10
517805	2/12/2015	N	WILLIAM EISEN	STREET SWEEPING REIMBURSEMENT	100.58
517806	2/12/2015	N	EQUARIUS WATERWORKS	WATER METER SUPPLY CONTRACT	1,686.16
517807	2/12/2015	N	LINDA FARRELL	CASH KEY REFUND	62.00
517808	2/12/2015	N	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	352.10
517809	2/12/2015	N	BRETT FOURNIER	FIRE RESERVE	175.00
517810	2/12/2015	N	FRANCHISE TAX BOARD	EARNINGS WITHHOLDING	300.00
517811	2/12/2015	N	TONY FRYKLUND	POLICE VEHICLE GRAPHICS	337.90
517812	2/12/2015	N	MANDY GACAD	CITATION REFUND	48.00
517813	2/12/2015	N	LORENA GALVAN	CASH KEY REFUND	55.00
517814	2/12/2015	N	GARDA CL WEST INC	ARMORED SERVICES-FEB 2015	472.49
517815	2/12/2015	N	GENERAL NUTRITION CENTER	BUSINESS LICENSE REFUND	406.43
517816	2/12/2015	N	DAVID GIBBONS	REIMBURSEMENT-TRAVEL EXPENSE	66.00
517817	2/12/2015	N	JOSEPH DANE GIESREGEN	FIRE RESERVE	175.00
517818	2/12/2015	N	GMZ ENGINEERING INC	SEPULVEDA & 2ND ST WATER MAIN-PP6	154,123.25
517819	2/12/2015	N	GOVERNMENT STAFFING SERVICES	TEMPORARY EMPLOYEE SERVICES	573.75
517820	2/12/2015	N	CHRISTOPHER MICHAEL GRAFTON	FIRE RESERVE	175.00

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 17b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517821	2/12/2015	N	GRANICUS	MEDIA STREAMING	7,690.98
517822	2/12/2015	N	LANAKILA KAMAKA GUERRERO	FIRE RESERVE	175.00
517823	2/12/2015	N	NICOLE HALL	CITATION REFUND	158.00
517824	2/12/2015	N	C HARDING	CASH KEY REFUND	35.00
517825	2/12/2015	N	GUY HATLIE	CITATION REFUND	48.00
517826	2/12/2015	N	JEFFREY HAUBER	CITATION REFUND	48.00
517827	2/12/2015	N	TRICIA HERNANDEZ	PARKS & RECREATION REFUND	149.00
517828	2/12/2015	N	DOUGLAS HOCKING	RESTITUTION PAYMENT	370.00
517829	2/12/2015	N	HONEYWELL INTERNATIONAL INC	EXTRAS-HVAC MAINTENANCE & REPAIR	4,510.98
517830	2/12/2015	N	NATHANIEL HUBBARD	RESTITUTION PAYMENT	376.36
517831	2/12/2015	N	STEPHEN ROSS HYDE	BEGG POOL MASTERS SWIM COACH	585.00
517832	2/12/2015	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 108075: PAYMENT	673.08
517833	2/12/2015	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 109365: PAYMENT	3,019.88
517834	2/12/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	69,234.48
517835	2/12/2015	N	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	5,357.32
517836	2/12/2015	N	ALEXA IHRT	CASH KEY REFUND	26.00
517837	2/12/2015	N	INCONTACT INC	LONG DISTANCE SERVICE	493.00
517838	2/12/2015	N	GIANNA INGRAM	CASH KEY REFUND	28.50
517839	2/12/2015	N	INTERNAP NETWORK SERVICES CORP	INTERNET SERVICES PROVIDER CONTRAC	7,857.19
517840	2/12/2015	N	ITERIS INC	GENERAL PLAN (MOBILITY) UPDATE	770.00
517841	2/12/2015	N	MICHAEL JARVIS	PARKS & RECREATION REFUND	6.06
517842	2/12/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	6,805.20

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 17b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517843	2/12/2015	N	JOHN L HUNTER AND ASSOC INC	FOG & CLEANBAY REST PROGRAM PREP	487.50
517844	2/12/2015	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
517845	2/12/2015	N	AUDREY JUDSON	UTILITY BILL OVER PYMT REFUND	51.72
517846	2/12/2015	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
517847	2/12/2015	N	AKO KAWANO	CASH KEY REFUND	29.00
517848	2/12/2015	N	MARGARET KNOTT	STREET SWEEPING REIMBURSEMENT	101.20
517849	2/12/2015	N	CAROL KOLE	CASH KEY REFUND	78.00
517850	2/12/2015	N	JIM KOMICK	CITATION REFUND	48.00
517851	2/12/2015	N	L A COUNTY	LAR-IAC4 PAYMENT 3-FINAL	5,000.00
517852	2/12/2015	N	L A COUNTY MTA	JAN 2015 E-Z PASS	336.00
517853	2/12/2015	N	L A COUNTY MTA	JAN 2015 TAP	60.00
517854	2/12/2015	N	L A COUNTY SHERIFF'S OFFICE	EARNINGS WITHHOLDING	87.50
517855	2/12/2015	N	L A ICE VENTURES LLC	ICE SKATING INSTRUCTOR	2,080.00
517856	2/12/2015	N	ROSEMARY LACKOW	RECORDING SERVICES	132.25
517857	2/12/2015	N	TOM LAKY	CASH KEY REFUND	15.00
517858	2/12/2015	N	STEPHEN LANCASTER	ADVANCED DISABILITY PENSION	4,298.81
517859	2/12/2015	N	SUSAN LEWIS	CASH KEY REFUND	57.00
517860	2/12/2015	N	LOGIX SECURITY INC	SECURITY MONITORING	420.00
517861	2/12/2015	N	LOS ANGELES TRUCK CENTERS LLC	REPAIRS TO VAC-CON (V# 529)	2,830.67
517862	2/12/2015	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	280.00
517863	2/12/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,999.40
517864	2/12/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	39,342.57

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WR 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517865	2/12/2015	N	MAIN STREET TOURS INC	TOURS/EVENTS	1,908.00
517866	2/12/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	33,206.97
517867	2/12/2015	N	PAUL MARKLEY	CITATION REFUND	48.00
517868	2/12/2015	N	MATTHEW ROBERT MARTINEZ	FIRE RESERVE	175.00
517869	2/12/2015	N	DANIEL MATUSZCZAK	FIRE RESERVE	175.00
517870	2/12/2015	N	ROMANA MAY	PARKS & RECREATION REFUND	6.06
517871	2/12/2015	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,518.83
517872	2/12/2015	N	DIANA MC AULEY	CASH KEY REFUND	100.00
517873	2/12/2015	N	JAMES MC CLEARY	WINTER NBID EVENT REIMB	800.36
517874	2/12/2015	N	MARY MCCLURE	CITATION REFUND	48.00
517875	2/12/2015	N	SCOTT MCLELLAN	FIRE RESERVE	175.00
517876	2/12/2015	N	ELAINE MENDES	REFUND	64.00
517877	2/12/2015	N	MICHAEL MENENDEZ	FIRE RESERVE	175.00
517878	2/12/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	47,930.57
517879	2/12/2015	N	MIHM INC	CONTRACT SERVICES	500.00
517880	2/12/2015	N	RALPH MUELLER	STREET SWEEPING REIMBURSEMENT	146.01
517881	2/12/2015	N	MARY MULLENHOFF	PARKS & RECREATION REFUND	4.70
517882	2/12/2015	N	ALEJANDRA MURPHY	PARKS & RECREATION REFUND	6.00
517883	2/12/2015	N	NATALIE'S CATERING	MEALS FOR SENIOR SERVICES	1,615.38
517884	2/12/2015	N	CINDY L NESS	CONTRACT SERVICES	600.00
517885	2/12/2015	N	RICHARD LEONARD NIGGEMANN II	FIRE RESERVE	175.00
517886	2/12/2015	N	THELMA/MICHAEL NITKA	BUSINESS LICENSE REFUND	601.27

**CITY OF MANHATTAN BEACH
WARRANT REGISTER**

WR 17b

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517887	2/12/2015	N	STEVE OLIVEIRA	WINTER NBID EVENT REIMB	144.64
517888	2/12/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	10,273.85
517889	2/12/2015	N	ROBERT OSBORNE	STREET SWEEPING REIMBURSEMENT	90.85
517890	2/12/2015	N	ROBERT OSBORNE	STREET SWEEPING REIMBURSEMENT	62.95
517891	2/12/2015	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,806.01
517892	2/12/2015	N	JAMES PEETZ	PARKS & RECREATION REFUND	6.06
517893	2/12/2015	N	PERFORMING ARTS WK EDU INC	PERFORMING ARTS CAMP	420.00
517894	2/12/2015	N	LARISA PLAGA	CASH KEY REFUND	25.00
517895	2/12/2015	N	POLICE EXEC RESEARCH FORUM	REGISTRATION-SENIOR MGMT INST FOR P	8,900.00
517896	2/12/2015	N	SEAN MICHAEL POST	FIRE RESERVE	175.00
517897	2/12/2015	N	FRANK PRATHER	PARKS & RECREATION REFUND	50.00
517898	2/12/2015	N	PREPAID LEGAL SERVICES INC	PREPAID LEGAL: PAYMENT	94.70
517899	2/12/2015	N	PROVIDENCE MEDICAL INSTITUTE	MEDICAL SERVICE	384.00
517900	2/12/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	280,032.99
517901	2/12/2015	N	RAMONA INC	18-08682PF RECONNECT EXISTING SEWER	17,500.00
517902	2/12/2015	N	WILLIAM REDANZ	FIRE RESERVE	175.00
517903	2/12/2015	N	LEE REHRMAN	RESTITUTION PAYMENT	1,572.91
517904	2/12/2015	N	RESCUE ROOTER	PLUMBING SERVICES	530.00
517905	2/12/2015	N	ZACHARY REYNOLDS	FIRE RESERVE	175.00
517906	2/12/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	48,743.87
517907	2/12/2015	N	RICARDO RIOS	REFUND RIGHT OF WAY DEPOSIT	427.00
517908	2/12/2015	N	MICKIE ROBBINS	STREET SWEEPING REIMBURSEMENT	132.42

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WR 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517909	2/12/2015	N	ROUTEMATCH SOFTWARE INC	DIAL A RIDE SOFTWARE	8,481.13
517910	2/12/2015	N	LAURENCE B RUBIN	ART EXHIBITION PREPARER	229.50
517911	2/12/2015	N	HOSAM SALMAN	CITATION REFUND	48.00
517912	2/12/2015	N	SC ESCROW SERVICES INC	BUSINESS LICENSE REFUND	543.16
517913	2/12/2015	N	PATRICIA SCHILLING	CASH KEY REFUND	23.00
517914	2/12/2015	N	TONI SCHOTTENHAMMER	PARKS & RECREATION REFUND	36.00
517915	2/12/2015	N	SCPLRC	TRAINING	160.00
517916	2/12/2015	N	SELECTIVE GIFT INSTITUTE	EMPLOYEE AWARDS & EVENTS	844.76
517917	2/12/2015	N	KEVIN SIEBERS	UTILITY BILL OVER PYMT REFUND	200.00
517918	2/12/2015	N	BONNIE SILVA	CITATION REFUND	48.00
517919	2/12/2015	N	ROBERT SIMCIK	CERAMICS INSTRUCTOR	1,881.10
517920	2/12/2015	N	RYAN SLOWAY	FIRE RESERVE	175.00
517921	2/12/2015	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICE	6,113.27
517922	2/12/2015	N	SOUTHERN CALIF AQUATIC ASSN	ANNUAL MEMBERSHIP FEES	358.00
517923	2/12/2015	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	59,696.17
517924	2/12/2015	N	SOUTHERN COUNTIES OIL CO	BULK FUEL CONTRACT	13,938.65
517925	2/12/2015	N	SPRINT SOLUTIONS INC	MOBILE CONNECTION	317.42
517926	2/12/2015	N	DONNA SPURRELL	REFUND RIGHT OF WAY DEPOSIT	427.00
517927	2/12/2015	N	STANDARD TEL NETWORKS LLC	PHONE MAINTENANCE	9,558.50
517928	2/12/2015	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	1,236.00
517929	2/12/2015	N	GREG STEARNS	RESTITUTION PAYMENT	123.93
517930	2/12/2015	N	KEN STEIN	CASH KEY REFUND	31.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WR 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517931	2/12/2015	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	2,308.63
517932	2/12/2015	N	SWRCB FEES	STATE WATER ANNUAL FEES	559.00
517933	2/12/2015	N	REGINA TAYLOR	STREET SWEEPING REIMBURSEMENT	271.06
517934	2/12/2015	N	THE COMEDY & MAGIC CLUB	ANNUAL VOLUNTEER DINNER	5,187.50
517935	2/12/2015	N	THE GAS COMPANY	MONTHLY GAS CHARGES	7,066.23
517936	2/12/2015	N	THE PITNEY BOWES BANK INC	POSTAGE PURCHASE POWER	2,614.97
517937	2/12/2015	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	672.00
517938	2/12/2015	N	TOTAL ADMINISTRATION SVCS CORP	MONTHLY FEES	826.76
517939	2/12/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,976.17
517940	2/12/2015	N	BRIAN TYLER	RESTITUTION PAYMENT	500.00
517941	2/12/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,712.67
517942	2/12/2015	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	507.12
517943	2/12/2015	N	UNITED SITE SVCS OF CA INC	PORTABLE RESTROOMS	256.60
517944	2/12/2015	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	112,207.71
517945	2/12/2015	N	US HEALTHWORKS MEDICAL GRP PC	MEDICAL SERVICES	360.00
517946	2/12/2015	N	VANTAGEPOINT TRANSFER AGENTS	RETMT HLTH SAVINGS CONTRIB: PAYME	1,465.86
517947	2/12/2015	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
517948	2/12/2015	N	VECTOR RESOURCES INC	CISCO IRONPORT EMAIL DATA LOSS PREV	6,455.00
517949	2/12/2015	N	DENNIS VELEZ II	FIRE RESERVE	175.00
517950	2/12/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	16,646.00
517951	2/12/2015	N	GWEN R VIGNON	REFUND	64.00
517952	2/12/2015	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE	3,727.76

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER:

WR 17b

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517953	2/12/2015	N	KAREN OR MIKE VUKETS	CASH KEY REFUND	66.00
517954	2/12/2015	N	GREGORY S WALL	ELECTRONIC PARKING CITATIONS	4,810.60
517955	2/12/2015	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	12,246.23
517956	2/12/2015	N	ROMY FRIEDMAN/VAL WARHAFT	UTILITY BILL OVER PYMT REFUND	50.71
517957	2/12/2015	N	WASTE MANAGEMENT INC	JAN 2015 REFUSE REMITTANCE	286,834.80
517958	2/12/2015	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	108,669.31
517959	2/12/2015	N	DAVID WEHRLY	RESTITUTION PAYMENT	200.00
517960	2/12/2015	N	WEST PAYMENT CENTER	PENAL CODE UPDATES	359.72
517961	2/12/2015	N	WESTNET INC	FIRST-IN ALERTING SYSTEM MAINTENAN	580.00
517962	2/12/2015	N	KEVIN WILKINS	DMV EXAM REIMBURSEMENT	115.00
517963	2/12/2015	N	WILLDAN INC	TRAFFIC ENGINEERING SERVICES	7,700.50
517964	2/12/2015	N	WILLIAM WIPPICH	STREET SWEEPING REIMBURSEMENT	33.66
517965	2/12/2015	N	GLENN WISHON	STREET SWEEPING REIMBURSEMENT	141.17
517966	2/12/2015	N	ELLEN WITHERS	CASH KEY REFUND	48.00
517967	2/12/2015	N	NAN WOLLMAN	CERAMICS INSTRUCTOR	1,977.95
517968	2/12/2015	N	SUNNY WON	CASH KEY REFUND	73.00
517969	2/12/2015	N	JEFFREY WOODALL	FIRE RESERVE	175.00
517970	2/12/2015	N	WORLDPASS TRAVEL GROUP LLC	CHARTER BUS SERVICE	1,995.00
517971	2/12/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	3,811.18
517972	2/12/2015	N	SHAWN YOSHIDA	CITATION REFUND	48.00
517973	2/12/2015	N	LES ZIEVE	UTILITY BILL OVER PYMT REFUND	207.25
SUBTOTAL					1,664,911.11
10210	2/2/2015	H	MARK DANAJ	REFUND DUPLICATE LOAN PAYMENT	5,260.01

4:25:40PM
2/12/2015

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER: **WR 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
10211	2/5/2015	H	EL CAMINO COMM COLLEGE DIST	FINGERPRINT CERTIFICATION	121.00
SUBTOTAL					5,381.01
COMBINED TOTAL					1,931,405.33

PAYMENT LEGEND:
T = Wire Transfers
N = System Printed Checks
H = Hand Written Checks

CITY OF MANHATTAN BEACH
WARRANT REGISTER
CHECKS EQUAL TO OR ABOVE
\$2,500.00

WARRANT BATCH NUMBER: **wr 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
21715	2/17/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	261,113.21
SUBTOTAL					261,113.21
517758	2/12/2015	N	ACCELA INC	CITYWIDE PERMITTING SOFTWARE CONT	3,682.39
517760	2/12/2015	N	ADMINSURE INC	CLAIMS ADMINISTRATION	10,273.15
517762	2/12/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES	12,556.32
517766	2/12/2015	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING SERVICES EXTRAS	31,277.19
517770	2/12/2015	N	BEACH CITIES HEALTH DISTRICT	CDBG PUBLIC SERVICE FUNDING	9,328.75
517774	2/12/2015	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	2,590.00
517780	2/12/2015	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,186.00
517786	2/12/2015	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	19,415.69
517787	2/12/2015	N	CLEANSSTREET	LANDSCAPE SERVICES EXTRAS	6,868.00
517795	2/12/2015	N	JANICE DAVENPORT	WINTER NBID EVENT REIMB	2,822.60
517799	2/12/2015	N	DELL MARKETING LP	DESKTOPS SCHEDULED HARDWARE REFR	19,691.01
517818	2/12/2015	N	GMZ ENGINEERING INC	SEPULVEDA & 2ND ST WATER MAIN-PP6	154,123.25
517821	2/12/2015	N	GRANICUS	MEDIA STREAMING	7,690.98
517829	2/12/2015	N	HONEYWELL INTERNATIONAL INC	EXTRAS-HVAC MAINTENANCE & REPAIR	4,510.98
517833	2/12/2015	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 109365: PAYMENT	3,019.88
517834	2/12/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	69,234.48
517835	2/12/2015	N	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	5,357.32
517839	2/12/2015	N	INTERNAP NETWORK SERVICES COR	INTERNET SERVICES PROVIDER CONTRAC	7,857.19
517842	2/12/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	6,805.20
517844	2/12/2015	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
517851	2/12/2015	N	L A COUNTY	LAR-IAC4 PAYMENT 3-FINAL	5,000.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER
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\$2,500.00

WARRANT BATCH NUMBER: **wr 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517858	2/12/2015	N	STEPHEN LANCASTER	ADVANCED DISABILITY PENSION	4,298.81
517861	2/12/2015	N	LOS ANGELES TRUCK CENTERS LLC	REPAIRS TO VAC-CON (V# 529)	2,830.67
517863	2/12/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,999.40
517864	2/12/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	39,342.57
517866	2/12/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	33,206.97
517871	2/12/2015	N	MBPOA RETREE	MD TRUST (MED TRUST): PAYMENT	2,518.83
517878	2/12/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	47,930.57
517888	2/12/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	10,273.85
517891	2/12/2015	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,806.01
517895	2/12/2015	N	POLICE EXEC RESEARCH FORUM	REGISTRATION-SENIOR MGMT INST FOR P	8,900.00
517900	2/12/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	280,032.99
517901	2/12/2015	N	RAMONA INC	18-08682PF RECONNECT EXISTING SEWER	17,500.00
517906	2/12/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	48,743.87
517909	2/12/2015	N	ROUTEMATCH SOFTWARE INC	DIAL-A RIDE SOFTWARE	8,481.13
517921	2/12/2015	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICE	6,113.27
517923	2/12/2015	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	59,696.17
517924	2/12/2015	N	SOUTHERN COUNTIES OIL CO	BULK FUEL CONTRACT	13,938.65
517927	2/12/2015	N	STANDARD TEL NETWORKS LLC	PHONE MAINTENANCE	9,558.50
517934	2/12/2015	N	THE COMEDY & MAGIC CLUB	ANNUAL VOLUNTEER DINNER	5,187.50
517935	2/12/2015	N	THE GAS COMPANY Y	MONTHLY GAS CHARGES	7,066.23
517936	2/12/2015	N	THE PITNEY BOWES BANK INC	POSTAGE PURCHASE POWER	2,614.97
517939	2/12/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,976.17

CITY OF MANHATTAN BEACH
WARRANT REGISTER
CHECKS EQUAL TO OR ABOVE
\$2,500.00

WARRANT BATCH NUMBER: **WR 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517941	2/12/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,712.67
517944	2/12/2015	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	112,207.71
517948	2/12/2015	N	VECTOR RESOURCES INC	CISCO IRONPORT EMAIL DATA LOSS PREV	6,455.00
517950	2/12/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	16,646.00
517952	2/12/2015	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE I	3,727.76
517954	2/12/2015	N	GREGORY S WALL	ELECTRONIC PARKING CITATIONS	4,810.60
517955	2/12/2015	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	12,246.23
517957	2/12/2015	N	WASTE MANAGEMENT INC	JAN 2015 REFUSE REMITTANCE	286,834.80
517958	2/12/2015	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	108,669.31
517963	2/12/2015	N	WILLDAN INC	TRAFFIC ENGINEERING SERVICES	7,700.50
517971	2/12/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	3,811.18
SUBTOTAL					1,597,617.57
10210	2/2/2015	H	MARK DANAJ	REFUND DUPLICATE LOAN PAYMENT	5,260.01
SUBTOTAL					5,260.01
COMBINED TOTAL					1,863,990.79

PAYMENT LEGEND:
T = Wire Transfers
N = System Printed Checks
H = Hand Written Checks

Report of Warrant Disbursements
wr 17b

Fund	Description	Amount
100	General	1,068,019.96
201	Street Light	4,081.42
205	Streets & Highways	786.25
210	Asset Forfeiture	8,900.00
230	Prop A	12,167.83
401	Capital Improvements	10,547.80
501	Water	301,021.77
502	Storm	28,623.44
503	Waste Water	23,460.13
510	Refuse	288,542.33
520	Parking	42,587.87
521	County Parking Lot	1,816.07
522	State Pier Lots	6,068.93
601	Insurance	10,633.15
605	Information Services	46,606.83
610	Vehicle Fleet	37,288.45
615	Building Maintenance	40,146.45
802	Trust Deposit	106.65
wr 17b		<u>1,931,405.33</u>
		<u><u>1,931,405.33</u></u>

**CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 01/24/15 TO 02/06/15
PAY DATE: 02/13/15**

NET PAY 884,394.16

1/24/2015

2/6/2015

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 2/6/2015

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,207,799.98
230	Prop. A Fund	15,021.55
232	AB 2766 Air Quality Fund	600.00
501	Water Fund	28,443.16
502	Stormwater Fund	3,063.31
503	Wastewater Fund	9,040.78
510	Refuse Fund	3,994.30
520	Parking Fund	2,021.16
521	County Parking Lots Fund	481.28
522	State Pier and Parking Lot Fund	481.31
601	Insurance Reserve Fund	7,857.18
605	Information Systems Fund	28,949.87
610	Fleet Management Fund	9,265.86
615	Building Maintenance & Operations Fund	12,839.09
801	Pension Trust Fund	8,547.87
	Gross Pay	<u>1,338,406.70</u>
	Deductions	454,012.54
	Net Pay	<u><u>884,394.16</u></u>

4:25:40PM
2/12/2015

CITY OF MANHATTAN BEACH
WARRANT REGISTER

WARRANT BATCH NUMBER: **WR 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
10211	2/5/2015	H	EL CAMINO COMM COLLEGE DIST	FINGERPRINT CERTIFICATION	121.00
SUBTOTAL					5,381.01
COMBINED TOTAL					1,931,405.33

PAYMENT LEGEND:
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CITY OF MANHATTAN BEACH
WARRANT REGISTER
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\$2,500.00

WARRANT BATCH NUMBER: **wr 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
21715	2/17/2015	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	261,113.21
SUBTOTAL					261,113.21
517758	2/12/2015	N	ACCELA INC	CITYWIDE PERMITTING SOFTWARE CONT	3,682.39
517760	2/12/2015	N	ADMINSURE INC	CLAIMS ADMINISTRATION	10,273.15
517762	2/12/2015	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES	12,556.32
517766	2/12/2015	N	ARAKELIAN ENTERPRISES INC	STREET SWEEPING SERVICES EXTRAS	31,277.19
517770	2/12/2015	N	BEACH CITIES HEALTH DISTRICT	CDBG PUBLIC SERVICE FUNDING	9,328.75
517774	2/12/2015	N	BRIT WEST SOCCER INC	SOCCER INSTRUCTOR	2,590.00
517780	2/12/2015	N	CA TEAMSTERS LOCAL 911	DUES (MISC): PAYMENT	6,186.00
517786	2/12/2015	N	CLE ELECTRIC INC	ON-CALL ELECTRICIAN	19,415.69
517787	2/12/2015	N	CLEANSSTREET	LANDSCAPE SERVICES EXTRAS	6,868.00
517795	2/12/2015	N	JANICE DAVENPORT	WINTER NBID EVENT REIMB	2,822.60
517799	2/12/2015	N	DELL MARKETING LP	DESKTOPS SCHEDULED HARDWARE REFR	19,691.01
517818	2/12/2015	N	GMZ ENGINEERING INC	SEPULVEDA & 2ND ST WATER MAIN-PP6	154,123.25
517821	2/12/2015	N	GRANICUS	MEDIA STREAMING	7,690.98
517829	2/12/2015	N	HONEYWELL INTERNATIONAL INC	EXTRAS-HVAC MAINTENANCE & REPAIR	4,510.98
517833	2/12/2015	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 109365: PAYMENT	3,019.88
517834	2/12/2015	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	69,234.48
517835	2/12/2015	N	ICMA RETIREMENT TRUST 401	DEFERRED COMP 109766: PAYMENT	5,357.32
517839	2/12/2015	N	INTERNAP NETWORK SERVICES COR	INTERNET SERVICES PROVIDER CONTRAC	7,857.19
517842	2/12/2015	N	JOAN STEIN JENKINS	PROSECUTION SERVICES	6,805.20
517844	2/12/2015	N	JPMORGAN CHASE BANK NATL ASSC	MONTHLY LEASE-SEWER TRUCK	16,488.30
517851	2/12/2015	N	L A COUNTY	LAR-IAC4 PAYMENT 3-FINAL	5,000.00

CITY OF MANHATTAN BEACH
WARRANT REGISTER
CHECKS EQUAL TO OR ABOVE
\$2,500.00

WARRANT BATCH NUMBER: **wr 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517858	2/12/2015	N	STEPHEN LANCASTER	ADVANCED DISABILITY PENSION	4,298.81
517861	2/12/2015	N	LOS ANGELES TRUCK CENTERS LLC	REPAIRS TO VAC-CON (V# 529)	2,830.67
517863	2/12/2015	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	5,999.40
517864	2/12/2015	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	39,342.57
517866	2/12/2015	N	MARINE RESOURCES INC	TEMPORARY EMPLOYEE SERVICES	33,206.97
517871	2/12/2015	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,518.83
517878	2/12/2015	N	MERCHANTS LANDSCAPE SVCS INC	LANDSCAPE SERVICES EXTRAS	47,930.57
517888	2/12/2015	N	ORANGE COUNTY STRIPING SVCS	CITYWIDE TRAFFIC CONTROL MARKING S	10,273.85
517891	2/12/2015	N	PACIFIC COAST ELEVATOR CORP	ELEVATOR MAINTENANCE	3,806.01
517895	2/12/2015	N	POLICE EXEC RESEARCH FORUM	REGISTRATION-SENIOR MGMT INST FOR P	8,900.00
517900	2/12/2015	N	PUBLIC EMPLOYEES'	PENSION CONTRIBUTION SAFETY: PAYME	280,032.99
517901	2/12/2015	N	RAMONA INC	18-08682PF RECONNECT EXISTING SEWER	17,500.00
517906	2/12/2015	N	RICHARDS WATSON & GERSHON	PROFESSIONAL LEGAL SERVICES	48,743.87
517909	2/12/2015	N	ROUTEMATCH SOFTWARE INC	DIAL-A RIDE SOFTWARE	8,481.13
517921	2/12/2015	N	SMART SOURCE OF CALIFORNIA LLC	PRINTING AND DIRECT MAILING SERVICE	6,113.27
517923	2/12/2015	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	59,696.17
517924	2/12/2015	N	SOUTHERN COUNTIES OIL CO	BULK FUEL CONTRACT	13,938.65
517927	2/12/2015	N	STANDARD TEL NETWORKS LLC	PHONE MAINTENANCE	9,558.50
517934	2/12/2015	N	THE COMEDY & MAGIC CLUB	ANNUAL VOLUNTEER DINNER	5,187.50
517935	2/12/2015	N	THE GAS COMPANY Y	MONTHLY GAS CHARGES	7,066.23
517936	2/12/2015	N	THE PITNEY BOWES BANK INC	POSTAGE PURCHASE POWER	2,614.97
517939	2/12/2015	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	7,976.17

CITY OF MANHATTAN BEACH
WARRANT REGISTER
CHECKS EQUAL TO OR ABOVE
\$2,500.00

WARRANT BATCH NUMBER: **wr 17b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
517941	2/12/2015	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMEN	3,712.67
517944	2/12/2015	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	112,207.71
517948	2/12/2015	N	VECTOR RESOURCES INC	CISCO IRONPORT EMAIL DATA LOSS PREV	6,455.00
517950	2/12/2015	N	VERIZON CALIFORNIA INC	CABLE SERVICE	16,646.00
517952	2/12/2015	N	VORTEX INDUSTRIES	INDUSTRIAL DOOR & ELECTRONIC GATE I	3,727.76
517954	2/12/2015	N	GREGORY S WALL	ELECTRONIC PARKING CITATIONS	4,810.60
517955	2/12/2015	N	WALTERS WHOLESale ELECTRIC CO	ELECTRICAL SUPPLIES	12,246.23
517957	2/12/2015	N	WASTE MANAGEMENT INC	JAN 2015 REFUSE REMITTANCE	286,834.80
517958	2/12/2015	N	WATER REPLENISHMENT DISTRICT	MONTHLY WATER PURCHASES	108,669.31
517963	2/12/2015	N	WILLDAN INC	TRAFFIC ENGINEERING SERVICES	7,700.50
517971	2/12/2015	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINES	3,811.18
SUBTOTAL					1,597,617.57
10210	2/2/2015	H	MARK DANAJ	REFUND DUPLICATE LOAN PAYMENT	5,260.01
SUBTOTAL					5,260.01
COMBINED TOTAL					1,863,990.79

PAYMENT LEGEND:
T = Wire Transfers
N = System Printed Checks
H = Hand Written Checks

Report of Warrant Disbursements
wr 17b

Fund	Description	Amount
100	General	1,068,019.96
201	Street Light	4,081.42
205	Streets & Highways	786.25
210	Asset Forfeiture	8,900.00
230	Prop A	12,167.83
401	Capital Improvements	10,547.80
501	Water	301,021.77
502	Storm	28,623.44
503	Waste Water	23,460.13
510	Refuse	288,542.33
520	Parking	42,587.87
521	County Parking Lot	1,816.07
522	State Pier Lots	6,068.93
601	Insurance	10,633.15
605	Information Services	46,606.83
610	Vehicle Fleet	37,288.45
615	Building Maintenance	40,146.45
802	Trust Deposit	106.65
wr 17b		<u>1,931,405.33</u>
		<u>1,931,405.33</u>

**CITY OF MANHATTAN BEACH PAYROLL
PAY PERIOD: 01/24/15 TO 02/06/15
PAY DATE: 02/13/15**

NET PAY 884,394.16

1/24/2015

2/6/2015

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 2/6/2015

FUND	DESCRIPTION	AMOUNT
100	General Fund	1,207,799.98
230	Prop. A Fund	15,021.55
232	AB 2766 Air Quality Fund	600.00
501	Water Fund	28,443.16
502	Stormwater Fund	3,063.31
503	Wastewater Fund	9,040.78
510	Refuse Fund	3,994.30
520	Parking Fund	2,021.16
521	County Parking Lots Fund	481.28
522	State Pier and Parking Lot Fund	481.31
601	Insurance Reserve Fund	7,857.18
605	Information Systems Fund	28,949.87
610	Fleet Management Fund	9,265.86
615	Building Maintenance & Operations Fund	12,839.09
801	Pension Trust Fund	8,547.87
	Gross Pay	<u>1,338,406.70</u>
	Deductions	454,012.54
	Net Pay	<u><u>884,394.16</u></u>

Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-011-5101	Contract Services	
01/26/2015	TWC*TIME WARNER CABLE	149.33
100-11-011-5101	Contract Services	149.33
100-11-011-5204	Conferences & Meetings	
01/26/2015	BEVERAGES & MORE #111	8.57
01/26/2015	HILTON HOTELS ADV RESV	944.63
01/26/2015	SOUTHWES 5262477112087	4.00
01/26/2015	UNITED 0162434091297	191.20
01/26/2015	UNITED 0167556643667	138.10
01/26/2015	UNITED 0167556654828	138.10
100-11-011-5204	Conferences & Meetings	1,424.60
100-11-011-5217	Departmental Supplies	
01/26/2015	BECKERS BAKERY	92.00
01/26/2015	CORNER BAKERY	190.02
01/26/2015	CVS/PHARMACY #09513	6.00
01/26/2015	FRESH BROTHERS	171.72
01/26/2015	GWI - MANHATTAN PLACE 43	24.99
01/26/2015	LE PAIN QUOTIDIEN	23.60
01/26/2015	MICHAELS STORES 3008	62.77
01/26/2015	MICHAELS STORES 3048	279.07
01/26/2015	MICHAELS STORES 3048	6.52
01/26/2015	NICKCO MANHATTAN BEACH	37.06
01/26/2015	SMARTNFINAL32210303220	44.44
01/26/2015	STATS FLORAL SUPPLY #2	233.13
01/26/2015	STATS FLORAL SUPPLY #2	52.78
01/26/2015	STATS FLORAL SUPPLY #2	91.95
01/26/2015	STATS FLORAL SUPPLY	56.10
01/26/2015	TARGET 00001990	27.24
01/26/2015	TARGET 00001990	33.78
01/26/2015	TARGET 00001990	-43.59
01/26/2015	TARGET 00001990	43.59
01/26/2015	TRADER JOE'S #106 QPS	14.94
01/26/2015	TRADER JOE'S #106 QPS	3.98
01/26/2015	VONS STORE00022756	30.04
01/26/2015	VONS STORE00022756	32.93
100-11-011-5217	Departmental Supplies	1,515.06
100-11-011-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	28.34

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-011-5225	Printing	<u>28.34</u>
100-11-021-5101	Contract Services	
01/26/2015	TORRANCE VAN AND STORAG	5,872.60
100-11-021-5101	Contract Services	<u>5,872.60</u>
100-11-021-5104	Computer Contract Services	
01/26/2015	AVANGATE*KEEP&SHARE	9.00
100-11-021-5104	Computer Contract Services	<u>9.00</u>
100-11-021-5201	Office Supplies	
01/26/2015	OFFICE DEPOT #2740	30.51
01/26/2015	OFFICE DEPOT #5101	16.51
01/26/2015	OFFICE DEPOT #5101	26.09
01/26/2015	OFFICE DEPOT #5125	152.02
01/26/2015	OFFICE DEPOT #5125	167.29
01/26/2015	OFFICE DEPOT #5125	202.20
100-11-021-5201	Office Supplies	<u>594.62</u>
100-11-021-5217	Departmental Supplies	
01/26/2015	APL* ITUNES.COM/BILL	22.95
01/26/2015	APL* ITUNES.COM/BILL	9.99
100-11-021-5217	Departmental Supplies	<u>32.94</u>
100-11-021-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	124.26
100-11-021-5225	Printing	<u>124.26</u>
100-11-031-5204	Conferences & Meetings	
01/26/2015	CALIFORNIA MUNICIPAL TREA	525.00
100-11-031-5204	Conferences & Meetings	<u>525.00</u>
100-11-041-5101	Contract Services	
01/26/2015	THE SUTTA COMPANY	3.75
100-11-041-5101	Contract Services	<u>3.75</u>
100-11-041-5202	Memberships & Dues	
01/26/2015	CITY CLERKS ASSOCIATION O	185.00
01/26/2015	INTERNATIONAL INSTITUTE O	195.00

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Management Services	Amount
100-11-041-5202	Memberships & Dues	<u>380.00</u>
100-11-041-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	44.69
100-11-041-5225	Printing	<u>44.69</u>
100-11-051-5217	Departmental Supplies	
01/26/2015	SMARTSOURCE OF CALIF	44.69
100-11-051-5217	Departmental Supplies	<u>44.69</u>
11	Management Services	<u>10,748.88</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Finance	Amount
100-12-011-5101	Contract Services	
01/26/2015	THE SUTTA COMPANY	3.75
01/26/2015	TWC*TIME WARNER CABLE	149.32
100-12-011-5101	Contract Services	153.07
100-12-011-5201	Office Supplies	
01/26/2015	OFFICE DEPOT #2740	10.07
01/26/2015	OFFICE DEPOT #5125	529.18
01/26/2015	OFFICE DEPOT #5125	55.11
01/26/2015	OFFICE DEPOT #5125	56.68
01/26/2015	OFFICE DEPOT #5125	57.39
01/26/2015	OFFICE DEPOT #5125	57.86
01/26/2015	OFFICE DEPOT #5125	69.10
100-12-011-5201	Office Supplies	835.39
100-12-011-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	28.34
100-12-011-5225	Printing	28.34
100-12-032-5225	Printing	
01/26/2015	RYDIN DECAL- MOTO ST	956.07
01/26/2015	SMARTSOURCE OF CALIF	113.36
100-12-032-5225	Printing	1,069.43
100-12-041-5204	Conferences & Meetings	
01/26/2015	NIGP	770.00
100-12-041-5204	Conferences & Meetings	770.00
100-12-052-6141	Computer Equipment & Software	
01/26/2015	AMAZON WEB SERVICES	119.28
100-12-052-6141	Computer Equipment & Software	119.28
605-12-051-5104	Computer Contract Services	
01/26/2015	STK*SHUTTERSTOCK, INC.	199.00
605-12-051-5104	Computer Contract Services	199.00
605-12-051-5204	Conferences & Meetings	
01/26/2015	ESRI INC	395.00
01/26/2015	PAYPAL *SCAN NATOA	40.00

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Finance	Amount
605-12-051-5204	Conferences & Meetings	435.00
605-12-051-5210	Computers, Supplies & Software	
01/26/2015	B&H PHOTO, 800-606-6969	29.00
01/26/2015	AMAZON.COM	27.92
01/26/2015	AMAZON.COM	30.88
01/26/2015	AT&T S849 5708	106.82
01/26/2015	CDW GOVERNMENT	-221.00
01/26/2015	FRY'S ELECTRONICS #5	92.61
01/26/2015	OTTERBOX / LIFEPROOF	69.75
01/26/2015	SAM ASH MUSIC #62	123.09
01/26/2015	SPORT CHALET 2018	59.90
01/26/2015	WEB*NETWORKSOLUTIONS	53.98
605-12-051-5210	Computers, Supplies & Software	372.95
605-12-051-5213	Computer Maintenance & Repairs	
01/26/2015	EDWARDS TECHNOLOGIES INC	910.63
605-12-051-5213	Computer Maintenance & Repairs	910.63
605-12-051-5217	Departmental Supplies	
01/26/2015	THE HOME DEPOT 620	32.63
01/26/2015	WALMART.COM	156.70
605-12-051-5217	Departmental Supplies	189.33
615-12-042-5101	Contract Services	
01/26/2015	GOURMETCOFFEESERVICE,INC	129.90
01/26/2015	GOURMETCOFFEESERVICE,INC	937.31
01/26/2015	DS SERVICES STANDARD COFF	824.00
01/26/2015	PITNEY BOWES PI	139.60
01/26/2015	SUPERIOR PLANT SCAPES	247.00
615-12-042-5101	Contract Services	2,277.81
615-12-042-5211	Automotive Parts	
01/26/2015	COMPLETES PLUS CPL	115.80
01/26/2015	COMPLETES PLUS CPL	212.02
01/26/2015	COMPLETES PLUS CPL	226.02
01/26/2015	COMPLETES PLUS CPL	238.33
01/26/2015	EDDINGS 0026741	272.59
01/26/2015	EDDINGS 0026741	351.68
01/26/2015	EDDINGS 0026741	699.67
01/26/2015	GOODYEAR TIRE&RUBBER CO	1,096.15

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Finance	Amount
01/26/2015	GOODYEAR TIRE&RUBBER CO	1,137.98
615-12-042-5211	Automotive Parts	<u>4,350.24</u>
615-12-042-5222	Warehouse Inventory Purchases	
01/26/2015	CLEANSOURCE	745.31
01/26/2015	MORTON SAFETY CO	162.85
01/26/2015	OFFICE DEPOT #5125	1,844.28
01/26/2015	OFFICE DEPOT #5125	45.75
01/26/2015	SOUTHLAND ENVELOPE	1,518.80
01/26/2015	WW GRAINGER	19.64
01/26/2015	WW GRAINGER	206.24
01/26/2015	WW GRAINGER	233.41
01/26/2015	ZERO WASTE USA	2,256.30
615-12-042-5222	Warehouse Inventory Purchases	<u>7,032.58</u>
12	Finance	<u><u>18,743.05</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Human Resources	Amount
100-13-011-5101	Contract Services	
01/26/2015	THE SUTTA COMPANY	3.75
100-13-011-5101	Contract Services	<u>3.75</u>
100-13-011-5201	Office Supplies	
01/26/2015	OFFICE DEPOT #5125	298.82
100-13-011-5201	Office Supplies	<u>298.82</u>
100-13-011-5202	Memberships & Dues	
01/26/2015	PAYPAL *SCPM HR	25.00
100-13-011-5202	Memberships & Dues	<u>25.00</u>
100-13-011-5204	Conferences & Meetings	
01/26/2015	PAYPAL *LIEBERTCASS	1,350.00
100-13-011-5204	Conferences & Meetings	<u>1,350.00</u>
100-13-011-5205	Training	
01/26/2015	PAYPAL *LIEBERTCASS	55.00
100-13-011-5205	Training	<u>55.00</u>
100-13-011-5218	Recruitment Costs	
01/26/2015	GOVERNMENTJOBS.COM INC.	175.00
01/26/2015	ICMA INTERNET	222.75
01/26/2015	IN *WESTERN FIRE CHIEFS-	250.00
01/26/2015	JOBS AVAILABLE INC	312.00
01/26/2015	PEET'S #03903	8.25
01/26/2015	THE KETTLE RESTAURANT	66.00
100-13-011-5218	Recruitment Costs	<u>1,034.00</u>
13	Human Resources	<u><u>2,766.57</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Recreation	Amount
100-14-011-5201	Office Supplies	
01/26/2015	BE GREEN INK	120.38
01/26/2015	BE GREEN INK	154.78
01/26/2015	OFFICE DEPOT 1135	3.14
01/26/2015	OFFICE DEPOT 1135	5.78
01/26/2015	OFFICE DEPOT #1127	5.44
01/26/2015	OFFICE DEPOT #5101	13.73
01/26/2015	OFFICE DEPOT #5101	2.22
01/26/2015	OFFICE DEPOT #5101	9.35
01/26/2015	OFFICE DEPOT #5101	9.71
01/26/2015	OFFICE DEPOT #5125	107.33
01/26/2015	OFFICE DEPOT #5125	127.97
01/26/2015	OFFICE DEPOT #5125	13.17
01/26/2015	OFFICE DEPOT #5125	23.14
01/26/2015	OFFICE DEPOT #5125	307.26
01/26/2015	OFFICE DEPOT #5125	35.96
01/26/2015	OFFICE DEPOT #5125	353.29
01/26/2015	OFFICE DEPOT #5125	51.60
01/26/2015	OFFICE DEPOT #5125	544.96
01/26/2015	OFFICE DEPOT #5125	649.40
01/26/2015	PARADISE AWARDS	45.02
01/26/2015	STAPLES DIRECT	529.84
100-14-011-5201	Office Supplies	3,113.47
 100-14-011-5217	 Departmental Supplies	
01/26/2015	AMAZON MKTPLACE PMTS	427.99
01/26/2015	OFFICE DEPOT #5125	28.77
100-14-011-5217	Departmental Supplies	456.76
 100-14-031-5217	 Departmental Supplies	
01/26/2015	AMAZON MKTPLACE PMTS	427.99
100-14-031-5217	Departmental Supplies	427.99
 14	 Recreation	 3,998.22

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-011-5101	Contract Services	
01/26/2015	DTV*DIRECTV SERVICE	159.38
01/26/2015	PACIFIC RIM MECHANICAL	837.00
01/26/2015	SUN BADGE COMPANY	440.28
100-15-011-5101	Contract Services	1,436.66
100-15-011-5104	Computer Contract Services	
01/26/2015	LOCATEPLUS	104.95
100-15-011-5104	Computer Contract Services	104.95
100-15-011-5201	Office Supplies	
01/26/2015	OFFICE DEPOT 1135	29.72
01/26/2015	OFFICE DEPOT 1135	562.64
01/26/2015	OFFICE DEPOT #1127	217.96
01/26/2015	OFFICE DEPOT #5101	10.75
01/26/2015	OFFICE DEPOT #5125	174.36
01/26/2015	OFFICE DEPOT #5125	218.62
01/26/2015	OFFICE DEPOT #5125	307.40
01/26/2015	OFFICE DEPOT #5125	320.07
01/26/2015	OFFICE DEPOT #5125	33.45
01/26/2015	OFFICE DEPOT #5125	47.26
01/26/2015	OFFICE DEPOT #5125	62.38
01/26/2015	OFFICE DEPOT #5125	62.76
01/26/2015	OFFICE DEPOT #5125	746.98
01/26/2015	OFFICE DEPOT #5125	94.98
01/26/2015	OFFICE DEPOT #5125	993.71
100-15-011-5201	Office Supplies	3,883.04
100-15-011-5202	Memberships & Dues	
01/26/2015	FBI NATIONAL ACADEMY ASSO	100.00
01/26/2015	FBI NATIONAL ACADEMY ASSO	100.00
100-15-011-5202	Memberships & Dues	200.00
100-15-011-5206	Uniforms/Safety Equipment	
01/26/2015	WESTWAY UNIFORMS INC	596.64
100-15-011-5206	Uniforms/Safety Equipment	596.64
100-15-011-5214	Employee Awards & Events	
01/26/2015	NOAH'S BAGELS #2546	13.49
01/26/2015	NOAH'S BAGELS #2546	14.39
01/26/2015	THE BEST DONUTS	7.99

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Police	Amount
100-15-011-5214	Employee Awards & Events	35.87
100-15-011-5220	POST Training	
01/26/2015	TEMECULA CREEK INN	1,500.00
100-15-011-5220	POST Training	1,500.00
100-15-021-5101	Contract Services	
01/26/2015	EMBROIDME	65.40
01/26/2015	SQ *JUDITH SMITHSON	48.00
100-15-021-5101	Contract Services	113.40
100-15-021-5206	Uniforms/Safety Equipment	
01/26/2015	EMBROIDME	23.96
01/26/2015	WESTWAY UNIFORMS INC	34.77
01/26/2015	WESTWAY UNIFORMS INC	405.53
01/26/2015	WESTWAY UNIFORMS INC	442.54
01/26/2015	WESTWAY UNIFORMS INC	-59.90
100-15-021-5206	Uniforms/Safety Equipment	846.90
100-15-021-5217	Departmental Supplies	
01/26/2015	GOLDEN PACIFIC HCP	736.25
01/26/2015	PET FOODS MARKET	55.51
100-15-021-5217	Departmental Supplies	791.76
100-15-031-5101	Contract Services	
01/26/2015	LEXISNEXIS RISK MGT	426.81
100-15-031-5101	Contract Services	426.81
100-15-031-5202	Memberships & Dues	
01/26/2015	IAFCI	70.00
100-15-031-5202	Memberships & Dues	70.00
100-15-031-5217	Departmental Supplies	
01/26/2015	APPLE STORE #R122	98.05
01/26/2015	DONOR DRIVES	397.80
01/26/2015	FRY'S ELECTRONICS #5	-59.94
01/26/2015	FRY'S ELECTRONICS #5	59.94
100-15-031-5217	Departmental Supplies	495.85
100-15-041-5101	Contract Services	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Police	Amount
01/26/2015	THE SUTTA COMPANY	37.75
100-15-041-5101	Contract Services	<u>37.75</u>
100-15-041-5210	Computers, Supplies & Software	
01/26/2015	SYM*DIGIIDSECUREEMAIL	22.95
100-15-041-5210	Computers, Supplies & Software	<u>22.95</u>
100-15-041-5217	Departmental Supplies	
01/26/2015	AMAZON MKTPLACE PMTS	296.90
100-15-041-5217	Departmental Supplies	<u>296.90</u>
100-15-051-5205	Training	
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
01/26/2015	PAYPAL *LASDVA	25.00
100-15-051-5205	Training	<u>300.00</u>
100-15-051-5217	Departmental Supplies	
01/26/2015	ALBERTSONS #6127	14.76
01/26/2015	BECKERS BAKERY	30.00
01/26/2015	CHICKEN DIJON - REDOND	255.71
01/26/2015	GIULIANO'S - REDONDO B	218.82
01/26/2015	PACHANGA MEXICAN G	212.55
01/26/2015	RALPHS #0166	17.97
01/26/2015	SMARTNFINAL32210303220	21.66
100-15-051-5217	Departmental Supplies	<u>771.47</u>
100-15-061-5217	Departmental Supplies	
01/26/2015	KUSTOM SIGNALS, INC.	1,526.20
100-15-061-5217	Departmental Supplies	<u>1,526.20</u>
100-15-071-5101	Contract Services	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Police	Amount
01/26/2015	MISSION LINEN	283.16
01/26/2015	PATTERSON CLEANERS PHOTO	24.75
01/26/2015	SQ *SCONII LLC	75.00
100-15-071-5101	Contract Services	<u>382.91</u>
100-15-071-5217	Departmental Supplies	
01/26/2015	TARGET 00001990	76.29
100-15-071-5217	Departmental Supplies	<u>76.29</u>
100-15-081-5217	Departmental Supplies	
01/26/2015	WCT PRODUCTS INC	669.47
100-15-081-5217	Departmental Supplies	<u>669.47</u>
100-15-091-5217	Departmental Supplies	
01/26/2015	CAN*CANONUSA DIRECT	196.15
100-15-091-5217	Departmental Supplies	<u>196.15</u>
15	Police	<u>14,781.97</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-011-5101	Contract Services	
01/26/2015	THE SUTTA COMPANY	5.00
100-16-011-5101	Contract Services	5.00
100-16-011-5201	Office Supplies	
01/26/2015	OFFICE DEPOT #5125	214.80
01/26/2015	SMARTSOURCE OF CALIF	191.74
100-16-011-5201	Office Supplies	406.54
100-16-011-5204	Conferences & Meetings	
01/26/2015	AMPCO PARKING LONG BEACH	17.00
01/26/2015	HERTZ RENT-A-CAR	39.86
100-16-011-5204	Conferences & Meetings	56.86
100-16-011-5217	Departmental Supplies	
01/26/2015	FRY'S ELECTRONICS #5	87.19
01/26/2015	TARGET 00001990	32.69
100-16-011-5217	Departmental Supplies	119.88
100-16-021-5203	Reference Books & Periodicals	
01/26/2015	BARCLAYS LAW PUBLISHER SA	470.15
01/26/2015	BARNES&NOBLE*COM	146.17
100-16-021-5203	Reference Books & Periodicals	616.32
100-16-021-5217	Departmental Supplies	
01/26/2015	BEST BUY MHT 00010116	125.31
01/26/2015	BOUND TREE MEDICAL LLC	513.12
100-16-021-5217	Departmental Supplies	638.43
100-16-031-5203	Reference Books & Periodicals	
01/26/2015	BARNES & NOBLE #2986	106.66
100-16-031-5203	Reference Books & Periodicals	106.66
100-16-031-5205	Training	
01/26/2015	SAFETYBELTSAFE USA	239.00
100-16-031-5205	Training	239.00
100-16-031-5206	Uniforms/Safety Equipment	
01/26/2015	ALLSTAR FIRE EQUIPMENT	2,480.62

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Fire	Amount
01/26/2015	NSC*NORTHERN SAFETY CO	131.90
01/26/2015	NSC*NORTHERN SAFETY CO	24.72
01/26/2015	TRANSPORTATION SAFETY	1,334.69
01/26/2015	TRANSPORTATION SAFETY	60.00
100-16-031-5206	Uniforms/Safety Equipment	<u>4,031.93</u>
100-16-031-5217	Departmental Supplies	
01/26/2015	MES MUNICIPAL EMERG	79.99
01/26/2015	PARTY CITY #164	10.76
01/26/2015	RED CARPET USA LLC	100.00
01/26/2015	TARGET 00001990	1.07
01/26/2015	TARGET 00001990	5.55
01/26/2015	THE HOME DEPOT 620	39.91
100-16-031-5217	Departmental Supplies	<u>237.28</u>
100-16-041-5217	Departmental Supplies	
01/26/2015	BOUND TREE MEDICAL LLC	105.62
01/26/2015	BOUND TREE MEDICAL LLC	12.09
01/26/2015	BOUND TREE MEDICAL LLC	2,060.93
01/26/2015	BOUND TREE MEDICAL LLC	24.18
01/26/2015	BOUND TREE MEDICAL LLC	262.21
01/26/2015	BOUND TREE MEDICAL LLC	-29.84
01/26/2015	BOUND TREE MEDICAL LLC	29.84
01/26/2015	BOUND TREE MEDICAL LLC	4.66
01/26/2015	FERNO WASHINGTON INC	418.56
01/26/2015	PHILIPS MEDICAL SYSTEMS	2,486.13
01/26/2015	WW GRAINGER	90.77
100-16-041-5217	Departmental Supplies	<u>5,465.15</u>
100-16-052-5217	Departmental Supplies	
01/26/2015	FRY'S ELECTRONICS #5	81.74
100-16-052-5217	Departmental Supplies	<u>81.74</u>
100-16-054-5217	Departmental Supplies	
01/26/2015	BOUND TREE MEDICAL LLC	-10.46
01/26/2015	BOUND TREE MEDICAL LLC	-10.46
01/26/2015	BOUND TREE MEDICAL LLC	-125.86
01/26/2015	BOUND TREE MEDICAL LLC	1,264.30
01/26/2015	BOUND TREE MEDICAL LLC	15.00
01/26/2015	BOUND TREE MEDICAL LLC	15.00
01/26/2015	BOUND TREE MEDICAL LLC	45.46

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Report of P-Card Transactions

Account Date	Department Fire	Amount
100-16-054-5217	Departmental Supplies	<u>1,192.98</u>
16	Fire	<u>13,197.77</u>

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Report of P-Card Transactions

Account Date	Department	Amount
	Community Development	
100-17-011-5201	Office Supplies	
01/26/2015	OFFICE DEPOT #5101	13.00
01/26/2015	OFFICE DEPOT #5101	16.68
01/26/2015	OFFICE DEPOT #5125	112.85
01/26/2015	OFFICE DEPOT #5125	90.13
100-17-011-5201	Office Supplies	<u>232.66</u>
100-17-011-5202	Memberships & Dues	
01/26/2015	APA-MEMBERSHIP ONLINE	350.00
100-17-011-5202	Memberships & Dues	<u>350.00</u>
100-17-011-5203	Reference Books & Periodicals	
01/26/2015	TORRANCE DAILY BREEZE	429.04
100-17-011-5203	Reference Books & Periodicals	<u>429.04</u>
100-17-011-5208	Postage	
01/26/2015	USPS 05471802231805609	27.20
100-17-011-5208	Postage	<u>27.20</u>
100-17-011-5217	Departmental Supplies	
01/26/2015	RIVERSIDE RUBBER STAMP	20.62
100-17-011-5217	Departmental Supplies	<u>20.62</u>
100-17-011-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	28.34
01/26/2015	SMARTSOURCE OF CALIF	28.34
100-17-011-5225	Printing	<u>56.68</u>
100-17-021-5202	Memberships & Dues	
01/26/2015	APA-MEMBERSHIP ONLINE	325.00
01/26/2015	APA-MEMBERSHIP ONLINE	325.00
100-17-021-5202	Memberships & Dues	<u>650.00</u>
100-17-021-5203	Reference Books & Periodicals	
01/26/2015	ACEC CALIFORNIA	230.50
100-17-021-5203	Reference Books & Periodicals	<u>230.50</u>
100-17-021-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	255.87

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Report of P-Card Transactions

Account Date	Department Community Development	Amount
100-17-021-5225	Printing	255.87
100-17-022-5101	Contract Services	
01/26/2015	CHOURA EVENTS	372.50
01/26/2015	MICHAELS STORES 3008	63.07
01/26/2015	OFFICE DEPOT #2403	26.39
01/26/2015	OFFICE DEPOT #2740	58.17
01/26/2015	WHALE OF A WASH	84.27
100-17-022-5101	Contract Services	604.40
100-17-022-5207	Advertising	
01/26/2015	SIGNVERTISE	866.55
100-17-022-5207	Advertising	866.55
100-17-022-5217	Departmental Supplies	
01/26/2015	BEVERAGES & MORE #111	33.05
01/26/2015	COFFEE BEAN STORE	139.90
01/26/2015	GIULIANO'S - REDONDO B	235.80
01/26/2015	MANHATTAN INN OPERATIN	9.00
01/26/2015	MICHAELS STORES 3048	13.05
01/26/2015	NEW YORK FOOD CO/CWA	626.75
01/26/2015	SMARTNFINAL52910305290	19.13
01/26/2015	TIN ROOF BISTRO	1,997.57
01/26/2015	VONS STORE00022756	12.27
100-17-022-5217	Departmental Supplies	3,086.52
100-17-032-5217	Departmental Supplies	
01/26/2015	TIGER SUPPLIES	560.07
100-17-032-5217	Departmental Supplies	560.07
100-17-032-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	157.70
01/26/2015	SMARTSOURCE OF CALIF	28.34
01/26/2015	SMARTSOURCE OF CALIF	300.24
100-17-032-5225	Printing	486.28
100-17-051-5204	Conferences & Meetings	
01/26/2015	EB ITE SOUTHERN CALIF	30.00
100-17-051-5204	Conferences & Meetings	30.00

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Report of P-Card Transactions

Account Date	Department Community Development	Amount
100-17-051-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	28.34
100-17-051-5225	Printing	<u>28.34</u>
17	Community Development	<u>7,914.73</u>

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
100-18-011-5201	Office Supplies	
01/26/2015	OFFICE DEPOT #2740	116.74
01/26/2015	OFFICE DEPOT #5125	132.96
01/26/2015	OFFICE DEPOT #5125	160.99
01/26/2015	OFFICE DEPOT #5125	59.35
01/26/2015	OFFICE DEPOT #5125	6.17
01/26/2015	OFFICE DEPOT #5125	60.79
01/26/2015	OFFICE DEPOT #5125	76.05
01/26/2015	OFFICE DEPOT #5125	79.47
100-18-011-5201	Office Supplies	<u>692.52</u>
100-18-011-5217	Departmental Supplies	
01/26/2015	AMAZON MKTPLACE PMTS	11.49
01/26/2015	MANHATTAN STITCHING CO	19.62
01/26/2015	SMARTSIGN	56.50
01/26/2015	TR TRADING COMPANY	260.51
100-18-011-5217	Departmental Supplies	<u>348.12</u>
100-18-011-5225	Printing	
01/26/2015	SMARTSOURCE OF CALIF	160.56
01/26/2015	SMARTSOURCE OF CALIF	28.34
01/26/2015	SMARTSOURCE OF CALIF	28.34
100-18-011-5225	Printing	<u>217.24</u>
100-18-021-5217	Departmental Supplies	
01/26/2015	AMAZON.COM	56.22
01/26/2015	OFFICE DEPOT #5125	85.01
100-18-021-5217	Departmental Supplies	<u>141.23</u>
100-18-032-5101	Contract Services	
01/26/2015	USA MOBILITY WIRELE	1.96
100-18-032-5101	Contract Services	<u>1.96</u>
100-18-032-5217	Departmental Supplies	
01/26/2015	LEARNED LUMBER	191.35
01/26/2015	OFFICE DEPOT #5125	43.59
01/26/2015	OFFICE DEPOT #5125	54.49
100-18-032-5217	Departmental Supplies	<u>289.43</u>
100-18-034-5217	Departmental Supplies	

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
01/26/2015	MANERI SIGN CO	1,692.25
01/26/2015	MANERI SIGN CO	490.50
01/26/2015	THE HOME DEPOT 620	107.21
01/26/2015	THE HOME DEPOT 620	201.08
01/26/2015	THE HOME DEPOT 620	208.05
100-18-034-5217	Departmental Supplies	2,699.09
100-18-042-5217	Departmental Supplies	
01/26/2015	B.D. WHITE TOPSOIL CO INC	485.05
01/26/2015	B.D. WHITE TOPSOIL CO INC	485.05
01/26/2015	B.D. WHITE TOPSOIL CO INC	485.05
01/26/2015	B.D. WHITE TOPSOIL CO INC	485.05
01/26/2015	CALIFORNIA FENCE&SUPPL	181.37
01/26/2015	CALIFORNIA FENCE&SUPPL	2,345.68
01/26/2015	IMPERIAL PRODUCTS	171.49
01/26/2015	IN *ADVANTAGE LIGHTING SO	2,478.66
01/26/2015	SUPREME PAINT (MANHATT	230.37
01/26/2015	SUPREME PAINT (MANHATT	56.21
01/26/2015	THE HOME DEPOT 620	136.32
01/26/2015	THE HOME DEPOT 620	243.46
01/26/2015	THE HOME DEPOT 620	32.49
01/26/2015	THE HOME DEPOT 620	34.73
01/26/2015	TODD PIPE AND SUPPLY	176.66
01/26/2015	TODD PIPE AND SUPPLY	303.65
01/26/2015	TODD PIPE AND SUPPLY	81.54
01/26/2015	THE HOME DEPOT 620	57.00
100-18-042-5217	Departmental Supplies	8,469.83
501-18-221-5101	Contract Services	
01/26/2015	SMARTSOURCE OF CALIF	325.76
501-18-221-5101	Contract Services	325.76
501-18-231-5101	Contract Services	
01/26/2015	USA MOBILITY WIRELE	4.89
501-18-231-5101	Contract Services	4.89
501-18-231-5210	Computers, Supplies & Software	
01/26/2015	CDW GOVERNMENT	496.97
501-18-231-5210	Computers, Supplies & Software	496.97
501-18-231-5217	Departmental Supplies	

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
01/26/2015	961 ROYAL	559.72
01/26/2015	KURT TRUE VALUE HARDWARE	14.15
01/26/2015	PEPBOYS STORE 814	32.68
01/26/2015	TRIANGLE HARDWARE	18.41
501-18-231-5217	Departmental Supplies	624.96
501-18-241-5217	Departmental Supplies	
01/26/2015	BAVCO	1,097.19
01/26/2015	MCMASTER-CARR	388.75
01/26/2015	WATERLINE TECHNOLOGIES IN	635.38
01/26/2015	WATERLINE TECHNOLOGIES IN	951.79
501-18-241-5217	Departmental Supplies	3,073.11
501-18-251-5101	Contract Services	
01/26/2015	USA MOBILITY WIRELE	1.96
501-18-251-5101	Contract Services	1.96
501-18-251-5217	Departmental Supplies	
01/26/2015	CEUPLAN	285.55
01/26/2015	MCMASTER-CARR	-95.85
01/26/2015	MCMASTER-CARR	95.85
01/26/2015	S AND J SUPPLY CO SFS	542.25
01/26/2015	S AND J SUPPLY CO SFS	545.44
01/26/2015	S AND J SUPPLY CO SFS	663.97
01/26/2015	THE HOME DEPOT 620	116.55
01/26/2015	THE HOME DEPOT 620	197.43
01/26/2015	THE HOME DEPOT 620	199.78
01/26/2015	THE HOME DEPOT 620	378.18
01/26/2015	THE HOME DEPOT 620	53.37
01/26/2015	THOMPSON BLDG MATL'S W	168.06
01/26/2015	WW GRAINGER	697.34
501-18-251-5217	Departmental Supplies	3,847.92
502-18-311-5217	Departmental Supplies	
01/26/2015	CHARTPAPERS	412.53
01/26/2015	THE HOME DEPOT 620	18.84
502-18-311-5217	Departmental Supplies	431.37
503-18-321-5101	Contract Services	
01/26/2015	COASTLINE SUPPLIES	598.00
01/26/2015	USA MOBILITY WIRELE	3.92

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
503-18-321-5101	Contract Services	601.92
503-18-321-5217	Departmental Supplies	
01/26/2015	CDW GOVERNMENT	496.96
01/26/2015	HAWTHORNE ELECTRIC SUPPL	19.51
01/26/2015	PLUMBERS DEPOT INC	530.29
01/26/2015	WW GRAINGER	1,078.84
01/26/2015	WW GRAINGER	-726.20
503-18-321-5217	Departmental Supplies	1,399.40
520-18-511-5101	Contract Services	
01/26/2015	USA MOBILITY WIRELE	1.96
520-18-511-5101	Contract Services	1.96
520-18-511-5217	Departmental Supplies	
01/26/2015	DEMARIA ELECTRIC MOTOR SE	322.24
520-18-511-5217	Departmental Supplies	322.24
522-18-512-5217	Departmental Supplies	
01/26/2015	GETTYSBURGFLAG.COM	288.24
01/26/2015	MCMASTER-CARR	118.39
01/26/2015	WW GRAINGER	38.68
522-18-512-5217	Departmental Supplies	445.31
522-18-512-5501	Telephone	
01/26/2015	PACIFIC TELEMAGEMENT	70.00
522-18-512-5501	Telephone	70.00
610-18-611-5101	Contract Services	
01/26/2015	SIMS WELDING SUPPL	58.22
01/26/2015	VELLIOS MACHINE SHOP	150.00
610-18-611-5101	Contract Services	208.22
610-18-611-5202	Memberships & Dues	
01/26/2015	PAYPAL *MUNICIPALEQ	275.00
610-18-611-5202	Memberships & Dues	275.00
610-18-611-5211	Automotive Parts	
01/26/2015	E.J. WARD, INC	2,147.90
01/26/2015	HOSE MAN,THE	169.39

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
01/26/2015	DELAMO MOTORSPORTS	19.08
01/26/2015	EDDINGS 0026741	10.79
01/26/2015	EDDINGS 0026741	-105.00
01/26/2015	EDDINGS 0026741	107.50
01/26/2015	EDDINGS 0026741	13.47
01/26/2015	EDDINGS 0026741	130.12
01/26/2015	EDDINGS 0026741	136.29
01/26/2015	EDDINGS 0026741	136.29
01/26/2015	EDDINGS 0026741	15.34
01/26/2015	EDDINGS 0026741	15.85
01/26/2015	EDDINGS 0026741	-16.35
01/26/2015	EDDINGS 0026741	18.48
01/26/2015	EDDINGS 0026741	-205.70
01/26/2015	EDDINGS 0026741	21.78
01/26/2015	EDDINGS 0026741	26.14
01/26/2015	EDDINGS 0026741	26.62
01/26/2015	EDDINGS 0026741	274.51
01/26/2015	EDDINGS 0026741	3.36
01/26/2015	EDDINGS 0026741	38.81
01/26/2015	EDDINGS 0026741	-383.18
01/26/2015	EDDINGS 0026741	48.84
01/26/2015	EDDINGS 0026741	5.14
01/26/2015	EDDINGS 0026741	5.21
01/26/2015	EDDINGS 0026741	5.21
01/26/2015	EDDINGS 0026741	521.02
01/26/2015	EDDINGS 0026741	521.02
01/26/2015	EDDINGS 0026741	63.06
01/26/2015	EDDINGS 0026741	-65.35
01/26/2015	EDDINGS 0026741	-79.05
01/26/2015	FIRESTONE 011819	193.16
01/26/2015	IN *AMERICAN ALUMINUM ACC	480.00
01/26/2015	LIPPERT COMPONENTS	24.55
01/26/2015	MARTIN CHEVROLET	113.63
01/26/2015	SOUTH BAY FORD	101.11
01/26/2015	SOUTH BAY FORD	230.05
01/26/2015	SOUTH BAY FORD	483.01
01/26/2015	SOUTH BAY FORD	-54.50
01/26/2015	SOUTH BAY FORD	67.65
01/26/2015	THE HOME DEPOT 620	47.71
01/26/2015	TMS*SOUTHERN CALIFORNI	272.50
610-18-611-5211	Automotive Parts	5,585.46
610-18-611-5217	Departmental Supplies	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Report of P-Card Transactions

Account Date	Department Public Works	Amount
01/26/2015	EDDINGS 0026741	22.23
01/26/2015	EDDINGS 0026741	42.47
01/26/2015	EDDINGS 0026741	65.38
610-18-611-5217	Departmental Supplies	130.08
615-18-041-5217	Departmental Supplies	
01/26/2015	ART S LOCK AND KEY	24.53
01/26/2015	CARPET SPECTRUM INC	182.53
01/26/2015	CARPET SPECTRUM INC	2,355.22
01/26/2015	FRY'S ELECTRONICS #5	101.38
01/26/2015	FRY'S ELECTRONICS #5	228.86
01/26/2015	FRY'S ELECTRONICS #5	31.81
01/26/2015	FRY'S ELECTRONICS #5	98.09
01/26/2015	IMPERIAL PRODUCTS	207.30
01/26/2015	IN *BUILDING CONTROL CENT	469.46
01/26/2015	LEARNED LUMBER	64.66
01/26/2015	LINDSAY LUMBER CO	180.94
01/26/2015	LINDSAY LUMBER CO	416.69
01/26/2015	LINDSAY LUMBER CO	520.90
01/26/2015	M & K METAL COMPANY	52.67
01/26/2015	MCMASTER-CARR	12.34
01/26/2015	MCMASTER-CARR	248.85
01/26/2015	MCMASTER-CARR	434.71
01/26/2015	MCMASTER-CARR	54.19
01/26/2015	MCMASTER-CARR	82.50
01/26/2015	SEARS ROEBUCK 1309	36.92
01/26/2015	SEARS.COM 9300	146.03
01/26/2015	SEARS.COM 9300	152.57
01/26/2015	SEARS.COM 9300	26.93
01/26/2015	SEARS.COM 9300	29.84
01/26/2015	SEARS.COM 9300	42.47
01/26/2015	SUPREME PAINT (MANHATT	69.05
01/26/2015	SUPREME PAINT (MANHATT	88.43
01/26/2015	TARGET 00001990	76.29
01/26/2015	THE HOME DEPOT 620	106.57
01/26/2015	THE HOME DEPOT 620	16.31
01/26/2015	THE HOME DEPOT 620	19.56
01/26/2015	THE HOME DEPOT 620	203.09
01/26/2015	THE HOME DEPOT 620	208.45
01/26/2015	THE HOME DEPOT 620	27.17
01/26/2015	THE HOME DEPOT 620	33.30
01/26/2015	THE HOME DEPOT 620	42.51
01/26/2015	THE HOME DEPOT 620	57.57

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Report of P-Card Transactions

Account Date	Department Public Works	Amount
01/26/2015	THE HOME DEPOT 620	76.27
01/26/2015	THE HOME DEPOT 620	814.96
01/26/2015	TODD PIPE AND SUPPLY	1,308.65
615-18-041-5217	Departmental Supplies	<u>9,350.57</u>
18	Public Works	<u>40,056.52</u>
	Report Totals	<u><u>112,207.71</u></u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 17b, dated 02/12/2015; Check number 517944.

Agenda Date: 3/4/2015

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

SUBJECT:

Commission Minutes:

This Item Contains Action Minutes of City Council Subcommittees and other City Commissions and Committees which are Presented to be Received and Filed by the City Council. Staff Recommends that the City Council, by Motion, Take Action to Receive and File the Action Minutes of the:

- a) Cultural Arts Commission Meeting of December 9, 2014
- b) Parks and Recreation Commission Meeting of December 22, 2014
- c) Cultural Arts Commission Meeting of January 13, 2015
- d) Parks and Recreation Commission Meeting of February 2, 2015
(Parks and Recreation Director Leyman).

RECEIVE AND FILE

RECOMMENDATION:

Staff recommends that the City Council, by motion, take action to receive and file the minutes of the City Council subcommittees, City commissions, and other committees.

Attachments:

- 1. Cultural Arts Commission Meeting of December 9, 2014
- 2. Parks and Recreation Commission Meeting of December 22, 2014
- 3. Cultural Arts Commission Meeting of January 13, 2015
- 4. Parks and Recreation Commission Meeting of February 2, 2015

**CITY OF MANHATTAN BEACH
MINUTES OF THE CULTURAL ARTS COMMISSION**

December 9th, 2014

Manhattan Beach City Council Chambers
1400 Highland Avenue
Manhattan Beach, CA 90266

A. CALL TO ORDER

The meeting was called to order at 6:05 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Dunn, Ramezani, Gill, Samuels and May

Absent: none

Others present: Cultural Arts Manager, Martin Betz and Recording Secretary, Linda Robb

D. APPROVAL OF MINUTES

Commissioner Samuels moved to approve the November 13, 2014 minutes with the following corrections requested by Commissioner May:

Page 2, paragraph 3 – the word “wide” will now read “deep”; “Shell design” will now read “terra cotta benches”

Commissioner Dunn seconded the motion. The motion passed.

Ayes: Commissioners Dunn, Ramezani, Samuels and May

Nays: none

Abstain: Commissioner Gill

Absent: none

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION

Chairperson Dunn opened the floor to audience participation; seeing none, the floor was closed.

G. STAFF ITEMS

Decommissioning Policy - Cultural Arts Manager, Martin Betz stated that the City Attorney feels that the Cultural Arts Commission is capable of deciding whether or not to decommission a piece without a separate committee so the section regarding the subcommittee was removed.

Commissioner Gill expressed that he would like a chance to review the policy and discuss at the January meeting. It was requested that the Decommissioning Policy be included on the January agenda under Commission Items.

Harold Roach sculpture – Mr. Betz stated that we are waiting on the contract that needs to be signed before work starts.

Sculpture Garden – Mr. Betz stated that the RFP is out and many inquiries have been received. The RFP went out to the larger public art entities and will be published on the City website within the next couple of days. Submissions are due January 9th, before the commission meets. Commissioner Ramezani clarified that the timeline for the additional location is the same as the rest of the program.

Mr. Betz invited the Commissioners to the opening at the Manhattan Beach Art Center on Friday, December 12th. The show is called Dagnet, featuring LA Art Collaborative Durden and Ray, curated by Kio Griffith. The department is not renting space any more, all shows will have the city stamp on them. Mr. Betz stated that the next show coming up will feature three local Manhattan Beach artists (Terrel Kaisha, Abdul Mazid, Alex Weinstein.) and will open January 23rd.

Commissioner Gill inquired about funds showing on the budget for Arts Manhattan. Mr. Betz stated that would be removed. He stated that the City will not be paying people to show at the Art Center. The City may rent shows periodically if significant.

Commissioner May asked about the position on serving wine. She stated that she believed that the only thing necessary is to hire an insured caterer with a license. Mr. Betz stated that the openings are currently catered by staff because outside caterers are cost prohibitive. Commissioner May stated that the City would be allowed to serve wine if it had the appropriate insurance.

Commissioner Ramezani was pleased that some local artists are being featured. Mr. Betz stated that there are more shows scheduled in 2015 that feature local talent.

Mr. Betz raised the subject of Art Lab – educational programs at the Art Center – would like to promote programs for teens funded by the public arts trust fund for the first year. This would be a joint project with the Mira Costa art program. It would be a visual arts program that is a continuation of the education received at Mira Costa. High quality educators will be available to the youth to learn how to become professional artists.

Commissioner Ramezani stated that there are very limited art classes available to residents apart from the classes offered by the city. There was an art school [Manhattan Beach Art Department] that was open for about a year but closed. She recommended surveying public interest as maybe the program could be further reaching than just teens and visual arts. She stated that music and dance seem to be very popular. She pondered that perhaps the options for visual arts are limited because the right type of classes are not offered. Mr. Betz stated that this program is more like having your own art studio and trying to create a community. It is an experiment, an art lab that is a hybrid of studio and instruction. Mr. Betz stated that there are 3 programs with the MBUSD right now; Curator, Intergenerational and the proposed Art Lab.

Commissioner Dunn stated it seems that Mr. Betz is trying to fill a need that is not currently being met and that if it is a success, could be an example for others to follow.

Commissioner Samuels moved to request permission from the City Council to learn more about and discuss Art Lab. Commissioner Ramezani seconded the motion. The motion passed unanimously.

Ayes: Commissioners Dunn, Ramezani, Samuels, Gill and May

Nays: none

Abstain: none

Absent: none

Mr. Betz stated that the footings for the Light Gate Centennial Art Piece had been poured into the plaza and the sculpture was half fabricated.

H. COMMISSION ITEMS:

Commissioner Samuels inquired about the budget sheet and pointed out that only \$25,000 had been allocated to the Strand stairs although \$90,000 had been approved.. Mr. Betz stated that \$90,000 was approved, so there is \$65,000 more approved to be used. Commissioner Samuels stated that he wanted to make sure that was the maximum and that more would not be allocated without the Commissions knowledge. He stated that on the flip side, he would be happy to consider allocating more if the project was going to be really spectacular. Mr. Betz stated that currently the bids received are not attractive so work has not yet begun.

Commissioner Gill inquired about the Shell bench. Mr. Betz stated that the issue would be raised at the 12/16 City Council meeting. Commissioner Samuels stated that he had gone down to test the bench and he agreed largely with Commissioner May's previous assessment. He spoke with a person who was sitting on the bench who liked it and that it worked for him and his yoga practice. Commissioner Samuels stated that it is a two-person bench and it would be uncomfortable to share the bench with a stranger. He also stated that the finish on the bench seems to dirty easily. Mr. Betz stated the bench had been coated. Commissioner Gill would like to explore removing it from the catalog because he thinks it is terrible. Commissioner Samuels questions removing the benches but would encourage future purchasers to go out and experience the bench themselves to make sure it is what they want. Commissioner Ramezani stated the benches are meant to be art pieces but they need to be functional and of good quality. Commissioner Dunn stated that the bench program came about because someone wanted to buy a bench with a back but tried for years and could not get a bench through the approval process. That is why the Commission decided to try to have a catalog of pre-approved benches to choose from. Commissioner May stated that the benches are not just art that they need to be functional. Commissioner Gill stated that if it was purely about functionality, it wouldn't be in front of the commission. He stated that there is an art aspect to the benches and they should be functional. Commissioner Dunn stated that maybe a life sized model should be provided before a decision is made for new designs in the future. Commissioner Gill stated that in the past, the commission had the ability to have a sample made but that was voted down. Commissioner Samuels stated that it is tough to ask for a full scale model due to cost. Commissioner Ramezani stated that we should define what functional is so that there is no question. Mr. Betz stated that there are many artists out there that know how to build benches.

Commissioner Gill asked if there has been any discussion regarding the mural. Mr. Betz stated that there has been no progress made on that point.

Commissioner Samuels reported that artist, Cathy Taslitz had been chosen for the Library Art.

Member of the audience and resident, Gary McAulay stated that he had said that he was glad that the BELIEVE sculpture was gone. He also stated that the benches are first and foremost benches and should be functional. He stated that it is great that they are artistic but that they are benches first and pieces of art secondary.

I. GENERAL BUSINESS:

None

J. ADJOURNMENT

Commissioner Gill moved to adjourn. Commissioner Ramezani seconded the motion. The motion passed. The meeting adjourned at 6:59 PM. The motion passed unanimously.

Ayes: Commissioners Dunn, Ramezani, Samuels, Gill and May

Nays: None

Abstain: None

Absent: None

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
December 22, 2014
6:30 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:35PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Rothans, Allard, Manna and Jones
Absent: Commissioners Allen, Paralusz and Zaun
Others present: Director, Parks and Recreation Mark Leyman
Recording Secretary Linda Robb

D. APPROVAL OF MINUTES

Commissioner Jones moved to approve the November 24, 2014 minutes as written. The motion was seconded by Commissioner Allard.

Ayes: Commissioners Rothans, Allard, Manna and Jones
Nays: None
Abstain: None
Absent: Commissioner Allen, Paralusz and Zaun

E. CEREMONIAL

The Commission recognized and thanked Linda Robb for her assistance with the Commission.

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Rothans opened the floor to audience participation.

Seeing none, the floor was closed.

G. GENERAL BUSINESS

none

H. COMMISSION ITEMS

- Discussion RE Update and status RE Proposal of "Salute to the Troops Picnic & Concert 2015"

Commissioner Jones stated that she was very excited to have approached a CNN award winning band of veterans from Walter Reed Hospital. They have received a lot of attention since their performance on CNN's Salute to the Troops but unfortunately that band will be out of the price range.

Commissioner Rothans gave an update on sponsorship. He stated that he sent out seventeen letters to groups identified in the memo to City Council and heard back from five. He stated that the main issue is that the sponsors want to know what they get for their money. Commissioner Rothans made a suggestion to form a Sponsorship Sub-committee and a Program Sub-committee. The Sponsorship Sub-committee will decide on giving levels and deliverables for sponsorship. Commissioners Rothans, Allard and Allen will serve on the Sponsorship Sub-committee. Commissioner Jones suggested requesting guidance from those with sponsorship experience. Commissioner Rothans stated that Councilmember Burton had reached out to him and was supportive of the project but wanted information on sponsorship levels and deliverables before making any sponsorship recommendations to the civic organization with which he is involved. Commissioners Rothans requested that Director Leyman forward some existing sponsorship materials to the Commission.

Commissioner Rothans suggested that Commissioner Jones lead the Program Sub-committee drawing from her experience in the entertainment industry. Commissioners Jones, Manna and Paralusz will serve on the Program Sub-committee.

Commissioner Rothans would also like to have a Food and Drink Sub-committee and an Event Promotion and Marketing Sub-committee but those would come later after sponsorship information is formalized and programming is decided. Commissioner Rothans asked the Sub-committees to meet and come up with some ideas to discuss at the next meeting.

Commissioner Rothans distributed his notes on the subjects the Sub-committees should address. He mentioned that it might be a good opportunity to get the Scouts involved and that there was some interest in making the event a part of an Eagle Scout project.

Commissioner Jones would like to have a student competition, the winner to sing the National Anthem at the event. Commissioner Rothans mentioned singer, Dennis McNeil as a possible option for the National Anthem. Commissioner Manna asked if anyone had seen the Journey of Faith Christmas Pageant performance at the Redondo Performing Arts Center. He thought that the high level of professionalism and talent of the performance group might be worth considering as a resource.

Mark had some thoughts on the National Anthem, the Mayor has brought in some professionals and students to sing the National Anthem to open the City Council meetings recently, so there should be some existing contact information available. He reported that Cultural Arts Manager, Martin Betz had reached out to the 1st Marine Division Band who are currently open for the proposed date. Director Leyman stated that there is a good possibility that we will be able to secure them if we fill out the application. He stated that there is a hospitality fee associated with their appearance but the Band does not charge a fee to perform for this type of community event and they provide their own transportation. Director Leyman stated that there would be costs for the sound system of approximately \$5,000. He stated that \$6500 would be the top of the budget for the band. Commissioner Jones asked if they only played patriotic music. Director Leyman stated that he

thought the band is fairly progressive and that they are entertainers. Commissioner Jones suggested checking for video on a web. Commissioner Allard would like to develop a budget and Commissioner Jones also requested a timeline. Commissioner Rothans stated that for now the tentative date is September 13, 2015 and the Gary Sinise and the Lt. Dan Band has been tentatively held for that date. Director Leyman announced that the Arts Festival will be held September 12, 2015 at the Manhattan Beach Art Center.

Commissioner Rothans asked that the most knowledgeable staff member work with the Sponsorship Sub-committee. Mark stated that Recreation Services Manager, Gina Allen would be the most appropriate person to work with.

Commissioner Jones inquired about the logo for the event and thought that this could be an opportunity for another student contest.

Commissioner Jones mentioned the Intergenerational event held on December 6th. She stated that many great ideas came about from the intergenerational event. She asked what the Commission can do to help foster some of the ideas and make them become reality. Commissioner Allard stated that the outcome of the event would be prioritized after the new year based on feedback from the Older Adult Program and Mayor's Youth Council input and would be presented to City Council. He stated that he could share the results with Commissioner Jones when they are available. He stated that there will, hopefully, be another event in the Spring.

Commissioner Allard announced that MB FIT is organizing another ping pong challenge with the senior program on January 28th from 12:00-1:00.

Commissioner Jones asked for an employee roster with names and job titles to aid with employee recognition.

I. STAFF ITEMS

Director Leyman distributed the Manhappenings brochure with the new glossy cover. He also announced a soft launch of social media and that the department currently has over 200 followers on Instagram and Twitter.

Director Leyman that the Skatepark consultant RFP had closed and three great proposals were received. A unanimous recommendation was made by the Skatepark RFP approval committee and that Commissioner Allard participated as a member of the committee. The contract will go to City Council on either the 6th or 20th of January for approval. After City Council approval of the contract, staff will work with company to facilitate public outreach and all other steps.

Commissioner Rothans repeated his request for new commissioner orientation and Brown Act training in the month of January for Commissioners Jones, Paralusz and Zaun.

Director Leyman thanked the Commissioners for taking the time to bring raffle prizes and attend the Staff Holiday party. Their presence was very much appreciated and means a lot to staff. This year's event had the best attendance of any off-site event to date. It was a new venue and there were a variety of things to

do. Director Leyman thanked the Commission for their continued support. Commissioner Manna said that whenever he encounters staff and stops to speak with them, they are always willing to talk about what they do and encouraged other Commissioners to tell staff how much they are appreciated.

J. ADJOURNMENT

Commissioner Allard moved to adjourn. The motion was seconded by Commissioner Manna. The motion passed. The meeting was adjourned at 7:20 pm.

Ayes: Commissioners Rothans, Allard, Manna and Jones

Nays: None

Abstain: None

Absent: Commissioner Allen, Paralusz and Zaun

CITY OF MANHATTAN BEACH
MINUTES OF THE CULTURAL ARTS COMMISSION

January 13, 2015

Manhattan Beach City Council Chambers
1400 Highland Avenue
Manhattan Beach, CA 90266

A. CALL TO ORDER

The meeting was called to order at 6:00 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Dunn, Ramezani, Gill, Samuels and May

Absent: none

Others present: Cultural Arts Manager, Martin Betz and Recording Secretary, Linda Robb

D. APPROVAL OF MINUTES

Approval of minutes delayed until February meeting due to extensive edits.

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION

Chairperson Dunn opened the floor to audience participation.

Margaret Alvarez – would like to see the Harold Roach sculpture put back in the original location, she feels like it was stuck in the corner hidden after the Leadership Manhattan Beach updated the garden. She hope that the Commission will consider moving it to a more prominent place.

The floor was closed for audience participation.

G. STAFF ITEMS

- Update on Social Media – Martin Betz gave the update as Recreation Services Manager, Gina Allen was unable to be present. There is a contest to take photos of the pier and upload to Snap n Share and invited the Commissioners to participate by snapping a photo and sharing. The Parks and Recreation Department is moving forward with social media initiatives and is pushing to do the marketing and event planning through social media. Commissioner Dunn stated that Commissioner Gill has been pushing for social media but there have been limitations in the past. Commissioner Dunn requested that Gina Allen come to the next meeting to explain the social media. Commissioner Dunn stated that marketing wise, social media might be a way to separate Cultural Arts identity from recreation as many in the public do not connect the two. Commissioner Gill stated that #MBArts had been established. Commissioner Ramezani asked if evites to events could be sent through Facebook in the future. Mr. Betz confirmed that would be possible.
- Update on programs and events –Mr. Betz stated that there were 26 entries for the *I ♥ MB* art competition. The entries were judged by Commissioner Jacquelyne May, along with two other artists (John Scott and Don Spencer). All pieces will be hung at City Hall. The reception will be held on January 29th at City Hall.

- The new Art Center exhibition opens Thursday, January 22nd. The reception will be held from 6:00-8:00 pm. The exhibition features three Manhattan Beach artists.
- The Strand Alcove Bench program was discussed by City Council. City Council has directed staff to put a hold on the Shell bench and put together a report on the bench program to be presented to Council in April. Commissioner Samuels asked if they are referring to a master plan. Commissioner Ramezani asked if defining the term functionality would be a part of the report. Commissioner Samuels asked if City Council is questioning the aesthetics or functionality of the bench? Mr. Betz stated it may be aesthetics. Commissioner Samuels stated that he does not think it is right to question the aesthetics of it as it was a carefully considered choice to include the bench in the program and people will always have their own opinions about art. However, he has a problem with the functionality. He reiterated that is not comfortable to sit on and it would be uncomfortable to sit with strangers. Commissioner May stated that she saw the original proposal and the color was much different, it was a light green. Commissioner Gill stated that the commission had received a color sample and the color was lighter than what was received. Commissioner Ramezani asked if there are any measures in place to prevent this from happening again and does the commission need to brainstorm to see how to avoid this in situation in the future. Commissioner May inquired if there is a final approval process before placing the benches once they have arrived. Commissioner Dunn asked Mr. Betz to use the Commission to help with ideas. Commissioner Dunn asked Mr. Betz to make a note that a life size model rather than a mockette would be great; the color that was approved was not the color that was delivered, and before the first bench of a particular design is installed, it should go through approval process and loop back to original proposal and designs that were originally approved. Having the best recorded and documented history would be appropriate as there is always movement, whether it be new commissioners or new staff. Commissioner Ramezani stated that as a resident considering a purchase, as long as there is a seating area, she might be satisfied as the purchaser. She stated that the guidelines for the bench requirements need to be very clear and defined.
- Update on Harold Roach Sculpture –The work should take 2 days, will be on site and should start the week of January 19th. Mr. Betz asked public works about fixing the pedestal and possibly moving the sculpture. Commissioner Samuels requested that the subject moving the sculpture be put on the agenda to be discussed by the commission. Commissioner Ramezani spoke of the movement of the sculpture not being an arbitrary decision, that it was carefully considered by both Leadership Manhattan Beach and the Commission. Commissioner May mentioned that Harold Roach’s daughter likes the position of the piece where it is right now.
- Update on Sculpture Garden – The deadline for submission was January 9th and there were 26 submissions that will be reviewed at the next meeting. Commissioner Dunn asked if the pieces could be previously vetted before the meeting. Mr. Betz stated it is good for the judging body to see all the pieces submitted and that the Commission will review all of them once and eliminate the ones that are clearly not suitable first and then go from there. Commissioner Gill asked Mr. Betz to send out the power point presentation to the commissioners in advance. Commissioner Dunn asked that the artist websites be included and requested that the computers on the dais be enabled for internet at the next meeting.

- Update on *Light Gate* Installation – The installation of the frame will be January 14th 10:00-2:00. The glass is scheduled to be installed 2/4/15. The artist will come out for the February installation and will possibly have a reception on 2/5/15 hosted by the Cultural Arts Commission. Presentation will be in Council Chambers with reception in lobby. Mr. Betz stated that there will be a film crew out to document the installation. Commissioner Dunn asked that the members of the APPC be notified of the installation and reception. Mr. Betz stated that the public will be invited to the official reception.
- Update on Art Lab proposal – Mr. Betz stated that the staff report for the Art Lab will be presented to City Council in March.

H. COMMISSION ITEMS:

- Commissioner May stated that EGO Gallery in Redondo Beach signed a 6 month lease and will stay open for at least six months longer.
- Commissioner Gill inquired if the artist for the Library art had been finalized. Commissioner May stated that the Commissioners would be able to see the art before the official public announcement.
- Commissioner Ramezani reported that she had been invited to the Urban Land Institute interviews to give her input. The findings will be presented 9:00 a.m. on Friday, January 16th. Commissioner May stated that she participated as a downtown resident. She said that the ULI representative told her that “Manhattan Beach does not have any art.”
- Commissioner Ramezani announced a FOLA fundraiser on the Strand. FOLA raises funds to promote local artists and art education in schools.

I. GENERAL BUSINESS:

14/0708.1 Decommissioning policy – Mr. Betz presented a draft of the City of Manhattan Beach Decommissioning policy, which is a conglomeration of many decommissioning policies. This draft has been reviewed and approved by the City Attorney. Mr. Betz’ opinion is that the policy is very good.

Commissioner Samuels stated that in item III, there is no definition of disposal and it should be clarified. Commissioner Gill agreed. He stated that perhaps a definition of disposal could be added or the phrase “other means of disposal” could be added to clarify.

Commissioner Samuels would like to remove the word “grossly” from section IV. Commissioner Ramezani stated that if “grossly” was left in, it would need to be defined.

Commissioner Samuels was not sure of the meaning of disposition in this context in section B. Mr. Betz stated it is referring to the condition of the piece and will make that more clear.

Commissioner Ramezani asked that in the last bullet under section E, the timeframe for notification be defined and the typo in section D, “Work of Act” be corrected to read “Work of Art.” Commissioner Samuels asked that the number of days be typed

Commissioner Gill stated that further to Commissioner Samuels comments about disposal, the definitions seem to limit the options to sale/exchange or other transaction. It does not specifically mention disposal.

Commissioner Dunn stated that she thought that the subject is fairly complete but it could be clarified by adding “as a last resort, disposal” as an option. She asked that the process and procedures also be added. Mr. Betz suggested the procedures as an attachment.

Commissioner May inquired if the items in section #D are in order. Mr. Betz stated that they are not in a particular order but the order is set by VARA. Commissioner Samuels requested that the steps be listed in order.

Commissioner May stated that on the last page, #2 –she would like the word “may” to read “will.” “City Council will give the artist the right of first refusal...” She also asked if the time frames for reply from the artist could be extended in the case of extenuating circumstances. Mr. Betz stated that would be up to the Commission.

Mr. Betz will make the requested amendments and redistribute.

The floor was opened to public comment. Seeing none, the floor was closed.

J. ADJOURNMENT

Commissioner Gill moved to adjourn. Commissioner Ramezani seconded the motion. The motion passed. The meeting was adjourned at 7:35 p.m.

Ayes: Commissioners Dunn, May, Ramezani, Samuels and Gill

Nays: none

Abstain: none

Absent: none

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
February 2, 2015
6:30 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:30PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Rothans, Allard, Manna, Allen, Paralusz, Jones and Zaun

Absent: None

Others present: Director, Parks and Recreation Mark Leyman
Recording Secretary Linda Robb

D. APPROVAL OF MINUTES

Commissioner Allard moved to approve the December 22, 2014 minutes as written. The motion was seconded by Commissioner Manna.

Ayes: Commissioners Rothans, Allard, Manna, Allen, Paralusz, Jones and Zaun

Nays: None

Abstain: None

Absent: None

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Rothans opened the floor to audience participation.

Seeing none, the floor was closed.

G. GENERAL BUSINESS

none

H. COMMISSION ITEMS

Discussion RE Update and status RE Proposal of “Salute to the Troops Picnic & Concert 2015”

Report from Program committee – Commissioner Jones reviewed the outline of the outcome of the Program subcommittee meeting. A timeline was developed for the day of event. The committee raised the possibility of inviting the Zamperini family who lives in Torrance, as well as the Mira Costa High School chorus. The committee is hoping that the mayor could proclaim a Salute to the Troops week. Commissioner Jones stated that she liked the idea of having the Marine band and that the same band is available out of multiple San Diego locations so securing the band should not be a problem. The subcommittee thinks the event would be better earlier in the season. Commissioner Paralusz stated that making it the kick-off to the summer concert season sends a powerful statement and the availability of the MCHS choral group is better. The date needs to be

decided as soon as possible to coordinate with the school as their groups are in high demand. Director Leyman stated that he believes that the 10 week series of concerts have been booked and asked if the committee was thinking of kicking off the Concerts in the Park season. Commissioner Paralusz stated that her preference would be to have the event lead off the concert series. She stated that June 19th is last day of school so some June dates may be a problem because of finals.

Commissioner Jones mentioned guest books so that certificates could later be sent out, bracelets as giveaways and parking, possibly at Northrop Grumman. Commissioner Allen asked if Northrop Grumman would provide parking even if they were not a sponsor. Commissioner Paralusz stated that they could be asked even if they were not a sponsor. She stated that when parking is provided, there is a contract signed between the parties. Director Leyman confirmed that when parking is provided by Northrop Grumman, an agreement is signed and the City provides insurance. Director Leyman stated that in general, shuttles have not been successful. Commissioner Paralusz stated that the first thing that needs to be decided is the date because all other details depend on the date.

Commissioner Zaun stated that the beginning of the season is preferable as it is easier to schedule the MCHS jazz band at the end of the school year instead of the beginning.

Commissioner Jones inquired about the possibility of a Saturday and if all the acts for Concert in the Park are set in stone. Commissioner Allen inquired why the September date is not good. Commissioner Manna stated that the event will have more impact if it is done earlier in the season. Commissioner Allard expressed concern on the timeline of sponsorship. Commissioner Rothans stated that he likes the idea of a kickoff but it is February and solicitation letters have not yet gone out. There are only 4 months left before June. Commissioner Paralusz stated that the commission needs to understand what exactly the money is needed for. She asked if all the extras are really necessary when the tribute is the most important thing. Commissioner Allard stated that the Commission is still looking toward getting the Gary Sinise and the Lt. Dan Band but will not know how much sponsorship they can solicit until late March. Commissioner Paralusz stated that the commission needs to decide the direction because there seem to be different ideas. Commissioner Manna stated that if the event is going to be big and all day, it doesn't matter on what day it falls. Commissioner Paralusz stated that it would be great to create an event that could be easily carried on in the years moving forward.

Commissioner Rothans stated that the all-day event is not set in stone but an extended event would allow the service members to mingle. The idea came up at the sub-committee meeting to have different tents for each service branch. Commissioner Rothans has spoken to the Air Force and two Boy Scout Troops who are willing to volunteer. Commissioner Rothans stated that his thought is to try to raise as much money as possible and see what can happen. Commissioner Rothans stated that another party had contacted the Gary Sinise and the Lt. Dan Band for possibly another event in Manhattan Beach. Commissioner Paralusz was concerned that the waiting to see how much funds could be raised impairs the Commission's ability to book other bands in the meantime. Commissioner Rothans stated that the Marine Corp and High School bands should be asked to hold the date now. With regards to giveaways, he stated that perhaps they could be offered to the first 500 attendees, for example, to control costs.

Commissioner Manna agreed with Commissioner Paralusz as far as the giveaways if it is a Concert in the Park type of event. However, if it is the Gary Sinise and the Lt. Dan Band playing, people will come early just to see them and perhaps more giveaways would be necessary. Commissioner Paralusz inquired as to the average attendance for a concert. Director Leyman stated that a medium sized crowd is around 3,000-4,000.

Commissioner Paralusz asked Commissioner Paralusz if the Marine band would care if they were opening for the Gary Sinise and Lt. Dan Band. Commissioner Jones stated that Martin Betz is the point of contact and should make that phone call to find out.

Commissioner Paralusz asked that the situation be studied legally as far as who is signing the contract with the Gary Sinise and Lt. Dan band. She would like for the City Attorney to review how this is done and would also like to know how other municipalities have handled this in the past. Commissioner Manna stated that if the Gary Sinise and the Lt. Dan Band works out, the September 13th date would work fine because the band is a big enough draw. Commissioner Rothans stated that a date needs to be chosen.

Commissioner Rothans distributed a draft of the sponsorship letter. He stated that no sponsorship letters could be sent until a date has been set.

Director Leyman updated that the first show of the Concert in the Park series is Neil Diamond/Barbara Streisand and that all contracts have gone out and changing dates may be a challenge.

Commissioner Paralusz is in favor of the concert being in June but is opposed to the Gary Sinise and the Lt. Dan Band because of the cost. She is concerned about the availability of the students and is not in favor of the September 13th date. She would consider a Saturday date of June 20th, 2015. Commissioner Zaun agrees with the June 20th date but says that the September 13th date is doable. Commissioner Manna also likes June 20th but is open to September 13th as the Gary Sinise and the Lt. Dan Band was his idea.

Commissioner Jones prefers the June 20th date but has issues with the Gary Sinise and the Lt. Dan Band because she thinks that the citizens of Manhattan Beach might have a problem with spending that much money on the entertainment. Commissioner Allen is OK with either date. Commissioner Allen stated that he thought that if the public was informed that \$50K was a donation directly to the Foundation, he thinks that it would show more support for the troops as opposed to an event that celebrates but doesn't do anything to help. He stated he thinks that the big name band makes it a better event. Commissioner Allard stated that the Commission needs to decide whether or not they are going to try to get the big band. If they're going for Gary Sinise, then it has to be September. Director Leyman stated that both dates work. Director Leyman confirmed that the Concert series will begin July 5th so the June 28th date would be available for Salute to the Troops.

Commissioner Rothans opened the floor to public comment.

Member of the audience – Lee Barr addressed the Commission. He stated that when he first heard of the idea, he thought it was a great. But since, the event has gotten bigger and now he sides with the members of the commission that think it should be smaller. He stated that the idea has gotten too big. It should be a small event featuring Manhattan Beach talent. He likes the idea of having areas where veterans can mingle. His opinion is that Veteran's would not be interested in a certificate but would be happy to know that someone cares.

Commissioner Paralusz is not in favor of bringing the Gary Sinise and the Lt. Dan Band and is not in favor of the masses of the South Bay coming to Polliwog Park for this concert. She stated that it should be primarily a Manhattan Beach event and less is more. She reiterated that she would like to keep it simple and honor the military. Commissioner Manna agreed with Mr. Barr and that in the beginning this was going to be an event recognizing local service people. Commissioner Manna mentioned that money donated to the Gary Sinise Foundation would not necessarily benefit our local service people. Commissioner Paralusz spoke of her experience with fundraising and that sponsors

(Northrop Grumman) want to know what kind of local benefit there is. She stated that unless the donated funds can be earmarked for the local and regional community, sponsors may not view it favorably.

Commissioner Rothans stated that the original memo sent to Council said that the event would celebrate the active duty service members and veterans of the South Bay, not just Manhattan Beach.

Commissioner Manna made a motion to drop Gary Sinise and Lt. Dan band and opt for the June 28th date. Paralusz seconded. The motion passed.

Ayes: Commissioners Manna, Paralusz, Jones and Zaun
Nays: Commissioners Rothans, Allard, Allen
Abstain: None
Absent: None

Commissioner Jones added that if there was a proclamation for Salute to the Troops week the outgoing Mayor and incoming Mayors could both participate.

Commissioner Allard stated that the application for the Marine Corp Band date needs to be changed.

Commissioner Paralusz mentioned that the Dietz Brothers band may be available if the Marine Corp Band is not.

Commissioner Jones asked if Martin could get a tape or somehow show the Marine Corp band at the next meeting.

Commissioner Allen recommended designated seating areas and assistance from the Boy Scouts for the attendees that need assistance.

Commissioner Jones will reach out to the Zamperini Family.

Commissioner Manna recommended that the Mira Costa Jazz Band play during the mingling/social period before the concert.

Commissioner Rothans asked the subcommittee members if the sponsorship levels should be lowered based on the new plan. Commissioner Allard stated that the top level could be lowered to \$5K or \$7.5K. Commissioner Jones stated that sponsors like to have itemized lists with amounts so that they can sponsor specific items. Director Leyman suggested a using a vendor for the canopies. He estimated a starting point of \$2,000 for tents. Director Leyman stated that there are a few vendors that the City has used previously and that staff plans to meet with those vendors in the near future to discuss cost efficiencies.

Commissioner Allard stated that he would be more likely to mingle by war rather than military branch.

The Sponsorship Sub Committee will present final sponsorship levels at the next meeting.

Commissioner Allard requested possible sponsors contact information to add to his working list.

Commissioner Jones mentioned that if Mira Costa produces a video for the event. There would be no charge but a donation would be much appreciated and should be factored in. Commissioner Allard stated that the City is not allowed to give cash gifts but perhaps some equipment for their program could be donated.

Commissioner Allard stated that the Mayors Youth Council will present their Intergenerational Event report at the City Council meeting. They will present to the

Commission at the next meeting.

Commissioner Allard stated that the Commission had been invited to the Little League opening on Saturday, March 7th and that it would be nice to attend as a group.

The Older Adult Program will have a candidate forum on Thursday, February 12th at Joslyn Center.

Commissioner Rothans inquired as to the status of Brown Act training. Director Leyman stated that a date has not yet been set.

I. STAFF ITEMS

Commissioner Manna inquired about the Skateboard Park Consultant RFP. Director Leyman stated that we are waiting for final contract to be sent to the vendor so that work can begin.

J. ADJOURNMENT

Commissioner Paralusz moved to adjourn. The motion was seconded by Commissioner Allard. The motion passed. The meeting was adjourned at 08:03 pm.

Ayes:	Commissioners Rothans, Allard, Manna, Allen, Paralusz, Jones and Zaun
Nays:	None
Abstain:	None
Absent:	None